

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
Monday, November 2, 2009

The Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, November 2, 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. Dawson
Mrs. Feigeles
Mr. Gniewek
Mrs. Mitchell
Mr. Munday
Mrs. Sheppell
Mrs. Wall

Absent: Mr. Stokes
Mr. Bantrovato, Boonton Township Representative

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.

REPORT OF THE STUDENT GOVERNMENT REPRESENTATIVES

Daniel Estes and Max Schindler reported that there was a great turn out in costume for Halloween and the pep band played at the parade at the elementary school. There will be an assembly with inspirational speaker Matt Bellis for the senior leadership members on the topic of leadership. November 10 will be Mix It Up Day at the high school. This is a nationwide event and will involve mixing up where everyone sits during free period in the cafeteria. The first edition of the Mountaineer is available today.

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PRESENTATION

Joanne Borin of the New Jersey School Boards Association presented a review of the Board's Self Evaluation. She noted that the Board is required to submit a Professional Improvement Plan per a new requirement of QSAC. Ms. Borin distributed graphs and a report on the compilation of the self evaluation. She stated that the graphs and report present a picture of a very good board. The topics discussed by Ms. Borin in her presentation included planning, policy, student achievement, curriculum development, Board operations and Board performance. Based on the report the areas for improvement include updating of goals and objectives, Board/staff relationship, Board/community relationship and improvement of the website. The challenges facing the Board include budgetary constraints, over-regulation by the State, maintaining high standards with a tightening budget, assuring continued focus on a quality program, incorporation of the Long Range Education Plan and staying abreast of changes in legislation.

Dr. Kazmark advised that he has asked Ms. Borin to assist the Board in their discussion of the Board goals that he distributed to the Board at the last meeting.

Discussion took place regarding the proposed goals and the following points were raised:

- The Board should receive routine updates with regard to the Long Range Education Plan as it progresses.
- It has been suggested that there be one principal for elementary and middle school. The Board should be thinking about that in the process of hiring the new elementary principal and the goal should address the possibility of trying to factor in administrative efficiencies or potential restructuring.
- The Board needs to have discussion of where efficiencies can be accomplished in the district with administrative roles.
- A study needs to be done of the administrative structure of the district for the future.
- A principal with enough expertise and flexibility to deal with potential changes in the district should be considered.
- The goal of the Board should be to meet fiscal limitations of the upcoming budget and demonstrate sustainable savings.
- Consensus of the Board was in favor of the greener school goal.
- Communication with the public should be expanded through use of the website, virtual backpack and other communication channels available.
- A process is needed for responding to community questions.
- A Board taskforce on communications should be established that would be made up of Board members, community members, staff members.

Dr. Kazmark will rewrite the goals based on the discussion and send them out to the Board members.

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COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace had no comments or requests.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

Mike Feigeles informed the Board of the establishment of an organization, Lakers4Lakers, made up of a group of residents who have gotten together to encourage public communication with elected officials. The mission of the group is to lower the tax burden while maintaining a high quality of life and a great education system. Their goal to get more people involved and to create a paperless communication network that will provide data on votes and communication with members of the Board and Council. The current topic being addressed is the proposed \$5 million enhancement of Borough Hall and they have presented a petition urging the Borough Council to end consideration of moving forward with the town hall project. The group is interested in working with the Board and asks the Board to communicate with them if there is anything they can do to work together on their goals.

Audrey Lane thanked the Board for setting up a meeting for her with Mark Prusina to discuss the grounds issues. It was a productive meeting and she hopes to follow up on some of those issues.

With respect to the Lakers4Lakers group, Mrs. Dawson suggested that they consider allowing parents of Boonton Township students and non-resident tuition students to provide input on issues that may be important to them.

CONSIDERATION OF MINUTES

Motion by Mrs. Dawson, seconded by Mrs. Mitchell, to approve the minutes of the Regular Meeting of October 19, 2009 as presented.

Motion carried 8-0.

Motion by Mrs. Mitchell, seconded by Mrs. Burch, to approve the minutes of the Executive Session of October 19, 2009 as presented. The initials should be redacted before release of the minutes.

