

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
September 23, 2013**

1. Call to Order – the meeting was called to order by President Mary Jo Walilko at 6:34 PM.

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 – the flag salute was conducted upon the return to the public session

4. Roll Call

Present: Jill Del Rio, Patricia Hernandez, Denise Jimenez-Arias, Bridget Mauro, Gary Tillett and Mary Jo Walilko.

Absent: Caryn Battaglia.

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

Eight members of the public were also present

5. Executive Session

On the motion of Mary Jo Walilko, seconded by Bridget Mauro at 6:43 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 pending or anticipated litigation or 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.

6. Return to Regular Session

On the motion of Mary Jo Walilko seconded by Jill Del Rio at 7:00 PM, the Board returns 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
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the Closed Session **minutes** of the meeting held on July 22, 2013, August 12, 2013, August 27, 2013 and September 9, 2013.
- b. RESOLVED, the Board of Education approves the **minutes** of the meeting held on July 22, 2013, August 12, 2013, August 27, 2013 and September 9, 2013.

Motion: Mary Jo Walilko

Seconded: Jill Del Rio

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
6-0	Absent	Yes Abstained 9/9/2013	Yes Abstained 8/12/2013	Yes	Yes	Yes Abstained 8/12/2013	Yes

8. Correspondence

None

9. Interim Superintendent’s Report

- Book Fair set-up
- School continues to run smoothly

10. Presentation / Reports

- Eagle Scout presentation for Eagle Scout Daniel Evans

11. Business Administrator’s Report

- Audit field work done

12. Public Discussion

- Back to School nights in Dover and Mine Hill
- Report on Mine Hill Day

13. FINANCE *Mary Jo Walilko, Bridget Mauro, Gary Tillett*

- a. RESOLVED, that the Board of Education approves the recommendation of the Interim Business Administrator and approves the **payment of bills from the General Operating Account**, in the amount of \$ 133,160.83. (Attachment)

BE IT FURTHER RESOLVED, that the Board approve the required Debt Service interest payment wired to the Depository Trust on August 30, 2013 in the amount of \$36,150.01.

- b. RESOLVED, that the Board of Education approves the recommendation of the Interim Business Administrator and approves **appropriation transfers for the month of August 2013** which is attached and made part of this resolution by reference. (Attachment)

- c. 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), and that the financial reports for the month of August 2013 are in agreement; (Attachment)

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Board Secretary and Treasurer Reports** 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

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.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves a contract with the parents of student # 9637750160 for transportation of the child to and from school for the period of September 1, 2013 through June 30, 2014, at the rate of \$25.00 per day.
- e. RESOLVED, that Board of Education accepts the recommendation of the Interim Business Administrator and approves the use of State Contract #82583 with Verizon Wireless for cellular service for the 2013-14 school year.

Motion: Mary Jo Walilko

Seconded: Jill Del Rio

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

14. CURRICULUM AND INSTRUCTION *Mary Jo Walilko, Jill Del Rio, Denise Jiménez-Arias*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **Travel, Conferences and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Estimate Total Expense
9/26/13	Theresa Steele	NJ Consortium for Gifted & Talented Programs Whippany, NJ	-0-	\$8.96	\$8.96
9/27/13	Lauren Snarski	Threat and Risk Assessment and Management	\$40.00	\$6.52	\$46.52

16. PERSONNEL

Mary Jo Walilko, Bridget Mauro, Gary Tillett

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the correction to the appointment of Rosamaria Pontoriero as a FTE of 0.56 teacher (item 16e – 08/12/2013) to BA Step 8, at the prorated salary of \$29,842.40.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves a correction to the payment for additional credits for the 2013-14 school year for teacher Susan Day as follows:

MA – Step 10; Base Salary = \$58,115.00 plus \$1,237.80 for 18 credits, for a total salary of \$59,352.80.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves Aaron Pyrzynski, Castleton College student, to observe two health classes.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the job description of Teacher in Charge.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the job description of Transportation Coordinator.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the sidebar agreement between the Mine Hill Township Board of Education and the Mine Hill Teachers Association for new extra-curricular position to direct a school musical for grades 4th, 5th and 6th.

<u>ACTIVITY</u>	<u>2013-2014</u>
Musical Director of Play	\$1,200.00
Assistant Director of Play	\$ 600.00

- g. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the sidebar agreement between the Mine Hill Township Board of Education and the Mine Hill Teachers Association for the new extra-curricular position of safety patrol at a rate of \$24.62 per hour, 150 hours pro-rated beginning the first week of October. Total cost not to exceed \$3,693.00 to be split among two advisors.

Motion: Mary Jo Walilko

Seconded: Patricia Hernandez

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

17. POLICY/COMMUNITY AND PUBLIC RELATIONS *Mary Jo Walilko, Caryn Battaglia, Patricia Hernandez*

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
R5512	Harassment, Intimidation or Bullying Investigation Procedure
5512	Harassment, Intimidation and Bullying

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
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

18. BUILDINGS AND GROUNDS *Mary Jo Walilko, Bridget Mauro, Gary Tillett*

- a. RESOLVED, that the Board of Education approves the recommendation of the Interim Superintendent and approves the Use of Facilities as follows:

Organization	Purpose	Room Needed	Dates
Girl Scout Troop 939	Halloween Party	Gym	Application on file in Board office

- b. RESOLVED, that the Board of Education approves the donation of a salt spreader and detachable plow to the Township of Mine Hill.

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
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

19. Dover Report *Patricia Hernandez*

Dr. Calabro will be attending a Dover Board of Education meeting in the future.

20. MHEF Report *Caryn Battaglia*

None

21. Old Business

- a. RESOLVED, that the Board of Education approves a professional services agreement with Schwartz Simon Edelstein & Celso, LLC for legal services for the 2013-14 school year, covering as general legal counsel, special education and for personnel/negotiations matters, in accordance with an agreement on file in the Business Office, at the hourly rates of \$150.00 for all services, with an hourly rate of \$100.00 for work done by paralegals and law clerks. (Attachment)

Motion: Mary Jo Walilko

Seconded: Bridget Mauro

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

- b. Ms. Walilko reminded all Board members of their required Board training sessions, noting that the Interim Business Administrator has provided an updated status list.

22. New Business

- Mary Jo Walilko and Bridget Mauro will be attending the Morris County School Boards Association meeting on September 26, 2013 at no cost to the district.
 - “Trunk or Treat” is being scheduled.
- a. RESOLVED, that the Board of Education accepted the proposed project by Eagle Scout candidate Daniel Evans’ Eagle Scout Project, and authorized him to proceed.

Motion: Mary Jo Walilko

Seconded: Patricia Hernandez

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

23. Public Discussion

- The Education Foundation requested that Board consider the purchase of a bus for a shared use by the district and the Foundation.

24. Adjournment

On the motion by Mary Jo Walilko seconded by Jill Del Rio, the Board adjourns the meeting at 6:55 PM.

Motion: Mary Jo Walilko

Seconded: Jill Del Rio

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Absent	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,

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