

MOUNTAIN LAKES BOARD OF EDUCATION  
MINUTES OF REORGANIZATION AND REGULAR MEETING  
Monday, April 27, 2009

The Reorganization and Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, April 27, 2009 at 7:30 p.m. at Mountain Lakes High School.

Daniel Borgo  
Business Administrator/Board Secretary

**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 newspapers: the Citizen of Morris County and the Morris County Daily Record.

**Oath of Office**

Mr. Borgo administered the Oath of Office to the following Board members: Petrina Dawson, Catherine Mitchell and Kim Shepell.

**Roll Call:**

Present:       Mrs. Burch  
                  Mrs. Dawson  
                  Mrs. Feigeles  
                  Mr. Gniewek  
                  Mrs. Mitchell  
                  Mr. Munday  
                  Mrs. Shepell  
                  Mr. Stokes  
                  Mrs. Wall

Also present: Dr. Kazmark, Superintendent, Mary Wallace, MLEA President, and Public.

**CERTIFICATION OF ANNUAL ELECTION**

Mr. Borgo certified the results of the annual election held April 21, 2009. Report attached to Official Minute Book.

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**ELECTION OF OFFICERS**

The Secretary declared nominations for President open.

Motion by Mrs. Burch, seconded by Mrs. Wall, to nominate Mr. Gniewek for the office of President.

The nominations were closed and the motion carried 9-0.

The Secretary declared Mr. Gniewek President and turned the meeting over to him.

The President declared nominations for Vice President open.

Motion by Mrs. Feigeles, seconded by Mrs. Dawson, to nominate Mr. Stokes for the office of Vice President.

The nominations were closed and the motion carried 9-0. Mr. Stokes was declared Vice President of the Board.

Dr. Kazmark advised that Messrs Borgo, Munday and Stokes will be leaving the meeting at 8:30 to attend the Borough Council meeting and give the budget presentation to the Council.

**COMMENTS AND REQUESTS FROM MLEA PRESIDENT**

Ms. Wallace stated that the MLEA was disappointed with the election results and will fully support the Board in the next level of the process. Ms. Wallace welcomed the new Board members and said she is looking forward to working with them.

**COMMENTS AND REQUESTS FROM THE PUBLIC**

Gail Boertzel congratulated the new Board members and expressed confidence that the Board get through the current difficulties with the budget.

**REORGANIZATION MOTIONS**

**APPOINTMENTS**

Motion by Mrs. Dawson, seconded by Mrs. Wall, that the following appointments be made for the Board of Education for the period July 1, 2009 to June 30, 2010 and the attached Resolution be adopted:

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**REORGANIZATION MOTIONS continued**

Board Attorney  
Board Auditor  
Board Architects/Engineers  
Insurance Agent  
Bond Counsel  
Environmental Consultant  
Board Secretary  
Acting Board Secretaries  
Treasurer of School Monies  
School Physician  
Attendance Officer  
Board Stenographer  
Custodian of Records  
OPRA Officer  
Affirmative Action Officers  
504 Officer  
Substance Awareness Coordinator  
Safety & Health Designee  
Right to Know Officer  
AHERA Coordinator  
Integrated Pest Management Officer  
Qualified Purchasing Agent  
Cooperative Purchasing

Motion carried by unanimous roll call vote 8-0.

**DESIGNATION OF DEPOSITORIES**

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the following institutions as depositories for the named accounts of the Mountain Lakes Board of Education:

520-08  
Designation  
Of  
Depositories

1. Bank of America
  - a. General Account
  - b. Payroll Account
  - c. Payroll Agency Account
  - d. Unemployment Insurance Account
  - e. Flexible Spending Account
  - f. Cafeteria Account
  - g. High School Organization and Savings Account
  - h. Wildwood School Activities Account
  - i. Lake Drive School Activities Account
  - j. Board of Education Petty Cash Accounts

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**REORGANIZATION MOTIONS continued**

- k. Ski Account
  - l. Athletic Gate Receipts Account
  - m. Briarcliff School Activities Account
  - n. Scholarship Fund
2. New Jersey Cash Management Fund
  3. NJARM (New Jersey Asset and Rebate Management)
  4. J.P. Morgan Chase Bank
  5. TD Bank

Motion carried by unanimous roll call vote 8-0.

