

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
June 8, 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	<b>Yes</b>	Denise Jiménez-Arias	<b>Yes</b>
Pete Bruseo	<b>Yes - 6:40 p.m.</b>	Bridget Mauro	<b>Absent</b>
Jill Del Rio	<b>Absent</b>	Mary Jo Walilko	<b>Yes</b>
Joseph Heredia	<b>Yes</b>		

**4. Executive Session**

On the motion of Mary Jo Walilko and seconded by Joseph Heredia at 6:39 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.***

## 5. Return to Regular Session

On the motion of Mary Jo Walilko and seconded by Denise Jiménez-Arias at 7:08 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	Absent	Yes	Yes	Absent	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 18, 2015**.

Motion of Mary Jo Walilko Seconded by Denise Jiménez-Arias

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

- b. RESOLVED, the Board of Education approves the **regular session minutes** of the meeting held on **May 18, 2015**.

Motion of Mary Jo Walilko Seconded by Denise Jiménez-Arias

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

## 8. Correspondence

None

## 9. Interim Superintendent's Report

- Anti-Bullying Bill of Rights Acts
- Artist in Residence Music Grant

## 10. Presentation / Reports

None

## 11. Business Administrator's Report

None

## 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 from the General Operating Account**, in the amount of \$468,599.43.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **the 2015-2016 school year Shared Service Agreement** between the Morris Hills Regional School District and Mine Hill Board of Education for **Child Study Team Services** in the amount of \$107,704.00 and **Custodial Services** in the amount of \$144,511.00, in accordance with the contract which shall remain on file in the Business Office as per the approved budget.
- c. WHEREAS, the Business Administrator has prepared a Request for Quotes **for Auditing Services** for the school year 2015-16; and 2 proposals were received;

RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approve the selection of **Nisivoccia, LLP**. in the amount of \$20,710.00.

- d. WHEREAS, the Business Administrator has prepared a Request for Quotes **for Banking Services** for the school year beginning 2015-16; and 2 proposals were received;

RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approve the selection of **Lakeland Bank**, 250 Oak Ridge Road, Oak Ridge, NJ 07438.

- e. 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 from \$886,853 to \$986,853, which is subject to Executive County Superintendent Approval.
- f. 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.
- g. 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 **Tuition Reserve** in accordance with N.J.A.C. 6A:23A-14.4 for tuition adjustments that at this time cannot be estimated in the amount of \$100,000.
- h. 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.

- i. WHEREAS, the Board of Education is in need of **Occupational Therapy services** for students as designated in Individual Educational Plans and estimates that these services will not be above the bid threshold amount. Accordingly, quotes for hourly rates were sought;

RESOLVED, that the Board of Education award the Occupational Therapy services to Stephanie Pavese, M.S.O.T.R/L at the rate of \$75.00 per hour for the 2015-2016 school year.

- j. WHEREAS, the Board of Education is in need of **Physical Therapy services** for students as designated in Individual Educational Plans and estimates that these services will not be above the bid threshold amount. Accordingly, quotes for hourly rates were sought;

RESOLVED, that the Board of Education award the Physical Therapy services to Elissa Rael, PT, MS at the rate \$75.00 per hour for the 2015-2016 school year.

- k. WHEREAS, the Board of Education is in need of **Behaviorists services** for students as designated in Individual Educational Plans and estimates that these services will not be above the bid threshold amount. Accordingly, quotes for hourly rates were sought;

RESOLVED, that the Board of Education award the Behaviorists services to Social Strides at the rate of \$95.00 per hour and Kelly Ann Consulting at a rate of \$75.00 per hour for the 2015-2016 school year.

- l. The Board of Education approves the **employment contract with Mr. Lee S. Nittel, Superintendent for the period beginning on July 1, 2015, and ending June 30, 2018** for the Mine Hill school district, as authorized by the Executive County Superintendent on June 8, 2015, per the contract which is available for review in the business office and made part of this resolution by reference.

- m. The Board of Education approves the **employment contract with Melissa Simmons, Business Administrator/Board Secretary for the period beginning on July 1, 2015, and ending June 30, 2016** for the Mine Hill school district, as authorized by the Executive County Superintendent on June 8, 2015, per the contract which is available for review in the business office and made part of this resolution be reference.

Motion of Mary Jo Walilko 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		Yes
5-5 Table "c"	Table	Table		Table	Table		Table
4-1 "e"	Yes	Yes	Absent	No	Yes	Absent	Yes
4-1 "l"	Yes	Yes		Yes	Abstained		Yes
4-1 "m"	Yes	Yes		Abstained	Yes		Yes

## 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 **Robby Suarez and Danielle Wilson as part of the 2015 summer curriculum writers**, at the rate of \$32.01 per hour, not to exceed ten (10) hours per writer.

