

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**November 18, 2013**

1. **Call to Order** - The meeting was called to order by President Mary Jo Walilko at 6:30 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, and mailed to the Clerk of the Township of Mine Hill.

3. **Roll Call**

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

Also Present: Joanne Calabro, Interim Superintendent, Michael J. Donow, Interim Business Administrator/Board Secretary, Andrew Brown, Esq., and Hope Blackburn, Esq.

Six members of the public were also present

4. **Executive Session**

On the motion of Mary Jo Walilko and seconded by Bridget Mauro at 6:33 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 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.

On the Motion of Mary Jo Walilko and seconded by Bridget Mauro recess was called at 6:55 PM before returning to regular session.

5. **Return to Regular Session**

On the motion of Mary Jo Walilko and seconded by Bridget Mauro at 7:00 PM, the Board returns to the regular session meeting.

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

6. **Flag Salute** – The flag salute was conducted upon the return to the public session.

**7. Approval of Minutes**

- a. RESOLVED, the Board of Education approves the Closed Session **minutes** of the meeting held on October 21, 2013.
- b. RESOLVED, the Board of Education approves the **minutes** of the meeting held on October 21, 2013.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**8. Correspondence**

- Letter from Joan Colquhoun regarding her retirement
- Letter from Karen Condon regarding her retirement

**9. Interim Superintendent's Report**

- Discipline Report for September through November 15, 2013
- Dover Middle School holding an open house on November 26, 2013 at 7:00 PM
- Adam Zygmunt will be starting on November 19, 2013

**10. Presentation / Reports - None**

**11. Business Administrator's Report**

- Email accounts
- Board chrome books for full transitions to "green" communication

**12. Public Discussion**

- Dover and Mine Hill students achievements and activities

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves the **payment of bills from the General Operating Account**, in the amount of \$ 456,391.11, plus \$301,014.59 for the October 2013 payrolls (including gross payrolls, the state and district's share of FICA and district share of DCRP pension); and

BE IT FURTHER RESOLVED, that the Board of Education approves the payment of bills from other funds as delineated below

Food Service Fund	\$12,404.07
Unemployment Trust Fund	\$ 2,918.73
Student Activity Fund (Canfield School Account)	\$ 2,944.09

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves **appropriation transfers for the month of October 2103** which is attached and made part of this resolution by reference.

- 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 October 2013 are in agreement;

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.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

#### 14. INSTRUCTION / CURRICULUM

*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
12/6/13	Adam Zygmunt	Common Core & PARCC Eatontown, NJ	\$149.00	\$41.78	\$190.78

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed **Educational Evaluation and OT Evaluation** for the 2013-2014 school year:

Student ID	Service	Provider	Date(s)	Cost
8661894334	OT Evaluation	Stephanie Pavese	TBD	\$300.00
8051500941	Educational Evaluation	ESC	TBD	\$364.00

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 15. OPERATIONS

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 **2013-2014 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and the Interim Business Administrator to approve **a contract with Cumulus Global** in the annual amount of \$1,500.00 for the 2013-2014 school year, for maintaining the required email archives in accordance with the Open Public Records Act. This fee includes the archiving, initial setup and training.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 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 a **change of the starting date for Adam Zygmunt, Principal** of Canfield Avenue School from on or about October 28, 2013 to November 19, 2013.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **extending the medical leave of absence with pay for Karen Condon, teacher of physical education and health**, for the period of December 1, 2013 through March 31, 2014.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the continued appointment of **Cindy Pyrzynski from part-time physical education teacher to full-time physical education teacher**, for a period of December 1, 2013 through March 31, 2014. Ms. Pyrzynski will return to her part-time (0.58 FTE) position as of April 1, 2014.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the continued appointment of **Diana Gil as a long term per diem substitute for the part-time physical education and health teacher leave**, for a period of December 1, 2013 through March 31, 2014.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Amanda Mrasz as a substitute clerical aide**, effective November 1, 2013 through June 30, 2014 at the rate of \$10.50 per hour, as needed for the 2013-2014 school year.
- f. RESOLVED, that the Board of Education accepts the recommendation of Interim Superintendent and approves the appointment of **Mark Richardson as the Musical Director of Play** for the 2013-2014 school year.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Robby Suarez** as the **Assistant Director of Play** for the 2013-2014 school year.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following appointment of **new substitutes** for the 2013-2014 school year:

NAME	TEACHER CERT.	COUNTY SUB CRED.	NURSE	INSTR. AIDE	CUSTODIAN
Linda Slahor				X	
Kathleen Mury				X	
Amanda Mrasz				X	
Sandra Platt				X	
Michael DePaul (pending county approval)	X				

- i. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Melissa Simmons** as the **Business Administrator/Board Secretary** for a period on or about December 15, 2013 through June 30, 2014 at a pro-rated annual salary of \$101,000.00 pending approval of a contract by the Executive County Superintendent of Schools.

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
7-0	Yes	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 adopts the following **Policies on Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
2431	Athletic Competition
3144.12	Certification of Tenure Charges – Inefficiency
3144.3	Suspension upon Certification of Tenure Charge
3372	Teaching Staff Member Tenure Acquisition
3373	Tenure upon Transfer or Promotion
4124	Employment Contract
9180	School Volunteers

- b. RESOLVED, that the Board of Education adopts the following **Mandated Regulations**:

**Regulation**  
R 5860

**Regulation Title**  
Rules for Safety Patrol Members (revised)

Motion: Mary Jo Walilko    Seconded: Gary Tillett

Roll Call Vote	Caryn Battaglia	Jill Del Rio	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- Update on environmental study

**19. Dover Report**      *Patricia Hernandez*

- Accepting Blue Ribbon Recognition
- Football team made state tournament

**20. MHEF Report**      *Caryn Battaglia*  
None

**21. Old Business**  
None

**22. New Business**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves a **professional services agreement with MJDonow Associates, LLC** for Business Services during the transition with the new Business Administrator at the rate of \$85.00 per hour, not to exceed 30 hours.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**23. Public Discussion**

- Question about birthday treats, establish a policy and get the word out

## 24. Executive Session and Adjournment

On the motion by Mary Jo Walilko seconded by Denise Jiménez-Arias at 7:17 PM, the Board approved a return to Executive Session recessed earlier, and adjourned the meeting at 7:17 PM by unanimous roll call 7-0.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

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