

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 5, 2015

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 6:30 PM on Monday, January 5, 2015 by Business Administrator/Board Secretary, Melissa Simmons. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 22, 2014, in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Business Administrator, Melissa Simmons, will report the results of the annual school election held on November 4, 2014, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Peter Bruseo	423
Mary Jo Walilko	376
Kathleen Bartnick	371
Write-In	7

3. School Business Administrator/Board Secretary, Melissa Simmons, will administer the Oath of Allegiance to the newly elected Board Members.

4. Roll Call

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

5. Flag Salute

6. Election of President

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

Nomination: Bridget Mauro is nominated by Joseph Heredia, seconded by Mary Jo Walilko.

Mary Jo Walilko is nominated by Bridget Mauro, seconded by Denise Jiménez-Arias.

Vote for President	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Name: Bridget Mauro	Yes		Yes		Yes	Absent	
Name: Mary Jo Walilko		Yes		Yes	Yes	Absent	Yes

Election Results:

Mary Jo Walilko is 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: Denise Jiménez-Arias is nominated by Bridget Mauro, seconded by Mary Jo Walilko.

Bridge Mauro is nominated by Jill Del Rio, seconded by Joseph Heredia.

Vote for Vice President	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
Name: Denise Jiménez-Arias				Yes	Yes	Absent	Yes
Name: Bridget Mauro	Yes	Yes	Yes			Absent	

Election Results:

Tie; re-vote to take place at the next board meeting.

9. Board Vice President takes Chair

Not applicable at this time.

10. Closed Session

Not applicable; reorganization meeting.

11. Regular Session

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**.

Motion of: Joseph Heredia Seconded by: Mary Jo Walilko

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

- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments**:

Assignments	Member(s) Assigned
Personal, Finance and Building & Grounds Committee	
Curriculum/Instruction and Operations Committee	
Policy, Community and Public Relations Committee	
Negotiations Committee	
Delegates to NJSBA and Morris County School Boards Association (2)	
Mine Hill Educational Foundation Liaison	

12 b. Voice vote tabled, all yes

- c. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the election of Peter Bruseo as a member of the Dover Board of Education.**

Motion of: Joseph Heredia Seconded by: Mary Jo Walilko

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

- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the appointment of Bridget Mauro as the Board Representative and Denise Jiménez-Arias as the Alternate Representative to the Educational Commission Services of Morris County.**

Motion of: Joseph Heredia Seconded by: Mary Jo Walilko

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

- 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.

Motion of: Mary Jo Walilko Seconded by: Denise Jiménez-Arias

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

- 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 begin at 6:30 pm. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 26, 2015
February	Monday, February 23, 2015
March	Monday, March 16, 2015 and Monday, March 30, 2015
April	Monday, April 13, 2015 and Monday, April 27, 2015 Budget Public Hearing
May	Monday, May 18, 2015
June	Monday, June 8, 2015 and Monday June 22, 2015
July	Monday, July 27, 2015
August	Monday, August 24, 2015
September	Monday, September 14, 2015 and Monday, September 28, 2015
October	Monday, October 26, 2015
November	Monday, November 23, 2015
December	Monday, December 14, 2015

Motion of: Mary Jo Walilko Seconded by: Denise Jiménez-Arias

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

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

*** all approved to hold**

- 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 \$500.00**, 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, 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 2015 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 2015;
 - 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	\$9,650
Kindergarten*	\$9,650 *
Grades 1-5*	\$12,109 *
Grade 6*	\$12,372 *
MD Program	\$18,567
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 accepts the recommendation of the Interim Superintendent and approves the **District Emergency Plan**. (Available for review in the principal's office)
- x. 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 of: Mary Jo Walilko Seconded by: Denise Jiménez-Arias

Roll Call Vote	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Gary Tillett	Mary Jo Walilko
12.g-x 6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**REGULAR MEETING OF THE MINE HILL TOWNSHIP
BOARD OF EDUCATION**

13. Correspondence

- Legal retainer for 2015
- Board training

14. Interim Superintendent’s Report

- QSAC
- PARCC testing; will attempt to change the date

15. Business Administrator’s Report

- Budget Calendar

16. Public Discussion

- Mrs. Gulley; Middle School concert. High School concerts. High School highlighted the Mine Hill students, great concert
- Dave Bloom – The Township complete the survey and determined proper ownership of the land and is ready to move forward with land transfer/sale.
- Bret Coranato – Asked if the start time of the regular session was changing and it was confirmed by the Board that it will remain at 7PM with Executive Session at 6:30 PM.
- Mr. Heredia asked if the meetings could start later but the board members came to a consensus that the current start times would still work.

17. FINANCE

- None

18. INSTRUCTION / CURRICULUM

- 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
1-7-15	Adam Zygmunt	NJDOE PARCC Online Assessment Parsippany, NJ	-0-	\$4.96	\$4.96
1-7-15	Lauren Snarski	NJDOE PARCC Online Assessment Parsippany, NJ	-0-	-0-	-0-
1-21-15	Matthew Martyniuk	Next Generation Science Standards Roxbury, NJ	\$75.00	\$5.32	\$80.32
2-19-15 2-20-15	Mark Richardson	NJMEA Music Conference	\$150.00	\$48.58	\$198.58

Motion of: Mary Jo Walilko Seconded by: Denise Jiménez-Arias

Roll Call Vote	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

19. OPERATIONS

- None

20. PERSONNEL

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 appointment of **Kaitlyn Oster, as an Instructional Aide**, for 5.8 hours per day at a prorated, annual salary of \$12,736.80, no benefits for the 2014-2015 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of Substitutes for the 2014-2015 school year as indicated below at the following rates:
 Teacher Certificate: \$85/day; \$95 after 10 days
 Substitute Credentials: \$80/day; 90 after 10 days
 Aide: \$12/hour

SUBSTITUTE’S NAME	TEACHER CERT.	SUB CRED.	AIDE
Stephanie Cioppa	X		X
Cassie Hoopes			X
Noelle Nunnermacker			X

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

Roll Call Vote	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Gary Tillet	Mary Jo Walilko
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

21. POLICY/COMMUNITY AND PUBLIC RELATIONS

The township was very busy for the holidays.

22. BUILDINGS AND GROUNDS

N/A

23. Dover Report

Mr. Heredia discussed the Dover report regarding the test scores and will forward the report to the board. He noted that the PARCC testing with the chrome books went well. He also discussed the 5th grade tests and the analysis on what could be focused on to improve scores.

24. MHEF Report

None

25. Old Business

Mr. Heredia noted that he followed up with NJSBA if ethics charges could be brought against a board member for not taking classes required per board policy. It was indicated that no violation was evident, only for state mandated classes not taken by the required time.

26. New Business

The Board President noted that she would like Mr. Heredia to take the post as delegate to the State Assembly. He indicated that he would like to think about it and would discuss it at the next board meeting. He also noted that he would like to discuss changing from a committee structure to the committee of the whole.

27. Public Discussion

None

28. Executive Session

None

29. Adjournment

On the motion of Mary Jo Walilko seconded by Jill Del Rio at 8:10 PM, the Board returns to the regular session meeting.

Voice vote all in the affirmative.