

**Minutes of the Regular Meeting  
December 20, 2017**

**Mountainside School District**

Beechwood School, 1497 Woodacres Drive, Mountainside, NJ 07092  
Deerfield School, 302 Central Avenue, Mountainside, NJ 07092

**I. Call to Order**

A Regular Meeting of the Mountainside Board of Education of the Borough of Mountainside in the County of Union, New Jersey was called to order by Mr. James Ruban, Jr., at 7:12 p.m. in the Beechwood School Susan O. Collier Media Center, 1497 Woodacres Drive, Mountainside, New Jersey.

**II. Roll Call**

At roll call, the following members were present:

Mr. Dante Gioia  
Mrs. Cathy Jakositz  
Mr. James Ruban, Jr.  
Mr. Carmine Venes

Also present were Dr. Nancy Lubarsky, Chief School Administrator and Mr. Eric Larson, School Business Administrator/Board Secretary.

Mr. Christopher Minks and Mrs. Kate Motz were absent.

Mrs. Jeane Parker arrived after roll call.

**III. Executive Session** – The following resolution was approved by roll call vote:

Moved: Venes	Seconded: Gioia		
RC) Gioia – Yes	Jakositz – Yes	Minks – Absent	
Motz – Absent	Parker – Absent	Ruban – Yes	Venes – Yes

**WHEREAS**, Section 7 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R.S. 10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in circumstances; and

**WHEREAS**, the Board must consider matter(s) involving the following:

1. Legal/Personnel

The disclosure of which could constitute an unwarranted invasion of privacy; now

**WHEREAS**, the discussion of individual items to be considered by the Board in closed session may be made public once the need for confidentiality no longer exists, but the Board cannot state at the present time when that will be.

**THEREFORE BE IT RESOLVED**, that the Board adjourn to executive session at 7:14 p.m. to discuss the above mentioned matter to the exclusion of all others. Matters discussed

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may or may not be made public this evening. If an action results, it will be taken following reentry into regular session.

The public meeting was reconvened at 8:02 p.m.

**IV. Flag Salute**

**V. Approval of Minutes**

Moved: Gioia	Seconded: Venes		
RC) Gioia – Yes	Jakositz – Abstain	Minks – Absent	
Motz – Absent	Parker – Yes	Ruban – Yes	Venes – Yes

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**VI. Correspondence - None**

**VII. Public Participation - None**

**VIII. President’s Report**

Mr. Ruban thanked Mr. Larson for his service as the Business Administrator and thanked Mrs. Jakositz for her service as a Board Member.

**IX. Chief School Administrator’s Report**

Deerfield Chorus sang for the Board of Education and members of the community.

Mrs. Barkin gave a presentation on the Robotics Club activities.

Dr. Lubarsky shared Mr. Devico’s update on the Beechwood field status.

Dr. Lubarsky presented an analysis on the relationship between MAP and PARCC.

Dr. Lubarsky discussed the QSAC Equivalency Process Application for High Performing Districts.

Dr. Lubarsky reported on the Watts grants received so far this year.

**X. Berkeley Heights Liaison Report**

Mrs. Parker reported:

- Assistant Principal, Tara Oliveira, was named 2018 Visionary Assistant Principal of the Year by the NJ Principals and Supervisors Association
- Interact Club made 1300 sandwiches for the Market Street Mission.
- Fall play, *Suite Surrender*, was a success.
- Girls Cross Country Team won the Central Jersey Group 2 Championship.

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- AP Capstone program was introduced at GL.

**XI. Administration**

The following motions were approved by roll call vote: **Administration: #1-2**

Moved: Jakositz	Seconded: Gioia		
RC) Gioia – Yes	Jakositz – Yes	Minks – Absent	
Motz – Absent	Parker – Yes	Ruban – Yes	Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the QSAC Equivalency Process Application for High Performing Districts (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools November 2017 safety and security drill reports (Attachment #3).

**XII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-6**

Moved: Gioia	Seconded: Jakositz		
RC) Gioia – Yes	Jakositz – Yes	Minks – Absent	
Motz – Absent	Parker – Yes	Ruban – Yes	Venes – Yes

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of November 2017 (Attachment #4).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated December 1, 2017, through December 31, 2017 (Attachment #5).
3. **WHEREAS**, the Board has received the preliminary Financial Reports of the Treasurer of School Monies for the month of November 2017 and the preliminary Financial Reports of the Board Secretary for the month of November 2017; and

**WHEREAS**, the Board Secretary, Eric Larson, certifies that subject to the approval of budget transfers appended to these minutes, payment of the claims set forth in the accompanying bill list will not result in the over expenditure of any budget line item appropriation, as modified to date set forth in the level of detail contained in the Reports of the Board Secretary for November 2017:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the month of November 2017 and the Financial Reports of the Board Secretary for November 2017 as submitted and certified (Attachment #6).

4. Move to approve upon the recommendation of the Board Secretary, termination of the Business Services Subcontract Agreement with Garwood Board of Education for the services of a School Business Administrator/Board Secretary as of Eric Larson's last day of employment.
5. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #7).

