

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
Tuesday, January 19, 2010

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Tuesday, January 19, 2010 at 7:30 p.m. at the Mountain Lakes High School.

Daniel A. Borgo
Business Administrator/Board Secretary

Roll Call:

Present: Mrs. Burch
Mrs. Feigeles
Mr. Gniewek
Mrs. Mitchell
Mr. Moreau
Mr. Munday
Mr. Stokes
Mrs. Wall
Mr. Bentrovato, Boonton Township Representative
Absent: Mrs. Shepell

Also present: Dr. Kazmark, Superintendent

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 Citizen and the Morris County Daily Record.

REPORT OF STUDENT REPRESENTATIVES

Michael Emer and Kevin Shepard reported that mid-terms were finished this week, the winter prom will be held on Saturday, January 23 at The Villa, and the high school art class created prints for the Mountain Lakes Animal Shelter that will be used for their fundraising and portraits for the memory project that can be viewed at memoryproject.org. There will be a brown bag lunch on January 27 for discussion of the Long Range Educational Plan. The speech and debate team had a great showing at a recent tournament and the girls ski team placed first in a race last week.

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COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace was not present.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

There were no members of the public who wished to address the Board.

CONSIDERATION OF MINUTES

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the minutes of the Regular Meeting of January 4, 2010 with the following correction:

Page 1, paragraph 2, change selected to nominated.

Motion carried 7-0-2 (Abstain-Mrs. Mitchell, Mr. Munday).

COMMUNICATIONS

Dr. Kazmark advised that a letter was received from a community member regarding the budget and he met with her to discuss her concerns.

COMMITTEE REPORTS

FACILITIES COMMITTEE

Mr. Munday advised that the committee met and received an update from Mark Prusina on some small emergent issues and on the boiler repair at Lake Drive. The committee discussed a proposal by a group of baseball and softball supporters for significant improvements needed at the baseball and softball fields. Mark Prusina has been working with them to see what can be done at what cost. The estimated cost for the proposal is \$300,000 - \$400,000 and it has been made clear that the Board has limited resources.

Mr. Munday also advised that the State has passed some legislation extending the life of school buses so that expense can be postponed.

SPECIAL EDUCATION COMMITTEE

Mrs. Wall advised that the committee met and discussed the status of the pre-school program. Janet Wright reported to the committee on the efforts to increase enrollment in the program and advised that an open house has been scheduled on January 26 to allow people to visit the

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preschool program. The committee also discussed the significant number of referrals for evaluation coming from the 1st and 2nd grades. The committee discussed the handling of in-class support assignments at the high school and the charging back to other districts of the expenditures in this area. The committee also discussed the course catalog as it relates to NCAA eligibility.

Discussion took place regarding enrollment in the pre-school program. Mrs. Wall advised that the numbers are not available at this time but they are hopeful that the enrollment efforts will be successful for this year.

SPECIAL EDUCATION FORUM

Mrs. Wall advised that on January 12 Irene Muka and Claire Moehring gave an outstanding presentation on the topic of reading fluency that was very well attended.

POLICY COMMITTEE

Mr. Munday advised that the district has been approached by MSG to participate in a new TV channel called MSG Varsity. The proposal is that high schools would provide sports and non-sports programming on a regular basis in exchange for receiving two scholarships a year, video equipment and a stipend for the supervisor.

Mrs. Feigeles advised that the committee reviewed the contract and felt it is an interesting idea but there are some legal questions to be addressed. The committee discussed the possible educational benefits.

Dr. Kazmark advised that there have been similar discussions in the past. There has been no recommendation made by the high school administrators but he does not think they are enthusiastic about the program and as of now it is not being actively pursued.

PERSONNEL COMMITTEE

Mrs. Wall advised that the committee will be meeting on Thursday and Saturday to interview the narrowed down list of candidates for the position of elementary school principal. She has circulated a series of draft questions to be discussed. The committee interviews follow interviews by the staff committee and the administrative committee. The committee will be discussing the number of candidates to be recommended for the next step which is an interview with the full board.

