

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
June 24, 2014**

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 June 13, 2014 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

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

Also Present: Dr. Joanne Calabro, Interim Superintendent, Ms. Melissa Simmons, Business Administrator/Board Secretary and Mr. Andrew Brown, Legal Counsel.

4. Executive Session

On the motion of Bridget Mauro and seconded by Mary Jo Walilko at 6:40 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: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) ***pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege***
- 8) ***specific prospective or current employees unless all who could be adversely affected request an open session***
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss;*

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 & 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

5. Return to Regular Session

On the motion of Mary Jo Walilko and seconded by Bridget Mauro at 7:02 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
6-0	Absent	Yes	Yes	Yes	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 May 12, 2014 and June 9, 2014.
- b. RESOLVED, the Board of Education approves the **minutes** of the meeting held on May 12, 2014 and June 9, 2014.

Motion by Mary Jo Walilko and Seconded Bridget Mauro

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
7b 6-0	Absent	Yes	Yes	Abstain	Yes	Yes	Yes

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
7a @ 9:00 PM after closed	Absent	Yes	Yes	Abstain from June 9, 2014	Yes	Yes	Yes

8. Correspondence

9. Interim Superintendent's Report

- Parent Survey Results
- Mentoring Plan

10. Presentation/Reports

- One Book One School – By Mr. Zygmunt. He discussed the book reading of “Charlotte’s Web” and the related assignments.

11. Business Administrator's Report

- Ms. Simmons discussed the summer cleaning and projects schedule that was handed out to all board members at the meeting.

12. Public Discussion

- Ms. Gully – Noted the success of some of the Mine Hill students that are Eagle Scouts. She noted the Camp Fire girls that are graduating this year and also the Mine Hill Students that are in the Junior National Honor Society. Lastly, she noted that technology awards night was successful also for Mine Hill students.
- Teresa Steele, Resident of Wharton. She noted that all programs at the Wharton library are available to Mine Hill students.
- Mayor Sam Morris – He thanked Ms. Pyrzynski for all of her hard work this year. Graduation night was great. He noted that Mr. Gallerano was looking into the environmental issue with paving the back lot. New street lamps are being installed and would like to see them on the school sidewalks also. He mentioned that he was concerned with drop off and pick up areas. He requested that a land survey be considered for the side lot area. He mentioned that the footings seemed ok for the pavilion and he would provide us with a schedule to install.
- Melanie Cole – Noted that the Charlotte Web summer book was not mandatory, but many students appear to be excited about participating.

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

- 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 \$ 89,387.34, plus \$303,620.55 for the May 15, 2014 and May 30, 2014 payrolls (including gross payrolls, benefits, the state and district's share of FICA and district share of DCRP pension); and an additional payment of bills in the amount of \$58,322.76 and

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

Food Service Fund	\$13,844.84
Unemployment Trust Fund (SUI Account)	\$ 0.00
Student Activity Fund (Canfield School Account)	\$ 3,515.34

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

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. The Board of Education approves the **employment contract with Joanne Calabro, Ed.D, for Interim Superintendent Services for the period beginning on July 1, 2014, and ending June 30, 2015** for the Mine Hill school district, as authorized by the Executive County Superintendent on May 12, 2014, per the contract which is attached and made part of this resolution be reference. (Attachment)
- e. The Board of Education approves the **employment contract with Melissa Simmons, Business Administrator/Board Secretary for the period beginning on July 1, 2014, and ending June 30, 2015** for the Mine Hill school district, as authorized by the Executive County Superintendent on May 19, 2014, per the contract which is attached and made part of this resolution be reference. (Attachment)
- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the contract for professional **speech language evaluations and services**, between **MBE/Speech Language Services** and the Mine Hill Township Board of Education for the 2014-2015 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.
- g. The Superintendent recommends approving the following resolution:

RESLOVED, that the Board of Education **authorize the Business Administrator/Board Secretary to pay supplementary bill lists and payroll which, shall become due on or before June 30, 2014 including all year-end payables;** to proceed with all necessary adjustments and transfers to close the books for the 2013-14 fiscal year, as well as any and all entries and actions for the opening of the 2014-15 fiscal year, including but not limited to the issuance and/or cancellation of purchase orders, transfers, compliance with the Public Contracts Law, and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to process and submit the payment of bills and claims between Board meetings during the months of July and August 2014; and

BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board of Education at its next meeting for final approval.

