

**Minutes of the Regular Meeting
June 12, 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 7:00 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:

Dr. Dana Guidiciopietro
Mr. Christopher Minks
Mrs. Kate Motz
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.

Mr. Dante Gioia arrived after roll call.

Mrs. Jeane Parker was absent.

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

Moved: Venes	Seconded: Minks		
RC) Gioia – Absent	Guidiciopietro – Yes	Minks – Yes	
Motz – Yes	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 7:03 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: Minks	Seconded: Venes		
RC) Gioia – Yes	Guidici Pietro – Yes	Minks – Yes	
Motz – Yes	Parker – Absent	Ruban – Yes	Venes – Yes

The public meeting was reconvened at 8:15 p.m.

V. Flag Salute

VI. Approval of Minutes

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

- ❖ Minutes of the Regular Meeting of May 22, 2018
- ❖ Minutes of the Executive Session of May 22, 2018

VII. Correspondence

- Letter from SAIF Regarding Loss Control Survey of Facilities and Playgrounds

VIII. Public Participation - None

IX. President’s Report - None

X. Chief School Administrator’s Report

Dr. Lubarsky discussed grants received this year.

Dr. Lubarsky gave a presentation on the recommended Social Emotional Learning Curriculum.

Community members in attendance asked questions about implementation of the Social Emotional Learning Curriculum and the training of teachers.

XI. Berkeley Heights Liaison Report - None

XII. Administration

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

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

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1. Move to approve upon the recommendation of the Chief School Administrator, the New Jersey Department of Education Waiver Application N.J.A.C. 6A:9-6.5c used primarily for emergent hiring (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the Security Drill Statement of Assurance (Attachment #3).
3. Move to approve upon the recommendation of the Chief School Administrator, the submission of Anticipated Facility Requests for the 2018-2019 School Year to the Union County Executive Superintendent of Schools for change of use of office space and waiver request for preschool and kindergarten toilet rooms for the 2018-2019 school year (Attachment #4).
4. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools May 2018 safety and security drill reports (Attachment #5).
5. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools Bus Emergency Evacuation Drill Reports (Attachment #6).

XIII. Budget and Finance

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

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of May 2018 (Attachment #7).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated June 1, 2018, through June 12, 2018 (Attachment #8).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of May 2018 and the Financial Reports of the Board Secretary for the month of May 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 May 2018:

RESOLVED THAT, the Board accepts the Treasurer Report for the month of May 2018 and the Financial Reports of the Board Secretary for May 2018 as submitted and certified (Attachment #9).

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4. **BE IT RESOLVED THAT**, the Mountainside Board of Education authorizes the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2018 including all year-end payables and to proceed with all necessary adjustments and transfers to close the books for the 2017-2018 fiscal year, including the cancellation of any stale dated checks; and

BE IT FURTHER RESOLVED THAT, the Chief School Administrator and Business Administrator be authorized to complete any and all entries and actions for the opening of the 2018-2019 fiscal year, including but not limited to the issuance of purchase orders in compliance with the Public Contracts Law, complete line item adjustments and transfers, and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED THAT, all of these actions shall be presented to the Board at its next meeting for final approval.

5. Move to approve upon the recommendation of the Chief School Administrator, the re-appointment of Paula Hatch, as Treasurer of Mountainside School District, for the 2018-2019 school year, for an annual fee of \$3,231, which includes a 2.5% increase.

6. **WHEREAS**, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-31 and N.J.S.A.18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Mountainside Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Maintenance and Emergency Capital Reserve accounts at year-end; and

WHEREAS, the Mountainside Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2017-18 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2017-18 Extraordinary Aid and/or Non-Public Transportation Aid, is available for such transfer;

BE IT RESOLVED THAT, the Board authorize the Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2017-18 fiscal year, and any and all funds awarded by the New Jersey Department of education for 2017-18 Extraordinary Aid and/or Non-Public Transportation Aid consistent with all applicable laws and regulations in the amount not to exceed \$1,000,000 pro-rated as follows:

Maintenance Reserve	\$250,000	(25%)
Emergency Reserve	\$250,000	(25%)
Capital Reserve	\$500,000	(50%)

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7. 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.

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

8. Move to approve upon the recommendation of the Chief School Administrator, the list of Independent Contractors/Physicians/Agencies for the 2017-2018 school year, if needed (Attachment #10).
9. Move to approve upon the recommendation of the Chief School Administrator, Greenwood Lawn Service for Lawn Care in the amount of \$16,250 effective July 1, 2018, through June 30, 2019 (Attachment #11).
10. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 Right to Know Services and Asbestos Management Services from RAMM Environmental Services, Inc., not to exceed \$4,850 (Attachment #12).
11. Move to approve upon the recommendation of the Chief School Administrator, to contract with CDK Systems, Inc. for accounting and personnel software services for \$9,240 for the 2018-2019 fiscal year (Attachment #13).