**DESIGNATION OF PETTY CASH FUNDS**

Motion by Mrs. Dawson, seconded by Mrs. Wall, that the Board of Education designate the following Petty Cash funds and fund custodians:

521-08  
Petty Cash  
Designations

Board Office	250.00	Superintendent's Secretary
High School	250.00	Principal
Briarcliff	200.00	Principal
Wildwood	200.00	Principal
Child Study Team	200.00	Director
Lake Drive (Pre-School)	100.00	Principal
Lake Drive (Regular)	100.00	Principal
Athletic Department	100.00	Athletic Director
Technology Office	250.00	Technology Coordinator

Motion carried by unanimous roll call vote 8-0.

**DESIGNATION OF OFFICIAL NEWSPAPERS**

Motion by Mrs. Dawson, seconded by Mrs. Wall, that the Board of Education designate the Citizen and the Daily Record the official newspapers of the Board.

522-08  
Designation of  
Official  
Newspapers

Motion carried by unanimous roll call vote 8-0.

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**REORGANIZATION MOTIONS continued**

DESIGNATION OF TIME AND PLACE OF REGULAR AND CONFERENCE  
MEETINGS

Motion by Mrs. Dawson, seconded by Mrs. Wall, to set the time and place of the regular meetings of the Board of Education as the first and third Mondays of the month at 7:30 p.m. at the Mountain Lakes High School, unless otherwise indicated on the calendar. Motion carried by unanimous roll call vote 8-0.

523-08  
Time and  
Place  
of Meetings

ADOPTION OF RESOLUTIONS 1, 2 AND 3 OF THE OPEN PUBLIC MEETINGS  
ACT

Motion by Mrs. Dawson, seconded by Mrs. Wall, to adopt Resolutions 1, 2 and 3 pertaining to the Open Public Meetings Act as appended to these Minutes. (Copies attached to Official Minute Book.)

524-08  
Adoption of  
Resolutions  
1, 2 and 3 of  
Open Public  
Meetings Act

Motion carried by unanimous roll call vote 8-0.

ADOPTION OF RULES AND REGULATIONS OF N.J.S.I.A.A. AND THE  
NORTHWEST JERSEY ATHLETIC CONFERENCE

Motion by Mrs. Dawson, seconded by Mrs. Wall, that the Board of Education adopt as its own the policies and rules and regulations of the New Jersey Interscholastic Athletic Association and the Northwest Jersey Athletic Conference for the 2008-2009 school year and approve all schedules as produced by the Athletic Director.

525-08  
Adoption  
N.J.S.I.A.A.  
and Colonial  
Hills  
Conference  
Rules and  
Regulations

Motion carried by unanimous roll call vote 8-0.

APPROVAL OF EXISTING TEXTBOOKS, COURSES OF STUDY, COURSE GUIDE  
AND CURRICULUM

Motion by Mrs. Dawson, seconded by Mrs. Wall, that the Board of Education approve all existing textbooks, courses of study, course guides and curriculum. Schedules A, B, C, and D are attached to Official Minute Book.

526-08  
Approval of  
Textbooks,  
courses of  
study, course  
guides and  
curriculum

Motion carried by unanimous roll call vote 9-0.

APPROVAL - EXISTING POLICY MANUAL

Motion by Mrs. Wall, seconded by Mr. Stokes, that the Board of Education approve the existing Policy Manual.

527-08  
Approval  
Existing  
Policy Manual

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**REORGANIZATION MOTIONS continued**

Motion carried by unanimous roll call vote 9-0.

**RESOLUTION REGARDING TRAFFIC CONDITIONS**

Motion by Mrs. Wall, seconded by Mr. Stokes, that the following resolution be approved:

WHEREAS the traffic conditions on and around all school district properties are in need of special attention.

NOW, THEREFORE, BE IT RESOLVED that the Board President and Superintendent of Schools be authorized to make a formal request to the Borough Council of Mountain Lakes Borough for enforcement by the appropriate authorities of subtitle 1, Title 39 of the New Jersey Revised Statutes, traffic laws. Such a request will authorize the police or other authorities to come onto the grounds of all school properties for the purposes of traffic enforcement, and to issue warnings, summonses, and tickets as appropriate. This request shall be made pursuant to the provisions of N.J.S.A. 39:5A-1.

Motion carried by unanimous roll call vote 9-0.