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6. Move to approve in accordance with MBOE policy 6471, School District Travel, and upon the recommendation of the Chief School Administrator, the travel and related expenses itemized in (Attachment #8). This travel is deemed educationally necessary and fiscally prudent, and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's Professional Development Plan.

**XIII. Personnel**

The following motions were approved by roll call vote: **Personnel: #1-7**

Moved: Gioia	Seconded: Jakositz		
RC) Gioia – Yes	Jakositz – Yes	Minks – Absent	
Motz – Absent	Parker – Yes	Ruban – Yes	Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the resignation of Eric Larson, Business Administrator/Board Secretary, and to thank him for his service to the Mountainside School District (Attachment #9).
2. Move to approve upon the recommendation of the Chief School Administrator, and as approved by the Executive County Superintendent, employment contract with Donna Alonso for three days/week (.6 FTE) as Business Administrator/ Board Secretary for the period January 1, 2018 through June 30, 2018 at a compensation of \$40,950 (Attachment #10).
3. Move to approve upon the recommendation of the Chief School Administrator, 2.5 days in December of compensation for Donna Alonso (new Business Administrator/Board Secretary) at a rate of \$525/day for transition with current Business Administrator/Board Secretary.
4. Move to approve upon the recommendation of the Chief School Administrator, the following staff members for homebound instruction: Jayne Hartnett, April Starling, and Kristen Haas not to exceed 20 hours (in total) per week, at a rate of \$39.71/hour, from December 13, 2017 to June 19, 2018.
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kristen DalCortivo to the position of Guidance Counselor, at a salary of \$56,203, pro-rated, Step 1 MA, effective January 5, 2018 until June 30, 2018 (Attachment #11).
6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Ramona Ramesar to the position of part time Guidance Counselor, at a salary of \$44,962.40, (80% of \$56,203), pro-rated, Step 1 MA, effective January 5, 2018 until June 30, 2018 (Attachment #12).
7. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Suzanne Jenks to the stipend position of PARCC Coordinator, at a salary of \$1,502.

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**XIV. Curriculum**

The following motions were approved by roll call vote: **Curriculum: #1**

Moved: Jakositz                      Seconded: Gioia  
 RC) Gioia – Yes                      Jakositz – Yes                      Minks – Absent  
 Motz – Absent                      Parker – Yes                      Ruban – Yes                      Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2017-2018 school year:

<b>Date</b>	<b>Destination</b>	<b>Grade</b>	<b>Teacher in Charge</b>	<b>Estimated Cost</b>
2/2/2018	Paper Mill Playhouse	PEAK	Trentham	Admission-\$297.50 Paid by PTO Chaperones Admission-\$42.50 Paid by Chaperones Busing-\$237.71 Paid by PTO
4/18/18	Ripley Green Palace Theater	8	Rosenblum	Cost of Trip:\$14,576 paid by students Cost of Workshop: \$2,444 paid by MEF
5/10/18 & 5/11/ 18	Washington DC	8	Young	Cost of trip: \$39,525 \$10,000 paid by BOE \$2,576 paid by PTO Balance paid by students and outside activities
5/16/18	Ellis Island	4	Shimwell, Botkin, McHale, Cardone	Cost of trip: \$1,195.50 paid by PTO Cost of Bussing: \$640 paid by PTO

**XV. Policy**

The following motions were approved by roll call vote: **Policy: #1-2**

Moved: Gioia                      Seconded: Jakositz  
 RC) Gioia – Yes                      Jakositz – Yes                      Minks – Absent  
 Motz – Absent                      Parker – Yes                      Ruban – Yes                      Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the following policies for second reading and adoption:

1220	Employment of Chief School Administrator	Revised
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		Mandatory
1310	Employment of School Business Administrator/ Board Secretary	Revised Mandated
3111	Creating Positions	Revised Recommended
3124	Employment Contract	Revised Recommended
3125	Employment of Teaching Staff Members	Revised Mandated

2. Move to approve upon the recommendation of the Chief School Administrator, the following policies for first reading:

3141	Resignation	Revised Recommended
3144	Certification of Tenure Charges	Revised Recommended

**XVI. Old Business**

Mrs. Jakositz articulated how much the district has improved and her respect for the integrity of the board members.

**XVII. New Business**

The Board voted to hold the March meeting on Monday, March 19<sup>th</sup>, for the Adoption of the Tentative Budget.

**XVIII. Committee Reports**

Building and Grounds Committee – Mr. Gioia reported that there was a meeting with representatives from the Board and the township to discuss snow plowing. He feels there will be adequate attention to the district’s new layout of parking lots. He said that the possibility of planning future meetings was discussed in order to enhance communications.

Mr. Gioia also stated that puddling at Deerfield will be fixed over the holiday break.

Strategic Planning Committee – Mrs. Parker said that a survey for parents, teachers, and students for feedback on various district areas will be distributed in February 2018.

**XIX. Public Participation - None**

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**XX. Adjournment**

A motion was made by Mr. Gioia at 9:45 p.m., seconded by Mrs. Jakositz to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mr. Eric D. Larson  
School Business Administrator/Board Secretary