

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 3, 2013

Opening Statement:

The Conference/Action Meeting of the Mine Hill Township Board of Education was called to order at 6:35 PM on Thursday, January 3, 2013 by Business Administrator/Board Secretary, Ruthann Quinn. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 17, 2012, in compliance with the Open Public Meetings Act.

Ruthann Quinn led the Pledge of Allegiance.

REORGANIZATION MEETING OF THE MINE HILL TOWNSHIP BOARD
OF EDUCATION

Business Administrator, Ruthann Quinn, reported the results of the annual school election held on November 6, 2012, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Denise Jimenez-Arias	771
Bridget Mauro	766
Write -In Candidates	
David Ake	4
Richard Mates	5
Gary Tillett	35

School Business Administrator/Board Secretary, Ruthann Quinn, administered the Oath of Allegiance to the newly elected Board Members.

Present:

Caryn Battaglia, Jill Del Rio, Patricia Hernandez, Denise Jiménez-Arias, Bridget Mauro, Gary Tillett and Mary Jo Walilko

Others Present:

Julia Coyne, Gregory Hobaugh, Steve Hoh, Ruthann Quinn, Jacyln Shaw, Lauren Snarski, GERALYN WEISS and Dennis Mack

Election of President

The Board Secretary declared nominations are in order for the position of President.

Mary Jo Walilko was nominated by Caryn Battaglia and seconded by Bridget Mauro

Vote for President	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Mary Jo Walilko	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Mary Jo Walilko was elected President of the Mine Hill Township Board of Education.

The Board President took her chair.

Election of Vice President

The President declared nominations are in order for the position of Vice President.

Nomination: Bridget Mauro is nominated by Caryn Battaglia and seconded by Patricia Hernandez.

Vote for Vice President	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Bridget Mauro	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Bridget Mauro was elected Vice President of the Mine Hill Township Board of Education.

The Board Vice President took her chair.

Reorganization Action Items

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the **official designation of an abstention as a non-vote.**

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following **committee and administrative appointments:**

Assignments	Members Assigned
Finance Committee	Bridget Mauro, Chair and Gary Tillett
Buildings and Grounds Committee	Caryn Battaglia, Chair and Jill Del Rio
Curriculum and Student Activities Committee	Jill Del Rio, Chair and Denise Jiménez-Arias
Community and Public Relations Committee	Gary Tillett, Chair and Denise Jiménez-Arias
Personnel and Negotiations Committee	Patricia Hernandez, Chair and Bridget Mauro
Operations Committee	Mary Jo Walilko, Chair and Caryn Battaglia
Delegates to NJSBA and Morris County School Boards Association (2)	Bridget Mauro and Mary Jo Walilko as second
Mine Hill Educational Foundation Liaison	Caryn Battaglia

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary JoWalilko and seconded by Caryn Battaglia, the Board **approved the election of Patricia Hernandez as a member of the Dover Board of Education.**

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board **approved the appointment of Jill Del Rio as the Board Representative and Caryn Battaglia, as the Alternate Representative to the Educational Commission Services of Morris County.**

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the **adoption of the New Jersey School Board Member Code of Ethics:**

1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

And be it

FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board adopted the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue

School and begin at 6:30 pm. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Wednesday, January 30, 2013
February	Wednesday, February 13, 2013
March	Wednesday, March 6, 2013 and Thursday, March 21, 2013
April	Wednesday, April 17, 2013
May	Wednesday, May 15, 2013
June	Monday, June 3, 2013 and Monday, June 24, 2013
July	Monday, July 22, 2013
August	Monday, August 26, 2013
September	Monday, September 9, 2013 and Monday, September 23, 2013
October	Monday, October 21, 2013
November	Monday, November 18, 2013
December	Monday, December 16, 2013

