

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
September 22, 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 January 25, 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. Flag Salute

4. Roll Call

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

5. Executive Session

On the motion of Mary Jo Walilko seconded by Bridget Mauro at 6:41 p.m. 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.

6. Return to Regular Session

On the motion of Mary Jo Walilko seconded by Denise Jiménez-Arias at 7:00 p.m. the Board returns to the regular session meeting.

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **August 25, 2014 and September 8, 2014**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **August 25, 2014 and September 8, 2014**.

Motion by: Mary Jo Walilko Seconded by: Joseph Heredia

Roll Call Vote	Jill Del Rio	Joseph Heredia	Patricia Hernandez	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
6-0	Absent: 9-8-14 Yes: 9-25-14	Yes	Absent	Yes	Yes	Absent: 8-25-14 Yes: 9-8-14	Absent 8-25-14 Yes: 9-8-14

8. Correspondence

- Kevin Hoopes's letter of resignation

9. Interim Superintendent's Report

None

10. Presentation / Reports

- Charlotte's Web – Students presented their summer reading projects for Charlotte's Web.
- Principals opening of school report – Mr. Zygmunt presented the focus of curriculum for the school year.

11. Business Administrator's Report

Ms. Simmons presented an update on continued efforts regarding Summer projects. She mentioned power-washing that was completed. She will investigate completing the base board trim in the green hallway and it was mentioned that Ms. Jimenez-Arias will follow-up on the Foundation purchasing window drapes for the gym. Lastly the banners that was taken down due to the painting in the gym will be hung back up.

12. Public Discussion

- Mr. Coranato asked about an article that referred to Roxbury receiving a ROD grant for projects. Ms. Simmons will follow-up.
- Mrs. Gully mentioned the dates for back to school night and homecoming for Dover Middle School and High School.

13. FINANCE

Gary Tillett, Bridget Mauro, 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 \$148,844.90, plus \$68,848.91 for the **August, 2014** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA); and

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

Food Service Fund	\$3,297.77
Unemployment Trust Fund (SUI Account)	\$0.00
Student Activity Fund (Canfield School Account)	\$75.81

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of August**, 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 August** 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 by: Mary Jo Walilko Seconded by: 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	N/A	Yes	Yes	Yes	Yes	Yes

14. INSTRUCTION / CURRICULMM

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 Travel, Conferences and Workshops listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Estimate Total Expense
9-22-14	Susan Charlton	NJ Consortium for G&T Whippany, NJ	-0-	\$8.06	\$8.06
9-24-14	Lilly Conroy	Child Nutrition Verification Parsippany, NJ	-0-	\$8.99	\$8.99
9-24-14	Angela Sabatino	Child Nutrition Verification Parsippany, NJ	-0-	\$8.99	\$8.99
9-24-14	Melissa Simmons	Child Nutrition Verification Parsippany, NJ	-0-	\$8.99	\$8.99
10-13-14	Jeffrey Steidl	Adolescent Health Conference Randolph, NJ	\$50.00	\$2.72	\$52.72

10-14-14	Matthew Martyniuk	NJ Science Convention Princeton, NJ	\$185.00	\$28.58	\$213.58
10-27-14	Susan Charlton	NJASL Fall Conference Long Branch, NJ	\$95.00	\$43.40	\$138.40
12-1-14	Adam Zygmunt	Preparing for PARCC Monroe Twp., NJ	\$149.00	\$37.20	\$186.20
12-10-14	Melissa Simmons	Indoor Air Quality Patterson, NJ	-0-	\$17.36	\$17.36

Motion by: Mary Jo Walilko Seconded by: 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	Absent	Yes	Yes	Yes	Yes	Yes

15. OPERATIONS

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent approves the appointment of Dennis Mack as the **Affirmative Action Officer** for complaints regarding board members, for the 2014-2015 school year at a rate of \$125.00.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **NJSAC Statement of Assurance for the 2014-2015** school year. (Available for review in the business office).

