

MINE HILL TOWNSHIP BOARD OF EDUCATION
MEETING MINUTES
REORGANIZATION MEETING
January 6, 2014

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education was called to order at 6:39 PM on Monday, January 6, 2014 by Business Administrator/Board Secretary, Melissa Simmons. Adequate notice of the date and time for this meeting was advertised in the Daily Record on January 4, 2014, in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Business Administrator, Melissa Simmons reported the results of the annual school election held on November 5, 2013, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Jill Del Rio	344
Joseph G. Heredia, Jr.	336
Kathleen Bartnick	295
Write-In	3

3. School Business Administrator/Board Secretary, Melissa Simmons, will administer the Oath of Allegiance to the newly elected Board Members, Jill Del Rio and Joseph G. Heredia, Jr.

4. Roll Call

Present: Jill Del Rio, Joseph Heredia, 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.

5. Flag Salute

6. Election of President

The Board Secretary declares nominations are in order for the position of President.

Nomination: Bridget Mauro was nominated by Mary Jo Walilko, seconded by Patricia Hernandez.

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Vote for President	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Name: Bridget Mauro	Yes	Abstain	Yes	Absent	No	Yes	Yes
Name: Mary Jo Walilko	Yes	Yes	Yes	Absent	Yes	Yes	Yes

Election Results:

Bridget Mauro declined the position of President.

Mary Jo Walilko was elected President of the Mine Hill Township Board of Education.

7. Board President Takes Chair

8. Election of Vice President

The President declares nominations are in order for the position of Vice President.

Nomination: Bridget Mauro was nominated by Jill Del Rio, seconded by Patricia Hernandez.

Vote for Vice President	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Name: Bridget Mauro	Yes	Yes	Yes	Absent	No	Yes	Yes
Name:							

Election Results:

Bridget Mauro was elected Vice President of the Mine Hill Township Board of Education.

9. Board Vice President takes Chair

10. CLOSED SESSION

Will be held at the end of the regular meeting.

11. Regular Session continued.

12. Reorganization Action Items

- a. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote.**
- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments:**

Assignments	Members Assigned
Personnel, Finance and Buildings & Grounds Committee:	Gary Tillett, Bridget Mauro and Mary Jo Walilko
Policy, Community & Public Relations Committee:	Patricia Hernandez, Joe Heredia, Jr. and Mary Jo Walilko
Curriculum/Instruction and Operations Committee:	Jill Del Rio, Denise Jimenez-Arias and Mary Jo Walilko
Negotiations Committee	Bridget Mauro & Mary Jo Walilko Gary Tillett (alternate)
Delegates to NJSBA and Morris County School Boards Association (2)	Bridget Mauro & Mary Jo Walilko
Mine Hill Educational Foundation Liaison	Denise Jiménez-Arias & Bridget Mauro

- c. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the election of Joe Heredia as a member of the Dover Board of Education.**
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the appointment of Jill Del Rio as the Board Representative and Denise Jiménez-Arias as the Alternate Representative to the Educational Commission Services of Morris County.**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics:**
 - 1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 - 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 - 3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
 - 4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
 - 5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
 - 6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
 - 7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
 - 8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
 - 9. I will support and protect school personnel in proper performance of their duties.
 - 10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings.** Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and Executive session to begin at 6:30 pm, Regular session at 7:00 pm. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 27, 2014
February	Monday, February 10, 2014
March	Monday, March 10, 2014 and Monday, March 24, 2014

April	Monday, April 7, 2014 (6:30 Regular session Executive to follow)
May	Monday, May 12, 2014
June	Monday, June 9, 2014 and Monday June 23, 2014
July	Monday, July 21, 2014
August	Monday, August 25, 2014
September	Monday, September 8, 2014 (6:30 Regular session Executive to follow) and Monday, September 22, 2014
October	Monday, October 20, 2014
November	Monday, November 17, 2014
December	Monday, December 15, 2014

AND ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Melissa Simmons
Assistant Board Secretary	Joanne Calabro
Auditor	Nisivoccia, LLP
Treasurer of School Monies	Lisa Palmieri
Attorney	Tony Sciarillo, Lindabury, McCormick, Estabrook & Cooper
Attorney	Andrew Brown, Schwartz, Simon Edelstein and Celso, LLC
Engineer	Anthony Gallerano, Harbor Consultants, Inc.
Medical Inspector/School Physician	Mark Quadrel, Internal Medicine Associates
School Attendance Officer	Jeff Oster
Affirmative Action Officer	Adam Zygmunt
Public Agency Compliance Officer	Melissa Simmons
Custodian of Public Records	Melissa Simmons
Safety Compliance Officer	Melissa Simmons
504 Coordinator	Lauren Snarski
Integrated Pest Management Coordinator	Melissa Simmons
Homeless Liaison	Lauren Snarski
DCP&P Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Adam Zygmunt
Agent of Record-Health Benefits	NJ School Employees Health Benefits Plan
Agent of Record-Dental Insurance	Horizon Healthcare Dental Services
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Melissa Simmons
Right to Know Coordinator	Melissa Simmons
Asbestos/AHERA Coordinator	Melissa Simmons
Chemical Hygiene Officer	Melissa Simmons
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Melissa Simmons

