

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
July 22, 2013**

**1. Call to Order**

The meeting was called to order by Mary Jo Walilko, President at 6:38 p.m.

**2. Statement of Compliance**

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, adequate notice of the date, time and location for this meeting has been properly advertised in the Daily Record on January 15, 2013, and copies of the agenda have been posted on the district web site and locations designated by the Board.

**3. Flag Salute – held at the Return to the Regular Session**

**4. Roll Call**

Present: Caryn Battaglia, Denise Jimenez-Arias, Bridget Mauro, Gary Tillett and Mary Jo Walilko.

Absent: Jill Del Rio and Patricia Hernandez

Also Present: Joanne Calabro, Interim Superintendent and Michael J. Donow, Interim Business Administrator/Board Secretary.

Five members of the public also attended the meeting.

**5. EXECUTIVE SESSION**

On the motion of Mary Jo Walilko and seconded by Caryn Battaglia at 6:38 p.m., 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: pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege, and specific prospective or current employees unless all who could be adversely affected request an open session; and

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

**6. RETURN TO REGULAR SESSION**

On the motion of Mary Jo Walilko and seconded by Denise Jimenez-Arias at 7:04 PM, the Board returned to the regular session meeting.

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

The President requested a moment of silence in memory of Ruthann Quinn, who passed away on June 30, 2013. Ms. Quinn had been serving as the Interim Business Administrator for the past year and a half.

**7. Approval of Minutes**

- a. The Board of Education accepted the **Closed Session minutes** of the meeting held on **June 26, 2013**.
- b. The Board of Education accepted the **minutes** of the meeting held on **June 26, 2013 and July 9, 2013**.

Motion: Mary Jo Walilko      Seconded: Bridget Mauro

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

**8. Correspondence**

- Condolence note from the Dover Board of Education acknowledging Ruthann Quinn’s passing, and a note from Ruthann Quinn’s family.
- Letter from the New Jersey Department of Education regarding certification of NJQSAC.
- Notice from the Executive County Superintendent of Schools approving the proposed contract for the Interim Business Administrator.

**9. Superintendent’s Report**

- Report on progress of summer school
- Report on preparations for the coming school year
- Report on the search for the new Principal

**10. Presentations / Reports**

None

**11. Business Administrator’s Report**

- Report on the close out of fiscal 2013 – the audit has begun
- Report on the establishment of the Tuition Adjustment Reserve Fund that was requested by the Board and approved at the June meeting
- Review of facilities in preparation for the new school year and the engineer’s maintenance review
- No determination has been made with respect to options for pursuit of outstanding SDA project funds

- Review of the rationale for the Long Range Facility Plan amendment on the agenda

## 12. Public Discussion

- Ms. Pyrzyński inquired about the proposed pavilion
- Mr. Bloom inquired about the WiFi installation

## 13. FINANCE     Bridget Mauro, Gary Tillett

- The Interim Business Administrator/Board Secretary recommends approval of the **payment of bills for the fiscal year ending June 30, 2013** from the General Operating Account, in the amount of \$ 552,728.43, and approval of the **payment of bills for the 2014 fiscal year** from the General Operating Account, in the amount of \$ 50,753.21.  
(Attachment 1 and 2)
- The Interim Business Administrator/Board Secretary recommends approving the **appropriation transfers** for the month(s) of June, 2013 which is attached and made part of this resolution by reference.  
(Attachment 3)
- The Interim Business Administrator/Board Secretary recommends approving the **Board Secretary and Treasurer's Report** for June, 2013.  
(Attachment 4)

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 exceeds 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.