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

COMMUNICATIONS

Dr. Kazmark advised that the County Health Officials have been notified of the 2% absenteeism at Briarcliff due to influenza symptoms. The vaccination clinic at the high school has been

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scheduled on November 17 and the information will be communicated to parents via the virtual backpack and by email. Permission forms will be available at the school offices and on the website. The district will have 1,000 doses of the vaccine available with more available if needed. The vaccine is only for Mountain Lakes students and the clinic will be held in the new gym at the high school. The vaccine will also be given to siblings of students and children who live in Mountain Lakes and attend other schools.

Dr. Kazmark advised that the parking lot paving will take place at Wildwood on Wednesday, Thursday and Friday of this week. School will be closed on Thursday and Friday for Teachers' Convention. The milling will be done on Wednesday, paving on Thursday and striping on Friday. On Wednesday parents will be able to pick up their children but there will be no parking at the school.

COMMITTEE REPORTS

PROGRAM COMMITTEE

Mrs. Feigeles advised that the committee met and had the final set of curriculum reviews. The supervisors will do the final review and the goal is to have all curriculum guides online for the public to access by December 1.

SPECIAL EDUCATION FORUM

Mrs. Wall advised that a program is scheduled on November 10 at 7:30 in the high school media center on the topic of transition from high school to college for students with disabilities.

HOME AND SCHOOL ASSOCIATION

Mrs. Feigeles advised that the Annual Bake Sale will be held tomorrow on Election Day. The membership forms for families without children in the schools will be available next week.

**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.

Motion by Mrs. Burch, seconded by Mrs. Dawson, that the Board Secretary's Report for the month of August 2009, under the GAAP format, be approved, noting that this report is based 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.

233-09
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. Dawson, that the Report of the Treasurer of School Monies for the month of August 2009 be approved.

234-09
Treasurer of
School Monies
Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Dawson, 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 8/31/09.

235-09
Transfers

Motion carried by unanimous roll call vote 8-0.

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

236-09
Check
Register

(1) Hand Checks	Check #10007 through #10010	\$96,294.72
(2) Wire Transfers		\$2,623,318.24
(2) Computer Checks	Check #67733 through #67823	\$225,624.34

Total \$2,945,237.30

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Burch, seconded by Mrs. Dawson, to recognize that the 2008-2009 Comprehensive Annual Financial Report and Management Report on Administrative Findings for the fiscal year ended June 30, 2009 were discussed and accepted with no recommendations.

237-09
2008-2009
CAFR
Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to amend the Parent Transportation Contract for the 2009-2010 school year between the Mountain Lakes Board of Education and the parent of #06-117 to transport her son only, to and from the Children's Institute in Verona, NJ for a total of \$1,100 per year instead of \$700 per year pending completion of the necessary paperwork and approval by the County office.

238-09
Amendment
to Parent
Transportation
Contract

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. Dawson, seconded by Mrs. Wall, to accept the following changes in the Lake Drive School Enrollment for the 2009-2010 School Year:

239-09
Changes in
Lake Drive
Enrollment

New: Effective 11/2/09 #LD174 Harrison School District Regular Program
Effective 10/21/09 #LD175 Bridgewater-Raritan School District Regular Program

Left: Effective 11/2/09 #LD119 Randolph Township School District Regular Program
Effective 11/2/09 #LD140 Teaneck School District Regular Program

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to accept two donations to Lake Drive School totaling \$75.00, given in memory of Muriel Rodgers, grandparent of a Lake Drive School student. The donations will be placed in the Student Activity Account.

240-09
Acceptance
of Donation

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the recycling of the items on the attached list of Lake Drive School technology related materials that are either obsolete or broken. There is no charge for recycling or pickup.

241-09
Recycling
of
Technology
Materials

Motion carried by unanimous roll call vote 8-0.

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS

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

242-09
Tuition
Reimburse-
ment

Donna Salvo Marygrove Foundations of Reading & Literacy 3 credits
MLHS/LD

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the horizontal movement on the salary guide for **Brian Deutsch**, Special Ed teacher at Mountain Lakes High School, from MA Step 12 to MA30 Step 12 at a salary of \$67,613, pro-rated, effective February 1, 2010.

243-09
Horizontal
Movement
On Salary
Guide

Motion carried by unanimous roll call vote 8-0.

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mrs. Dawson, seconded by Mrs. Wall, to approve the 2009-2010 Nursing Services Plan.