Motion of Mary Jo Walilko Seconded by Denise Jiménez-Arias

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

## 15. OPERATIONS

*Katie Bartnick, Jill Del Rio, Mary Jo Walilko*

- a. The Interim Superintendent recommends approving the submission of the **School Self-Assessment for determining grades under the Anti-Bullying Rights Act**.
- b. WHEREAS, The Interim Superintendent recommends the approval of summer hours for twelve month administrative and secretarial staff beginning July 1, 2015.

RESOLVED, that the summer hours will be Monday through Thursday, 8:00 a.m. to 4:00 p.m. including a working lunch and the elimination of the 15 minute a.m. and p.m. break for the secretaries, the building will be closed on Fridays.

Motion of Mary Jo Walilko 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	Absent	Yes	Yes	Absent	Yes

## 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 **authorizes the Superintendent to hire new personnel between board meetings during the months of July and August 2015**; 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 the payment to Mr. Adam Zygmunt, Principal, for completing his **merit goals** as per his 2014-2015 employment contract approved on August 24, 2014 as follows:

PARCC: \$2,100.00; Grants: \$1,200 for a total amount of \$3,300.00

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **2015-2016 salary for twelve month staff** as follows:

Name	Position	Salary
Lori Bullock	Administrative Assistant to the Principal	\$39,253.30
Zorina Carter-Munson	Secretary to Child Study Team	\$28,644.30
Tim Collins	Custodian	\$48,650.00
Lourdes Conroy	Main Office Secretary	\$26,769.70
Debra Hanley	Administrative Assistant to the Business Administrator	\$50,392.75
Jeff Oster	Attendance Officer	\$1,854.00
Lisa Palmieri	Treasurer	\$3,399.00
Angela Sabatino	Administrative Assistant to the Superintendent and Secretary to the Board Secretary	\$49,862.30
Adam Zygmunt	Principal	\$111,363.60

- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of the **2015 Extended School Year staff**, from July 6, 2015 to July 30, 2015, Monday through Thursday, three and one half (3.5) hours per day at a rate of \$32.01 per hour as follows:

Employee	Position
Danielle Wilson	Teacher
Noreen Vetter	Nurse

- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Jodi Cullen as the 2015 Extended School Year classroom aide** from July 6, 2015 to July 30, 2015, Monday through Thursday, three and one half (3.5) hours per day at a rate of \$19.52 per hour.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of the **2015-2016 summer Custodial Staff**:

Name	Rate of Pay	Hours	Effective Date
Jack Coyne	\$12.00/hour	up to 30 hours/week	July 1, 2015
Itzamna Jimenez	\$12.00/hour	up to 30 hours/week	July 1, 2015
Jerry Miller	\$12.00/hour	up to 30 hours/week	July 1, 2015
Aaron Pyrzynski	\$12.00/hour	up to 30 hours/week	July 1, 2015

- g. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Ruthann Champagne as a full-time Special Education Teacher** for the MD 4-6 grade class, M.A. Step 1 at an annual salary of \$56,275.00 with benefits, for the 2015-2016 school year.

- h. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Jennifer L. Watson, as a full-time Art Teacher**, M.A. Step 6 at an annual salary of \$57,300.00 with benefits, for the 2015-2016 school year.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Amanda Mrasz**, for summer **secretarial/clerical** at the rate of \$14.00 per hour, effective June 22, 2015.

Motion of Mary Jo Walilko    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 5-5 hold c	Yes Yes	Yes Yes	Absent	Yes Yes	Yes Yes	Absent	Yes Yes

**17. POLICY / COMMUNITY AND PUBLIC RELATIONS**

*Pete Bruseo, Jill Del Rio, Mary Jo Walilko*

None

**18. BUILDINGS AND GROUNDS**

*Denise Jiménez-Arias, Bridget Mauro, Mary Jo Walilko*

None

**19. Dover Report**

*Pete Bruseo*

None

**20. MHEF Report**

*Jill Del Rio, Denise Jiménez-Arias*

None

**21. Old Business**

- Mary Jo Walilko asked if any of the board members took the STEM webinar that was offered and all responded no.

**22. New Business**

- Steven Evans was invited to play at the MAYO Arts Center

**23. Public Discussion**

**24. Executive Session**

On the motion of Mary Jo Walilko seconded by Denise Jiménez-Arias at 8:11 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.***

The board recessed for a five minute break.

**Executive Session** opened on the motion of Mary Jo Walilko seconded by Denise Jiménez-Arias at 8:16 p.m.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
4-0	Yes	Yes	Absent	Had not yet returned	Yes	Absent	Yes

## 25. Return to Public Session

On the motion of Mary Jo Walilko seconded by Denise Jiménez-Arias at 9:45 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	Absent	Yes	Yes	Absent	Yes

At 9:47 p.m. on the motion of Mary Jo Walilko seconded by Peter Bruseo the board returns to executive session.

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

**26. Adjournment**

On the motion of Mary Jo Walilko and seconded by Peter Bruseo, the Board adjourns the meeting at 10:09 p.m.

Respectfully submitted,

Joanne Calabro, Ed.D  
Interim Superintendent