**APPROVAL – SCHOOL HOURS**

Motion by Mrs. Wall, seconded by Mr. Stokes, that the school hours for the 2008-2009 School Year be approved as follows:

<u>Grades</u>	<u>Time in Session</u>
Kindergarten – a.m.	8:45 – 11:30
Kindergarten – p.m.	12:25 – 3:10
1 – 5	8:30 – 2:55
6 – 8	8:00 – 2:36
9 – 12	8:00 – 2:36
Lake Drive School	8:45 – 2:45

Motion carried by unanimous roll call vote 9-0.

**APPROVAL – TAX SHELTER ANNUITY PROGRAMS 403B & 457B**

Motion by Mrs. Wall, seconded by Mr. Stokes, that the Tax Shelter Annuity Programs 403B and 457B be approved. See attached.

Motion carried by unanimous roll call vote 9-0.

528-08  
Resolution  
Regarding  
Traffic  
Conditions

529-08  
Approval  
School Hours

530-08  
Approval  
Tax Shelter  
Annuity  
Programs

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**REORGANIZATION MOTIONS continued**

**APPROVAL – MAXIMUM EXPENDITURE FOR TRAVEL EXPENDITURES**

Motion by Mrs. Wall, seconded by Mr. Stokes, that the 2009-2010 Budget contain a maximum expenditure for travel expenses in compliance with the District Policy #9250 *Travel and Related Expenses*.

531-08  
Approval  
Maximum  
Expenditure  
for Travel  
Expenditures

Motion carried by unanimous roll call vote 9-0.

**APPROVAL – BOARD MEMBER CODE OF ETHICS**

Motion by Mrs. Wall, seconded by Mr. Stokes, that the Board Member Code of Ethics be approved. See attached.

532-08  
Approval  
Code of Ethics

Board members reviewed and discussed the Code of Ethics.

Motion carried by unanimous roll call vote 9-0.

**REGULAR BUSINESS**

**CONSIDERATION OF MINUTES**

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the minutes of the Regular Meeting of April 14, 2009 as presented.

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

**COMMUNICATIONS**

Dr. Kazmark advised that Coach Flynn had his 500<sup>th</sup> win last weekend.

Dr. Kazmark advised that there have been numerous communications regarding the swine flu. Information has been received from the CDC, the County Superintendent's Office and the Department of Education. The information will be provided on the district website and Dr. Kazmark has met with each of the principals to review the steps being taken in the schools and communication with parents.

**COMMITTEE REPORTS**

Mr. Gniewek advised that he and Mr. Stokes will be reviewing the committee list and asked that Board members advise if there are any committees they are interested in participating in.

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**COMMITTEE REPORTS continued**

Motion by Mrs. Wall, seconded by Mrs. Dawson to approve the formation of an Ad Hoc Committee for Budget Resolution to consist of the Board President, Chair of the Finance Committee and Chair of the Facilities committee.

Motion carried 9-0.

Discussion took place regarding the procedures and process to be followed with the Borough Council with regard to the budget. Dr. Kazmark advised that the Council wants to discuss a letter to be sent to the community explaining the process. The Council will review the budget and make a recommendation to the Board to reduce the budget by a specific dollar amount or they can advise that the budget is satisfactory as presented. The Board of Education can accept the recommendation of the Council or appeal their decision.

Board members reviewed the suggested letter to be sent by the Superintendent to the community. The Council will decide if the letter should be sent out to the community and posted on the website. It was suggested that a link be provided on the district website to the Department of Education site where the public can view an explanation of the process.

Further discussion took place with regard to the election results. It was noted that the voter turn out was disappointing, the budget was rejected by a small margin of votes but that the public has expressed it's opinion and that decision should be taken into consideration in the budget resolution process.

**HOME AND SCHOOL ASSOCIATION**

Mrs. Feigeles advised that the next general meeting is on May 5 at 7:30 in the high school library and there will be a panel discussion lead by Dr. Kazmark on the topic of monitoring students' schedules and making appropriate decisions to help students and parents evaluate how to balance the demands on their time.

Mrs. Feigeles further advised that the annual recognition luncheon to honor retirees and honorees will be held on May 29 at the Mountain Lakes Club.

Mrs. Feigeles also advised that the Virtual Backpack program has been very successful at Wildwood and is going to be extended to Briarcliff.

