

**Minutes Reorganization Meeting
January 6, 2025**

MOUNTAINSIDE SCHOOL DISTRICT

BEECHWOOD SCHOOL - 1497 WOODACRES DRIVE, MOUNTAINSIDE, NJ 07092
DEERFIELD SCHOOL - 302 CENTRAL AVENUE, MOUNTAINSIDE, NJ 07092

For agenda attachments available to the public, please contact the Mountainside Board of Education Office at
(908) 232-3232 or peruse same at the respective meeting.
Also, Mountainside Board of Education policies may be accessed via the district website.

I. Call to Order

A Reorganization Meeting of the Mountainside Board of Education of the Borough of Mountainside in the County of Union, New Jersey was called to order by Interim School Business Administrator, Mrs. Dana Sullivan, at 5:30 p.m.

II. Flag Salute

III. Mountainside Board of Education

On Tuesday, November 5, 2024, the Mountainside Board of Education held its annual school election. The results of the election are as follows:

<u>2 Candidates for 2 Seats (3-year term)</u>	<u>Number of Votes</u>
Jordan Hyman	2,104
Candice Schiano	2,293
Write-Ins	55

Based on these results, the new Board will be constituted as follows:

Name	Term Expires
Mr. Bill Dillon	2025
Mr. Michael Goodwin	2025
Dr. Dana Guidici Pietro	2026
Mr. Jordan Hyman	2027
Mrs. Vivian Pupo	2026
Mrs. Candice Schiano	2027
Mr. Carmine Venes	2025

**Minutes Reorganization Meeting
January 6, 2025**

IV. Install Members Elected to School Board

Mrs. Sullivan administers the oaths of office and sits newly elected members.

V. Roll Call

At roll call, the following members were present:

Mr. Bill Dillon
Mr. Michael Goodwin
Dr. Dana Guidici Pietro
Mr. Jordan Hyman
Mrs. Vivian Pupo
Mrs. Candice Schiano
Mr. Carmine Venes

Also present were Mrs. Janet Walling, Superintendent, and Mrs. Dana Sullivan, Interim School Business Administrator/Board Secretary.

VI. Election of Officers

A. President

Call for nominations:

Mrs. Pupo was nominated by Dr. Guidici Pietro and seconded by Mrs. Schiano

Close nominations:

Moved: Dr. Guidici Pietro Seconded: Mrs. Schiano

RC:	Dillon - yes	Goodwin - yes	Guidici Pietro - yes	Hyman - yes
	Pupo - yes	Schiano - yes	Venes -yes	

Based upon the results of the 7-0 roll call vote, Mrs. Pupo was re-elected to the Presidency for 2025.

B. Newly Elected President, Mrs. Vivian Pupo assumes chair.

C. Vice President

Call for nominations:

Dr. Guidici Pietro was nominated by Mrs. Schiano and seconded by Mr. Goodwin.

Close nominations:

Moved: Mrs. Schiano Seconded: Mr. Goodwin

RC:	Dillon - yes	Goodwin - yes	Guidici Pietro - yes	Hyman - yes
	Pupo - yes	Schiano - yes	Venes -yes	

Based on the results of the 7-0 roll call vote, Dr. Guidici Pietro was re-elected to the Vice-Presidency for 2025.

**Minutes Reorganization Meeting
January 6, 2025**

VII. Superintendent's Report

Mrs. Walling congratulated our re-elected Board members.

VIII. President's Report - none

IX. Motion to Designate the Following

The following motions were approved by roll call vote: **#1-6**

Moved: Dr. Guidici Pietro Seconded: Mrs. Schiano

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

1. Motion to approve the Annual Schedule of Meetings for 2025 (Attachment #1).
2. Motion to approve "The Westfield Leader" as the official newspaper of the Mountainside Board of Education and that "The Star Ledger," and "The Union County Local Source," are used for the dissemination of news.
3. Motion to approve the primary bank depository as Valley National Bank.
4. Motion to approve the secondary bank depository for investments as The State of New Jersey Cash Management Fund.
5. Motion to approve, upon the recommendation of the superintendent, the appointment of Dana Sullivan as Qualified Purchasing Agent for the period January 1, 2025 – January 2026 reorganization meeting, with a bid threshold of \$44,000.00.
6. Motion to approve upon the recommendation of the superintendent, authorization for the Business Administrator to approve transfers and make payment on the bills and claims that are necessary between meetings of the Board. Such transfers and payments shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board but not less than monthly.