- h. WHEREAS, the Mine Hill Board of Education hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates July 1, 2014 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverage:

- Workers' Compensation
- Foreign Travel Liability
- X Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- X Excess Liability (AL/GL)
- X School Leaders Professional Liability
- X Excess Liability (SLPL)
- Student Accident
- Supplemental Indemnity - Workers' Compensation
- Security Guard Liability

The Educational Facility agrees to renew its membership WHEREAS; the Educational Facility desires to renew said membership; now

THEREFORE, BE IT RESOLVED as follows:

- a. In the Fund for a period of three years beginning July 1, 2014, and ending July 1, 2017 at 12:01 a.m. Eastern Standard Time, and to be subject to the coverage's, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
 - b. The Educational Facility's Business Official is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.
- i. WHEREAS, the Mine Hill Board of Education (Educational Facility") has resolved to join the School Alliance Insurance Fund ("SAIF") following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED, that the Mine Hill BOE District, does hereby appoint The Morville Agency, a division of Bollinger, Inc. as its Risk Management Consultant in accordance with the Fund's Bylaws.

- j. WHEREAS, the Mine Hill Board of Education and the Mine Hill Teachers Association have been negotiating for a new 3 year Teachers' Contract for 2014-15, 2015-16 and 2016-17;

WHEREAS, the current Contract Agreement between the Mine Hill Board of Education and the Mine Hill Teachers Association will be terminating on June 30, 2014;

BE IT RESOLVED, that the Board of Education approve the Memorandum of Agreement between the Mine Hill Board of Education and the Mine Hill Teachers' Association, executed on June 10, 2014 and signed by all committee members of the negotiation's team. (See attached MOA)

- k. WHEREAS, the Interim Superintendent of Schools and the Business Administrator recommends the upgrade of the security system for the Canfield Avenue School and;

WHEREAS, the Business Administrator requested for proposal from vendors and a proposal was received from Promedia and reviewed by the Board of Education;

WHEREAS, Promedia is an approved vendor under the Education Data Services contract #4485;

BE IT RESOLVED, that the Board of Education authorizes the execution of the Promedia Security Systems Upgrade Proposal for Phase 1 of security upgrades not to exceed \$97,068 and not to exceed 10% of additional equipment and services as deemed necessary for the completion of this upgrade.

- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the transfer of funds from the following appropriation accounts to add additional funds to Capital Reserves in accordance with N.J.A.C. 6A:23A-14.1(c) for the future replacement/construction of projects listed in the Long Range Facilities Plan in the amount up to \$100,000 (based on audited figures) will accordingly increase our Capital Reserve Account to \$1,002,208 which is subject to Executive County Superintendent Approval:

11.000.100.566	Tuition-Special Ed Private School	\$62,776.75
11.000.216.320	Other Services – OT/PT	\$37,223.25

- m. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the transfer of funds from the various appropriation accounts to Maintenance Reserve in accordance with N.J.A.C. 6A:23A-14.2(a) for required maintenance of the school district's facilities. The amount to be put into this reserve will include balance available at audit due to anticipated funds from extra-ordinary aid and non-transportation aid in addition to available funds determined at the time of audit.
- n. The Board of Education approves the **employment contract with Adam Zygmunt, Principal for the period beginning on July 1, 2014, and ending June 30, 2015** for the Mine Hill school district with an increase of 3% prorated for 8 months of employment from \$106,000 to \$108,120.

- o. Whereas, the current petty cash amount for the district is \$200 as approved at the re-organization;

Whereas, there is a need to increase the petty cash amount to include emergency/immediate purchases for simple repairs and supply purchases;

Resolved, that the Board of Education accepts the recommendation of the Superintendent to increase the petty cash amount from \$200 to \$500 replenishment amount.

Motion Mary Jo Walilko and Seconded by Bridget Mauro

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
On items a to o with e & j tabled	Absent	Abstain - a No – k Yes all else	Yes	Yes	Yes	Yes	Yes

14. INSTRUCTION / CURRICULUM

Jill Del Rio, Denise Jiménez-Arias, Mary Jo Walilko

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the submission of the **NCLB application for 2014-2015 school year** as listed below. (Application available for review.)

NCLB

Title I A	\$83,962.00
Title II A	\$ 6,554.00
Title III	\$ 511.00
TOTAL	\$91,027.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following **2014-2015 school year Language Arts Curriculum Writers** at the rate of \$32.01 per hour, not to exceed ten (10) hours per writer:

Tabitha Hertz, Amanda Riley, Jennifer Ludwig, Lu Olivo, Janice Bochicchio, Karyl Meehan Betty Lou Minno, Robby Suarez, Jill Ramacciotti, Michelle Eastman and Margaret Nunnermacker.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **Janice Bochicchio as Student Council Advisor for the 2014-2015 school year** for a stipend position in the amount of \$350.00.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following **out of district placement for the 2014-2015 School Year**:

