

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
June 26, 2013

Opening Statement

The Regular Meeting of the Mine Hill Township Board of Education was called to order at 6:33 PM on June 26, 2013, by Board Vice President Bridget Mauro. Adequate notice of the date and time for this meeting was advertised in the Daily Record on January 15, 2013, in compliance with the Open Public Meetings Act.

Bridget Mauro led the Pledge of Allegiance.

Present:

Patricia Hernandez, Denise Jimenez-Arias, Bridget Mauro, Gary Tillett and Mary Jo Walilko (entered the meeting at 7:28 PM)

Absent:

Caryn Battaglia, Jill Del Rio

Others Present:

David Bloom, Melanie Cole, Michael Donow, Nancy Gulley, Sam Morris and Dennis Mack

CLOSED SESSION

On the motion of Bridget Mauro and seconded by Patricia Hernandez at 6:35 PM, the Board approved the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one or more)

- 1) a matter rendered confidential by federal or state law*
- 2) a matter in which release of information would impair the right to receive government funds*
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) a collective bargaining agreement and/or negotiations related to it*
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds*

- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) ***specific prospective or current employees unless all who could be adversely affected request an open session***
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss;*

AND BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Note: This closed session will include items in categories 1 and 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

RETURN TO REGULAR SESSION

On the motion of Bridget Mauro and seconded by Denise Jimenez-Arias at 7:00 PM, the Board returned to the regular session meeting.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Patricia Hernandez, the Board accepted the **Closed Session minutes** of the Conference/Action meeting held on **June 3, 2013**.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Patricia Hernandez, the Board accepted the **minutes** of the Conference/Action Meeting held on **June 3, 2013**.

Roll Call Vote-All Present Voting Yes-Motion Carried

Bridget Mauro read the following correspondence:

- Thank you letter from Debbie Hansen
- Thank you letter from Eleventh Hour Rescue
- Thank you letter from Casey Hoopes
- Letter of resignation from Julia Coyne

Superintendent's Report

- Dennis Mack thanked everyone for the opportunity to work with the district for the past two years.
- Mr. Mack reported the district is in good shape with summer projects set to be completed, especially in the area of technology.

- Mr. Mack reported on the hiring of a new science teacher that will bring the science program to a new level.
- Finally, Mr. Mack reported on the new administration and new beginnings for the district.

Board Discussion/Reports

- HIB-There were no cases to report
- The Census as of May 15 and June 24, 2013 was reviewed and no discussion was initiated
- The Discipline Reports as of May 30 and June 24, 2013 were reviewed and no discussion was initiated.

Presentations

- None

Business Administrator's Report

- Michael Donow reported the district is in good financial shape. All financial entries have been posted, accounts reconciled, reports completed and the month of May has been closed.
- Mr. Donow reported the summer work has begun, including the technology noted by the Superintendent.

Public Discussion

- Nancy Gulley reported on recent events taking place in the Dover school district including National Honor Society, Senior Scholarship night and Dover middle and high schools graduations.
- Melanie Cole inquired about the date the PTA needed to vacate the room currently used by them. Dr. Hobough will follow up.
- David Bloom thanked Dennis Mack for his efforts and for supporting the partnerships with the town hall. Mr. Bloom also welcomed the new acting Business Administrator, Michael Donow, to the district.

FINANCE

Bridget Mauro, Gary Tillett

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the **payment of bills from the General Operating Account**, in the amount of \$436,798.25. (Attachment 1)

Roll Call Vote-Denise Jimenez-Arias Abstained from check number 11065
All Others Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the **Board Secretary and Treasurer's Report for May 2013**.

WHEREAS, in compliance with N.J.A.C. 6A:23-2.11(c)3, the secretary has certified that, as of the date of the report, no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a), now, therefore, be it

RESOLVED, the Board of Education accepts the above referenced reports and certifications subject to reconciliation of the secretary's report with the statements of cash position and reconciliation report when received, and orders that it be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C. 6A:23-2.11(c)4, the board of Education certifies that, after review of the board secretary's and statements of cash position and reconciliation monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the **appropriation transfers for the month(s) of May 2013** which is attached and made part of this resolution by reference.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved of an **extension of the district's Shared Services agreement with the Educational Services Commission of Morris County for Business Services effective June 10, 2013 through June 30, 2013 and for the 2013-14 fiscal year or until a Business Administrator/Board Secretary is appointed**; and further, that through said Shared Services agreement, Michael J. Donow, RSBA be appointed as the Acting Business Administrator/ Board Secretary, with all responsibilities and authorizations previously assigned to the Interim filling this position.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the following resolution:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 **permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end;** and

WHEREAS, the Mine Hill Board of Education has determined that it is in the interest of the district to establish a Tuition Adjustment Reserve Fund in accordance with NJAC 6A:23a-14.4(a)3 as of June 30, 2013; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Mine Hill Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Tuition and Capital Reserve accounts at year-end; and

WHEREAS, that the Mine Hill Township Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2012-13 fiscal year, and any and all funds awarded by the New Jersey Department of education for 2012-2013 Extraordinary Aid, is available for such transfer;

NOW, THEREFORE, BE IT RESOLVED by the Mine Hill Board of Education that it hereby authorizes the establishment of a Tuition Adjustment Reserve Fund effective with the close of the 2012-13 fiscal year; and

BE IT FURTHER RESOLVED, that the Board authorize the Acting School Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2012-13 fiscal year, and any and all funds awarded by the New Jersey Department of education for 2012-2013 Extraordinary Aid, consistent with all applicable laws and regulations in the amount not to exceed \$100,000.00 to the Tuition Adjustment Reserve and the balance to Capital Reserve.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the following resolution:

