

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
Monday, February 1, 2010

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, February 1, 2010 at 5:30 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
Mrs. Shepell
Mrs. Wall
Mr. Bentreovato, Boonton Township Representative

Absent: Mr. Munday
Mr. Stokes

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.

EXECUTIVE SESSION

Motion by Mrs. Mitchell, seconded by Mrs. Wall, to adopt a Resolution to enter into Closed Session for the discussion of personnel issues. Resolution was duly read and the Board entered into Executive Session at 5:30 p.m.

Motion carried 8-0.

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RETURN TO PUBLIC SESSION

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to return to public session at 9:07 p.m.

Motion carried 8-0.

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace thanked the Board members for their support of the winter party.

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. Mitchell, seconded by Mrs. Feigeles, to approve the minutes of the Regular Meeting of January 19, 2010 as presented.

Motion carried 7-0-1 (Abstain-Mrs. Shepell).

Motion by Mrs. Wall, seconded by Mrs. Feigeles, to approve the minutes of the Executive Session of January 19, 2010 as presented.

Motion carried 7-0-1 (Abstain-Mrs. Shepell).

COMMITTEE REPORTS

The committee reports were deferred to the next meeting.

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

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

Motion by Mrs. Burch, seconded by Mrs. Mitchell, that the Board Secretary's Report for the month of December 2009, 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.

354-09
Board
Secretary
Report

Motion carried by unanimous roll call vote 8-0.

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

Motion by Mrs. Burch, seconded by Mrs. Mitchell, that the Report of the Treasurer of School Monies for the month of December 2009 be approved.

355-09
Treasurer
Of School
Monies Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Mitchell, that the transfers from anticipated surplus funds in designated line items of the 2009-2010 Budget to anticipate over expended line items of the 2009-2010 Budget in the amounts and accounts as indicated be approved. Be it also resolved that the attached 2009-2010 transfer history spreadsheet be approved through 12/31/09.

356-09
Transfers

Motion carried by unanimous roll call vote 8-0.

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

357-09
Check
Register

(1) Computer Checks Check #68367 through #68481 **Total \$191,959.20**

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Mitchell, to approve home instruction for #09-109, Grade 8, Briarcliff School, effective immediately. Home Instruction will take place for approximately 4 to 6 weeks at a rate of \$50.00 per hour.
Instructors: Laura Knors, Kate Banks, Patricia Pecha

358-09
Home
Instruction

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Burch, seconded by Mrs. Mitchell, to approve the attached Letter of Agreement and DOT Testing Fee Schedule with Prevention Specialists, Inc. for the 2010 Calendar Year. A fee of **\$410.00** covers all DOT support services listed below that will be administered through the 2010 calendar year:

359-09
DOT Testing
Agmt and
Fee Schedule

- Annual Fee for Randomization Services Compliant with 49:CFR Part 40 and Part 382 Federal Department of Transportation (DOT) Drug and Alcohol Testing for CDL Drivers
- Update Active Company CDL Driver Lists and Maintain CDL Employee Pool
- Computer Driven Random List with Auditable Trail in Keeping with DOT Required Percentage Drug and Alcohol Testing Rates
- Administrative Scheduling for DOT Random Testing Dates
- Record Retention and Administrative Support
- Rapid Reporting for Drug and Alcohol Testing Results

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

Year-End MIS Report for DOT Testing for Proof of Compliance

There is no change in fee from the 2009 calendar year.

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Mitchell, to approve the following:

BE IT RESOLVED that on the recommendation of the Superintendent of Schools, the Mountain Lakes Board of Education approve the plans for classroom and bathroom upgrades the Lake Drive School, DOE Project Number 3460-070-010-1001 as designed by Parette Somjen Architects and authorizes them to submit said plans to the Department of Education for review and approval.

360-09
Lake Drive
Upgrades

BE IT FURTHER RESOLVED that the Mountain Lakes Board of Education authorizes Parette Somjen Architects to create detailed plans, specifications and bid document for this project in compliance with code.

BE IT RESOLVED that the Mountain Lakes Board of Education is seeking grant funding for this project.

Motion carried by unanimous roll call vote 8-0.

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS

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

361-09
Travel and
Reimbursement

Motion carried by unanimous roll call vote 7-0.

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

362-09
Travel and
Reimbursement

Motion carried by unanimous roll call vote 7-0.

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

363-09
Field Trips

February 19, 2010

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the appointment of **Mark Snowden**, as a night custodian at Mountain Lakes High School (subject to change), effective February 2, 2010, subject to change, Step 1 on the Custodial/Maintenance Salary Guide, at an annual salary of \$34,009, pro-rated, pending completion of paperwork. Mr. Snowden will be replacing Tyler Clark.

364-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the appointment of **Justin Connolly**, as a night custodian at Mountain Lakes High School (subject to change), effective February 2, 2010, subject to change, Step 1 on the Custodial/Maintenance Salary Guide, at an annual salary of \$34,009, pro-rated, pending completion of paperwork. Mr. Connolly will be replacing Mr. Hung Van Ta.