- h. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of the **Daily Record as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the establishment of **the Mine Hill Township School District Petty Cash in the amount of \$200.00**, with the approved signatures of the Superintendent or Business Administrator.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the re-establishment of the **minimum requirement for full time status employment to be 35 hours or more per week**, in compliance with N.J.A.C.17:9.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **adoption of all textbooks/programs and school curriculum** which is attached and made part of this resolution by reference. (Available for review in the principal's office)
- m. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following resolution:

RESOLVED, the **Mine Hill Township Board of Education recognizes the Mine Hill Teachers Association as the official bargaining unit** for the positions specified in each of the organization's recognition clause.

- o. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- p. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, that the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1

- q. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Melissa Simmons, Business Administrator/Board Secretary, as the Qualifying Purchasing Agent** until the next reorganization meeting or until changed by resolution; AND BE IT

FURTHER RESOLVED, to appoint the Purchasing Agent and authorization to award contracts up to the bid threshold and set quote threshold at 15% of the bid threshold amounts of \$36,000.00 and \$5,400.00 respectively according to 18A:18A-3.

- r. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following resolution regarding membership with **The Morris Essex Insurance Group**:

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Pool as permitted by NJ Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the Morris Essex Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved the Mine Hill Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- s. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Melissa Simmons, Board Secretary/Business Administrator, to proceed with Valley National to establish the following accounts until the next reorganization 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

- t. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves 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 2014 included in the attached schedule and/or contracts for:
- Cooperative bidding services for the purchase of various goods and services for the year of 2014 as deemed appropriate by the Business Administrator/Board Secretary;
 - Out-of-district transportation services for special education students attending extended school year programs during the summer of 2014;
 - Health and Environmental Services cooperative;
 - All Non-Public Services funded through State and Federal grants;
 - Non-Public Transportation and Aid in Lieu of Transportation processing;
 - Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
 - Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.
- u. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the procurement of goods and services through the cooperative bidding services of Educational Data Services.
- v. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the **annual tuition rates** as follows:

PROGRAM	TUITION
Preschool	\$4,771.50
Kindergarten*	\$7,366.00*
Grades 1-5*	\$8,901*
Grade 6*	\$13,804*
MD Program	\$20,177
Special Ed	\$5,671.00 (LLD)
(additional costs)	\$5,673.00 (BD)

*Due to participation in the Interdistrict Public School Choice program, the district cannot accept any regular education tuition students in grades Kindergarten through Grade 6.

- w. RESOLVED, that the Board of Education accept the recommendation of the Interim Superintendent and approves a \$10.00 commitment fee for **after school programs**.
- x. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **District Emergency Plan**. (Available for review in the principal's office)
- y. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **travel limitation** of \$1,500.00 per expenses for regular business travel.

Motion: Mary Jo Walilko Seconded: Bridget Mauro

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
6-0	Yes	Yes on "f" and abstain for all others	Yes	Absent	Yes	Yes	Yes

REGULAR MEETING OF THE MINE HILL TOWNSHIP BOARD OF EDUCATION

13. Correspondence

- None

14. Interim Superintendent's Report

- None

15. Business Administrator's Report

- None

16. Public Discussion

- None

17. FINANCE

- None

18. INSTRUCTION / CURRICULUM

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

Student ID	Service	Provider	Date(s)	Cost
9031513545	PT Observation & Evaluation	Elissa Rael	TBD	\$300.00

Motion: Mary Jo Walilko Seconded: Bridget Mauro

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

19. OPERATIONS

- None

19. PERSONNEL

- a. RESOLVED, that the Board of Education approves the recommendation of the Interim Superintendent and accepts the appointment of **Jack Coyne, as a substitute aide** for the 2013-2014 school year.

Motion: Mary Jo Walilko Seconded: Bridget Mauro

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

20. POLICY/COMMUNITY AND PUBLIC RELATIONS

21. BUILDINGS AND GROUNDS

22. Dover Report

None

23. MHEF Report

24. Old Business

None

25. New Business

Appointments are for the remainder of the year.

26. Public Discussion

27. Executive Session

On the motion by Mary Jo Walilko seconded by Bridget Mauro at 7:12 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 a collective bargaining agreement and/or negotiations related to it and 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.

Note: This closed session will include items in categories 4 & 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

28. Return to Public Session

On the motion of Bridget Mauro seconded by Gary Tillett at 7:44 PM, the Board returns to the regular session meeting.

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

29. Adjournment

On the motion of Bridget Mauro seconded by Patricia Hernandez at 7:45 PM, the Board returns to the regular session meeting.

Respectfully submitted,

Melissa Simmons, SBA
Business Administrator/Board Secretary