

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
MEETING MINUTES
December 16, 2013**

1. Call to Order

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, Bridget Mauro, Gary Tillett and Mary Jo Walilko.

Absent: Denise Jiménez-Arias

Also Present: Joanne Calabro, Interim Superintendent, Melissa Simmons, Business Administrator/Board Secretary.

4 members of the public were also present.

4. Executive Session

On the motion of Mary Jo Walilko seconded by Caryn Battaglia at 6:36PM, 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 a collective bargaining agreement and/or negotiations related to it, a matter involving the purchase, lease, or acquisition of real property with public funds, protection of public safety and property and/or investigations of possible violations or violations of law, 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.

5. Return to Regular Session

On the Motion of Mary Jo Walilko and seconded by Bridget Mauro recess was called at 7:04PM before returning to regular session.

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

6. **Flag Salute**

7. **Approval of Minutes**

- a. RESOLVED, the Board of Education approves the Closed Session **minutes** of the meeting held on November 18, 2013.
- b. RESOLVED, the Board of Education approves the **minutes** of the meeting held on November 18, 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	Yes	Yes	Yes	Absent	Yes	Yes	Yes

8. **Correspondence**

9. **Interim Superintendent’s Report**

- After School clubs will be starting in January 2014.
- Hired the Business Administrator, Melissa Simmons and she started on December 2, 2013.
- Would like to start school community program and will work on the survey monkey to create a survey to access what kind of programs the community would like to see in the schools.

10. **Presentation / Reports**

11. **Business Administrator’s Report – None.**

12. **Public Discussion**

- Ms. Gully went to see the Dracula Musical with Mine Hill Students. She also wanted to know if the calendar was being adjusted for snow days.
- Dave Bloom – Gordon Chu, junior at the Academy for Mathematics, Science, and Engineering based at Morris Hills High School, was one of 19 students in the world to get a perfect score on the AP Computer Science Exam this year.

13. **FINANCE**

Mary Jo Walilko, Bridget Mauro, Gary Tillett

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **payment of bills from the General Operating Account**, in the amount of \$264,236.41, plus \$315,991.82 for the November 2013 payrolls (including gross payrolls, benefits and the state and district share of FICA and 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	\$14,086.67
Unemployment Trust Fund	\$0.00
Student Activity Fund (Canfield School Account)	\$328.97
Agency Account	\$3,704.26

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of November 2013**, 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 NOVEMBER 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.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the cancelation of the following outdated/stale dated and uncashed checks, having been approved for payment by the Board on prior bill lists:

General Fund:			
#11069	06/26/2013	\$	83.49
#11075	06/27/2013	\$	100.00

- e. RESOLVED, the Mine Hill Township Board of Education authorizes Melissa Simmons, Business Administrator/Board Secretary, to update all **Bank Accounts and Signatories** with Valley National Bank for the following approved district accounts until the next organization meeting or until changed by resolution:

Valley National Bank	#	Signatories
General Fund	3	Mary Jo Walilko, Board President , Melissa Simmons, BA and Joanne Calabro, Interim Superintendent
Payroll Agency	2	Mary Jo Walilko, Board President , Melissa Simmons, BA and Joanne Calabro, Interim Superintendent

Net Payroll	3	Mary Jo Walilko, Board President, Melissa Simmons, BA and Joanne Calabro, Interim Superintendent
Cafeteria (Food Services)	2	Mary Jo Walilko, Board President, Melissa Simmons, BA and Joanne Calabro, Interim Superintendent
SUI Trust Fund	2	Mary Jo Walilko, Board President, Melissa Simmons, BA and Joanne Calabro, Interim Superintendent
Canfield Avenue School (Student Activities) Account	2	Melissa Simmons, BA and Adam Zygmunt, Canfield School Principal

- f. RESOLVED, that the Board, having previously approved resolutions rescinding two grants awarded in 2009 by the New Jersey School Development Authority, authorize the Business Administrator/Board Secretary to close out said projects and officially notify the NJSDA of the Board's confirmation of the rescinding of Grant # 3240-030-09-1001 and # 3240-030-09-1002; and

BE IT FURTHER RESOLVED, that the Board approves the transfer of funds from its Capital Reserve Fund the amounts of \$224,001 and \$138,520 respectively, for the amounts previously posted as receivables for each of the grants in prior year financial statements; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is directed to notify the district auditor of this action.