Student ID	School	School Year Tuition	Dates	Aides/Services
3813011040	Roxbury High School	\$57,000.00	9/04/14 to 6/30/15	Included

Motion Mary Jo Walilko and Seconded Bridget Mauro

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

15. OPERATIONS *Jill Del Rio, Denise Jiménez-Arias, Mary Jo Walilko*

16. PERSONNEL *Bridget Mauro, Gary Tillett, Mary Jo Walilko*

New personnel employment appointments are contingent upon the required state and federal criminal history background checks in accordance with N.J.S.A. 116, P.L. 1986, and

BE IT FURTHER RESOLVED, the Board submit to the County Superintendent, as required, applications for emergency hiring and the applicant's attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A.18A:6-7.1 et.seq. N.J.S.A. 18A:39-17 et. Seq. or N.J.S.A. 18A:6-4.13 et.seq. on the recommendation of the Superintendent.

- a. RESOLVED, that the Board of Education **authorizes the Interim Superintendent to hire new personnel between board meetings during the months of July and August 2014;** and

BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board of Education at its next meeting for final approval.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **Jodi Cullen as the 2014 Extended School Year personal aide substitute**, as needed from July 7, 2014 to July 31, 2014.
- c. RESOLVED, that the Board of Education accepts the recommendation of Interim Superintendent and approves the appointment of **Carmita Mongrella, as a full-time Spanish/ESL Teacher**, M.A. Step 8, at an annual salary of \$57,415.00 with benefits for the 2014-15 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Jeff Steidl, as a full-time Physical Education/Health Teacher**, B.A. Step 1, at an annual salary of \$51,650.00 with benefits, for the 2014-15 school year.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **renewal of the 2014-2015 school year administrative staff as follows:**

Name	Position	Salary
Angela Sabatino	Assistant to the Superintendent and Board Secretary	\$48,410
Debra Hanley	Assistant to the Business Administrator	\$48,925
Lori Bullock	Assistant to the Principal	\$38,110
Lourdes Conroy	Main Office Secretary	\$22,600
Zorina Munson	Secretary to CST - (10 month full time employee)	\$27,810

- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **renewal of the 2014-2015 school year staff:**

Name	Position	Salary
Tim Collins	Maintenance	\$48,650
Jeffrey Oster	Attendance Officer	\$1,800
Lisa Palmieri	Treasurer	\$3,300

Motion: Mary Jo Walilko and Seconded Patricia Hernandez

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

17. POLICY / COMMUNITY AND PUBLIC RELATIONS

Joseph Heredia, Patricia Hernandez, Mary Jo Walilko

The Interim Superintendent recommends that the Board of Education accepts and approves supporting the Township of Mine Hill's grant application to the New Jersey Department of Transportation, Fiscal Year 2014 Safe Routes to School (SRTS) Program;

WHEREAS, the Township of Mine Hill has authorized the Mayor and Clerk to submit a grant application to the New Jersey Department of Transportation for funds available as part of the Safe Routes To School Program to improve certain pedestrian areas along school routes, and

WHEREAS, the application for the above stated grant requires formal support from the Mine Hill Board of Education.

NOW, THEREFORE, BE IT RESOLVED that the Mine Hill Board of Education supports initiatives to encourage students to walk and bike to school; and

BE IT FURTHER RESOLVED that the Mine Hill Board of Education formally supports the Township of Mine Hill's electronic grant application identified as SRS-2014-Mine Hill-00090 to the New Jersey Department of Transportation.

Motion Mary Jo Walilko and Seconded by Bridget Mauro

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

18. BUILDINGS AND GROUNDS

Bridget Mauro, Gary Tillett, Mary Jo Walilko

None

19. Dover Report

Joseph Heredia

- The High School has a bleachers and graduation at the High School is on Friday, June 27th. Dover's Board Retreat is at the August Board Meeting. The name of the boiler company in Dover will be given to the business office.

20. MHEF Report *Denise Jiménez-Arias, Bridget Mauro*

21. Old Business

22. New Business

23. Public Discussion

24. Executive Session

On the motion by Mary Jo Walilko seconded by Gary Tillett at 7:58 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: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss;*

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 7 & 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

25. Return to Public Session

On the motion by Mary Jo Walilko seconded by Bridget Mauro at 9:00 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
	Absent	Yes	Yes	Yes	Yes	Yes	Yes

Motion by Mary Jo Walilko and seconded by Patricia Hernandez to put back on the agenda items 13.e and 13.j

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
	Absent	No	Yes	Yes	Yes	Yes	Yes

26. Adjournment

On the motion by Mary Jo Walilko and seconded by Bridget Mauro the Board adjourns the meeting at 9:03 PM.