

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
Monday, December 12, 2005

A Regular Meeting of the Mountain Lakes Borough Board of Education was held on Monday, December 12, 2005 at 7:00 p.m. at the Mountain Lakes High School.

Michael T. Kistner
Business Administrator/Board Secretary

Roll Call:

Present: Mrs. Boertzel
Mrs. Brennan
Mrs. Dawson
Mr. Gniewek
Mrs. Lareau
Mrs. McCusker
Mr. Munday
Mr. Stokes
David Dobrosky, Student Representative (7:55 pm)

Absent: Mrs. Wall
Mrs. Pascarella, Boonton Township Representative

Also present: Dr. Kazmark, Superintendent, Members of the Borough Council, 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 newspapers: the Citizen of Morris County and the Morris County Daily Record.

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PRESENTATION

Members (Mayor Stephen H. Shaw, Deputy Mayor George Jackson, Councilwomen – Louise Davis and Blair Wilson, and Councilmen – Ralph Loveys, Charles Gormally, and Richard Urankar) of the Borough Council were present for a discussion of the traffic circulation and parking plan at the high school. Councilwoman Blair Wilson introduced the committee members and thanked them for their efforts. She advised that the committee met ten times over the last year and studied the traffic circulation and safety around the high school. The goal of the committee is to recommend a traffic circulation plan and parking plan for the high school campus post-construction and to update the Board and the Council on traffic circulation and parking around the high school. The first concern of the committee is for safety for all pedestrians. The long-term goal is the design of vehicular and pedestrian traffic around the high school. Mrs. Wilson noted that throughout the process, residents were always invited to express their concerns about the traffic plan.

Lew Ludwig discussed the problems encountered with parking and traffic circulation at the high school during the past years and how the present plan is working during the construction project.

Mrs. Wilson further stated that the plan includes 320 parking spaces, which represents an increase of 50 spaces and should be enough to accommodate the parking requirements for most events at the high school. The committee has not yet fully discussed the issue of egress and ingress at Beechway and Powerville Road. The high school construction manager and architects need direction in order to appropriately plan for the construction to take place this spring.

Chief Tovo provided information with respect to the number of vehicles presently using Powerville Road and Beechway. He does not recommend a back entrance to the high school for security reasons and also because of the proximity to Wildwood School. He believes ingress and egress should be in one primary area to be more effective. In response to a question from Mrs. Brennan, Chief Tovo indicated the location of the proposed crosswalks to the new fields. He also stated that in his opinion Powerville Road is better designed to handle the high school traffic.

Mrs. Dawson thanked the traffic committee for their hard work. Mrs. Dawson stated that she has researched the size and nature of Powerville Road, Beechway and Kenilworth Road and believes these streets are equal in terms of residential character. She suggested an alternate plan and Mrs. Wilson advised that the committee has additional work to do on the circulation plan and welcomes Mrs. Dawson's input.

Mrs. Wilson further stated that one of the committee's goals is to encourage children to walk or bike to school.

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PRESENTATION continued

Richard Urankar stated the opinion that too many students are allowed to drive to school and he encouraged the Board to re-examine the policy that allows students to drive to school. Councilman George Jackson expressed the view that the amount of parking was excessive and that the size of the front parking lot should be reduced.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

Members of the public including Joe Kuchinski, Ray Rogers, Eileen Tomarchio, Jeff Buchman, Duke Smith, Elaine Boyle, Jim Bailey, Betsy Myatt, and Mary Lio addressed the Board with regard to the presentation and the following points were made:

- The most important thing is safety.
- Consideration should be given to plans for car-pooling and for safe areas for drop off for walkers.
- There is no benefit to closing Beechway.
- Most parents won't allow their children to walk in bad weather.
- The exit onto Beechway is not working. It is very dangerous and should be discontinued.
- Speeding is a very big problem among students and adults.
- It is not necessary to put in so much parking just to accommodate a few events each year. Board should consider the high cost of the parking spaces and the negative effect on the environment.
- Sidewalks are needed to encourage walking.
- Speed bumps should be considered for Beechway and Kenilworth.
- It was suggested that a policeman be assigned to Powerville Road.

Discussion took place regarding walking initiatives. Chief Tovo noted that the prior initiatives were at Wildwood and Briarcliff not the High School. With regard to sidewalks, Mrs. Wilson advised that the Council is aware that sidewalks are needed in parts of the Borough and they are looking at that issue.