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Ruthann Quinn
Assistant Board Secretary	Dennis Mack
Auditor	Nisivoccia, LLP
Treasurer of School Monies	Lisa Palmieri
Medical Inspector/School Physician	Mark Quadrel, Internal Medicine Associates
School Attendance Officer	Jeff Oster
Affirmative Action Officer	Gregory Hobaugh
Public Agency Compliance Officer	Ruthann Quinn
Custodian of Public Records	Ruthann Quinn
Safety Compliance Officer	Ruthann Quinn
504 Coordinator	Gregory Hobaugh
Integrated Pest Management Coordinator	Ruthann Quinn
Homeless Liaison	Lauren Snarski
DYFS Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Gregory Hobaugh
Agent of Record-Health Benefits	NJ School Employees Health Benefits Plan
Agent of Record-Dental Insurance	Horizon Healthcare Dental Services
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	AIG Valic
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Ruthann Quinn
Right to Know Coordinator	Ruthann Quinn
Asbestos/AHERA Coordinator	Ruthann Quinn
Chemical Hygiene Officer	Ruthann Quinn
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Ruthann Quinn

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the appointment of the **Daily Record as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the establishment of the **Mine Hill Township School District Petty Cash in the amount of \$200.00**, with the approved signatures of the Superintendent or Business Administrator.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the re-establishment of the **minimum requirement for full time status employment to be 35 hours or more per week**, in compliance with N.J.A.C.17:9.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the **adoption of all textbooks/programs** which is attached and made part of this resolution by reference. (Attachment 1)

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board **approved of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following resolution:

RESOLVED, the **Mine Hill Township Board of Education recognizes the Mine Hill Teachers Association as the official bargaining unit** for the positions specified in each of the organization's recognition clause.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following resolution:

WHEREAS, certain utility and telephone service accounts often become delinquent, and early childhood preschool centers experience financial hardship as a result of payments made at the end of the month following Business Meeting; be it

RESOLVED, the Board of Education authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors, including electric and gas utility companies, telephone service providers and out-of district special education schools; and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, **to release payments for those billings determined to be most appropriate and emergent.**

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the appointment of **Ruthann Quinn, Business Administrator/Board Secretary, as the Qualifying Purchasing Agent** until the next reorganization meeting or until changed by resolution.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following resolution regarding membership in the **The Morris Essex Insurance Group**:

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Pool as permitted by NJ Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the Morris Essex Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved the Mine Hill Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Ruthann Quinn, Board Secretary, to proceed with Valley National to establish the following accounts until the next reorganization meeting or until changed by resolution:

Valley National Bank	#	Signatories
General Operating Account	3	Mary Jo Walilko, Board President , Ruthann Quinn, BA and Dennis Mack, Superintendent
Deduction Payroll Account	2	Ruthann Quinn, BA or Dennis Mack, Superintendent
Net Payroll Account	3	Mary Jo Walilko, Board President, Ruthann Quinn, BA and Dennis Mack, Superintendent
Special Milk Account	2	Ruthann Quinn, BA or Dennis Mack, Superintendent
SUI Premium Savings Account	2	Ruthann Quinn, BA or Dennis Mack, Superintendent
Canfield Avenue School Account	2	Ruthann Quinn, BA and Gregory Hobaugh, Principal

Roll Call Vote-All Present Voting Yes-Motion Carried

REGULAR MEETING OF THE MINE HILL TOWNSHIP BOARD OF EDUCATION

Motion by Mary Jo Walilko and seconded by Bridget Mauro, the Board accepted the **closed session minutes** of the Regular monthly meeting held on **December 10, 2012**.

Roll Call Vote-Gary Tillett and Mary Jo Walilko Abstained
All Others Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Bridget Mauro, the Board accepted the minutes of the **Regular monthly meeting** held on **December 10, 2012**.

Roll Call Vote-Gary Tillett and Mary Jo Walilko Abstained
All Others Present Voting Yes-Motion Carried

Correspondence

- Mary Jo Walilko read the thank you letters to the Service Club.

Superintendent's Report

- Dennis Mack welcomed everyone to the meeting. He thanked Steve Hoh for all of his hard work and dedication throughout the years with the Board of Education and wished him all the best in the future. Mr. Mack introduced Gary Tillett, the newly appointed Board of Education member and welcomed him to the district.
- Mr. Mack addressed the concerns for security heightened by the recent events. The district will be implementing a few new security measures. Mr. Mack indicated that the visit by Homeland Security, the Prosecutor's Office and the Wharton Police was positive and all parties felt that the district was well prepared. Dennis Mack thanked Greg Hobaugh for his ongoing support in enforcing the security measures and conducting drills to train student and staff in emergencies.

Board Discussion/Reports

- HIB- Mr. Mack reported one case of bullying that was substantiated. Proper measures have been taken.