RESOLVED, that the Board of Education **authorize the Acting Business Administrator/Board Secretary to pay supplementary bill lists and payroll which shall become due on or before June 30, 2013 including all year-end payables;** to proceed with all necessary adjustments and transfers to close the books for the 2012-13 fiscal year, as well as any and all entries and actions for the opening of the 2013-14 fiscal year, including but not limited to the issuance and/or cancellation of purchase orders, transfers, compliance with the Public Contracts Law, and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED, that the Board authorize the Acting Business Administrator/Board Secretary to the payment of bills and claims between Board meetings during the months of July and August 2013; and

BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board at its next meeting for final approval.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the contract **for AJL Therapy for Kids LLC**, 7 Rosemere Avenue, West Caldwell, New Jersey, 07006, to provide physical and occupational therapy for the 2013-2014 school year, at the rate of \$55.00 per 30 minute treatment/consultation session for PT, \$55.00 per 30 minute treatment/consultation for OT and \$350.00 per PT and OT evaluation.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved **payment to Mark Richardson**, per the agreement between the Mine Hill Township Board of Education and the Mine Hill Teacher Association, for the Memorial Day festivities, at the rate of \$32.01 per hour for three (3) hours.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the **contract with Joanne Calabro, Ed.D, for Interim Superintendent Services** for the Mine Hill school district, as authorized by the Executive County Superintendent on May 31, 2013, per the contract which is attached and made part of this resolution be reference. (Attachment 2)

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Gary Tillett, the Board approved the establishment of a **Petty Cash Account for the 2013-2014 school year**, in the amount of \$200.00, to be maintained by Debra Hanley, Assistant to the Business Administrator.

Roll Call Vote-All Present Voting Yes-Motion Carried

CURRICULUM AND STUDENT ACTIVITIES

Jill Del Rio, Denise Jiménez-Arias

Motion by Bridget Mauro and seconded by Denise Jiménez-Arias, the Board approved the following **additional Out of District 2013 Extended School Year Placements**:

Student SID	Placement	ESY Tuition	Dates	Aides/Services
SID not yet assigned	Wharton PRIDE I and PRIDE II	4,748*	7/1 through 7/30	Services included/Aide 900.00
2874589379	Canfield Kids and ESY	**	7/8 through 8/2	Aide/Lilly Conroy \$12.60 per hour 18 hours for 4 weeks Total- \$907.20
6856508144	Park Lake School	3,672.00	7/1 through 8/9	N/A

*Indicates verbal confirmation of tuition or related services charges-no contract received yet.

** Indicates no contract or verbal confirmation received yet.

Roll Call Vote-All Present Voting Yes-Motion Carried

OPERATIONS

Mary Jo Walilko, Jill Del Rio

Motion by Bridget Mauro and seconded by Patricia Hernandez, the Board approved the attached **“Addendum To Agreement” with Maschio’s Food**

Services, Inc., the district's Food Service Management Company for the 2013-2014 school year, including;

- Management Fee – The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$6,759.00. The management fee shall be payable in monthly installments of \$675.90 per month commencing on September 1, 2013 and ending on June 30, 2014.
- Guarantee No Cost/Breakeven – Maschio's guarantees a no cost or breakeven food service operation, including the management fee. In the event that the program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred with the following conditions: **CONDITIONS AS INCLUDED IN THE ATTACHED ADDENDUM TO AGREEMENT.**

The "Addendum To Agreement" shall be attached to and made a part of the official minutes of the meeting. (Attachment 3)

Roll Call Vote-All Present Voting Yes-Motion Carried

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 Bridget Mauro and seconded by Denise Jiménez-Arias, the Board approved **Matthew Martyniuk, Science Teacher**, full time with benefits, MA STEP 1/ \$55,775, effective September 1, 2013, pending receipt of all pertinent paperwork.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Denise Jiménez-Arias, the Board accepted, with regret, **the letter of resignation of Flor Pagano, Spanish Teacher**, effective June 30, 2013.

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Denise Jiménez-Arias, the Board approved the following **Substitute Jump Ahead Staff** for the 2013-2014 school year at the rate of \$32.01 per hour, as needed:

- Jennifer Ludwig

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Denise Jiménez-Arias, the Board approved the following **Yearbook Advisor Staff for the 2013-2014 school year** for a stipend of \$672.65 per advisor:

- Tabitha Hertz
- Mark Richardson

Roll Call Vote-All Present Voting Yes-Motion Carried

Motion by Bridget Mauro and seconded by Denise Jiménez-Arias, the Board approved, with regret, the **resignation of Julia Coyne, Administrative Assistant to the Superintendent**, effective July 5, 2013.

Roll Call Vote-All Present Voting Yes-Motion Carried

COMMUNITY AND PUBLIC RELATIONS Gary Tillett, Denise Jiménez-Arias

- None

BUILDINGS AND GROUNDS Caryn Battaglia, Jill Del Rio

- None

Dover Report Patricia Hernandez

- There was discussion of adjustment of the school calendar and Dover school district initiating grades online.

MHEF Report

Caryn Battaglia

- Sam Morris reported the Mine Hill Educational Foundation's awards ceremony is still to be scheduled.
- Mr. Morris reported the Foundation will be celebrating their 10th anniversary.

Old Business

- None

New Business

- None

Public Discussion

- Sam Morris thanked Dennis Mack for his years of service to the district.
- Mr. Morris also reported that Al Thompson will be retiring as the Mine Hill Township Business Administrator.
- Mr. Morris inquired about Extended School Year students attending Canfield Kids. The Board will follow up.

ADJOURNMENT

On the motion of Bridget Mauro and seconded by Mary Jo Walilko, the Board adjourned the meeting at 7:45PM.

Roll Call Vote-All Present Voting Yes-Motion Carried