

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 18, 2015**

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 5, 2015 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

Katie Bartnick	Yes	Denise Jiménez-Arias	Absent
Pete Bruseo	Yes	Bridget Mauro	Yes
Jill Del Rio	Yes arrived at 6:59 pm	Mary Jo Walilko	Arrived at 9:20 p.m.
Joseph Heredia	Yes		

4. Executive Session

On the motion of Bridget Mauro and seconded by Katie Bartnick at 6:36 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 category(s) 8, personnel contract issue. 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 Bridget Mauro and seconded by Katie Bartnick at 7:01 p.m. the Board returns to the regular session meeting.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
5-0	Yes	Yes	Yes	Yes	Absent	Yes	Absent

6. Flag Salute

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **April 27, 2015**.
- b. RESOLVED, the Board of Education approves the **regular session minutes** of the meeting held on **April 13, 2015** and the Public Budget Hearing held on **April 27, 2015**.

Motion of Bridget Mauro Seconded by Katie Bartnick

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
5-0	Yes	Yes	Yes	Yes	Absent	Yes	Absent

8. Correspondence

- Kaitlyn Oster’s letter of resignation
- School Health Curriculum Award for the 5th and 6th grade, Jeff Steidl

9. Interim Superintendent’s Report

- Congratulations to Mary Jo Walilko for receiving the Master Board Member Distinction
- Retirement Dinner for Teachers is upcoming
- Finishing up PARCC testing
- NJASK Science testing is upcoming

10. Presentation / Reports

N/A

11. Business Administrator’s Report

N/A

12. Public Discussion

13. FINANCE *Denise Jiménez-Arias, 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** (including state health and dental benefits) from the General Operating Account, in the amount of \$797,470.01 plus \$303,142.35 for the **April, 2015** 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	\$11,991.38
Unemployment Trust Fund (SUI Account)	\$0.00
Student Activity Fund (Canfield School Account)	\$2,889.20

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of April**, 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 April** 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. WHEREAS, On May 7, 2015, four (4) bids were received for the **HVAC project** and are tabulated on the attached spreadsheet. All of the base bids are significantly higher than the budgeted amount and there are discrepancies in the amounts of the various alternate bid items. In addition, there was an apparent issue with the availability of some of the equipment specified, which may have caused the bids to be higher than anticipated.

RESOLVED, that the board accepts the recommendation of the Business Administrator and reject all of the bids and consider rebidding the project with a change in the scope of work.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between the Morris Hills Regional District and Mine Hill Township Board of Education for **Technical Support** in

the amount of \$29,900.00 for the **2015-2016 school year**, in accordance with the contract which shall remain on file in the Business Office.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2015-2016 School Year Joint Transportation Agreement** between the **Educational Services Commission of Morris County and the Mine Hill Township Board of Education**, to provide transportation to public, nonpublic and special education pupils per the terms of the Joint Agreement, and recommends authorizing the Business Administrator to execute the contract.

Motion of Bridget Mauro Seconded by Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
4-0	Yes	Yes	Yes	No - e	Absent	Yes	Absent
4-0	Yes	Yes	Yes	No	Absent	Yes	Absent

14. CURRICULUM / INSTRUCTION

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	Estimated Total Expense
6/28 - 6/30 & 7/1/15	Kay Kim	ISTE Live (Live Streaming Conference)	\$199.00	--0--	\$199.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the following **2015 summer curriculum writers** at the rate of \$32.01 per hour, not to exceed ten (10) hours per writer:

Susan Day, Melissa Kenny, Kay Kim, Matt Martyniuk, Karyl Meehan, Betty Lou Minno, Margaret Nunnermacker, Lu Olivo, Cindy Pyrzyński, Dorothy Quinn, Mark Richardson, Theresa Steele.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **Out of District 2015 Extended School Year Program**, from July 6, 2015 to July 30, 2015, Monday through Thursday, three (3) hours per day, no transportation.

Student SID	School	ESY Tuition	Dates/Times	Aides or Services
7052637818	Celebrate the Children	\$4,950	*7/8-8/7 9:00-1:00	\$2,250.00 Aide
1705412075	The Craig School	\$1,700	7/7-7/30 8:20-12:00	N/A
5289292688	The Children's Institute	\$6,985.88	7/1-7/31 8:30-2:30	\$2,750 1:1 Aide OT 2x/week-PT 1x/week for 5 weeks @ \$55 per session=\$825.00
4729288327	Hunterdon Preparatory School	*\$7,272	*7/6-8/14 10:00-2:00	*included
8246260977	The Horizon School CPNJ	*\$10,279.50	*7/1-8/11 8:30-2:30	*\$5,281.80
6619824750	New Beginnings	\$9,392.70	7/11-8/19 8:45-2:45	\$4,950.00 Aide
6537654935	The Montgomery Academy	*\$6,219	*7/7-7/31 8:30-12:30	N/A

2651534327	The Calais School	*\$9,450	*7/1-8/12 8:30-12:30	N/A
3206091314	Developmental Learning Center, Warren	\$14,258	6/25-8/6	\$10,222 1:1 Aide
8661894334	PRIDE II	*\$4,472	*6/29-7/24	*included
2874589379	Camp Hope	*\$2,033	*7/6-7/30	*N/A

*Indicates verbal confirmation of tuition or related services charges-no contract received yet.

