

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
Monday, October 6, 2008

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, October 6, 2008 at 7:30 p.m. at the Mountain Lakes High School.

Daniel A. Borgo
Business Administrator/Board Secretary

Roll Call:

Present: Mrs. Boertzel
 Mrs. Burch
 Mr. Cohen
 Mrs. Dawson
 Mrs. Feigeles
 Mr. Gniewek
 Mr. Stokes
 Mrs. Wall
Absent: Mr. Munday
 Mr. Hayes, Boonton Township Representative

Also present: Dr. Kazmark, Superintendent, Mary Wallace, MLEA, 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 Citizen and the Morris County Daily Record.

REPORT OF THE STUDENT GOVERNMENT REPRESENTATIVES

Jaimee Carrazza and Jonica Watrous advised that two Mountain Lakes High School students have been recognized by National Council of Teachers of English. The PSATs will be given on October 18 and there will be a college admissions workshop on October 14th. The student representatives also reported on the success of the girls' tennis, field hockey and football teams. The pep rally and homecoming are scheduled on October 18th and the SGA is moving forward on using the money from the former pasta dinners for projects including the renovation of the

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

cafeteria with new furniture and a flat screen TV, a new sound system for the auditorium, and landscaping for outside the high school.

PRESENTATIONS

Professional Development

Jeannette Hofbauer and Joe Wohlgemuth from Lake Drive School discussed how professional development is shared with other teachers. Mr. Wohlgemuth advised that he recently attended a workshop with a colleague and then met with staff during lunch and after school to give presentations from each of their points of view. Ms. Hofbauer discussed the advantages of going to workshops with other members of the staff.

Discussion took place regarding development of a process for ensuring that when staff members attend workshops the information they obtain is appropriately disseminated throughout the district and that someone keeps a record of the workshops attended and how the information is shared. Dr. Kazmark advised that the decision about how to disseminate the information takes place at the administrative level and noted that a periodic summary and report can be made to the Board. He suggested that this issue be referred to the Program Committee for further discussion and review.

Midwest Music Clinic

Chris Bernotas provided details regarding the Midwest Music Clinic that he would like to attend in Chicago. He spoke about the benefits of attending this clinic and noted that this will provide a unique opportunity to learn what teaching techniques are being used throughout the country.

High School Principal Position

Dr. Kazmark advised that telephone calls were made to the community to advise that the process for the principal search will be discussed this evening. This coming weekend there will be an advertisement listed in the New Jersey Star Ledger and the Philadelphia Inquirer and a number of professional organizations to get the word out. The focus of the advertisements will be on the New Jersey/Pennsylvania/New York area. The time line is for the first advertisement to be placed this weekend, a possible second advertisement on October 26 depending on the response to the first, a closing date for applications on November 14, review of applications, interviews and follow up. Dr. Kazmark will be doing the interviews and will present candidates to the Board. The Board will interview the candidates. Dr. Kazmark will make a recommendation to the Board followed by a second recommendation if the first is not acceptable to the Board. At this point the Board would like to hear comments from the community with respect to the position.

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Mary Wallace commented with respect to the discussion of staff attendance at conferences and seminars. She noted that while ideally every workshop would be used by every staff member the reality is that some of them are very specific to a grade level or subject. She attended a middle school science seminar and for her to give a presentation to the entire staff would not be the best use of the music or language arts teacher's time. Each situation is unique and needs to be looked at on an individual basis.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

Members of the public, including Peter Holmberg, Deborah Ewing, Marnie Vyff, and Karen Franklin, raised questions and made comments with respect to the high school principal position and the following points were raised and responses made to questions:

- Need to insure that the process used attracts the best candidates.
- Community needs to be kept aware throughout the process and should be involved in the interview process.
- The needs and challenges of the high school over the next five years need to be identified.
- The candidate selected for the position should have experience in a similar school.
- The advertisements in professional organization publications including the principals association and the supervisors/curriculum developers association will be national and advertisements will be placed in the Star Ledger and Philadelphia Inquirer to target people who might be looking for something in this area.
- The cost of an ad in the New York Times would be \$8,200 as compared to \$2,200 for the Star Ledger.
- New Jersey has enacted a new set of regulations regarding what a Board is allowed to pay for. The Board is not permitted to pay for travel for candidates or relocation costs.

Dr. Kazmark reviewed the process that will be followed. He will review the potential candidates to make sure their experience is consistent with what the district is looking for. Research will be done on the candidates' present positions and then there would be initial telephone interviews conducted by Dr. Kazmark in order to compile a list of potential serious candidates. Dr. Kazmark noted that he will be seeking an excellent communicator with a good sense of self and a vision of what they believe a top notch high school should be like.

Dr. Kazmark discussed the advantages of confidentiality in the application process.