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12. Move to approve upon the recommendation of the Chief School Administrator, the hiring of JAG Consulting, LLC for technology services effective July 1, 2018 to June 30, 2019 at a rate of \$32.00 per hour, not to exceed \$15,000 (Attachment #14).
13. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #15).
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 #16). 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: #1-20**

Moved: Minks

Seconded: Gioia

RC) Gioia – Yes

Guidici Pietro – Yes Minks – Yes

Motz – Yes

Parker – Absent

Ruban – Yes

Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 employment contract for Donna Alonso, Business Administrator/Board Secretary, which was approved by the Union County Superintendent (Attachment #17).
2. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 employment contract for Christina Orozco, Assistant Superintendent for Student Services and Instruction, which was approved by the Union County Superintendent (Attachment #18).
3. Move to approve upon the recommendation of the Chief School Administrator, the retirement of Janet Fullowan, Confidential Secretary, effective September 1, 2018, and to thank her for her service to the Mountainside School District (Attachment #19).
4. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Laryssa Del Guercio, Special Education Teacher, effective October 22, 2018, until December 6, 2018. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Del Guercio be granted an unpaid Family Leave from December 7, 2018 until March 1, 2019 in accordance with FMLA and NJFLA. Mrs. Del Guercio anticipates returning to work on March 4, 2019 (Attachment #20).
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Suzanne Jenks to the position of Grades 3-8 Coordinator.
6. Move to approve upon the recommendation of the Chief School Administrator, the paraprofessionals list for the 2018-2019 school year (Attachment #21).
7. Move to approve upon the recommendation of the Chief School Administrator, to increase the salaries of the non-affiliated personnel, effective July 1, 2018 to June 30, 2019 as per the attached list (Attachment #22).

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8. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Corey Berger, to the position of 5th Grade Teacher, at a salary of \$53,641, BA Step 2, effective September 1, 2018 until June 30, 2019 (Attachment #23).
9. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Adriana Contreras, to the position of Spanish Teacher, at a salary of \$56,203, MA Step 1, effective September 1, 2018 until June 30, 2019 (Attachment #24).
10. Move to approve upon the recommendation of the Chief School Administrator, the appointment of current Leave Replacement Teacher, Jill MacConnell, to the position of Kindergarten Teacher, at a salary of \$53,141, BA Step 1, effective September 1, 2018 until June 30, 2019.
11. Move to approve upon the recommendation of the Chief School Administrator, the appointment of current Leave Replacement Teacher, Barbara Higinbotham, to the position of 1st Grade Teacher, at a salary of \$54,720, BA Step 3, effective September 1, 2018 until June 30, 2019.
12. Move to approve upon the recommendation of the Chief School Administrator, the following staff members for homebound instruction for July and August:

Barbi Higinbotham	\$39.71/hr.	Not to exceed 10 hours per week
April Starling	\$39.71/hr.	Not to exceed 10 hours per week
Jayne Hartnett	\$39.71/hr.	Not to exceed 10 hours per week

13. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kristin Trentham, PEAK Teacher, to the stipend position of Recreation Activities Club Advisor, for the spring session, at a rate of \$32.19 per session, not to exceed 10 sessions.
14. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Stephanie Ianniello, Kindergarten Teacher, to the stipend position of Recreation Activities Club Assistant, for the spring session, at a rate of \$32.19 per session, not to exceed 10 sessions.
15. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Paige Primmer, PEAK Teacher, to the stipend position of Recreation Activities Club Assistant, for the spring session, at a rate of \$32.19 per session, not to exceed 10 sessions.
16. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following staff members for the Beechwood School Summer Academic Camp that will be in session from July 10, 2018 – July 26, 2018 for 3 hours per day for 9 days:

Amanda Baker	Elementary Teacher	\$39.71/hour
Courtney Hunter	Elementary Teacher	\$39.71/hour

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Stephanie Ianniello	Elementary Teacher	\$39.71/hour
Kristin Trentham	Elementary Teacher	\$39.71/hour
Lydra Shehu	Paraprofessional	\$22.72/hour

17. Move to approve upon the recommendation of the Chief School Administrator, the Extended School Year Staffing effective July 9, 2018, through August 2, 2018 for 3 hours per day for 16 days (Attachment #26):

Staff Member	Assignment	Rate
Lisa Bruno	Nurse	\$39.71/hour
Leila Morrelli	Speech and Language Specialist	\$39.71/hour
Julia Lima	Special Education Teacher	\$39.71/hour
Rebecca Walsh	Special Education Teacher	\$39.71/hour
Diana Diaz	Special Education Teacher	\$39.71/hour
Carmen Tavares	Special Education Teacher	\$39.71/hour
Dara Blass	Paraprofessional	\$22.72/hour
Carmine Ann Casolaro	Paraprofessional	\$23.83/hour
Nicole Ellis	Paraprofessional	\$23.83/hour
Susan Gerakaris	Paraprofessional	\$23.83/hour
Marilyn Nacci	Paraprofessional	\$23.83/hour
Amy Peixoto	Paraprofessional	\$23.83/hour
Sandra Vendas	Paraprofessional	\$23.83/hour

18. Move to approve upon the recommendation of the Chief School Administrator, the Child Study Team Staffing effective June 21, 2017 to August 31, 2017.

Staff Member	Assignment	Not to Exceed	Rate
Eileen D'Antonio	School Social Worker (attend meetings, conduct/ prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Leila Morrelli	Speech and Language Specialist (attend meetings, conduct/ prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Tara Pirozzoli	School LDTC	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Amanda Somers- Guerrasio	School Psychologist (attend meetings, conduct/prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Caitlin McGarrity	Special Education Teacher (attend meetings, conduct/ prepare evaluations)	5 hours	\$39.71 per hour

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		Recommended
4437	Military Leave – Support Staff Members	Revised Recommended
7425	Lead Testing of Water in Schools	New Recommended
8630	Bus Driver/Bus Aide Responsibility	Revised Mandated
9242	Use of Electronic Signatures	New Recommended

XVII. Old Business - None

XVIII. New Business - None

XIX. Committee Reports - None

XX. Public Participation

Heather Lynn asked a question about upgrading of Beechwood fields.

Myriam Ford asked questions about outreach for parents regarding Social Emotional Learning Curriculum, and also about safety and security.

XXI. Adjournment

A motion was made by Mr. Gioia at 9:30 p.m., seconded by Mr. Minks to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mrs. Donna Alonso
School Business Administrator/Board Secretary