Dr. Kazmark advised that there will probably be three candidates that would be interviewed by the whole Board after which he will recommend his choice to the Board. Discussion took place regarding the scheduling of those interviews and it was decided that the regular meeting of the

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COMMITTEE REPORTS continued

Board scheduled on February 1 will be changed to start at 8:30 p.m. and the interview process will begin at 5:30.

FINANCE COMMITTEE

Mr. Stokes reported that the committee met and discussed the budget and reviewed the outlook for salaries this year. There is no concern about going over the salary budget for this year. The committee also continued to discuss possible costs savings with regard to health benefits and the 2% tax increase target for the 2010-2011 budget.

POLICY COMMITTEE

Mr. Gniewek advised that the committee met to discuss training rules and the decision that they would not be changed. The committee reviewed the language of the policy with regard to police involvement, students meeting their program requirements, and who should make up the committee making the determination as to whether or not the student should return to the sport.

Dr. Kazmark advised that the proposed changes in the language will be brought back to the Board for review. The conclusions reached by the committee are as follows: stacking of penalties will be eliminated, training rules will be included in the policy manual, the current consequences for a first offense, removal for the remainder of the season, will be continued, specific language will be included as to when training rules begin for fall sports, and the panel that decides whether a student should be permitted to return to a team should not include the coach.

EDUCATIONAL FOUNDATION

Mrs. Burch advised that the Casino Night is scheduled on March 27. The Foundation members are looking for people to sign up early and encourage Board members to attend. They are also looking for items for the silent auction and would welcome any suggestions.

Dr. Kazmark reminded the Board that the MLEA Scholarship Dinner will be held tomorrow at 3:00 p.m. at Zeris Inn.

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

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

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

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Check Register for the month of December 2009 be approved for payment as follows:

327-09
Check
Register

(1) Hand Checks	Check #10018	\$42,363.60
(2) Wire Transfers		\$2,642,632.91
(2) Computer Checks	Check #68226 through #68337	\$269,528.52
	Total	\$2,954,525.03

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, that the Check Register for the month of January 2010 be approved for payment as follows:

328-09
Check
Register

(1) Computer Checks	Check #68338	through #68366	Total \$63,741.21
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Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Mitchell, seconded by Mrs. Wall, to adopt, at second reading, the following policies:

329-09
Adoption
Of Policies

#1140	Distribution of Materials by Pupils and Staff; revised
#1330	Use of School Facilities – Community Use & Rates for Use; revised
#2121	Line of Responsibility; revised
#2121.1	Organization Chart; revised
#2131	Superintendent; revised
#2224	Nondiscrimination/Affirmative Action; revised
#2240	Research, Evaluation and Planning; revised
#2255	Action Planning for T & E Certification; revised
#3000/3010	Concepts and Roles in Business and Non-Instructional Operations; Goals and Objectives; revised
#3280	Gifts, Grants and Bequests; revised
#3510	Operation and Maintenance of Plant; revised
#3514	Equipment; new
#3515.2	Parking Policy; renumbered from #5515
#3541.33	Transportation Safety; replaces #3541.33 Bus Driver Responsibility
#3542.31	Free or Reduced Price Breakfast – Lunch; new
#3542.44	Purchasing; new
#3570	District Records and Reports; revised
#3600	Evaluation of Business and Non-instructional Operations; new

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

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the following Lake Drive School tuition rates for the 2010-2011 school year:

330-09
Lake Drive
Tuition Rates

Regular & Full day Pre-school	\$58,150
½ day Pre-school	\$36,053
High School	\$61,150
Itinerant Teacher Program	\$126 per hour
Full Day Summer Program	\$5,815
½ day Summer Program	\$3,627

Additional Charges:

- Occupational Therapy Surcharge \$1,400
- Physical Therapy Surcharge \$1,400
- Eating/Drinking Skills Surcharge \$1,400
- Speech/Language Surcharge \$1,400

Extra-curricular Interpreting:

Sending district to pay for costs related to extra-curricular interpreting nee

Motion carried by unanimous roll call vote 8-0.

331-09
Lake Drive
Renovation
Project

Motion by Mrs. Burch, seconded by Mrs. Wall, as follows:

BE IT RESOLVED that the Mountain Lakes Board of Education approves the submission of the Lake Drive School Classroom and Bathrooms Renovations DOE project number 3460-070-010-1001 to the Department of Education.

