

MOUNTAIN LAKES BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
Monday, January 7, 2008

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, January 7, 2008 at 7:30 p.m. at the Mountain Lakes High School.

Daniel A. Borgo  
Business Administrator/Board Secretary

Roll Call:

Present: Mrs. Boertzel  
Mr. Cohen  
Mrs. Dawson  
Mr. Gniewek  
Mr. Munday  
Mr. Stokes  
Mrs. Wall  
Mr. Barnes, Boonton Township Representative  
Absent: Ms. Wolfe

Also present: Dr. Kazmark, Superintendent, MLEA President Amal Hussein, and members of the public.

**STATEMENT OF NOTICE**

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspaper: the Morris County Daily Record.

**REPORT OF STUDENT REPRESENTATIVES**

Liz Stainton and Arielle Wolfson reported that there is an Academic Planning meeting scheduled on Wednesday, January 9 at which department supervisors will talk about course selections. There is an AFG meeting scheduled on Thursday, January 10, mid-term review and exams are scheduled on January 15<sup>th</sup> through 18<sup>th</sup> and the winter prom will be held at The Villa on the 19<sup>th</sup>. The mock trial competition will be held at the Morristown

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Courthouse on January 23 and 24. The rehearsals for the musical, *Zombie Prom*, have begun and the winter sports teams are doing well.

**COMMENTS AND REQUESTS FROM MLEA PRESIDENT**

Amal Hussein reminded the Board about the joint MLEA/BOE party on Thursday, the 10<sup>th</sup>.

**COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public who wished to address the Board and the meeting was closed to the public.

**CONSIDERATION OF MINUTES**

Motion by Mr. Stokes, seconded by Mr. Gniewek, to approve the minutes of the Special Meeting of December 6, 2007 as presented.

Motion carried by roll call vote 4-0-3 (Abstain-Mrs. Dawson, Mr. Munday, Mrs. Wall).

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the minutes of the Regular Meeting of December 10, 2007 with the following correction:

Page 3, paragraph 8, correct spelling of Kieley.

Motion carried by roll call vote 7-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the minutes of the Executive Session of December 10, 2007 as presented.

Motion carried by roll call vote 6-0-1 (Abstain-Mr. Munday).

Mr. Barnes arrived at the meeting (7:39 p.m.).

**COMMUNICATIONS**

Dr. Kazmark and Mr. Borgo reviewed the Star Ledger article summarizing the state aid figures for the districts.

With regard to Mountain Lakes the summary reported that the district's aid should remain with the 2% increase with no adjustment or reduction. Discussion took place with regard to the aid figures for Mountain Lakes, Boonton Township and other districts and how the plan will affect the amount of state aid in future years. Developments with respect to state aid will continue to be monitored and the Board will be kept informed.

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**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

Mr. Stokes reported that the committee met and focused on the budget. The budget is in good shape for this year but discussion took place with regard to a potential shortfall between revenues and projected expenses for next year.

Dr. Kazmark discussed the timetable for discussion of the number of tuition students expected for next year and when the families of those tuition students will be contacted as to their plans for next year.

**SPECIAL EDUCATION FORUM**

Mrs. Wall advised that there will be a presentation by Wildwood teachers, Claire Moore and Elizabeth Gonzalez tomorrow evening in the high school library on the topic of teaching reading to young children.

**HOME & SCHOOL ASSOCIATION**

Mr. Gniewek reported that there will be a presentation on January 30<sup>th</sup> at the high school library on the topic of keeping children safe and raising awareness. The winter soup sale orders are due January 26 to be picked up on primary day.

**REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/  
BOARD SECRETARY**

Please note that Mr. Barnes, Boonton Township representative to the Mountain Lakes Board, only votes on high school and district wide issues.

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Check Register for the month of November 2007 be approved for payment as follows:

Computer Checks	Check #61998	through #62120	Total	<u>\$273,814.39</u>
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Motion carried by unanimous roll call vote 7-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Board Secretary's Report for the month of November 2007, under the GAAP format, be approved, noting that this report is based on Detailed Account Listing for this month, approved by the board, and based on the Board Secretary's signed monthly certification as to budgetary line item status.

Motion carried by unanimous roll call vote 7-0.

315-07  
Bill List

316-07  
Board  
Secretary's  
Report

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**REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/  
BOARD SECRETARY continued**

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Report of the Treasurer of School Monies for the month of November 2007 be approved.