244-09
Nursing
Services
Plan

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, 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.

245-09
Travel and
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Wall, 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.

246-09
Travel and
Reimburse-
ment

Motion carried by unanimous roll call vote 8-0.

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

247-09
Field Trips

Motion carried by unanimous roll call vote 8-0.

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

248-09
Field Trips

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve an overnight field trip to **St. Joseph's University**, Philadelphia, PA for MLHS students to participate in a Speech & Debate tournament. **Dates of trip:** November 20-22, 2009. **Cost per student:** \$0. **Number of students:** 12. **Chaperones:** Anne Mucci and Sean Cosgrove.

249-09
Overnight
Field Trip

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve the extension of a maternity/child care leave of absence for **Marisa LaVerde**, teacher at Briarcliff School, through June 30, 2010. Ms. LaVerde plans on returning for the 2010-2011 school year.

250-09
Personnel
Maternity/
Child Care
Leave
Extension

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. Dawson, to approve the extension of a maternity/child care leave of absence for **Christine Dam**, teacher at Briarcliff School, through June 30, 2010. Ms. Dam plans on returning for the 2010-2011 school year.

251-09
Personnel
Maternity/
Child Care
Leave
Extension

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve an extended appointment for **Christopher Cayes**, as a leave replacement teacher at Briarcliff School through June 18, 2010. Mr. Cayes is replacing Ms. Dam while she is on a leave of absence.

252-09
Personnel
Extended
Replacement
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Wall, seconded by Mrs. Dawson, to approve an extended appointment for **Donna Donelan**, as a leave replacement teacher at Briarcliff School through June 18, 2010. Ms. Donelan is replacing Ms. LaVerde while she is on a leave of absence.

253-09
Personnel
Extended
Replacement
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Mitchell, to approve ***United States History: Civil War To the Present***, published by Holt, Rhinehart & Winston, copyright date 2009, to be used for Grade 6 Social Studies.

254-09
Textbook
Approval

Motion carried by unanimous roll call vote 8-0.

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

255-09
Substitute
Teachers

Kathleen Roon	interviewed & recommended by Mr. Odenwelder (paperwork complete)
Christopher Wheeler	“ “ “ “ Mr. Henry “ “
Michelle Burke	interviewed & recommended by Mr. Hanisch
Ryan Zavala	interviewed & recommended by Mr. Borgo

Motion carried by unanimous roll call vote 8-0.

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UNFINISHED BUSINESS

Dr. Kazmark advised that this is Mrs. Dawson's last Board meeting and she will be invited back to be honored formally. Dr. Kazmark said it has been a pleasure to work with Mrs. Dawson and she has offered to continue to volunteer her services. The Board should decide if they want to appoint a replacement for the remainder of the year. Dr. Kazmark reviewed the rules that apply to an appointment and recommended that the Board make an appointment at the December 7 Board meeting. An advertisement will be placed in the newspaper and on the website, and information will be sent to the community through the virtual backpack and other methods of communication. Anyone who wishes to apply for the seat should do so no later than November 20. Prospective candidates would be interviewed by the Board. It was suggested that the Board Attorney be contacted as to whether or not interviews and deliberations should be done in public or executive session. The consensus of the Board was in favor of filling the seat before the election in April.

Mrs. Wall suggested that members of the Board who attended conferences at the convention prepare a summary of the highlights of the conference.

Mrs. Wall advised that she and Mrs. Mitchell attended the pre-school open house. There was a reasonably good turn out and those involved gave an excellent presentation on the program.

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

Ms. Wallace had no comments or questions.

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. Feigeles, seconded by Mrs. Mitchell, to adopt a Resolution to enter into Closed Session for the discussion of a student confidentiality issue. Resolution was duly read and the Board entered into Executive Session at 9:37 p.m.

Motion carried 8-0.

RETURN TO PUBLIC SESSION

Motion by Mr. Munday, seconded by Mrs. Wall to return to public session at 9:50 pm.

Discussion took place with regard to student awareness training.

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ADJOURNMENT

Motion by Mrs. Mitchell, seconded by Mrs. Wall, that meeting be adjourned at 9:58 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>
November 16, 2009	Regular	Mountain Lakes High School (7:30 p.m.)
December 7, 2009	Regular	Mountain Lakes High School (7:30 p.m.)