BE IT FURTHER RESOLVED that this is an other capital project and that the Mountain Lakes Board of Education is not seeking state funding for said projects.

BE IT FURTHER RESOLVED that the Mountain Lakes Board of Education will amend the district's long Range Facility Plan if applicable to reference these projects.

Motion carried by unanimous roll call vote 8-0.

332-09
Home
Instruction

Motion by Mrs. Wall, seconded by Mr. Stokes, to approve home instruction for #09-108, Grade 9, Mountain Lakes High School, to High Focus, effective immediately. Home Instruction will be provided by the Professional Education Services, Inc., Glassboro, NJ, at a cost of \$50.00

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

per hour for approximately four to six weeks.

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mr. Stokes, to approve the attached list of rates for services, if needed, for the 2010-2011 School Year. There is no change in rates from the 2009-2010 school year.

333-09
Rates for
Services

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mr. Stokes, to approve home instruction for #09-106, grade 11, Mountain Lakes High School, pending placement by parents in a hospital program. Instructors: Dorothy Halloran, Kathleen Banks, Patricia Pecha and Margaret Connors.

334-09
Home
Instruction

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Burch, seconded by Mrs. Mitchell, to change the time of the Regular Board Meeting on February 1, 2010 to 8:30 p.m.

353-09
Change in
Time for
Board
Meeting

Motion carried by unanimous roll call vote 9-0.

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS

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

335-09
Tuition
Reimburse-
ment

Lauren Parente	Wilkes University	Fluency & Vocabulary Dev.	3 credits
LD			
Melissa Cetta	Wilkes University	Fluency & Vocabulary Dev.	3 credits
LD		Guiding Principles & Lang. Dev.	3 credits

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, seconded by Mrs. Burch, to approve the horizontal movement on the salary guide for **Carol Pinto**, teacher at Mountain Lakes High School, from MA30 Step 15++ to MA60 Step 15++ at a salary of \$86,483 + longevity \$7040 (total: \$93,523) pro-rated, effective February 1, 2010.

336-09
Personnel
Horizontal
Movement on
Guide

Motion carried by unanimous roll call vote 9-0.

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mr. Stokes, seconded by Mrs. Burch, to approve the attached list of Teacher Institute participants for credit movement on the guide and payment for Institute instructors.

337-09
Teacher
Institute

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, seconded by Mrs. Burch, to approve the termination of **James Koval**, Paraprofessional at Mountain Lakes High School, for abandonment of position as of January 8, 2010.

338-09
Personnel
Termination

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, seconded by Mrs. Burch, to approve the termination of **Deborah Rahman**, Paraprofessional/bus driver at Lake Drive School, for abandonment of position as of January 15, 2010.

339-09
Personnel
Termination

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve a maternity/child care leave of absence for **Melissa Cesaro**, an English Teacher at Mountain Lakes High School, effective May 1, 2010. Ms. Cesaro will use 34 sick days and be paid through June 18, 2010 and the remaining 6 sick days in September. She is eligible for health benefits as provided under FMLA/NJFLA through December 1, 2010. Ms. Cesaro plans on returning to work for the 2011-2012 school year.

340-09
Personnel
Maternity/ Child
Care
Leave

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the travel and reimbursement of actual expenses incurred up to the amount indicated on the attached list of **Special Services & Wildwood** personnel in accordance with Policy #9250 – Travel and Related Expenses.

341-09
Personnel
Travel and
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the travel and reimbursement of actual expenses incurred up to the amount indicated on the attached list of **Lake Drive School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

342-09
Personnel
Travel and
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the travel and reimbursement of actual expenses incurred up to the amount indicated on the attached list of **Mountain Lakes High School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

343-09
Personnel
Travel and
Reimburse- ment

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the attached list of field trip(s) for **Mountain Lakes High School**.

344-09
Field Trips

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve an overnight field trip to **Gallaudet University** (Kendall Demonstration Elementary School), Washington, DC for Lake Drive students to participate in the Annual Tri-State Deaf Middle School Basketball Tournament. Students will also see the nation's premier post-secondary college for the Deaf. **Dates of trip:** Feb. 22-24, 2010. **Cost per student:** \$0. **Number of students:** 22. **Chaperones:** Coleen Buckley, Paul Carlough, Kristin Gates and an individual paraprofessional (TBA).