317-07  
Treasurer of  
School Monies  
Report

Motion carried by unanimous roll call vote 7-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, that the transfers from anticipated surplus funds in designated line items of the 2007-2008 Budget to anticipate over expended line items of the 2007-2008 Budget in the amounts and accounts as indicated be approved. Be it also resolved that the attached 2007-2008 transfer history spreadsheet be approved through 11/30/07.

318-07  
Transfers

Motion carried by unanimous roll call vote 7-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Check Register for the month of December 2007 be approved for payment as follows:

319-07  
Bill List

Computer Checks    Check #62121            through #62211            Total    \$180,549.99

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Dawson, seconded by Mr. Gniewek, to approve the presentation of the following policies for first reading:

320-07  
Policies  
First Reading

- #6111    School Year – revised to add CPRM language
- #6112    School Day – revised
- #6114    Emergencies and Disaster Preparedness – replaces #6114 Crisis Response, #6114  
Emergency Evacuation and #6114 Preparedness for Toxic Hazard
- #6121    Non-discrimination-Affirmative Action Classroom – revised
- #6140    Curriculum Adoption – replaces #6140 Curriculum Content and #6140 Adoption  
of Courses
- #6143    Curriculum Guides – replaces #6143 Course Guides
- #6144    Controversial Issues – revised to conform with CPRM
- #6146    Graduation Requirements – replaces #6146 High School Graduation and #6146  
Early Graduation
- #6146.2    Promotion and Retention – replaces #6146 Promotion and Retention
- #6147.1    Evaluation of Individual Student Performance – replaces #6147.1 Class Rank,  
#6147.1 Grading System and #6147.1 Pupil Assessment
- #6151    Class Size – revised

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**REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/  
BOARD SECRETARY continued**

- #6160 Instructional Services and Resources – replaces #6160 Instructional Supplies and #6160 Resource Materials
- #6161.1 Guidelines for Evaluation and Selection of Instructional Materials – replaces #6161.1 Adoption of Textbooks and #6161 Copying Copyrighted Materials
- #6161.3 Musical Instruments – revised
- #6164.1 Intervention and Referral Services for Students – revised
- #6164.2 Guidance Services – replaces Guidance Counseling
- #6171.1 Remedial Instruction Non-classified – revised
- #6171.2 Gifted and Talented – replaces #6172.2 Gifted and Talented Pupils
- #6171.3 At-Risk and Title 1 – replaces #6171.3 Programs for Pupils at Risk
- #6171.4 Special Education – revised
- #6172 Alternative Educational Programs – replaces #6172 Disaffected Pupils, #6172 Disruptive Pupils, #6172 Home Schooling and Equivalent Education Outside the Schools and #6172 Withdrawal from School
- #6173 Home Instruction - revised
- #6300 Evaluation of Instructional Program – replaces #6300 Educational Program Evaluation
- #3300 Payroll Deductions – revised and re-numbered from #6520

Revoke the following policies:

- #6143.1 Professional Responsibilities
- #6230 Budget Hearing

Discussion took place regarding Board questions with regard to the policies. Mrs. Dawson advised that the committee is compiling a list of policies that need to be reviewed annually and policies that need to be discussed in public session annually. She asked Board members to email to her any additional questions or comments they might have.

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve a Change Order from Parette Somjen Architects, to TEO Technologies, Inc. for renovations to room 9 at Lake Drive School. Increase from \$119,800 to \$121,272. This represents an increase of \$1,472.

321-07  
Change Order  
Lake Drive

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve reimbursement to the attached list of Personnel in accordance with Policy #9250 – Travel and Related Expenses.

322-07  
Personnel  
Travel  
Reimbursement

Motion carried by unanimous roll call vote 7-0.

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**REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/  
BOARD SECRETARY continued**

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the following changes in students in the Lake Drive School Program:

323-07  
Lake Drive  
Change in  
Enrollment

#LD219	Prospect Park	Effective 12/17/07	Full day Pre-school Program
	(moved from Clifton)		
#LD221	Newark	Effective 12/17/07	Full day Pre-school Program
#LD222	Morristown	Effective 1/14/08	Half day Pre-school Program

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Wall, seconded by Mr. Dawson, to approve the following non-resident tuition student for the 2007-2008 school year, effective January 8, 2008:

324-07  
Non-Resident  
Tuition  
Student

Rebecca Hoffman      Grade 12      #07-013

This student formerly lived in Boonton Township and was a Mountain Lakes High School student. The tuition will be paid by the Boonton Board of Education.