CONSIDERATION OF MINUTES

Motion by Mr. Cohen, seconded by Mrs. Dawson, to approve the minutes of the Regular Meeting of September 22, 2008 with the following correction:

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

CONSIDERATION OF MINUTES continued

Page 4, last paragraph, change to The enrollment would be 32, 16 per class, one class in the morning and one in the afternoon and to be separated by age, with....

Motion carried vote 7-0-1 (Abstain Mr. Stokes).

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the minutes of the Executive Session of September 22, 2008 with the following correction:

Insert the word proposed before the words "legal settlement".

Motion carried 7-0-1 (Abstain Mr. Stokes).

COMMUNICATIONS

Dr. Kazmark advised that he attended a special meeting of superintendents called by the Executive County Superintendent of Schools at which discussion took place regarding the state mandate to provide pre-school education for non-disabled students who are receiving free or reduced lunch. The County Superintendent distributed a color coded map of Morris County showing the school districts in the county and asked for recommendations on how to cut the number of districts in order to create savings for taxpayers.

COMMITTEE REPORTS

FINANCE COMMITTEE

Mr. Stokes advised that the committee met and discussed the preliminary audit report. There are no major findings. In addition, approximately \$300,000 from last year's budget, that was neither spent nor placed in identified reserves, will be rolled forward into 2008/09 thereby reducing the tax burden required to fund the current year's budget. The committee also discussed funding for roof projects and concluded that given the current economic climate it would be folly to ask for a large amount of money via a referendum. Instead, the Wildwood roof will be put into the budget next year and the roof repair at the high school will be managed in phases over the next few years.

Mark Prusina noted that there will be a schedule developed for roof repairs and the high school in stages.

Mr. Stokes further advised that the committee discussed administrative oversight of 403 programs for employees as reflected in the motion to be considered later in the evening.

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

COMMITTEE REPORTS continued

PROGRAM COMMITTEE

Mrs. Wall reported that the committee met and had curriculum presentations by teachers who worked on curriculum projects over the summer. The presentations were made on site at the schools and will be completed at the next meeting. The staff did an excellent job and the presentations were wonderful.

NEGOTIATIONS COMMITTEE

Dr. Kazmark advised that a copy of the salary guides was received today and the committee will be sitting down to discuss them tomorrow.

HOME & SCHOOL ASSOCIATION

Mrs. Feigeles advised that Home & School will be sponsoring a meeting at which Dr. Kazmark will introduce the new hires to the community on October 21.

SPECIAL EDUCATION FORUM

Mrs. Wall advised that the calendar for the Special Education Forum presentations was published in the Home & School Bulletin. On Tuesday, November 11 there will be a presentation at the high school library at 7:30 by a district speech therapist and occupational therapist on how those services fit into the program and what parents can do to follow through on the kind of instruction that students are receiving.

REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY

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

Motion by Mr. Stokes, seconded by Mrs. Boertzel, that the Board Secretary's Report for the month of August 2008, 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.

172-08
Board
Secretary's
Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Boertzel, that the Report of the Treasurer of School Monies for the month of August 2008 be approved.

173-08
Treasurer of
School
Monies
Report

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD
SECRETARY continued

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Boertzel, that the transfers from anticipated surplus funds in designated line items of the 2008-2009 Budget to anticipate over expended line items of the 2008-2009 Budget in the amounts and accounts as indicated be approved. Be it also resolved that the attached 2008-2009 transfer history spreadsheet be approved through 8/31/08.

174-08
Transfers

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Boertzel, that the Check Register for the month of September 2008 be approved for payment as follows:

175-08
Check
Register

Computer Checks Check #64570 through #64722 Total \$377,109.24

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Boertzel, to approve the attached Legal Settlement Resolution regarding out-of-district student #03-115.

176-08
Legal
Settlement

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Boertzel, to approve the disposal of the obsolete textbooks on the attached list.

177-08
Disposal of
Textbooks

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Feigeles, to approve the renewal of the rental agreement between the Mountain Lakes Board of Education and the NJ Foundation for the Blind regarding the rental space at Diamond Spring Lodge, Denville NJ, for the purpose of continuing the "Tracy's Dream" Lake Drive School program as follows:

178-08
Rental
Renewal
Agreement

One single apartment, 551 square feet at \$1,053 per month. This reflects a 10% increase over the previous year. This increase is based on the Board share of utility cost increases. The renewal agreement begins September 1, 2008 and ends June 30, 2009.