345-09
Overnight
Field Trip

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve an overnight field trip to **NJ School for the Deaf**, Trenton, NJ for Lake Drive HS students to participate in the Academic Bowl Mid-Atlantic Regional Competition. **Dates of trip:** March 18-21, 2010. **Cost per student:** \$0. **Number of students:** 4. **Chaperones:** Diane Hewitt and Marion Clark.

346-09
Overnight
Field Trip

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the appointment of **Paula Obenauer**, as a paraprofessional at Lake Drive School, effective January 20, 2010, Step 1 on the Paraprofessional's Guide, at an hourly rate of \$12.34, 6 hours per day. Ms. Obenauer will replace Ms. Rahman.

347-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the appointment of **Paula Obenauer**, paraprofessional at Lake Drive School, as a school bus driver for the remaining 2009-2010 school year, at an additional .5 times her hourly salary when driving the bus

348-09
Personnel
Appointment

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

during school hours and 1.5 times her hourly salary when driving other than during school hours, provided that she maintains possession of a valid Commercial Driver's License (CDL) with the proper endorsements. Ms. Obenauer will replace Ms. Rahman.

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the extra-pay appointments of **Tara McNaboe** and **Bridgett McManus** for the continuation of the Homework Club at MLHS from March – June 2010, 2 days per week, one hour per day, one day per teacher at a rate of \$35.00 an hour. Ms. McNaboe and Ms. McManus will replace Brian Deutsch and Knors.

349-09
Personnel
Extra-Pay
Appointment

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the appointment of **Joseph Schappa**, a Lake Drive/MCTS Grounds/Maintenance shared time student, to participate in a Structured Learning Experience as a custodian, effective January 21, 2010 to June 30, 2010. Mr. Schappa will work 2 days per week from noon to 3:00p.m.

350-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the appointment of **Ariel Meltzer**, a student at NTID, as a student teacher intern at Lake Drive School from January 20 to March 1, 2010.

351-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the following list as substitute teachers for the district for the remaining 2009-2010 school year, pending completion of paperwork.

352-09
Substitutes

Christopher Shepard	interviewed & recommended by Mr. Hanisch
Jonathan McClain	“ “ by Mr. Odenwelder
Daniel Brennan	(returning substitute)
Mara Gellner	(returning substitute)
Heidi Wilson	(returning substitute) current Paraprofessional at MLHS

Motion carried by unanimous roll call vote 9-0.

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NEW BUSINESS

Mr. Stokes advised that at the Mayor's inauguration speech she mentioned that one of her priorities for this year is to encourage the Board of Education to move out of Borough Hall. This is an issue that is frequently raised at Borough meetings and it continues to generate interest.

Discussion took place and it was noted that the Board contributes \$50,000 worth of service each year toward the maintenance of Borough Hall and the Board also contributed toward the original construction 40 years ago. Dr. Kazmark advised that at the time of the referendum for the high school he met with the then Borough Manager and Mayor and asked if they wanted the Board of Education to build an addition to the high school and move out of Borough Hall. The answer at that time was no.

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace was not present.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

There were no members of the public who wished to address the Board.

EXECUTIVE SESSION

Motion by Mrs. Burch, seconded by Mr. Stokes, to adopt a Resolution to enter into Closed Session for the discussion of contract negotiation issues. Resolution was duly read and the Board entered into Executive Session at 9:06 p.m.

Motion carried 8-0.

Mr. Munday left the meeting (9:06)

ADJOURNMENT

Motion by Mrs. Burch , seconded by Mrs. Wall , that meeting be adjourned at 9:19 p.m.

Motion carried 8-0.

Respectfully submitted,

Daniel A. Borgo
Business Administrator/Board Secretary

Regina Giardina, Stenographer

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Meetings of the Mountain Lakes Board of Education

<u>Date</u>	<u>Type of Meeting</u>	<u>Place</u>
February 1, 2010	Regular	Mountain Lakes High School (5:30 p.m. Exec. Session) (8:30 p.m. Regular meeting)
February 8, 2010	Regular	Mountain Lakes High School (7:30 p.m.)