X. Approval of the Following Appointments

The following appointments were approved by roll call vote: **A-Y**

Moved: Dr. Guidici Pietro Seconded: Mr. Goodwin

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

- | | | |
|----|--|---------------------------|
| A. | School Safety Specialist | Janet Walling |
| B. | Approves Collection and Maintenance of Pupil Records | S. Jenks/J. Vierschilling |
| C. | Substance Awareness Coordinator | Suzanne Jenks |
| D. | Affirmative Action Officer Deerfield School | Suzanne Jenks |
| E. | Affirmative Action Officer Beechwood School | Jessica Vierschilling |
| F. | Anti-Bullying Coordinator | Jessica Vierschilling |
| G. | Homeless Liaison | Sheri Rouleau |

**Minutes Reorganization Meeting
January 6, 2025**

H.	Gender Equity Officer	Sheri Rouleau
I.	504 Officer (ADA)	Sheri Rouleau
J.	Custodian of Records	Dana Sullivan
K.	Official for Investments and Wires	Dana Sullivan
L.	Designates Tax Shelter Annuity Companies	Dana Sullivan
M.	Approves Chart of Accounts	Dana Sullivan
N.	Authorizes the Use of State Contracts	Dana Sullivan
O.	Approves Use of Facilities Fees per Policy 7510	Dana Sullivan
P.	Public Agency Compliance Officer (P.A.C.O.)	Dana Sullivan
Q.	Qualified Purchasing Agent	Dana Sullivan
R.	Attendance Officer	Donna Bolton
S.	Chemical Hygiene Officer	Casey Johnson
T.	AHERA Coordinator	Casey Johnson
U.	Asbestos Management Officer	Casey Johnson
V.	IAQ Coordinator	Casey Johnson
W.	Integrated Pest Management Coordinator	Casey Johnson
X.	Right to Know Contact	Casey Johnson
Y.	Right to Know Officer	Casey Johnson

XI. Policies, Rules, and Agreements

The following motions were approved by roll call vote: **#1-11**

Moved: Mrs. Schiano

Seconded: Dr. Guidici Pietro

RC:	Dillon - yes	Goodwin - yes	Guidici Pietro - yes	Hyman - yes
	Pupo - yes	Schiano - yes	Venes - yes	

1. Move to approve textbook and eTextbook inventory for the 2024-2025 school year. (Attachment #2)
2. Move to adopt all current written Curriculum Guides for Grades PreK-8 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.
3. Move to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2024-2025 school year.
4. Move to approve in accordance with N.J.S.A. 18A:11-1, Note 3, the adoption of the present Board Policy Manual, rules, and agreements of the current Board.
5. Motion to approve upon recommendation of the superintendent, the Organizational Chart for the Mountainside Board of Education (Attachment #3).
6. Motion to approve upon recommendation of the superintendent, the authorization of the Uniform minimum Chart of Accounts for the New Jersey Public Schools for the period of January 1 through December 31, 2025.
7. Motion to approve upon recommendation of the superintendent, the following petty cash funds as outlined in Policy #6620 through December 31, 2025:

**Minutes Reorganization Meeting
January 6, 2025**

Deerfield School	\$200.00	Suzanne Jenks
Beechwood School	\$200.00	Jessica Vierschilling

8. Motion to approve upon recommendation of the superintendent, the following companies to provide Tax Shelter Annuity salary reduction agreements for the period of January 1, 2025 through December 31, 2025:

- Equitable (403b)
- Lincoln Financial (403b)

9. Motion to approve upon recommendation of the superintendent, continued participation in various state and national cooperative contracts as a method of procurement in accordance with Chapter 139 PL 2011 as referenced in Local Finance Notice 2012-12, May 14, 2012 at no cost through December 31, 2025 to include:

- Educational Services Commission of NJ (ESCNJ)
- Hunterdon County Educational Services Commission (HCESC)
- NJSBA TEC Cooperative Pricing System (through ACES Membership)
- National Cooperative Purchasing Alliance (NCPA)
- NASPO Value Point Cooperative Purchasing Organization
- Ed Data Services
- Bergen County Cooperative Program
- Monmouth-Ocean Educational Services Commission (MOESC)

Further be it resolved, that the Purchasing Agent be authorized to procure goods and services through state agencies under state contracts that have been properly bid and awarded in accordance with public purchasing laws.

10. Motion to approve upon recommendation of the superintendent, Agreement of Participation and Coordinated Transportation Services through December 31, 2025 with:

- Union County Educational Services Commission (UCESC)
- Morris Union Jointure Commission (MUJC)
- Hunterdon County Education Services Commission (HCESC)
- Educational Services Commission of New Jersey

11. **RESOLVED THAT**, by the School Board of Mountainside School District approve the following banks to act as a depository for public funds, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below:

Account	Bank	Signatories
Operating	Valley Bank	Board President/Business Administrator

**Minutes Reorganization Meeting
January 6, 2025**

Payroll	Valley Bank	Board President/Business Administrator
Food Service	Valley Bank	Superintendent/Business Administrator
Payroll Agency	Valley Bank	Superintendent/Business Administrator
SUI	Valley Bank	Superintendent/Business Administrator
BW School General Fund	Valley Bank	Beechwood Principal/ Business Administrator/Superintendent
DF School General Fund	Valley Bank	Deerfield Principal/Deerfield Secretary
DF Athletic Fund	Valley Bank	Deerfield Principal/Deerfield Secretary

XII. Professional Services for 2024-2025

The following motions were approved by roll call vote: **#1-5**

Moved: Mr. Goodwin Seconded: Mr. Hyman

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

1. Move to approve School Attorney, Machado Law Group.
2. Move to approve School Physician, Ronald M. Frank, M.D.
3. Move to approve Auditors, Nisivoccia
4. Move to approve Architect of Record, Solutions Architecture.
5. Move to approve Treasurer, Paula Hatch.