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the following non-resident tuition student for the 2007-2008 school year, effective January 8, 2008:

325-07  
Non-Resident  
Tuition  
Student

Jessica Klatt              Grade 12      #07-014

This student formerly lived in Boonton Township and was a Mountain Lakes High School student.

Motion carried by unanimous roll call vote 7-0.

**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the following course(s) for tuition reimbursement when the course has been completed and the transcript received by the Superintendent's office:

326-07  
Tuition  
Reimbursement

**Lori Eggers**              University of NC      Audiology Interp. & Hearing Tech. 3 credits  
Lake Drive              Chapel Hill

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**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**  
**continued**

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to accept the retirement of **Virginia Gopadze**, teacher at Lake Drive effective June 30, 2008 with appreciation for her service.

327-07  
Personnel  
Retirement

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve reimbursement to the attached list of **Special Services** personnel in accordance with Policy #9250 – Travel and Related Expenses.

328-07  
Personnel  
Reimbursement  
Approval

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve reimbursement to the attached list of **Wildwood School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

329-07  
Personnel  
Reimbursement  
Approval

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve reimbursement to the attached list of **Lake Drive School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

330-07  
Personnel  
Reimbursement  
Approval

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve reimbursement to the attached list of **ML High School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

331-07  
Personnel  
Reimbursement  
Approval

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the attached list of Teacher Institute participants for credit movement on the guide and extra-pay stipends for Institute instructors.

332-07  
Personnel  
Credit Movement  
and Stipend  
Approvals

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the interim appointment of **Charles Miso** to serve as Head Wrestling Coach at Mountain Lakes High School for the

333-7  
Personnel  
Interim  
Appointment

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**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**  
**continued**

remainder of the 2007-2008 season, at step 1 year 1 on the extra-curricular pay guide at a stipend of \$4,995.

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve Orton Reading instruction for #04-412, grade 12, effective January 8, 2008, 2 hours weekly for 28 weeks not to exceed \$2,800. Instructor: Elizabeth Gonzalez

334-07  
Special Education  
Instruction

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve home instruction for #07-107, grade 10 at St. Clare's Hospital effective immediately for approximately 2 weeks. St. Clare's will provide instruction at an hourly rate of \$49.00.

335-07  
Special Education  
Home Instruction

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to appoint **Susan Bessin**, Teacher at Wildwood, as grant writer for the district representing Wildwood School, effective January 8, 2008, at an annual stipend of \$2,500 prorated to \$1500. Ms. Bessin will replace Ms. Muka.

336-07  
Personnel  
Extra Pay  
Appointment

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the movement on the salary guide for **Kathy Richter**, secretary at Lake Drive School, from 10 month Secretary, Step 8 to 12 month Secretary, Step 9 at a salary of \$40,995 pro-rated, effective January 8, 2008.

337-07  
Personnel  
Movement on  
Salary Guide

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Dawson, seconded by Mr. Cohen, to revise approved maternity/child care leave of absence for **Claudia Belotti**, Special Education Teacher at Briarcliff School, Board Meeting 10/15/07 Motion #213-07. Effective January 2, 2008, Ms. Belotti will use her 40 sick days and be paid through March 5, 2008 and is eligible for health benefits as provided under FMLA and NJFLA through August 31, 2008. Ms. Belotti plans on returning to work in September for the 2008-2009 school year.

338-07  
Personnel  
Revision of  
Maternity/  
Child Care  
Leave of  
Absence

Motion carried by unanimous roll call vote 6-0.

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**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**  
**continued**

Motion by Mrs. Dawson, seconded by Mr. Cohen, to extend the approved appointment of **Eileen Carmiche**, as a replacement leave Art Teacher at the High School, effective September 4, 2007 through June 20, 2008 (instead of January 18, 2008) at BA Step 8, at an annual cost of \$47,149 and also at 120%, pro-rated at 1/200<sup>th</sup> per diem (\$282.89 a day). The position was created by Ms. Brassard's leave and subsequent resignation.

339-07  
Personnel  
Extension of  
Maternity/  
Child Care  
Replacement  
Appointment

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve an overnight field trip to **Pennsylvania School for the Deaf**, Philadelphia, PA for Lake Drive students to participate in an annual basketball tournament. **Dates of trip:** February 27-29, 2008. **Cost per student:** \$0. **Number of students:** 25. **Chaperones:** Coleen Buckley, Paul Carlough and Kristin Gates.

