

MOUNTAIN LAKES BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
Monday, October 5, 2009

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, October 5, 2009 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. Munday  
Mrs. Shepell  
Mr. Stokes  
Mrs. Wall  
Mr. Benvato, Boonton Township Representative

Absent: Mrs. Dawson

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

**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.

**PRESENTATION**

Long Range Education Plan

Dr. Mucci advised that presentations of the Plan have been scheduled for the Mountain Lakes Educational Foundation on October 12 and the Home and School Association on October 13. The 55+ Club and League of Women Voters will also be scheduling a presentation.

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Dr. Kazmark advised that he wrote a column on the Plan for the Home and School Bulletin and asked that community organizations contact him if they wish to have a presentation.

Discussion took place and it was suggested that the Borough Council be asked if they would like a presentation.

Motion by Mrs. Burch, seconded by Mrs. Wall, to accept the 2009-2014 Long Range Education Plan.

198-09  
Long Range  
Education  
Plan

Motion carried by unanimous roll call vote 9-0.

**REPORT OF THE STUDENT GOVERNMENT REPRESENTATIVES**

Michael Emer and Kevin Shepard advised that Homecoming is scheduled for next Saturday, Spirit Week starts next Monday and next Friday there will be a school-wide field day. The Mr. Mountain Lakes event is planned to coincide with Homecoming. This will be a talent show for the high school males and will be held next Thursday night. The school store will be opening tomorrow.

**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 and the meeting was closed to the public.

**CONSIDERATION OF MINUTES**

Motion by Mrs. Mitchell, seconded by Mrs. Wall, to approve the minutes of the Regular Meeting of September 21, 2009 with the following corrections:

Page 2, paragraph 2, line 1, after rules add only modifies the penalties.

Motion carried 8-0-1 (Abstain-Mr. Stokes).

**COMMUNICATIONS**

Dr. Kazmark advised that a form has been received from the State that is to be completed by parents whose children have been absent from school with H1N1 or influenza-like symptoms. The form states that the child has been fever free for 24 hours. The form will be available on the website or will be sent to the parent on request.

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**COMMUNICATIONS continued**

Discussion took place and Dr. Kazmark advised that this form will be required for students returning to school following absence with flu-like symptoms. It was suggested that information be sent out to parents regarding this requirement. Dr. Kazmark advised that the State has not asked for the form with regard to staff members but it is intended that the same questions will be asked of the staff. He has met with the coaches and asked them to consider the issue of students attending practice and games when sick and the coaches understand the importance of encouraging the students to make good decisions.

Dr. Kazmark showed the Board members the advertisement that ran in the newspaper for the Wildwood principal position and Mr. Borgo discussed the savings realized in placing the advertisement.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

Mr. Stokes advised that the committee met and discussed budgets for this year and next year. The committee discussed the increase in the cost for health benefits this year and next year, the 4% salary increases in next year's budget and suggestions of how to deal with these issues including reductions in positions. The committee also discussed capital improvements and an offer from a member of the community to review the State health benefit costs. The committee is asking the Board to consider what limitations should be considered with regard to the percentage of tax increase next year.

Discussion took place and it was suggested that the starting point for the tax increase be zero and that scenarios be developed for increases from 0-4%. Dr. Kazmark will be meeting with the Program Committee and will discuss possibilities for cutting down to 0.

**HOME AND SCHOOL ASSOCIATION**

Mrs. Feigeles advised that she attended the Home and School Association meeting and provided an update on training rules, the Wildwood principal search and the Long Range Education Plan. The Bake Sale pre-orders are going well, the workshops are underway and the membership drive is going very well. The portrait fund raiser has begun and will continue over the next two weekends. Mrs. Feigeles advised that questions were raised by the Association regarding the Briarcliff faucets and the guitar program at Briarcliff. Mr. Prusina advised that he will address the faucet issue and Dr. Kazmark advised that guitar lessons will be made available to Briarcliff students.

Mrs. Feigeles reported on the usage of the Home and School grants as follows: at the high school new lobby furniture, new podium and the school store; at Briarcliff landscaping in front

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**COMMITTEE REPORTS continued**

of the school; and at Wildwood replacement of the preK-5 percussion instruments and the Sandy Hook field trip.