365-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the appointment of **Charles Petrocco**, as a Leave Replacement night custodian at Lake Drive School (subject to change), effective February 2, 2010, subject to change, at Step 1 on the Custodial/Maintenance Salary Guide, at an annual cost of \$34,009, pro-rated at 1/200th per diem, pending completion of paperwork. Mr. Petrocco will replace Mr. Hung Lee while he is on medical leave.

366-09
Personnel
Appointment

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to rescind the extra-pay appointment of **Dawn Durkin**, teacher at Briarcliff, as the Briarcliff Choreographer for the 2009-2010 school year.

367-09
Personnel
Rescission of
Appointment

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to approve the extra-pay appointment of **Kassidy Fleisher** as the Briarcliff Choreographer for the 2009-2010 school year, at Step 1, Year 1 on the Extra-Pay Guide, at a stipend of \$740, pending completion of paperwork. Ms. Fleisher will replace Ms. Durkin.

368-09
Personnel
Extra Pay
Appointment

Motion carried by unanimous roll call vote 7-0.

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to approve the extra-pay appointment of **Linda Foster** as the MLHS 2010 Spring Musical Costumes Director, at Step 3, on the Extra-Pay Guide, at a stipend of \$1154, pending completion of paperwork. 369-09
Personnel
Extra Pay
Appointment

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to approve the extra-pay appointment of **Robert Elias-Warren** as the MLHS 2010 Spring Musical Art Director, at Step 1, Year 1 on the Extra-Pay Guide, at a stipend of \$1297, pending completion of paperwork. 370-09
Personnel
Extra Pay
Appointment

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to approve the volunteer appointments of the following assistants for the 2010 Spring Musical at Mountain Lakes High School, pending completion of paperwork: 371-09
Personnel
Volunteer
Appointments

Peter Sorantin	Photography
Karin Putz	Make-up
Lisa Kirk	Dressing room Chaperones
Dawn Smith	Dressing room Chaperones
Leslie Kiely	Lobby Design & Decorations
Lori Chopoorian	Lobby Design & Decorations

Motion carried by unanimous roll call vote 7-0

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the appointment of **Jacqueline Moore**, Director of Guidance, as the interim Substance Abuse Coordinator (SAC) at MLHS, effective February 2, 2010, with an additional salary adjustment of \$1500 per month through June 30, 2010. Dr. Moore will be replacing Ms. Russo. 372-09
Personnel
Appointment
Interim

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/substitute nurses for the district for the remaining 2009-2010 school year, pending completion of paperwork. 373-09
Personnel
Substitute
Appointments

Alex Kelly	interviewed & recommended by Mr. Henry
Michael Vivino	“ “ by Mr. Hanisch
Sharon Wendler (nurse too)	“ “ by Mr. Odenwelder

(completed paperwork)

APPROVED MINUTES OF REGULAR MEETING

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Daniel Plunkett “ “ by Mr. Odenwelder
Colleen Sweeney “ “ by Ms. Sakala

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 **Mountain Lakes High School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

374-09
Personnel
Travel &
Reimbursement

Motion carried by unanimous roll call vote 8-0.

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

375-09
Field Trips

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve the appointment of **Robert Cadigan**, as a Paraprofessional at Mountain Lakes High School, effective February 2, 2010, Step 1 on the Paraprofessional Salary Guide, at an hourly rate of \$12.34, 6.5 hours per day. Mr. Cadigan will be replacing Mr. Koval.

376-09
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve an increase in hours for **Paula Obenauer**, a paraprofessional/school bus driver at Lake Drive from 6 to 6.5 hours per day, effective retroactive January 20, 2010.

377-09
Personnel
Increase in
Time

Motion carried by unanimous roll call vote 7-0.

Motion by Mrs. Wall, seconded by Mrs. Mitchell, to approve home instruction for **#09-107**, grade 11 MLHS, effective immediately. Home instruction will take place for approximately 4 weeks at the rate of \$50.00 per hour. Instructors: Kathleen Banks & Laura Knors.

378-09
Home
Instruction

Motion carried by unanimous roll call vote 8-0.

NEW BUSINESS

Dr. Kazmark advised that the scheduling of brown bag lunches is being reinstated at the schools and the ones held at the high school and Briarcliff were well attended. There is a brown bag lunch scheduled at Wildwood on this Wednesday at 12:00 in the Wildwood library but the

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message was not successfully delivered. The message will be going out tomorrow but he will schedule another one for the following Wednesday to address the concerns about short notice.

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace had no comments or requests.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

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

ADJOURNMENT

Motion by Mrs. Shepell, seconded by Mrs. Burch, that meeting be adjourned at 9:34 p.m.

Motion carried 8-0.

Respectfully submitted,

Daniel A. Borgo
Business Administrator/Board Secretary

Regina Giardina, Stenographer

Meetings of the Mountain Lakes Board of Education

<u>Date</u>	<u>Type of Meeting</u>	<u>Place</u>
February 8, 2010	Regular	Mountain Lakes High School (7:30 p.m.)
March 1, 2010	Regular	Mountain Lakes High School (7:30 p.m.)
March 29, 2010	Public Hearing/Regular	Mountain Lakes High School (7:30 p.m.)