340-07  
Overnight  
Field Trip

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve an overnight field trip to **West Virginia School for the Deaf**, Romney, W. Virginia for Lake Drive students to participate in the Deaf Academic Bowl Regional Competition. **Dates of trip:** March 6-9, 2008. **Cost per student:** \$0. **Number of students:** 4. **Chaperones:** Diane Hewitt and Marion Clark.

341-07  
Overnight  
Field Trip

Motion carried by unanimous roll call vote 6-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the appointments of the following people to assist on the MLHS Musical for the 2007-2008 school year, at Step 3, Year 1 on the Extra-Pay Guide.

342-07  
Personnel  
Appointments

<b>Robert Lavagno</b>	Set Design	\$2,118
<b>Kellie Murphy</b>	Choreographer	\$1,154

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the following list as substitute teachers for the district for the 2007-2008 school year, pending New Jersey Criminal Background check:

343-07  
Personnel  
Substitute  
Appointments

<b>John Obermiller</b>	Interviewed and recommended by Mr. Dolan		
<b>Meredith Vazquez</b>	“	“	
<b>Trisha Costello</b>	“	“	

Motion carried by unanimous roll call vote 7-0.

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**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**  
**continued**

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve home instruction for #07-108, grade 12 Boonton Township, effective immediately. Instructor: Dorothy Halloran.

343-07  
Personnel  
Substitute  
Appointment

Motion carried by unanimous roll call vote 7-0.

**PRESIDENT'S REPORT**

Mrs. Boertzel advised that she has received the Board members' input on the superintendent evaluation and a meeting should be scheduled to review it and also to review non-tenured teachers. Discussion took place regarding adding a meeting on January 28. Board members were asked to notify the Board office of their availability for one meeting on the 28<sup>th</sup> or if they would prefer to add additional time to two regularly scheduled meetings for these discussions.

Mrs. Boertzel advised that she has volunteered to act as Board representative at the Borough's meetings on the Master Plan and will keep the Board apprised of the progress on that issue.

**UNFINISHED BUSINESS**

Dr. Kazmark advised that one person has expressed interest in filling the Board seat vacated by Mrs. Brennan. Board members reviewed the letter received from LaVonne Feigeles expressing interest in joining the Board and serving until April.

Discussion took place regarding whether Mrs. Feigales would be able to join the Board of Education and also remain in her positions with the Home and School Association and Educational Foundation according to the by-laws of those organizations.

Dr. Kazmark will contact Mrs. Feigeles and ask her to attend the January 22 meeting.

**NEW BUSINESS**

Discussion took place with regard to the recent issue reported in The Mountaineer with regard to T-shirts designed by members of the soccer team that were considered by the high school administration to be offensive. Board members expressed concern about the incident and whether or not the administration over-reacted in this situation.

Dr. Kazmark advised that there were no students denied participation in winter sports as a result of the incident and the position of the administration was that the shirts created a team-versus-team situation that should be avoided.

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**COMMENTS AND REQUESTS FROM MLEA PRESIDENT**

Ms. Hussein noted that an Advisory Committee meeting is scheduled on January 14.

**COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public who wished to address the Board and the meeting was closed to the public.

**EXECUTIVE SESSION**

Motion by Mr. Cohen, seconded by Mrs. Wall, to adopt a Resolution to enter into Closed Session for the discussion of legal, personnel, and student confidentiality issues. Resolution was duly read and the Board entered into Executive Session at 9:11 p.m. Motion carried by unanimous roll call vote 7-0.

**ADJOURNMENT**

Motion by Mr. Munday, seconded by Mr. Stokes, that meeting be adjourned at 10:32 p.m.

Motion carried 7-0.

Respectfully submitted,

Daniel A. Borgo  
Business Administrator/Board Secretary  
Regina Giardina, Stenographer

**Meetings of the Mountain Lakes Board of Education**

<b><u>Date</u></b>	<b><u>Type of Meeting</u></b>	<b><u>Place</u></b>
January 10, 2008 (Thursday)	Annual BOE/MLEA Winter Party	Zeris Inn Route 46 East Mountain Lakes, NJ (3 p.m. – 5:30 p.m.)
January 22, 2008 (Tuesday)	Regular Meeting	Mountain Lakes High School (7:30 p.m.)