**SPECIAL EDUCATION FORUM**

Mrs. Wall advised that the first program is scheduled on November 10 on the topic of transition from high school to college for students with learning disabilities. Mrs. Wall asked that information on the program be provided at the high school back to school night and at other college programs being presented at the high school during October.

**BOONTON TOWNSHIP REPORT**

Mr. Benvolato reported that the New Jersey ASK scores show an increase in math scores for the Rockaway Valley students. He asked that the Long Range Educational Plan be posted on the Rockaway Valley website and that a presentation on the Plan be given to Boonton Township.

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

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

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

(1) Hand Checks	Check #09052 through #09056	\$652,467.12
(2) Wire Transfers		\$1,186,496.92
(2) Computer Checks	Check #67453 through #67525	\$210,406.77
	<b>Total</b>	<b>\$2,049,370.81</b>

183-09  
Check  
Register

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, seconded by Mrs. Mitchell, that the Board Secretary's Report for the month of July 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.

184-09  
Board  
Secretary  
Report

Motion carried by unanimous roll call vote 9-0.

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

Motion by Mr. Stokes, seconded by Mrs. Mitchell, that the Report of the Treasurer of School Monies for the month of July 2009 be approved.

185-09  
Treasurer  
Of School  
Monies  
Report

Motion carried by unanimous roll call vote 9-0.

Motion by Mr. Stokes, 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 7/31/09.

186-09  
Transfers

Motion carried by unanimous roll call vote 9-0.

187-09  
Check  
Register

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

(1) Hand Checks	Check #10004 through #10006	\$41,870.01
(2) Wire Transfers		\$768,640.36
(2) Computer Checks	Check #67526 through #67582	\$83,852.20
<b>Total</b>		<b>\$894,362.57</b>

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve **Dorothy Halloran** to provide home instruction for a Kindergarten student, #09-107, to begin September 24, 2009, for up to 10 hours per week at a rate of \$50.00 per hour pending an out-of-district school placement.

188-09  
Home  
Instruction

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Wall, to approve the adjustment of the 2009 Lake Drive School Tuition Revenue as follows:

189-09  
Lake Drive  
Tuition  
Revenue  
Adjustment

<u>Program</u>	<u>Estimated Revenue</u> <u>7/1/09</u>	<u>Tuition Adjustment</u>	<u>Adjusted Amount</u> <u>10/5/09</u>
Regular	\$8,324,120.00	\$596,960.80	\$8,921,080.80
Preschool	\$846,840.00	\$139,716.00	\$986,556.00

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. Wall, to approve the out of district placement of #09-205, High School student, to attend ECLC in Chatham, NJ, effective October 6, 2009 to June 10, 2010, at a yearly tuition cost of \$36,075.60 pro-rated.

203-09  
Out of  
District  
Placement

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Wall, seconded by Mr. Stokes, to approve the out-of-district placement of #09-107 to the Chapel Hill Academy, Lincoln Park, New Jersey effective October 6, 2009 to June 2010, at a yearly tuition cost of \$40,240 pro-rated.

204-09  
Out of  
District  
Placement

Motion carried by unanimous roll call vote 9-0.

**REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS**

Motion by Mrs. Mitchell, 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:

190-09  
Tuition  
Reimburse-  
ment

<b>Jennifer Larkin</b>	College of NJ Personality Types in Classroom	3 credits
MLHS	Motivation: Art & Science	3 credits

Motion carried by unanimous roll call vote 9-0.

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

191-09  
Personnel  
Travel  
Reimburse-  
ment

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Mitchell, 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.

192-09  
Personnel  
Travel  
Reimburse-  
ment

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Mitchell, 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.

193-09  
Personnel  
Travel  
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. Mitchell, seconded by Mrs. Burch, to approve the travel and reimbursement of actual expenses incurred up to the amount indicated on the attached list of **District** personnel in accordance with Policy #9250 – Travel and Related Expenses.

194-09  
Personnel  
Travel  
Reimburse-  
ment

Motion carried by unanimous roll call vote 9-0.

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

195-09  
Field Trips

Motion carried by unanimous roll call vote 8-0.

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

196-09  
Field Trips

Motion carried by unanimous roll call vote 8-0.