Motion by: Mary Jo Walilko Seconded by: Jill Del Rio

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

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, that 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 accepts the recommendation of the Interim Superintendent and approves the following appointment of **New Substitute Teachers** for the 2014-2015 school year:

NAME	TEACHER CERT.	COUNTY SUB.	NURSE	AIDE
Sibila Saenz de Viteri		X		
Claire Friedland		X		

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **classroom observations for the following County College of Morris students:**

CCM Student	Grade Level	Cooperating Teacher	Hours of Observation
Rachel Lopardo	Kindergarden	Melissa Kenny	20 classroom hours
Emily Carlson	Grade 6 ELA	Jill Ramacciotti	20 classroom hours

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following **teacher advisors for before and after school programs and clubs** for the 2014-2015 school year:

Position	Name	Hours	Compensation
After School Club	Tara Dyson	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Lansing Holman	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Matthew Martyniuk	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Cindy Pyrzynski	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Dorothy Quinn	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Jill Ramacciotti	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Theresa Steele	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Barbara Walsh	1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Danielle Wilson	1.5 hours/week October - June (based on participation)	\$32.01/hour
Jump Ahead	Janice Bochicchio	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Susan Day	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Karyl Meehan	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Lu Olivo	1.0 hour/week for 30 weeks	\$32.01/hour
Jump Ahead	Cindy Pyrzynski	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Theresa Steele	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Robby Suarez	.50 hours/week for 30 weeks	\$32.01/hour
STEP mentor	Janice Bochicchio	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Susan Day	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Lansing Holman	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Melissa Kenny	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Diane Lansdell	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Matthew Martyniuk	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Cindy Pyrzynski	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Jill Ramacciotti	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Lauren Snarski	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Theresa Steele	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Jeffrey Steidl	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Danielle Wilson	1 hour/week for 30 weeks	\$32.01/hour

- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **Ryan Walsh, a student at Valparaiso University, to complete community service hours not to exceed fifteen (15) hours.**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **Amanda Mrasz, a student at County College of Morris, to conduct classroom observations** as per college requirements.
- f. RESOLVED, that the Board of Education accepts the resignation of Kevin Hoopes as of September 15, 2014.

Motion by: Mary Jo Walilko Seconded by: Patricia Hernandez

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

17. POLICY / COMMUNITY & PUBLIC RELATIONS *Joseph Heredia, Patricia Hernandez, Mary Jo Walilko*

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

<u>Policy #</u>	<u>Policy Title</u>
2412	Home Instruction Due to Health Condition
2417	Student Intervention and Referral Services
2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
3283	Electronic Communications between Teaching Staff Members and Students
4283	Electronic Communications between Support Staff Members and Students
5200	Attendance
5610	Suspensions
5611	Removal of Students for Firearms Offenses
5612	Assaults on District Board of Education Members or Employee
5613	Assaults on District Board of Education Members or Employees
5620	Expulsion
8462	Reporting Potentially Missing or Abused Children

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

<u>Reg. #</u>	<u>Regulation Title</u>
2464	Gifted and Talented Pupils

- c. RESOLVED, that the Board of Education approves the Mine Hill Township school district **employee job descriptions.** (Available for review in the business office).

Motion by: Mary Jo Walilko Seconded by: Patricia Hernandez

Roll Call Vote	Jill Del Rio	Joseph Heredia	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

Bridget Mauro, Gary Tillett, Mary Jo Walilko

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

Organization	Purpose	Room Needed	Dates
Borough of Wharton Police	Training	Gym	9/23//14

Motion by: Mary Jo Walilko Seconded by: Bridget Mauro

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

19. Dover Report

Joseph Heredia

Mr. Heredia noted that Lynn Lori passed away. Regarding the Dover BOE meeting the following items were discussed: The High School is facing enrollment issues as they have recently received 127 new students from Honduras. He noted that special instruction is needed for these students. Dover is starting an Arts & Science Academy. A recording studio will be part of this academy. The food service provider, Pomptonian Food Service attended the last meeting and spoke of the quality of the food which was good. Dover will continue to research issues with free lunch. The security at the High School was discussed. Questions were asked by the board regarding the security at the Middle School. Lastly, it was noted that Board Member, Mr. Schuller resigned.

20. MHEF Report

Denise Jiménez-Arias, Bridget Mauro

None

21. Old Business

None

22. New Business

None

23. Public Discussion

None

24. Executive Session

On the motion by Mary Jo Walilko seconded by Bridget Mauro at 8:30 p.m. 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*
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- 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 category(s) 1. 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 Denise Jiménez-Arias at 9:04 p.m., 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 5-0	Yes: 8-25-14 Abstained: 9-8-14	Yes Yes	Yes Yes	Yes Yes	Yes Yes	Absent: 8-25-14 Yes: 9-8-14	Absent 8-25-14 Yes: 9-8-14

26. Adjournment

On the motion by Mary Jo Walilko seconded by Gary Tillett, the Board adjourns the meeting at 9:06 p.m.

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

Respectfully Submitted,

Melissa Simmons
Board Secretary