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

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

533-08  
Check Register

Computer Checks    Check #66219                    through #66334                    **Total: \$209,168.27**

Motion carried by unanimous roll call vote 9-0.

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

534-08  
Policies  
First Reading

- #2123            Employment of School Business Administrator/Board Secretary –  
Renumbered from #9123
- #2123.1        Duties of School Business Administrator/Board Secretary – Renumbered  
from #9123
- #2124            Evaluation of the School Business Administrator/Board Secretary –  
Renumbered from #9123
- #9000            Role of the Board – Replaces #9000 Authority and Powers
- #9010            Role of a Board Member – Replaces #9010 Board Member Authority
- #9020            Public Statements – Replaces #9010 Board Member Authority
- #9110            Board Members-Receiving District – Revised
- #9121            Election and Duties of the President - Revised
- #9123            Annual Appointments - Revised
- #9123.1        Duties of Treasurer of School Monies – Renumbered from #9125
- #9123.2        Duties of Board Attorney – Renumbered from #9126
- #9123.3        Duties of Public School Accountant – Renumbered from #9127
- #9130            Committees – Replaces #9130 Board Committees
- #6145.6        Student Participation in School Governance – Replaces #9140 Pupil  
Participation in School Governance
- #9311            Formulation, Adoption, Amendment of Policies – Replaces #9311 Bylaws  
and Policies
- #9312            Formulation, Adoption, Amendment of Bylaws – Replaces #9311 Bylaws  
and Policies
- #9313            Formulation, Adoption, Amendment of Administrative Regulations
- #9321            Time, Place, Notification of Meetings – Replaces #9321 Notice of Board  
Meetings and #9321 Call Adjournment and Cancellation
- #9322            Public and Executive Sessions – Replaces #9322 Executive Sessions and  
Public Participation in Board Meetings
- #9322.1        Organization Meeting – Revised
- #9323/9324    Agenda Preparation – Advance Delivery of Meeting Material

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

- #9325.4 Voting Method – Replaces #9325 Quorum, #9325 Conduct of Board Meetings and #9325.4 Voting
- #9325.4 Exhibit to Voting Method
- #9326 Minutes – Revised and Renamed
- #9400 Board Self Evaluation – Revised
- #7250 School and Facility Names – Renumbered from #9420
- #7251 Memorials – Renumbered from #9420

Revoke the following policies:

- #9112 Board Member Election and Appointment
- #9322.1 Annual Motions and Designations
- #9110 Identification

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve Mountain Lakes Agreement to enter into a contract with the Sussex County Regional Cooperative for transportation of a special education Mountain Lakes student #95-401, from Trinity House Residence, Newton, NJ to Willowglen Academy, Sparta, NJ for the 2009-2010 school year to include the 2009 extended school year commencing July 1, 2009.

535-08  
Transportation  
Contract

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to dispose of an unusable piano, declared to be of no value, which has been replaced at Briarcliff School.

536-08  
Disposal of  
Piano

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the following School District Accountability resolution:

WHEREAS, the State of NJ has enacted P.L. 2007 An Act Concerning School District Accountability (A-5) requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and Board members, including the Lake Drive School;

537-08  
School  
District  
Accountability

NOW, THEREFORE BE IT RESOLVED, that the following budget amount is acknowledged and costs of travel and conferences are approved for the 2009-2010 school year as follows:

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

Total amount budgeted for travel and conferences 2009-2010 = \$138,000

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the following School District Accountability resolution regarding Professional Services:

538-08  
School  
District  
Accountability

WHEREAS, the State of NJ has adopted Administrative Code NJAC 6A:23A-5.2 Public Relations and Professional Services; Board Policies; Efficiency and

WHEREAS, a maximum dollar limit must be established annually for public relations as defined in NJAC 6A:23A-9.3 (c)14, and each type of professional service, with appropriate notification to the Board of Education if it becomes necessary to exceed the maximum, and

WHEREAS, upon such notification the Board of Education may adopt a dollar increase in the maximum amount through formal Board action, and

NOW, THEREFORE BE IT RESOLVED that the following maximum amounts be established for the 2009-2010 school year:

<b>Professional Service</b>	<b>Amount</b>
Legal	\$65,000
Auditing	\$23,300
Architectural	\$62,608

Motion carried by unanimous roll call vote 9-0.