Mrs. McCusker noted that this is the first time the Board has seen this plan. Dr. Kazmark stated that this is a preliminary model. Permits have to be obtained and there are cost factors to be considered. Further discussion needs to be done regarding the egress and ingress to the parking lot.

REPORT OF STUDENT REPRESENTATIVE

David Dobrosky advised that the fall sports banquets were held and winter sports are underway. There will be a volleyball tournament on December 15 to benefit Mr. Merritt who recently had a house fire. A Talent Show is scheduled on December 23. The SGA

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would be meeting on Wednesday to discuss new procedures and set a date for the constitution committee to meet.

COMMENTS AND REQUESTS FROM THE MLEA PRESIDENT

Amal Hussein asked about the voluntary coaching position approved at the last meeting and the Board's policy with regard to parent coaches. She also asked if other students interested in fencing would be allowed to join the team.

Mrs. Dawson advised that there is a distinction in the Board policy with regard to individual athletes who compete in a sport for which the high school does not have a team. Mr. Stokes advised that his son will be competing individually and there is no fencing team.

Ms. Hussein reminded the Board members about the joint (MLEA / BOE) party scheduled on January 12.

CONSIDERATION OF MINUTES

Motion by Mrs. Lareau, seconded by Mrs. Boertzel, to approve the minutes of the Regular Meeting of November 21, 2005 as presented.

Motion carried 8-0.

The minutes of the Executive Session of November 21, 2005 were tabled for discussion in Executive Session.

Motion by Mrs. Lareau, seconded by Mr. Stokes, to approve the minutes of the Joint Special Meeting of December 5, 2005 with the following correction.

Page 1, Roll Call, change to indicated that Mr. Gniewek was present as of 9:10 p.m.

Motion carried 8-0.

PRESENTATION

First Reading of Policy Manual

Dr. Kazmark noted that the Board members received a copy of the new policy manual on a CD. The main difference in this manual is the numbering. Upon second reading the Board will adopt the entire New Jersey School Boards format and the committee will continue to work on policies within the manual for further clarification.

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COMMITTEE REPORTS

FINANCE COMMITTEE

Mr. Stokes advised that the committee met and the primary focus was on review of the audit and the recommendations to be adopted. The audit report included minor findings with respect to accounting policy and recommendations made by the auditor to correct these items. The committee discussed the recommendations and how the procedures will be corrected and monitored.

Mr. Kistner advised that he is moving forward to make sure that the correct procedures are followed. Mr. Kistner also discussed the budget surplus and the anticipated increase in utility bills for the 2006-2007 year.

PROGRAM COMMITTEE

Dr. Kazmark advised that Mr. Reid spoke to the committee with regard to the writing core curriculum program.

FACILITIES COMMITTEE

Mrs. Boertzel advised that the committee met with Mr. Prusina and representatives of the Laker Sports Club with regard to the turf field and the other items that need attention in the general area of the field. The cost for those items is estimated to be approximately \$280,000 including resurfacing the walkway from the Wildwood parking lot to the field, resurfacing the track, drainage issues, relocation of the shot put and discus pad, and the replacement of the fence. The committee concluded that the Board should give the go-ahead to Laker Sports to raise money for the field. The committee was very clear in advising Laker Sports that the Board is not in a position to contribute to the field and other projects.

Mr. Prusina advised that the survey of the field is completed and will be delivered by Laker Sports to the turf company.

Discussion took place regarding whether or not to advise Laker Sports to go forward to start fund raising. Topics discussed included the benefits and popularity of turf fields and public participation in the fund raising process. It was noted that the Board must be assured that there is no possible liability on the part of the Board for any costs. The consensus of the Board was in favor of adopting a resolution that the Board will accept the gift of the full cost of a turf field from Laker Sports Club.

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COMMITTEE REPORTS continued

HIGH SCHOOL FACILITIES COMMITTEE

Dr. Kazmark advised that a design meeting was held with regard to the interior of the high school media center and Parette-Somjen brought some drawings that he believes reflected the Board's discussions regarding the design. The committee gave the architect the go-ahead to move forward and to provide cost estimates.

Mr. Prusina advised that some minor repairs were done at the high school to keep cold air out. The weight room is moving back to the high school next week although the flooring is not complete. There was a small electrical fire in the boiler room at Wildwood on Wednesday night but everything was in running order in time for school in the morning. The surveillance system at Briarcliff is progressing smoothly.

Discussion took place regarding whether there are any legal requirements relating to the surveillance equipment.

EXTRA-CURRICULAR/ATHLETIC

Dr. Kazmark advised that a recent letter was sent to Board members with regard to random drug testing. The subject will be discussed at the next Board meeting.

