

**Minutes of the Regular Meeting  
December 18, 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 7:10 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  
Dr. Dana Guidicipietro  
Mrs. Kate Motz  
Mrs. Jeane Parker  
Mr. James Ruban, Jr.  
Mr. Carmine Venes

Also present were Dr. Nancy Lubarsky, Chief School Administrator and Mr. Steven DiGeronimo, Interim School Business Administrator/Board Secretary.

Mr. Christopher Minks arrived after roll call at 7:30.

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

Moved: Motz	Seconded: Parker		
RC) Gioia – Yes	Guidicipietro – Yes	Minks – Absent	
Motz – Yes	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 7:10 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: Gioia

Voice vote: 7 ayes -- 0 nays

The public meeting was reconvened at 8:03 p.m.

**V. Flag Salute**

**VI. Approval of Minutes**

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

- ❖ Minutes of the Regular Meeting of November 27, 2018
- ❖ Minutes of the 1<sup>st</sup> Executive Session of November 27, 2018

**VII. Correspondence - None**

**VIII. Public Participation - None**

**IX. President's Report –**

- Mr. Ruban mentioned this was the last meeting for departing Board members Jeane Parker and Kate Motz and thanked them for their contributions, skills and successes.
- Mr. Ruban explained the process of swearing in the new Board members.
- Bill Cassano, Berkeley Heights Board President, spoke to honor Jeane Parker.

**X. Chief School Administrator's Report**

- Dr. Lubarsky recognized and honored retiring Mountainside Board of Education members, Jeane Parker and Kate Motz, and former Board member, Cathy Jakositz with a resolution.
- Other Board members commented and added to the accolades. Mrs. Jakositz responded.
- Dr. Lubarsky presented the district's Strategic Plan for 2019-2024, which is posted on our website.

**XI. Berkeley Heights Liaison Report**

Mrs. Parker reported on the following items:

- The Girls Soccer Team was recognized.
- School play performance last weekend was a success.
- Superintendent search is ongoing.

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**XII. Administration**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, that the Board approve the Resolution honoring Mrs. Kate Motz, Mountainside Board of Education member. (Attachment #2)
2. Move to approve upon the recommendation of the Chief School Administrator, that the Board approve the Resolution honoring Mrs. Jeane Parker, Mountainside Board of Education member and Representative to the Berkeley Heights Board of Education. (Attachment #3)
3. Move to approve upon the recommendation of the Chief School Administrator, that the Board approve the Resolution honoring Mrs. Cathy Jakositz, Mountainside Board of Education member. (Attachment #3a)
4. Move to approve upon the recommendation of the Chief School Administrator, the 5-year Strategic Plan (Attachment #4)
5. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools November 2018 safety and security drill reports (Attachment #4a).

**XIII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-5**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of November 2018 (Attachment #5).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated December 1, 2018, through December 31, 2018 (Attachment #6), including the revised payment of the bill list dated December 1, 2018, through December 31, 2018 to include: Payee-All Things Recreation, LLC., in the amount of \$30,232.00, PO#: 201800861, Acct #: 12-120-100-730-000-004, Invoice #1020181 for the Deerfield Playground, bringing the total to \$1,412,172.70.
3. **WHEREAS**, the Board has received the preliminary Financial Reports of the Treasurer of School Monies for the month of November 2018 and the preliminary Financial Reports of the Board Secretary for the month of November 2018; and

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**WHEREAS**, the Interim Board Secretary, Steve DiGeronimo, 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 2018:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the month of November 2018 and the Financial Reports of the Board Secretary for November 2018 as submitted and certified (Attachment #7).

4. Move to approve home instruction provided by Trinitas Regional Medical Center, as part of the agreement with UCESC, for Student #8642823104, not to exceed \$5,360.00.
5. 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.