**No contract or verbal confirmation received yet.

Motion of Bridget Mauro Seconded by Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
5-0	Yes	Yes	Yes	Yes	Absent	Yes	Absent

15. **OPERATIONS** *Katie Bartnick, Jill Del Rio, Mary Jo Walilko*
None

16. **PERSONNEL** *Denise Jiménez-Arias, Bridget Mauro, 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, 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 Interim Superintendent.

a. **RESOLVED**, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **renewal of the certificated tenured and non-tenured certificated staff for the 2015-2016 school year** as follows:

Tenured Staff Member	Assignment
Janice Bochicchio	Grade 2
Susan Day	Kindergarten
Michelle Eastman	Grade 5 ELA
Marisa Graney	Grade 1
Tabitha Hertz	Pre-K
Lansing Holman	Grades 4-6 Resource
Melissa Kenny	Kindergarten
Kay Kim	Computers
Diane Lansdell	Kindergarten
Janet Leeds	Grades 1-3 Resource
Jennifer Ludwig	Grade 4
Karyl Meehan	Grade 3
Betty Lou Minno	Grade 3
Margaret Nunnermacker	Grade 4
Lyndsee Olivio	Grade 3
Lucrezia Olivo	Grade 2
Cindy Pyrzynski	Physical Education
Dorothy Quinn	Grade 5 Math
Jill Ramacciotti	Grade 6 ELA
Mark Richardson	Music

Amanda Riley	Grade 1
Lauren Snarski	Guidance
Theresa Steele	Grade 6 Math
Robby Suarez	Grade 4
Noreen Vetter	Nurse
Danielle Wilson	Grades 5-6 Social Studies
Non-Tenured Staff Member	Assignment
Susan Charlton	Librarian/Gifted & Talented
Matthew Martyniuk	Grade 5-6 Science
Carmita Mongrella	Spanish
Beth Ondish	Reading Specialist
Jeffry Steidl	Physical Education/Health

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **renewal of the Administrative Staff for the 2015-2016 school year** as follows:

Name	Position
Melissa Simmons	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Angela Sabatino	Administrative Assistant to the Superintendent and Administrative Assistant to the Board Secretary
Debra Hanley	Administrative Assistant to the Business Administrator
Lori Bullock	Administrative Assistant to the Principal
Lourdes Conroy	Main Office Secretary
Zorina Munson	Secretary to Child Study Team
Tim Collins	Custodian
Jeff Oster	Attendance Officer
Lisa Palmieri	Treasurer

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **renewal of the hourly Support Staff for the 2015-2016 school year** as follows:

Staff Member	Position
Annette Conciatori	Para-Professional Aide
Jodianne Cullen	Para-Professional Aide
Sheila DePalma	Para-Professional Aide
Tara Dyson	Para-Professional Aide
Charlene Leary	Para-Professional Aide
Carol Manger	Para-Professional Aide/Breakfast Aide
Kathleen Mury	Para-Professional Aide
Sandra Platt	Para-Professional Aide
Lois Rehling	Para-Professional Aide
Barbara Walsh	Para-Professional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Linda Slahor	Cafeteria Aide
Harriet Vazquez	Cafeteria Aide

- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **resignation of Katelyn Oster, Instructional Aide**, effective July 1, 2015.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **Zorina Munson to work up to 100 hours, as needed for IEP meetings and CST office administration** from July 1, 2015 through August 31, 2015.
- f. RESOLVED, that the Board of Education approves the preliminary **Superintendent of School Employment Contract** for the school years 2015 to 2018 for Mr. Lee Nittel for submission to the County Superintendent for approval.

Motion of Bridget Mauro Seconded by Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
5-0 except b.	Yes	Yes	Yes	Yes	Absent	Yes	Absent

17. POLICY / COMMUNITY AND PUBLIC RELATIONS *Pete Bruseo, Jill Del Rio, Mary Jo Walilko*
N/A

18. BUILDINGS AND GROUNDS *Denise Jiménez-Arias, Bridget Mauro, Mary Jo Walilko*
Discussed bids for HVAC, drainage, physical extension in back.

19. Dover Report *Pete Bruseo*
N/A

20. MHEF Report *Jill Del Rio, Denise Jiménez-Arias*
N/A

21. Old Business
N/A

22. New Business

- Change board of education meeting date scheduled for June 22, 2015 to June 29, 2015 due to the Dover graduations.
- Grants - continue looking for grants
- STEM
- Nature trails for ADHD students
- Policy on Minutes
- Discussion regarding the putting on of the topic of policy on the agenda. Mr. Heredia indicated that he discovered that there are two (2) violations of district policy.

23. Public Discussion
N/A

24. Executive Session

On the motion of Bridget Mauro seconded by Mary Jo Walilko at 9:25 p.m., the Board approves the following resolution: (5 minutes then return)

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
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- 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 categorie(s) 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

On the motion of Jill Del Rio seconded by Katie Bartnick at 9:27 p.m., the Board returns to regular session.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
4-0	Yes	Yes	Yes	--	Absent	Yes	Abstained

25. Return to Regular Session

On the motion of Bridget Mauro seconded by Jill Del Rio return to discussion of 16b.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
5-0	Yes	Yes	Yes	Yes	Absent	Yes	Abstained

26. Adjournment

On the motion of Bridget Mauro and seconded by Mary Jo Walilko, the Board adjourns the meeting at 10:10 p.m.

Respectfully submitted,

Melissa Simmons
Business Administrator/Board Secretary