

**Minutes of the Regular Meeting
May 22, 2018**

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 7:02 p.m. in the Deerfield School Media Center, 302 Central Avenue, Mountainside, New Jersey.

II. Roll Call

At roll call, the following members were present:

Mr. Dante Gioia
Mrs. Jeane Parker
Mr. James Ruban, Jr.
Mr. Carmine Venes

Also present were Dr. Nancy Lubarsky, Chief School Administrator and Mrs. Donna Alonso, School Business Administrator/Board Secretary.

Dr. Dana Guidici Pietro and Mr. Christopher Minks arrived after roll call.

Mrs. Kate Motz was absent.

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

Moved: Gioia	Seconded: Venes		
RC) Gioia – Yes	Guidici Pietro – Absent	Minks – Absent	
Motz – Absent	Parker – Yes	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 7:06 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.

IV. Close Executive Session and Reconvene Public Session

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

The public meeting was reconvened at 8:10 p.m.

V. Flag Salute

VI. Approval of Minutes

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

- ❖ Minutes of the Regular Meeting of April 24, 2018
- ❖ Minutes of the Executive Session of April 24, 2018

VII. Correspondence - None

VIII. Public Participation - None

IX. President’s Report - None

X. Chief School Administrator’s Report

Mrs. Alonso introduced the Maschio’s Food Service Team who presented an overview of their new lunch options for students and faculty.

The Board discussed the snack program and agreed to provide a link to Maschio's website from the School's website to make nutritional information readily available to parents. The Board and Maschio's agreed to have a similar presentation to parents at Back to School night, as well as moving forward with the Allergy Food Management Program in the Fall.

XI. Berkeley Heights Liaison Report - None

XII. Administration

The following motions were approved by roll call vote: **Administration: #1-5**

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

1. Move to accept the Chief School Administrator’s recommendations on HIB Incident dated May 7, 2018.

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2. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 holidays for administrators and secretaries (Attachment #2).
3. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 holidays for the Supervisor of Maintenance and Custodial Services and custodians (Attachment #3).
4. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood School and Deerfield School April 2018 safety and security drill reports (Attachment #4).
5. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield School Bus Emergency Evacuation Drill Reports (Attachment #5).

XIII. Budget and Finance

The following motions were approved by roll call vote: **Budget & Finance: #1-14**

Motion #13 was tabled.

Moved: Gioia

Seconded: Guidicipietro

RC) Gioia – Yes

Guidicipietro – Yes Minks – Yes

Motz – Absent

Parker – Yes

Ruban – Yes

Venes – Yes

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of April 2018 (Attachment #6).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated May 1, 2018, through May 31, 2018 (Attachment #7).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of April 2018 and the Financial Reports of the Board Secretary for the month of April 2018; and

WHEREAS, the Board Secretary, Donna Alonso, 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 April 2018:

RESOLVED THAT, the Board accepts the Treasurer Report for the month of April 2018 and the Financial Reports of the Board Secretary for April 2018 as submitted and certified (Attachment #8).

4. **WHEREAS**, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14.

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NOW, THEREFORE, BE IT RESOLVED, that the Mountainside Board of Education hereby establishes the following maximums for the General Fund 2018 – 2019 year as follows:

- Architecture/Engineering \$ 5,000
- Legal \$ 25,000
- Audit \$ 30,000
- Physician \$ 2,250

For a total amount of \$62,250.

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

5. Move to approve upon the recommendation of the Chief School Administrator, the tax resolution of the Borough of Mountainside tax payments for the 2018-2019 school year:

WHEREAS the Board of Education of the Borough of Mountainside is obligated to direct the Council of the Borough of Mountainside to release funds for educational purposes and debt services;

WHEREAS the amount certified to the Borough Assessor for collection of taxes by the Secretary of the Board of Education of the Borough of Mountainside for the school year 2018-2019 was \$16,032,764; therefore be it

RESOLVED that the Board of Education of the Borough of Mountainside hereby requests the Council of the Borough of Mountainside to cause to be released to its proper office, the Board Secretary, this appropriation for educational purposes, certified in the amount of \$16,032,764:

General Fund	\$16,032,764
Debt Service	1,237,201
	\$17,269,965

6. Move to approve upon the recommendation of the Chief School Administrator, the tax payment schedule for the 2018-2019 school year from the Borough of Mountainside to the Mountainside Board of Education as follows and to authorize the School Business Administrator to submit said schedule to the Borough of Mountainside:

	General Fund	Debt Service	Total
July 2, 2018	\$1,336,063.75	\$228,008.40	\$1,564,072.15
August 1, 2018	\$1,336,063.75	\$778,584.59	\$2,114,648.34
September 4, 2018	\$1,336,063.75		\$1,336,063.75
October 2, 2018	\$1,336,063.75		\$1,336,063.75
November 1, 2018	\$1,336,063.75		\$1,336,063.75
December 3, 2018	\$1,336,063.75		\$1,336,063.75
January 2, 2019	\$1,336,063.75	\$25,431.19	\$1,361,494.94

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February 1, 2019	\$1,336,063.75	\$205,176.82	\$1,541,240.57
March 1, 2019	\$1,336,063.75		\$1,336,063.75
April 1, 2019	\$1,336,063.75		\$1,336,063.75
May 1, 2019	\$1,336,063.75		\$1,336,063.75
June 3, 2019	\$1,336,062.75		\$1,336,062.75
Total	\$16,032,764.00	\$1,237,201.00	\$17,269,965.00

Note: Payments will be approved by Council on the third Tuesday of the month payable on or about the 20th of each month.