POLICY COMMITTEE

Mrs. Dawson advised that the committee continues to work on policies. Dr. Kazmark thanked Jean Halsey for a wonderful job on the new policy manual.

SPECIAL EDUCATION

Mrs. McCusker advised that the committee discussed the status of the transition video project which is going very well. The committee also discussed the upcoming forum presentation on transition for children with significant disabilities. A League of Women Voters representative was also present at the committee meeting.

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

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

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

Motion by Mrs. Boertzel, seconded by Mrs. Dawson, to adopt, at second reading, the attached policy:

156-05
Policy Adoption
Policy #9250

#9250 Travel and Related Expenses

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Lareau, to recognize that the 2004-2005 Comprehensive Annual Financial Report and Management Report on Administrative Findings for the fiscal year ended June 30, 2005 were discussed and accepted with the attached Corrective Action Plan.

170-05
CAFR Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Lareau, that the Board Secretary's Report for the month of September 2005, 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.

171-05
Board
Secretary's
Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Lareau, that the Report of the Treasurer of School Moneys for the month of September 2005 be approved.

172-05
Treasurer of
School Moneys
Report

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Lareau, that the Current Check Register (Bills List) for the month of October 2005, be approved for payment in the amount of \$2,702,594.07.

173-05
Check
Register

Motion carried by unanimous roll call vote 8-0.

Motion by Mr. Stokes, seconded by Mrs. Lareau, that the Board Secretary's Report for the month of October 2005, 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.

174-05
Board
Secretary's
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. Brennan, seconded by Mrs. Boertzel, to award the following bid to supply one 16-passenger school bus, to be used by and paid for by Lake Drive School, to:

175-05
Award of Bid

American Bus & Coach L.L.C.
2595 East State Street
Trenton, NJ 08619

Bid Amount: \$40,214.00

Other Bids Received

Factory Direct Bus Sales
Fresh Meadows, NY
Bid Amount: \$41,524 (Primary)
\$38,559 (Alternate) (2005)

Wolfington Body Company, Inc.
Mount Holly, NJ
Bid Amount: \$40,047
(not to Bid Specs; exceptions noted)

Motion carried by unanimous roll call vote 8-0.

REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, to approve the following courses for tuition reimbursement when the course has been completed and the transcripts received by the Superintendent:

176-05
Tuition
Reimbursement

Carla Marino Lake Drive	Univ. of North Carolina	Special Topics in Speech and Hearing – A Survey	3 credits
		Basic Speech Acoustics	3 credits
		Audiology Interpretation	3 credits
Cynthia Gorzelnik Wildwood	Madonna University	Teachers Discovering Computers	3 credits
		Teachers Discovering & Integrating Microsoft Office	3 credits

Motion carried by unanimous roll call vote 8-0.

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, to approve home instruction for #05-104, Grade 4, effective December 13, 2005 for approximately two weeks. Instructor: Missy Siddron.

177-05
Home
Instruction

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, to approve home instruction for #05-105, Grade 11, effective immediately. Instructors: A. Isola, C. Saunders and D. Halloran.

178-05
Home
Instruction

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, to approve the payment of extra-pay stipends for teaching courses offered by the Teacher Institute to the following personnel:

179-05
Personnel
Extra-Pay
Appointments

Linda Andrus	Sign Language	\$500.00
Eileen Ludwig	GEPA Math	\$500.00
Tom Casperson	Digital Photography/iMovie	\$600.00

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, to approve the appointment of Julia McCord as a substitute teacher for the district effective 1/02/06. Julia is recommended by Connie Sakala.

180-05
Personnel
Substitute
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve a maternity/child care leave of absence for Natasha Guardabasco, teacher at the High School, effective February 10, 2006. Mrs. Guardabasco will be on paid leave through April 19, 2006 and is eligible for health benefits as provided under FMLA and NJFLA.

181-05
Personnel
Maternity/Child
Care Leave of
Absence

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve a maternity/child care leave of absence for Allison Murphy, teacher at Wildwood School, effective April 3, 2006. Mrs. Murphy will be on paid leave through June 5, 2006 and is eligible for health benefits as provided under FMLA.

182-05
Personnel
Maternity/Child
Care Leave of
Absence

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REPORT AND RECOMMENDATIONS OF SUPERINTENDENT OF SCHOOLS
continued

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve a maternity/child care leave of absence for Dina Sweifach, School Social Worker, effective March 10, 2006. Mrs. Sweifach will be on paid leave through May 5, 2006 and is eligible for health benefits as provided under FMLA and NJFLA.