**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**

Motion by Mrs. Wall, 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:

539-08  
Tuition  
Reimbursement

**Amy Harrington** St. Mary's University Engaging Learners w/Brain 3 credits  
MLHS Compatible Teaching

**Dawn Durkin** Montclair State U Lead. Curr. Change 3 credits  
Briarcliff

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

Motion carried by unanimous roll call vote 9-0.

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

540-08  
Field Trips

Motion carried by unanimous roll call vote 9-0.

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

541-08  
Field Trips

Motion carried by unanimous roll call vote 9-0.

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 **Wildwood School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

542-08  
Personnel  
Travel &  
Reimbursement

Motion carried by unanimous roll call vote 9-0.

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 **Lake Drive School** personnel in accordance with Policy #9250 – Travel and Related Expenses.

543-08  
Personnel  
Travel &  
Reimbursement

Motion carried by unanimous roll call vote 9-0.

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

544-08  
Personnel  
Travel &  
Reimbursement

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mr. Stokes, to approve the termination of **Thomas Struck**, Custodian at Mountain Lakes High School, due to abandonment of his position, effective immediately.

545-08  
Personnel  
Termination

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mr. Stokes, to approve an increase in time for **Susan Bessin**, Special Ed teacher, to provide English as a second language to a

546-08  
Personnel  
Increase in  
Time

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

Wildwood student, effective April 16, 2009, from 100% to 108% prorated to the end of the school year.

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mr. Stokes, to approve the attached application for **Lake Drive** School to operate a summer school program.

547-08  
Lake Drive  
Summer School  
Program

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Dawson, seconded by Mr. Stokes, to approve the following list as substitute teachers for the balance of the 2008-2009 school year, pending completion of paperwork. Both were interviewed and recommended by Mr. Odenwelder.

548-09  
Substitute  
Appointments

**Anne Pedersen**

**Helen Loizou**

Motion carried by unanimous roll call vote 9-0.

Messrs. Borgo, Munday and Stokes left the meeting at 8:35 p.m. to make a presentation to the Borough Council regarding the proposed 2009-2010 budget.

**PRESIDENT'S REPORT**

Mr. Gniewek welcomed the new Board members.

**UNFINISHED BUSINESS**

Dr. Kazmark advised that three quotes have been received on the new entry system at Wildwood one of them will be accepted and approved at the next Board meeting.

Dr. Kazmark advised that the enrollment is continuing for the preschool program and there is clearly a sufficient number to run the program. He is awaiting finalization of the budget process before hiring staff.

**NEW BUSINESS**

Dr. Kazmark advised that the Program Committee has reviewed a proposal from Dr. Sundquist for international travel and performances by the high school vocal music group. Further information will be provided to the Board in a presentation by Dr. Sundquist at a future date.

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Mrs. Burch advised that she attended the Election Day Open House at the high school and the parents she spoke to were very impressed by the level of education and the student body.

Mrs. Feigeles advised that she attended the Candidates Night and although it was sparsely attended there was a good exchange of ideas. There were two issues brought up by community members that she thinks are worth pursuing. The first was the issue of staying in touch with what occurs at Board of Education meetings and the suggestion was made that the agenda be included in the Wildwood virtual backpack and/or attached to Dr. Mucci's high school newsletter to increase communication with the public. The second issue was frustration expressed with the lack of follow up with respect to comments made by the public at Board meetings. Mrs. Feigeles suggested that there be a defined follow up procedure adopted by the Board.

Discussion took place regarding access to Board meetings by members through video or audio means. Dr. Kazmark will look into the issue of Board member participation in this manner.

**COMMENTS AND REQUESTS FROM MLEA PRESIDENT**

Ms. Wallace had no further comments.

**COMMENTS AND REQUESTS FROM THE PUBLIC**

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

**ADJOURNMENT**

Motion by Mrs. Burch, seconded by Mrs. Wall, that meeting be adjourned at 9:04 p.m.

Motion carried 7 - 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

<b><u>Date</u></b>	<b><u>Type of Meeting</u></b>	<b><u>Place</u></b>
May 4, 2008	Regular Meeting	Mountain Lakes High School (7:30 p.m.)
May 18, 2008	Regular Meeting	Mountain Lakes High School (7:30 p.m.)
June 1, 2008	Regular Meeting	Mountain Lakes High School (7:30 p.m.)
June 15, 2008	Regular Meeting	Mountain Lakes High School (7:30 p.m.)