- g. RESOLVED, that the Board accept the recommendation of the Interim Superintendent and approve Melissa Simmons, Business Administrator/Board Secretary as the Purchasing Agent, Public Agency Compliance Officer and Custodian of Records for the period commencing December 1, 2013 until Board's January 2014 Organizational Meeting.
- h. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and confirms that the Mine Hill Public School District will not require Lakeland-Andover School, a receiving special education institution approved by the NJ Department of Education, to apply for and receive funding from the NJ Child Nutrition Program, nor charge students for a reduced and/or paid meal for any classified students from the Mine Hill Public School District, in accordance with N.J.A.C.6a:23-4(a) ii and iii during the 2013-14 school year.

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	Abstained from Ck. # 11503 and Yes on all other items	Yes	Yes	Absent	Yes	Abstained from ck. # 11517 and Yes on all other items	Yes

14. CURRICULUM / 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
1/10/14	Adam Zygmunt	PARCC Transition Workshop Mountain Lakes, NJ	\$25.00	\$5.27	\$30.27
1/16/14	Tabitha Hertz	Common Core Standards in Math Parsippany, NJ	\$229.00	\$9.86	\$238.86

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

Student ID	Service	Provider	Date(s)	Cost
2091977879	Educational Evaluation	ESC of Morris County	TBD	\$364.00
4108640816	Aide and Special Services	Rockaway MD Program	9/9/13 to 6/25/14	\$8,053.83

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed contract for **Behavioral Services** with **123ABA, LLC** for the 2013-2014 school year effective December 11, 2013, on an as needed basis with a proposal to be provided for each new case, at the following fee schedule:

Individual ABA instruction - \$75.00/hour
 Supervision & program development of ABA instruction/program - \$100/hour
 FBA & BIP development - \$125/hour
 Behavioral observation and/or mtgs. including IEP or any planning meeting - \$75/hour
 Behavioral observation & a write up with recommendations/BIP - \$125/hour

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	Yes	Yes	Yes	Absent	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 **Canfield Avenue School Play** be held at Dover High School on or before April 30, 2014.
- b. RESOLVED, that the Board of Education approves the recommendation of the Interim Superintendent to approve the appointment of **Interim Superintendents beyond the two (2) year limitation** opposed by N.J.S.A. 18A:66-53.2. (Attachment)

- c. RESOLVED, that the Board of Education approves the recommendation of the Interim Superintendent asking the State of New Jersey to continue the funding of the **Traumatic Loss Coalition**.

WHEREAS, on November 25, 2013 Canfield Avenue School suffered a traumatic loss;

WHEREAS, counseling services were immediately needed for students and staff;

WHEREAS, on November 26, 2013, the Traumatic Loss Coalition, offered counseling and support services all day;

WHEREAS, the Traumatic Loss Coalition offered the family four to six months of grief counseling;

WHEREAS, the Traumatic Loss Coalition receives it's funding from the State of New Jersey.

BE IT RESOLVED, that the Board of Education supports the continued state funding for the Traumatic Loss Coalition and approves sending correspondence to the State of New Jersey supporting the continued state funding of the Traumatic Loss Coalition.