Presentations

- Mine Hill Township Board of Education presented an appreciation plaque to Steve Hoh and thanked him for his many years of service.

Business Administrator's Report

- Ruthann Quinn reported that the district is in the process of working on the 2013-2014 budget. At this time there has been no correspondence from the state about the new budget software.
- Mrs. Quinn has been in constant contact with the Business Office in Dover requesting student registers. No response has been received as of yet. The tuition checks for the months in question (November and December 2012) will be released as soon as the registers are received.

Public Discussion

- None

FINANCE

Bridget Mauro, Gary Tillett

- None

CURRICULUM AND STUDENT ACTIVITIES

Jill Del Rio, Denise Jiménez-Arias

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the **Second Reading** of the following policies and regulations: (Attachment 2)

- **2361 Acceptable Use of Computer Networks/Computers and Resources (policy and regulation)**

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following **Request for Services**:

Student ID	Service	Provider	Date(s)	Cost
1072085186	Social Skills Group	Celebrate the Children	1/13 to 6/13	\$30.00 per week

Roll Call Vote-All Present Voting Yes-Motion Carried

OPERATIONS

Mary Jo Walilko, Caryn Battaglia

- None

PERSONNEL

Patricia Hernandez, Bridget Mauro

New personnel employment appointments are contingent upon the required state and federal criminal history background checks in accordance with N.J.S.A. 116, P.L. 1986.

And be it

FURTHER RESOLVED, the Board submit to the County Superintendent, as required, applications for emergency hiring and the applicant’s attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A.18A:6-7.1 et.seq.,N.J.S.A. 18A:39-17 et. seq.,or N.J.S.A. 18A:6-4.13 et.seq., on the recommendation of the Superintendent.

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved the appointment of **Cindy Collins, Medical Leave Replacement**, to teach grade 2, BA Step 1/\$50,105.00, full time, no benefits, effective January 4, 2013, prorated.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board accepted the **resignation of Kim Saul**, effective December 27, 2012.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved the appointment of **Lilly Conroy, part time classroom aide**, at the rate of \$12.35 per hour, 6.18 hours day, no benefits, effective January 4, 2013, prorated.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved the appointment of **Georgia Osterman, part time lunchroom/classroom aide**, at the rate of \$10.00 per hour, 4 hours per day, no benefits, effective January 4, 2013.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved **rescinding the stipend for Danielle Wilson for Jump Ahead**, originally approved September 24, 2012.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board appointed **Janice Boccicchio, Jump Ahead**, at the rate of \$32.01 per hour, .5 hours per week for 40 weeks.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved the **appointment of Cindy Pyrzynski as Jump Ahead Coordinator**, at the rate of \$32.01, not to exceed five (5) hours.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board approved the appointment of **Jill Ramacciotti as Mentor for Nicole Trowbridge**, effective January 4, 2013.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Mary Jo Walilko and seconded by Patricia Hernandez, the Board **rescinded the appointment of Nicole Trowbridge as Before School Supervisor and approved Denise Blaine, Before School Supervisor**, at the rate of \$24.62 per hour, for 2.5 hours per week, no benefits, effective January 4, 2013.

Roll Call Vote-All Present Voting Yes-Motion Carried

COMMUNITY AND PUBLIC RELATIONS Gary Tillett, Patricia Hernandez

- None

BUILDINGS AND GROUNDS Caryn Battaglia, Jill Del Rio

Motion by Mary Jo Walilko and seconded by Caryn Battaglia, the Board approved the following **Facilities Use Request**:

Organization	Purpose	Room(s) needed	Date(s)
Mine Hill Recreation	Youth Basketball M-F afterschool to 9:00pm Saturdays 9:00am to 1pm	Gym (Recreation will arrange after school time with Canfield Kids)	January 4, 2013 to March 16, 2013 (dates gym is not available have been provided to the Recreation Director)

Roll Call Vote-All Present Voting Yes-Motion Carried

Dover Report

- None

MHEF Report

- None

Old Business

- Mary Jo Walilko spoke about mandated training for the Board of Education members

New Business

- None

Public Discussion

- None

ADJOURNMENT

On the motion of Mary Jo Walilko and seconded by Caryn Battaglia, the Board adjourned the meeting at 7:28 PM.