- The Interim Business Administrator/Board Secretary recommends the approval of the following resolution:

RESOLVED, that the Board of Education moves to renew the district's membership in the **Educational Services Commission of Morris County**, and authorize the district's participation in Educational Services Commission of Morris County programs, in accordance with fees

established for 2013-14 included in the attached schedule and/or contracts for:

- o Cooperative bidding services for the purchase of various goods and services for the 2013-2014 fiscal year as deemed appropriate by the Business Administrator/Board Secretary;
  - o Out-of-district transportation services for special education students attending extended school year programs during the summer of 2013 and for the 2013-2014 fiscal year, in accordance with their I.E.P.s.;
  - o Health and Environmental Services cooperative;
  - o All Non-Public Services funded through State and Federal grants;
  - o Non-Public Transportation and Aid in Lieu of Transportation processing;
  - o Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
  - o Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary. (Attachment 5)
- e. The Interim Business Administrator recommends the approval of contract renewal for the 2013-14 school year for the **Point-of Service software for the Food Services program**, with CCP Productions, Inc. for the Software Licensing, Full Service Same Day On-Site Hardware and Software Support, in the annual amount of \$1,639.50
- f. The Interim Business Administrator/Board Secretary recommends approving the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Michael J. Donow, Interim Business Administrator/ Board Secretary, to proceed with Valley National and adjust the signatories for the following approved district accounts until the next reorganization meeting or until changed by resolution:

Valley National Bank	#	Signatories
General Fund	3	Mary Jo Walilko, Board President , Michael J. Donow, BA and Joanne Calabro, Superintendent
Payroll Agency	2	Mary Jo Walilko, Board President , Michael J. Donow, BA and Joanne Calabro, Superintendent
Net Payroll	3	Mary Jo Walilko, Board President, Michael J. Donow, BA and Joanne Calabro, Superintendent
Cafeteria (Food Services)	2	Mary Jo Walilko, Board President, Michael J. Donow, BA and Joanne Calabro, Superintendent
SUI Trust Fund	2	Mary Jo Walilko, Board President, Michael J. Donow, BA and Joanne Calabro, Superintendent
Canfield Avenue School (Student Activities) Account	2	Michael J. Donow, BA and Canfield School Principal

- g. The Board of Education approves the acceptance of a grant in the amount \$5,500.00 from the Wharton Mine Hill Rotary Club of for the purchase of Smart Boards.

Motion: Mary Jo Walilko      Seconded: Bridget Mauro

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

**14. CURRICULUM AND STUDENT ACTIVITIES** Jill Del Rio, Denise Jiménez-Arias

- a. The Interim Superintendent recommends the approval of the following Out-of-District placements for special needs students for the 2013-14 school year:

Student SID	School	School Year Tuition	Dates	Aides and/or Services
7165375021	The Craig School	\$37,750.00	9/9/2013-6/20/2014	OT with PG Chambers 1X30 minutes per week at \$72.00 per session
SID not generated	Wharton PRIDE	\$29,000	9/5/2013-6/30/2014	Related services and classroom aide included; personal aide cost at \$5,698
SID not generated	Wharton PRIDE	\$29,000	9/5/2013-6/30/2014	Related services and classroom aide included; personal aide cost at \$5,698
4108640816	Rockaway MD program	\$25,000.00*	9/9/2013-6/25/2014	Related services and aide to be determined*
7052637818	Celebrate the Children	\$61,702.00	9/9/2013-6/25/2014	Included
3103131277	Lakeland Andover School	\$53,100.00	9/3/2013-6/17/2014	N/A
5289292688	The Children's Institute	\$54,552.30	9/9/2013-6/26/2014	Aide \$22,875.00 OT \$170.00/week PT \$85.00/week
9637750160	Regional Day School	\$60,302.00*	9/1/2013-6/30/2014	Included*
4234052979	Lakeview School	\$75,817.80	9/9/2013-	Services by

			6/17/2014	Commission for the Blind \$1,750.00
3813011040	Roxbury High School	\$47,000.00	9/6/2013-6/23/2014	Included
1702085186	Celebrate the Children	\$61,702.00	9/9/2013-6/25/2014	Social Skills Group \$20.00 per week
6619824750	New Beginnings	\$56,899.80	9/10/2013-6/25/2014	Aide \$28,800.00 Related services included
6537654935	Montgomery Academy	\$51,931.80	9/4/2013-6/25/2014	N/A
4199722141	Lakeland Andover School	\$53,100.00	9/3/2013-6/17/2014	N/A
3206091314	Sawtelle	\$53,103.60	9/6/2013-6/20/2014	Aide \$29,127.60 Behaviorist services 5.5 hours per week at \$75.00 per hour
9796136628	Hunterdon Learning Center	\$42,120.00	9/3/2013-6/13/2014	N/A
1830949552	The Outreach Program	\$57,049.20	9/4/2013-6/20/2014	N/A
7742648547	Kinnelon High School	\$17,961.12	9/9/2013-6/20/2014	N/A