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Feigeles, to approve the following Lake Drive School students to attend the Morris County School of Technology for the 2008-2009 School

179-08
Lake Drive
Morris
County
Technology
Students

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY continued

Year on a shared-time basis with the cost being borne by the sending district.:

#LD117 #LD039 #LD011
#LD139 #LD099 #LD157

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Feigeles, to approve the out-of-district placement of **#07-101**, Grade 10, to the Craig Upper School, Lincoln Park, NJ, (existing out-of-district student) effective September 2, 2008, at a yearly tuition cost of \$17,322 for the 2008-2009 School Year. 180-08
Out-of-District
Placement

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Feigeles, to approve the following Resolution regarding the 403(b) Plan: 181-08
Approval
403(b) Plan

The Mountain Lakes Board of Education will retain the following service providers for the District's 403(b) Plan:

P&A Administrative Services, Inc. will be appointed the Third Party Administrator (TPA) of District's 403(b) Plan.

Confidential Brokerage Services, Inc. will be appointed as the sole provider of participant educational services regarding the provisions of the District's 403(b) Plan.

Motion carried by unanimous roll call vote 8-0.

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS

Motion by Mrs. Wall, seconded by Mrs. Boertzel, to approve 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. 182-08
Personnel
Reimbursement
Approval

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Boertzel, to approve 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. 183-08
Personnel
Reimbursement
Approval

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Boertzel, to approve 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. 184-08
Personnel
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Boertzel, to approve 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. 185-08
Personnel
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Boertzel, to approve the attached list of field trip(s) for **Wildwood School**. 186-08
Approval
Field Trips

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the attached list of field trip(s) for **Briarcliff School**. 187-08
Approval
Field Trips

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Burch, to approve the attached list of field trip(s) for **Mountain Lakes High School**. 188-08
Approval
Field Trips

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, to approve home instruction for **#08-101**, grade 10, recently released from St. Clare's Hospital. Student will continue instruction for approximately two weeks. Instructors: Laura Knors & Patricia Pecha. 189-08
Home
Instruction

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, to approve home instruction for **#08-102**, out-of-district student, recently hospitalized. Student will require instruction for approximately two weeks. Instructors: Dot Halloran & Patricia Pecha. 190-08
Home
Instruction

Motion carried by unanimous roll call vote 8-0.

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mr. Stokes, seconded by Mrs. Wall, to revise the extra-pay appointment of **Michael Polashenski**, as Grant Writer for the 2008-2009 school year. Mr. Polashenski will receive a stipend of \$3500, not \$3000 as stated in Board meeting 9/22/08, motion #159-08.

191-08
Personnel
Revision of
Extra Pay
Appointment

Dr. Kazmark explained the grant writing process and discussion took place regarding the role of the grant writer.

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, to accept students and teachers from Lambert Franckens Nuborgh College, Holland, to visit Mountain Lakes High School from October 29 – November 5, 2008. Students will attend classes and stay with host families from our district.

192-08
Exchange
Students and
Teachers

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Wall, to accept the following curricular revisions and release of payment:

193-08
Revised
Curricula

6th Grade Health	Kevin Wallace	\$300.00
8th Grade Health	Kevin Wallace	\$300.00
K-5 Physical Education	Carol Bernasco & Tammy Schmidt	\$1440. (\$720. each)

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the appointment of **MaryEllen Deitrick**, teacher at Wildwood School, as Art Club Advisor, Step 1, Year 1, at a stipend of \$740. (Subject to salary negotiations)

194-08
Personnel
Extra Pay
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the appointment of **Kathleen Fischer**, as a Teacher's Clerk at Wildwood School, effective October 13, 2008 at Step 13 on the Paraprofessional's Guide, pending criminal background check. Ms. Fischer will replace Ms. Fugaro. (Subject to salary negotiations)

195-08
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the appointment of **Nick Calandrino**, as Head Wrestling Coach at Mountain Lakes High School for the 2008-2009

196-08
Personnel
Appointment

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

school year, at Step 1, Year 1 on the Extra-Curricular Pay Guide, pending criminal background check. (Subject to salary negotiations)

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the re-appointment of **Thomas Ryan**, as a full-time custodian until February 2009, at an hourly salary of \$10.00, effective October 7, 2008.

197-08
Personnel
Re-
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the following list as substitute teacher(s) for the 2008-2009 school year, pending Criminal Background check and/or completion of paperwork:

198-08
Personnel
Substitute
Appointment

Jennifer Istok

Interviewed and recommended by Mr. Odenwelder

Motion carried by unanimous roll call vote 8-0.

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Mary Wallace advised that at the beginning of the school year the grant writer sent a list of possible grants to every teacher, provided the links and offered help with writing them. In addition, he is offering grant writing course through the Institute.

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.

APPROVED MINUTES OF REGULAR MEETING
October 6, 2008

ADJOURNMENT

Motion by Mr. Cohen, seconded by Mrs. Wall, that meeting be adjourned at 10:45 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>
October 20, 2008	Regular	Mountain Lakes High School (7:30 p.m.)
November 3, 2008	Regular	Mountain Lakes High School (7:30 p.m.)
November 17, 2008	Regular	Mountain Lakes High School (7:30 p.m.)