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

197-09  
Field Trips

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Sheppell, seconded by Mrs. Wall, to approve the following revised curricula for the district and release of payment:

199-09  
Revised  
Curricula

Anatomy & Physiology      **David Fewell**      \$600 stipend (full year course)

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Sheppell, seconded by Mrs. Wall, to approve the appointment of **Rich Ziccardi**, as volunteer advisor for the Seinfeld Club at Mountain Lakes High School for the 2009-2010 school year.

200-09  
Personnel  
Appointment

Motion carried by unanimous roll call vote 9-0.

Motion by Mrs. Sheppell, seconded by Mrs. Wall, to approve the appointment of **Mary Gallagher**, as a 1:1 Paraprofessional at Lake Drive School, effective October 6, 2009, Step 1 on the Paraprofessional's Guide, at a rate of \$12.34 per hour (6 hours a day), pro-rated, pending New Jersey Criminal Background check. All costs will be paid by a sending district.

201-09  
Personnel  
Appointment

Motion carried by unanimous roll call vote 8-0.

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

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

202-09  
Substitute  
Appointments

<b>Cara Remmert</b>	Interviewed & recommended by Mr. Henry
<b>Brittany Tamaro</b>	“ “ Mr. Odenwelder (paperwork is complete)
<b>*Susan Hoffman</b>	“ “ Mr. Odenwelder (paperwork is complete)
<b>Linda Pawloski</b>	“ “ Mr. Odenwelder
<b>Andrew Carlough</b>	“ “ Ms. Filiaci

\*Certified as substitute teacher and substitute nurse

Motion carried by unanimous roll call vote 9-0.

**UNFINISHED BUSINESS**

Dr. Kazmark advised that there have been no further discussions regarding advertising at the turf field as a possible source of revenue. He will ask the finance, program and policy committees to discuss this.

Dr. Kazmark stated that a date has been set for the open house for the preschool program and he will advise the Board members of the date by email.

Discussion took place regarding the Board's goal setting, self-evaluation and the superintendent evaluation. Dr. Kazmark advised that Joann Borin of the New Jersey School Boards Association will be present at the November 2 Board meeting to discuss the Board's self-evaluation for the 2008-2009 school year. He will provide the Board members with the forms and information regarding last year's goals as well as suggestions for Board goals for the 2009-2010 school year so that the Board members will be in a position to discuss the goals and adopt them by November 2.

Mr. Munday suggested that the Extra/Co-Curricular Committee meet to discuss the issue raised at the end of last year involving whether fund raising money can be used to buy uniforms and team equipment. The present policy prohibits that but in view of the current budget crunch maybe that policy should be rethought.

Discussion took place regarding the training rules. The Policy Committee needs to discuss this further to make sure everything that the Board planned to do has been covered. Discussion needs to take place by the extra/co-curricular and program committees, including what other areas the rules should be applied to.

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Dr. Kazmark advised that a meeting of the Extra/Co-Curricular Committee will be scheduled before the next Board meeting.

Mr. Stokes reported on the presentation by the shared services committee last week. He noted that the attendance was disappointing for the discussion of an important issue. A survey is being sent out to the community. A question was raised at the meeting about moving the school administration out of the Borough building.

**NEW BUSINESS**

Mrs. Feigeles reported on the School Board Association meeting that she and Mrs. Burch attended on the topic of how to communicate with the public and deal with the news media during contract negotiations. The meeting was very worthwhile and provided suggestions for handling issues that occur during these difficult economic times.

Mrs. Mitchell advised that she and Mrs. Shepell went to Lake Drive School and had an interesting and informative meeting with Mrs. Filiaci and Mrs. Klimovitch.

**COMMENTS AND REQUESTS FROM MLEA PRESIDENT**

Ms. Wallace expressed concern with regard to the discussion of the budget and possible loss of positions and the impact on the program that would result from a decrease in staff.

**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. Mitchell, seconded by Mrs. Feigeles, that meeting be adjourned at 9:14 p.m.

Motion carried 9-0.

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>
October 19, 2009	Regular	Mountain Lakes High School (7:30 p.m.)
November 2, 2009	Regular	Mountain Lakes High School (7:30 p.m.)
November 16, 2009	Regular	Mountain Lakes High School (7:30 p.m.)