183-05
Personnel
Maternity/Child
Care Leave of
Absence

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve a maternity/child care leave of absence for Kristen DeWees, teacher at Wildwood School, effective April 3, 2006. Mrs. DeWees will be on paid leave through April 17, 2006 and is eligible for health benefits as provided under FMLA and NJFLA.

184-05
Personnel
Maternity/Child
Care Leave of
Absence

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve the appointment of Elizabeth Marques as an Itinerant Teacher of the Deaf effective January 2, 2006 through the end of the school year, at a pro-rated salary of \$45,556 MA Step 2. Elizabeth will replace Mrs. DeWees while she is on maternity leave.

185-05
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Brennan, to approve the appointment of Laura Holman as a School Social Worker effective March 8, 2006 through the end of the school year, at a pro-rated salary of \$50,543 MA Step 9. Laura will replace Mrs. Sweifach while she is on maternity leave.

186-05
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Dawson, seconded by Mrs. Brennan, to approve the appointment of William Beston as a district-wide part-time custodian effective November 1, at a pro-rated salary of \$14,306 Step 4 (49%).

187-05
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. Dawson, seconded by Mrs. Brennan, to approve the appointment of Michael Petito as a district-wide part-time custodian effective November 1, at a pro-rated salary of \$14,306 Step 4 (49%).

188-05
Personnel
Appointment

Motion carried by unanimous roll call vote 8-0.

Motion by Mrs. Lareau, seconded by Mrs. Brennan, to approve the extra-pay appointment of Kevin Wallace as Head Baseball Coach for the 2005-2006 school year, at a stipend of \$4995 Step 1 Year 1.

189-05
Personnel
Extra-Pay
Appointment

PRESIDENT'S REPORT

Mrs. McCusker advised that the meeting with Joanne Borin of New Jersey School Boards is scheduled on January 30 and she reminded Board members to send in their self-evaluations.

NEW BUSINESS

Mrs. McCusker and members of the Board congratulated Mr. Kistner on his retirement and thanked him for his service to the district. Mr. Kistner thanked the Board and said it was his pleasure and honor to have served the Board. He expressed special thanks to the three people that he has worked with for each of the last 8+ years – Mr. Prusina, Mrs. McCusker and the Board's stenographer, Regina Giardina.

Motion by Mr. Munday, seconded by Mr. Gniewek, to adopt a Resolution that the Board recognizes the offer of Laker Sports Club to donate a turnkey artificial turf field for the Mountain Lakes High School football field and to confirm that, subject to Board policies the Board is willing to accept the gift when the necessary funds to complete installation of said field, goal posts, walkway and entranceway have been raised by Laker Sports and subject to the completion of appropriate documentation.

190-05
Acceptance
Of Gift

Motion carried 8-0.

COMMENTS AND REQUESTS FROM THE MLEA PRESIDENT

Amal Hussein thanked Mr. Kistner for his help and wished him the best on his retirement on behalf of the MLEA

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

Mark Prusina thanked Mr. Kistner and congratulated him on his retirement.

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EXECUTIVE SESSION

Motion by Mrs. Lareau, seconded by Mrs. Dawson, to adopt a Resolution to enter into Closed Session for the discussion of matters involving personnel, potential litigation, and negotiations and a review of executive session minutes. Resolution was duly read and the Board entered into Executive Session at 11:00 p.m.

Motion carried 8-0.

RETURN TO PUBLIC SESSION

Motion to approve the executive session minutes of November 21, 2005 made by Mrs. Lareau, seconded by Mrs. Dawson as presented (with appropriate redactions).

Motion carried 8-0.

ADJOURNMENT

Motion by Mrs. Brennan, seconded by Mrs. Boertzel, that meeting be adjourned at 11:10 p.m.

Motion carried 8-0.

Respectfully submitted,

Michael T. Kistner
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>
January 3, 2006 (Tuesday)	Regular Meeting	Mountain Lakes High School (7:30 p.m.)
January 12, 2006	MLEA/BOE Winter Party	Zeris Inn Route 46, Mountain Lakes (3:00 – 5:30 p.m.)
January 16, 2006	Regular Meeting	Mountain Lakes High School (7:30 p.m.)

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January 23, 2006	Special Meeting	Mountain Lakes High School (7:00 p.m.)
January 30, 2006	Special Meeting	Mountain Lakes High School (6:30 p.m.)