

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
July 27, 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 14, 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. Flag Salute**

**4. Roll Call**

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

**5. Executive Session**

N/A

**6. Return to Regular Session**

On the motion of Mary Jo Walilko seconded by Jill Del Rio at 7:06 p.m. the Board begins 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	Absent	Yes

**7. Approval of Minutes**

- a. RESOLVED, that the Board of Education approves the **closed session minutes** of the meeting held on **May 18, 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
Tabled	Yes	Yes	Yes	Yes	Absent	Absent	Yes

- b. RESOLVED, that the Board of Education approves the **closed session minutes** of the meeting held on **June 8, 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
Tabled	Yes	Yes	Yes	Yes	Absent	Absent	Yes

- c. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **May 18, 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
Tabled	Yes	Yes	Yes	Yes	Absent	Absent	Yes

- d. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **June 8, 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
Tabled	Yes	Yes	Yes	Yes	Absent	Absent	Yes

- e. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **June 29, 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
Tabled	Yes	Yes	Yes	Yes	Absent	Absent	Yes

## 8. Correspondence

## 9. Superintendent's Report

- Positive relations with board, community and students. We are here for the children. Decisions based on the children in a fiscally responsible way.
- Change calendar
- AppliTrac – A new human resource system for new hires.
- Website – Going to look into getting new software for our website.
- Professional Development with motivational speaker for the return of staff.
- QSAC working on Cap

## 10. Presentation / Reports

## 11. Business Administrator's Report

## 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 \$242,004.23 plus \$378,787.62 for the **June 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:

Unemployment Trust Fund (SUI Account)	\$0.00
Food Service Fund	\$33,314.42
Student Activity Fund (Canfield School Account)	\$8,398.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of June**, 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 June** 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. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **donation from Lifetouch National School Studies** in the amount of \$1,396.92.
- e. WHEREAS, the bid thresholds have been changed by the Division of Purchasing for the 2015-2016 school year; and

BE IT FURTHER RESOLVED, that the qualified purchasing agent be authorized at the new bid threshold amount and said quote threshold of \$40,000 and \$6,000 respectively according to 18A:18A-3.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Bid Purchasing contract between the Middlesex Regional Educational Services Commission (MRESC) and the Mine Hill Township Board of Education** for 2015-2016 school year, which is made part of this resolution by reference and recommends authorizing the Business Administrator to execute the contract with an agreement to pay 4% of the participation fee.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Bid Purchasing contract between Educational Data Services, Inc. and the Mine Hill Township Board of Education** for the 2015-2016 school year.
- h. RESOLVED, that the Board of Education accepts the recommendation of the 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 for the month of July, 2015 or until changed by resolution:

<b>Valley National Bank</b>	<b>#</b>	<b>Signatories</b>
General Fund	3	Mary Jo Walilko, Board President , Melissa Simmons, BA and Lee S. Nittel, Superintendent
Payroll Agency	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
Net Payroll	3	Mary Jo Walilko, Board President, Melissa Simmons, BA and Lee S. Nittel, Superintendent
Cafeteria (Food Services)	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
SUI Trust Fund	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	2	Melissa Simmons, BA and Adam Zygmunt, Canfield School Principal

- i. RESOLVED, that the Board of Education accepts the recommendation of the 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 **Lakeland Savings** to establish the following accounts beginning August 1, 2015 or until changed by resolution:

<b>Lakeland Savings Bank</b>	<b>#</b>	<b>Signatories</b>
General Fund	3	Mary Jo Walilko, Board President , Melissa Simmons, BA and Lee S. Nittel, Superintendent
Payroll Agency	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
Net Payroll	3	Mary Jo Walilko, Board President, Melissa Simmons, BA and Lee S. Nittel, Superintendent
Cafeteria (Food Services)	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
SUI Trust Fund	2	Melissa Simmons, BA and Lee S. Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	2	Melissa Simmons, BA and Adam Zygmunt, Canfield School Principal

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	Absent	Absent	Yes
3-0	Abstained from check	Abstained from check	Yes	Yes	Absent	Absent	Yes

#### 14. INSTRUCTION/CURRICULUM

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the district's participation in a consortium for **NCLB - Title III (Limited English Proficient Student Program) for the 2015-2016 school year**, with the Wharton Borough Public School District as LEA, in the amount of \$710.00.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **out of district placement for the 2015-2015 school year**:

Student ID	School	Tuition	Dates	Aides or Services
1515495106	Inclusive Learning Academy	\$59,225.40	9/3/15-6/21/16	N/A

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	Absent	Absent	Yes

#### 15. OPERATIONS

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Estimate Total Expense
8-10-15	Lee Nittel	Regional Training for Certifications & Professional Developments Morristown, NJ	-0-	\$8.23	\$8.23
8-10-15	Angela Sabatino	Regional Training for Certifications & Professional Developments Morristown, NJ	-0-	\$8.23	\$8.23

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revised 2015-2016 school year calendar** with the following changes:

Fall conferences from November 16-18 to November 2-4;  
 Spring conferences from April 18-20 to March 22-24; and  
 Spring Break from April 4-8 to March 28-April 1 (this aligns with Dover's break)

Motion of: Mary Jo Walilko    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	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

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 Superintendent and approves the **appointment of Diana Carroll, as a maternity leave replacement teacher** for Janice Bochicchio, BA Step 1, \$52,150.00, pro-rated, no benefits effective September 1, 2015 through October 9, 2015.
- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the appointment of **Ann Peres, as an Instructional Aide**, for 5.8 hours per day at an annual salary of \$12,736.80, no benefits for the 2015-2016 school year.
- c. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **appointment of Amanda Ader, as an Instruction Aide**, for 5.8 hours per day at an annual salary of \$12,736.80, no benefits for the 2015-2016 school year.

Motion of: Mary Jo Walilko      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	Absent	Yes

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

**18. BUILDINGS AND GROUNDS** *Denise Jiménez-Arias Bridget Mauro, Mary Jo Walilko*  
N/A

**19. Dover Report** *Peter Bruseo, Mary Jo Walilko*  
New hire, spoke on students coming to school, kindergarten.

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

**21. Old Business**

Clarification regarding rebidding was discussed by board.

**22. New Business**

- Annual conference
- Board Retreat (Tentative date of September 22 at 5:30 p.m.)
- Calendar
- Three (3) seats are up for vote in November.

**23. Public Discussion**

- Dave Bloom – He welcomed Mr. Nittel and asked that he continues to focus on keeping taxes low. Can there be efforts to post the agenda on Friday.
- Ms. Gully provided an update on graduation and noted that the Valedictorian and Salutatorian were both Mine Hill residents.
- Ms. Cindy Pyrzynski noted that her daughter, Hanna Pyrzynski, received the McDonald's award.

**24. Executive Session**

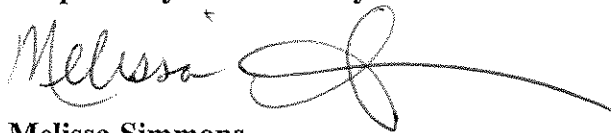
None

**25. Adjournment**

On the motion of Mary Jo Walilko seconded by Jill Del Rio at 8:01 p.m. the Board adjourns 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	Absent	Yes

Respectfully Submitted by



**Melissa Simmons**

**Business Administrator/Board Secretary**