- b. The Interim Superintendent recommends the approval of services for student # 2874589379 from the **Commission for the Blind and Visually Impaired** during the 2013-14 school year in the amount of \$1,750.00, in accordance with the student's IEP.
- c. The Interim Superintendent recommends the approval of the fees from **Canfield Kids** for student # 2874589379 for **ESY services** for July 8 to August 2, 2013 (half-days) and August 5 to August 8 (full days), in the total amount of \$540.00.

Motion: Mary Jo Walilko      Seconded: Denise Jiménez-Arias

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes Abstained on 14a

## 15. OPERATIONS

Mary Jo Walilko, Jill Del Rio

- a. The Interim Superintendent recommends approving the contract for professional **speech language evaluations and services**, between MBE/Speech Language Services and the Mine Hill Township Board of Education for the 2013-2014 school year, at the rate of \$100.00 per hour to a maximum of \$63,000.00 per year, in accordance with the contract which shall remain on file in the Board Office
- b. The Interim Superintendent recommends approving the **Interlocal Services Agreement** between the Morris Hills Regional District and Mine Hill Township Board of Education for **Child Study Team Services and Technology Support Services** for the 2013-2014 school year, in the amounts of \$132,950 per annum and \$525.00 per week, respectively, in accordance with the contract which shall remain on file in the Board Office.
- c. The Interim Superintendent recommends approving the contract for **OT Services** for the 2013-2014 school year with **Stephanie Pavese** at the rate of \$75.00 per hour not to exceed 12 hours per week, and \$300.00 for each therapy evaluation requested by the district.
- d. The Interim Superintendent recommends approving the contract for **PT Services** for the 2013-2014 school year with **Elissa Real** at the rate of \$75.00 per hour not to exceed 5 hours per week, and \$300.00 for each therapy evaluation requested by the district.
- e. The Interim Superintendent recommends approving the **contract for OT Services** for the 2013 Extended School Year program with **PG Chambers** at the rate of \$72.00 per session for four (4) 30 minute sessions for student # 7165375021.
- f. The Interim Superintendent recommends approving the **contract for OT Services with Shana Gjelsvik** for the 2013-2014 school year at the rate of \$75.00 per hour not to exceed 6 hours per week, and \$300.00 for each therapy evaluation requested by the district.
- g. The Interim Superintendent recommends approving the contract for **Behaviorist Services** with **Lori Sernio** for the 2013-2014 school year at the rate of \$95.00 per hour on an as needed basis.
- h. The Board of Education approves the following change in **Committees and Committee Membership for the 2013-2014 school year:**