7. Move to approve upon the recommendation of the Chief School Administrator, the resolution authorizing the Mountainside Board of Education to enter into a Cooperative Pricing Agreement with the Middlesex County Educational Services Commission:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 22, 2018, the governing body of the Mountainside School District, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This resolution shall be known and may be known and may be cited as the Cooperative Pricing Resolution of the Mountainside Board of Education.

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), Donna Alonso, School Business Administrator, is hereby authorized to enter into a Cooperative pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage (Attachment #9).

8. Move to approve upon the recommendation of the Chief School Administrator, to authorize Donna Alonso, School Business Administrator, to solicit bids for both the rehab and reconstruction of the Beechwood School canopy to be paid out of the 2018-2019 school budget.
9. Move to approve upon the recommendation of the Chief School Administrator, the agreement between the Union County Educational Services Commission and the

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Mountainside Board of Education for Special Education and Vocational Technical Schools Coordinated Transportation Services for the 2018-2019 school year (Attachment #10).

10. Move to approve upon the recommendation of the Chief School Administrator, the Union County Vocational-Technical Schools Tuition Agreement Contract for the 2018-2019 school year (Attachment #11).
11. Move to approve upon the recommendation of the Chief School Administrator, the Managed Print Services Agreement between the Mountainside Board of Education and Atlantic Tomorrow's Office (State Contract MPS SIN #51-500), effective July 1, 2018 through June 30, 2019, estimated to be \$20,624 per year, with a savings of over \$4,000. Further be it approved that Atlantic Tomorrow's Office be renewed as copier, maintenance, and supply vendor for the 2018-2019 school year (State Contract #G-2075 and A-40467) (Attachment #12).
12. Move to approve upon the recommendation of the Chief School Administrator, renewal of the FSMC base year contract with Maschio's Food Services, Inc. for the 2018-2019 school year. The service management fee is \$8,692 with a guaranteed return of \$1,000. (Attachment #13).
13. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 fee amounts for student activities in accordance with Board Policy 2436, Activity Participation Fee Program:

Activity	Fee
Performing Arts:	\$40.00 Per Student Per Activity
Art Enrichment	
Music Clubs not within school day (e.g. Jazz Band, Swing Singers)	
School Play	
Clubs:	\$40.00 Per Student Per Activity
Chess Grades K-2	
Chess Grades 3-5	
Chess Grades 6-8	
Ecology	
Technology	
Athletics:	\$195.00 Per Student *
Baseball	
Basketball	
Soccer	
Softball	

*If a child plays two or more sports, the cost is \$300 for the year.

*If two or more children in a family play a sport, the cost is \$150 per sport.

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*If two or more children in a family play two or more sports, the cost is \$250 for each child for the year.

The above Motion #13 was tabled.

14. 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 #14). 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.

XIV. Personnel

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Dayna Carroll, 5th Grade Teacher, effective October 22, 2018, until December 20, 2018. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Carroll be granted an unpaid Family Leave from December 21, 2018 until March 27, 2019 in accordance with FMLA and NJFLA. Mrs. Carroll anticipates returning to work on March 28, 2019 (Attachment #15).
2. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Ann Cooke to perform 30 summative evaluations, at a rate of \$75.00 per evaluation for the remainder of the school year.
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Ann Cooke to perform student evaluations, at a rate of \$250.00 per evaluation, and to attend meetings at a rate of \$50.00 per meeting, not to exceed \$6,321.00.
4. Move to approve upon the recommendation of the Chief School Administrator, the following staff member for homebound instruction: Barbi Higinbotham, not to exceed 10 hours per week, at a rate of \$39.71/hour, from April 24, 2018 to June 20, 2018.
5. Move to approve upon the recommendation of the Chief School Administrator, the following staff member for homebound instruction to sub for Barbi Higinbotham, if needed: Jayne Hartnett, for up to 2 hours per week, at a rate of \$39.71/hour, from April 24, 2018 to June 20, 2018.
6. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Kim Hain, Basic Skills Instructor, for classes taken at Kean University for the 2018 spring session for three (3) graduate credits in the amount of \$1,959.00. This represents \$348.00 excess reimbursement for the 2018-2019 school year (Attachment #16).

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XVIII. New Business

Mr. Venes reported that he attended the County School Boards Association meeting where Mrs. Helen Kirsch was recognized for serving 35 years on the Board. He also mentioned that school security was discussed at the meeting.

Mr. Gioia reported that he attended the NJSBA Delegate Assembly where there was discussion about replacing PARCC testing with a new standardized test. He also mentioned that Dr. Lawrence Feinsod, Executive Director of NJSBA, said that additional aid was distributed unfairly. In response, The Delegate Assembly passed a resolution that school aid should be distributed based on school funding formula. They also discussed school security and recommended collaborating with police, having a Social Emotional Learning Committee, and having a class 3 officer. Mr. Gioia said we are on point with all of these recommendations.

XIX. Committee Reports

The Social Emotional Learning Committee met on May 18th and narrowed down the many options to two. Company representatives made presentations. A recommendation will be made at the next Board Meeting.

XX. Public Participation - None

XXI. Adjournment

A motion was made by Mr. Minks at 9:35 p.m., seconded by Mr. Venes to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mrs. Donna Alonso
School Business Administrator/Board Secretary