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
6-0	Yes	Yes	Yes	Absent	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 the **employment contract** for Melissa Simmons as the **Business Administrator/Board Secretary** in accordance with the previous action taken by the Board at the November 18, 2013 meeting, as attached, said contract having been approved by the Morris County Executive County Superintendent.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the payment of \$2,500, in accordance with rules established by statute and code to Zorina Carter-Munson for her **Waiver of Coverage** for all health benefits (family coverage) during the 2013-14 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of Interim Superintendent and approves the appointment of Dennis Mack as the **Evaluator of Record** for Adam Zygmunt from November 19, 2013 through June 30, 2014 for three (3) Principal Evaluations as required by the State of New Jersey, at a rate of \$400.00 per evaluation not to exceed \$1,200.00.

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	Yes	Yes	Yes	Absent	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>
1240	Evaluation of Superintendent
2430	Co-Curricular Activities
3142	Nonrenewal of Nontenured Teaching Staff Member
3144	Certification of Tenure Charges
3221	Evaluation of Teachers
3222	Evaluation of Teaching Staff Members, excluding Teachers and Administrators
3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
3224	Evaluation of Principals, Vice Principals and Assistant Principals
4146	Nonrenewal of Nontenured Support Staff Member

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

<u>Regulation #</u>	<u>Policy Title</u>
R1240	Evaluation of Superintendent
R2430	Co-Curricular Activities
R3142	Nonrenewal of Nontenured Teaching Staff Member
R3144	Certification of Tenure Charges
R3221	Evaluation of Teachers
R3222	Evaluation of Teaching Staff Members, excluding Teachers and Administrators
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
R3224	Evaluation of Principals, Vice Principals and Assistant Principals
R4146	Nonrenewal of Nontenured Support Staff Member

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	Yes	Yes	Yes	Absent	Yes	Yes	Yes

18. BUILDINGS AND GROUNDS *Mary Jo Walilko, Bridget Mauro, Gary Tillett*
No Report.

19. Dover Report *Patricia Hernandez*

6th Grade orientation is coming up and the Middle School and High School concerts went well.

20. MHEF Report *Caryn Battaglia* – The committee met and clubs were discussed.

21. Old Business

Mary Jo Walilko and Bridget Mauro met with the representative from NJSBA and felt that it would be in the best interest of the Board to begin to go to county meetings. Ms. Walilko also reported that she and Ms. Calabro met with the Board President and the Superintendent from Dover School Board and it appears that no new shared services will be happening soon with Dover as they were not willing to explore any options regarding this.

22. New Business

a. RESOLVED, that the Mine Hill Board of Education hereby establishes a Special Meeting of the Board of Education to be held on Monday, January 6, 2014 in the Media Center of Canfield Avenue School, 42 Canfield Avenue in Mine Hill, New Jersey, at 7:00 p.m. for the purpose of holding the **Annual Organizational Meeting** of the Board.

b. Discussion of membership in the National School Boards Association.
Mary Jo Walilko made a motion that the board join the NSBA Caryn Battaglia seconded the motion.

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

c. RESOLVED, that the Mine Hill Board of Education supports the Berkley Township School District in asking the State of New Jersey for full compensation for new state mandates, especially for increased minimum observations of Teachers, Danielson training, the cost of Teachscape and supplies

THEREFORE, BE IT RESOLVED, that we ask the New Jersey Commissioner of Education, Mr. Chris Cerf, to reimburse us, the Mine Hill Township Board of Education, and all school districts for these new mandates and fully funds them in the future.

d. Recreation wants to put up a soccer sign in the gym to recruit players. The Superintendent will check the policy on advertising. The Board wants to make sure that it is for recruiting “Mine Hill” athletes and only for “Mine Hill” sports.

e. Dr. Calabro noted that Michelle Eastman was voted Teacher of the Year for the 2013/14 school year by her fellow teachers.

23. Public Discussion

None

24. Executive Session

None

25. Adjournment

On the motion by Mary Jo Walilko seconded by Caryn Battaglia the Board adjourned the meeting at 7:39 PM by unanimous roll call 6-0.

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
6-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes

Respectfully submitted,

Melissa Simmons, SBA
Business Administrator/Board Secretary