### **Personnel/Finance/Buildings and Grounds**

Mary Jo Walilko

Gary Tillett

Bridget Mauro

**Curriculum and Instruction/Operations**

Mary Jo Walilko  
Jill Del Rio  
Denise Jiménez-Arias

**Policy/Community Relations**

Mary Jo Walilko  
Caryn Battaglia  
Patricia Hernandez

Motion: Mary Jo Walilko      Seconded: Caryn Battaglia

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

**16. PERSONNEL**

Patricia Hernandez, Bridget Mauro

- a. The Interim Superintendent recommends approving **Lilly Conroy** as **substitute aide** at the rate of \$12.60 per hour, three (3) hours per day four (4) days per week, effective July 11, 2013 through August 30, 2013; no benefits.
- b. The Interim Superintendent recommends approving the **payout of unused vacation days** for the 2012-2013 school year to Gregory Hobaugh in the amount of \$1,468.18.
- c. The Interim Superintendent recommends approving the following appointment of **Beth Ondish, Reading Specialist** for 2013-2014 school year, BA Step 2 \$51,650.00 full-time with benefits, effective September 1, 2013 funded through Title I.
- d. The Interim Superintendent recommends approving the payout to **Cindy Pyrzynski** for **Field Day** for the 2012-2013 school year, at the rate of \$32.01 per hour for 4.5 hours for a total of \$144.05.
- e. The Interim Superintendent recommends approving the **payout of unused accumulated sick and personnel days** for Mary Ellen Stanton, in the amount of \$6,330.00.
- f. The Interim Superintendent recommends approving the hiring of Michael J. Donow, RSBA as the **Interim Business Administrator/Board Secretary**, in accordance with the attached contract which has been approved by the Morris County Executive County Superintendent of



Schools, for the period July 22, 2013 through June 30, 2014, at the rate of \$85.00 per hour for an average of 25 hours per week. (Attachment 6)

- g. The Interim Superintendent recommends the approval of a contract renewal with BAYADA Pediatrics in Morris Plains, New Jersey for **substitute nursing services** during the 2013-14 school year at the rates of \$54.50 per hour for RN services and \$44.50 for LPN services, in accordance with the contract which shall remain on file in the Business Office.
- h. The Interim Superintendent recommends the approval of the appointment of **Stephanie Cioppa, Aide** for six (6) hours per day for August 5-8, 2013 (3 days), at the hourly rate of \$10.40 per hour, as part of the ESY program for student 2874589379.

Motion: Mary Jo Walilko      Seconded: Caryn Battaglia

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

**17. COMMUNITY AND PUBLIC RELATIONS**      Gary Tillett, Denise Jiménez-Arias

NONE

**18. BUILDINGS AND GROUNDS**      Caryn Battaglia, Jill Del Rio

- a. The Interim Superintendent recommends that the Board approve memorializing the district **reclaiming Room 117** from the Mine Hill Educational Foundation / Canfield Kids Program for educational use during the 2013-2014 school year.
- b. The Interim Superintendent recommends that the Board approve an amendment of the district's Long Range Facility Plan to include the construction of a Pavilion on the exterior of the building on school grounds; and further,

Authorize the Interim Business Administrator to submit said amendment to the New Jersey Department of Education, and in concert with the district's Architect, submit an application for the construction project for the Pavilion; and further,

Approve the project based on the full costs and construction being borne by the Mine Hill Educational Foundation, which shall include security cameras connected directly to the Wharton Police Department for 24 hour security.

Motion: Mary Jo Walilko      Seconded: Denise Jimenez-Arias

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

**19. Dover Report**                      Patricia Hernandez  
None

**20. MHEF Report**                      Caryn Battaglia  
The minutes of a meeting between the Board representatives and the representatives of the Foundation were distributed to the Board of Education.

**21. Old Business**  
a) The Board approved the release of check # 11065 held from the June 26, 2013 bill list due to the lack of a majority present and voting.

Motion: Mary Jo Walilko      Seconded: Bridget Mauro

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
5-0	Yes	Absent	Absent	Abstain	Yes	Yes	Yes

b) Discussion of possibility of obtaining materials or making repairs to allow the opening of windows in the all-purpose room.

**22. New Business**

- The President reported on meetings with the new interim Superintendent and Interim Business Administrator.
- The Board meeting originally scheduled for August 26, 2013 will be cancelled due the lack of availability of quorum.

**23. Public Discussion**  
None

**24. EXECUTIVE SESSION**

On the motion of Mary Jo Walilko and seconded by Brigit Mauro at 7:41 PM, the Board approves 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 contract negotiation and/or matters of attorney-client privilege; and

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

BE IT FURTHER RESOLVED, that with no further action to be taken, the regular meeting of the Board is adjourned.

<b>Roll Call Vote</b>	<b>Caryn Battaglia</b>	<b>Jill Del Rio</b>	<b>Patricia Hernandez</b>	<b>Denise Jiménez-Arias</b>	<b>Bridget Mauro</b>	<b>Gary Tillet</b>	<b>Mary Jo Walilko</b>
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

Respectfully,

Michael J. Donow, RSBA  
Interim Business Administrator/  
Board Secretary