**XIV. Personnel**

The following motions were approved by roll call vote: **Personnel: #1-8**

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

1. Move to approve upon the recommendation of the Chief School Administrator, April Starling and Kathy Goldbeck for homebound instruction, not to exceed 10 hours (in total) per week, at a rate of \$39.71/hour, from November to February.
2. Move to approve upon the recommendation of the Chief School Administrator, the extended Maternity Disability Leave for Brittney Steitz, part-time Paraprofessional at Deerfield. It is recommended that Mrs. Steitz be granted additional unpaid Family Leave from November 29, 2018 until February 22, 2019 in accordance with FMLA and NJFLA. Mrs. Steitz anticipates returning to work on February 28, 2019 (Attachment #9).
3. Move to approve upon the recommendation of the Chief School Administrator, Bridget Lawrence, Paraprofessional, to work an additional 7 hours per week for the 2018-2019 school year, to cover the extended maternity leave of Ms. Steitz. (per item #2 Personnel)
4. Move to approve upon the recommendation of the Chief School Administrator, Susan Gerakaris, Paraprofessional, to work an additional 7 hours per week for the 2018-2019 school year, to cover the extended maternity leave of Ms. Steitz. (per item #2 Personnel)
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Jeanne Albanese, to the position of Special Education Teacher (Medical

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Leave Replacement), at the per diem rate of \$150 for the first 20 days of the assignment, and \$185 per diem for the balance of the assignment, effective December 11, 2018, until approximately March 1, 2019. (Attachment #10)

6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Jody Rhee, to the position of part-time Basic Skills (Leave Replacement), at the per diem rate of \$150 for the first 20 days of the assignment, and \$190 per diem for the balance of the assignment, effective January 3, 2019, until March 1, 2019. (Attachment #11)
7. Move to approve upon the recommendation of the Chief School Administrator, the addition of Jeanne Albanese and Jody Rhee to the 2018-2019 Substitute Teacher List.
8. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Suzanne Jenks, Grade 3-8 Coordinator, at the College of Saint Elizabeth for the Spring 2019 session for nine (9) graduate credits in the amount of \$5,850. Reimbursement for these courses is contingent upon available funds. (Attachment #12).

**XV. Curriculum**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2018-2019 school year:

<b>Date</b>	<b>Destination</b>	<b>Grade</b>	<b>Teacher in Charge</b>	<b>Estimated Cost</b>
5/2/18	Trailside Nature and Science Center	5	Nancy Kinney	\$930 Paid for by the PTO *Note: this is revised from the 9/25/18 agenda with reduced bus costs
1/8/19	Hillside Community Food Bank	6-8 Student Council	Gary Chan & Caitlin McGarrity	\$250 Paid for by Student Council

**XVI. Policy**

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

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

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

5512.01	Harassment, Intimidation, and Bullying (HIB)	Revised Mandated
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**XVII. Old Business** – Kate Motz and Jeane Parker each addressed the Board, thanked them and the district for the opportunity and acknowledged the pride of their accomplishments.

**XVIII. New Business** – Dr. Lubarsky announced that the BOE Reorganization meeting date will be Thursday, January 3, 2019 at 7:00 p.m. at Deerfield School, and may include an executive session. She also announced that the Board agreed to hold the Regular January Board meeting on January 29<sup>th</sup>, instead of January 22<sup>nd</sup>.

**XIX. Committee Reports**

Mr. Venes reported that at the NJSBA conference, there was a push to support non-college bound students in the state.

**XX. Public Participation** – A member of the community commented on the Strategic Plan, teacher’s professional development, the Beechwood parking lot plans, and suggested that 8<sup>th</sup> graders from Berkeley Heights and Mountainside participate in activities together before entering into high school.

**XXI. Executive Session** - none

**XXII. Adjournment**

A motion was made by Mrs. Motz at 9:15 p.m., seconded by Mrs. Parker to adjourn. The motion was passed by a unanimous voice vote, 7 ayes – 0 nays.

Respectfully Submitted,

Mr. Steven DiGeronimo  
School Business Administrator/Board Secretary