XIII. Administration

Mrs. Walling noted the changes to the calendar.

The following motion was approved by roll call vote: **#1**

Moved: Mr. Hyman Seconded: Mr. Venes

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

1. Move to approve upon the recommendation of the Superintendent, the revised 2024-2025 School Year Calendar. (Attachment #3A)

XIV. Personnel

Mrs. Walling noted this position was created as part of the passed Public Question, and is excited for our own Mrs. Crisafulli to expand her role in our district. The Board agreed that she is a great fit and looks forward to her starting in this new position.

**Minutes Reorganization Meeting
January 6, 2025**

The following motion was approved by roll call vote: **#1**

Moved: Dr. Guidici Pietro Seconded: Mr. Goodwin

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

1. Move to approve upon the recommendation of the Superintendent, to appoint **Natalie Crisafulli**, as Curriculum and Instructional Support Coordinator, at the prorated salary of \$60,874.20, effective January 7, 2025 - June 30, 2025. (Attachment #4)

XV. Approval of the Following Board Representatives

The following Board Representatives were approved by roll call vote: **A-I**

Moved: Dr. Guidici Pietro Seconded: Mr. Dillon

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

- A. Union County Educational Services Commission Board- Dr. Guidici Pietro
- B. Berkeley Heights Board of Education - Mr. Dillon
- C. NJ School Boards Association Delegate - Mrs. Schiano
- D. NJ School Boards Association Alternate - Mr. Hyman
- E. County School Boards Association Delegate - Mr. Venes
- F. Mountainside Borough Council and Legislative Liaison - Mr. Dillon
- G. Mountainside PTO Representative - Dr. Guidici Pietro
- H. Mountainside Public Library Liaison - Shared between all Board Members
- I. Senior Citizen Liaison - Mr. Venes

XVI. Additional Appointments

The Board discussed whether to add a Send/Receive Special Committee or to discuss send/receive contracts within the existing Berkeley Heights Committee. Ultimately they decided to add a Special Committee.

The following walk-on motion was approved by roll call vote: **#1**

1. The Board moved to approve the creation of a Special Committee for High School Send/Receive.

Moved: Mr. Dillon Seconded: Dr. Guidici Pietro

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

Names of committees and mode of operation will be determined in accordance with the related Board policy. Present standing committees:

**Minutes Reorganization Meeting
January 6, 2025**

- A. Budget and Finance / Buildings and Grounds
- B. Curriculum / Health and Wellness
- C. Personnel/Negotiations
- D. Strategic Planning
- E. Berkeley Heights
- F. High School Send/Receive (Special Committee)

The following appointments were approved by roll call vote:

Moved: Dr. Guidici Pietro Seconded: Mr. Dillon

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

Committee:	Representatives:
Budget/Finance & Buildings/Grounds:	Mr. Goodwin – <i>Chair</i> Mr. Dillon Mr. Venes Mr. Hyman (<i>alternate</i>)
Curriculum/Health & Wellness:	Mrs. Schiano – <i>Chair</i> Dr. Guidici Pietro Mrs. Pupo
Personnel/Negotiations:	Mrs. Schiano – <i>Chair</i> Mr. Hyman Mr. Venes
Strategic Planning:	Mr. Hyman – <i>Chair</i> Mr. Goodwin Dr. Guidici Pietro
Berkeley Heights:	Dr. Guidici Pietro – <i>Chair</i> Mrs. Pupo Mr. Goodwin Mr. Hyman (<i>alternate</i>)
High School Send/Receive (Special Committee)	Mr. Hyman – <i>Chair</i> Mr. Goodwin Dr. Guidici Pietro

**Minutes Reorganization Meeting
January 6, 2025**

XV. Public Participation - Gail Bradford, a Berkeley Heights Board member thanked Mr. Hyman for his expertise and welcomed Mr. Dillon as the Mountainside Representative on the Berkeley Heights Board of Education for 2025, and looks forward to our continued communication.

XVI. New Business

The Board discussed and proposed to adjust the 6:30 start time of Board meetings to 7:00, with the public session still beginning at 7:30.

The following walk-on motion was approved by roll call vote: **#1**

Moved: Mr. Hyman Seconded: Mr. Dillon

RC: Dillon - yes Goodwin - yes Guidici Pietro - yes Hyman - yes
 Pupo - yes Schiano - yes Venes -yes

1. Move to approve upon the recommendation of the Superintendent, to adjust the start time of Board meeting to 7:00 pm, unless otherwise noted.

XVII. Old Business - Mr. Dillon noted that outside lights at Deerfield have been fixed, and thanked the Borough and others for their partnership with this project.

XVIII. Adjournment

A motion was made by Dr. Guidici Pietro at 6:30 p.m., seconded by Mr. Dillon to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mrs. Dana Sullivan
Interim School Business Administrator/Board Secretary