

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
September 28, 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	Yes
Peter Bruseo	Yes	Bridget Mauro	Yes
Jill Del Rio	Absent	Mary Jo Walilko	Yes
Joseph Heredia	6:47 pm		

5. Executive Session

On the motion of Mary Jo Walilko seconded by Bridget Mauro at 6:30 p.m., the Board approves to not begin Executive session until later in order to continue the workshop on “building leadership”.

6. Regular Session

On the motion of Mary Jo Walilko seconded by Bridget Mauro at 7:09 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
6-0	Yes	Yes	Absent	Abstain	Yes`	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **September 14, 2015**.

Motion of Mary Jo Walilko Seconded by Bridget Mauro to **table until after Executive Session**:

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

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **September 14, 2015**.

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

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

8. Correspondence

None

9. Superintendent's Report

- Communication of Vision for the Board Workshop (**Goal 2**) – Thank you to Patrick Fernell for coming in and providing leadership development regarding communication between Township and the Board. This will assist in both parties understanding the common vision for the community.
- Innovation time is going well. Information on this can be accessed on the “Super Blog” – (**Goal 2**).
- Teachers are looking to create Parent Night/Parent Academy.
- Take you Parents to Lunch day will be on October 14, 2015.
- PTA Tricky Tray is October 10, 2015
- Commissioner will be sharing information on PARCC and comparison to NJASK.
- The policy review is taking place with Strauss Esmay.
- Pavilion – Final adjustments are being done.
- JCP&L will complete their project in the summer of 2016.

10. Presentation / Reports

11. Business Administrator's Report

- Ms. Simmons provided an update of the Audit and also explained the possible delay due to the State's delay of the pension actuarial report (GASB 68 – District audits are being held up until the Department of Treasury can provide the information we need to report our PERS unfunded liability. This will be problematic for auditing firms to complete all audits by the December due date.)

12. Public Discussion

None

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 \$196,453.13 (batch 55), \$8,019.94 (batch 56) plus \$60,585.59 for the **August 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	\$0.00
Student Activity Fund (Canfield School Account)	\$0.00

- 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.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2015-2016 school year** Professional Support and Non-Public Services Agreements and Non-Chapters 192-193 Addendum-Supporting documents between the **Educational Services Commission of Morris County and the Mine Hill Township Board of Education**.
- e. **WHEREAS**, the Canfield Avenue School require an **Electrical Upgrades** per the long range facility plan; and on June 29, 2015 the Board awarded the bid to Wires Electrical in the amount of \$180,965;

WHEREAS, the upgrade of the Electric panel requires Jersey City Power & Lighting Company (JCP&L) to work with the contractor for the upgrade to be done;

WHEREAS, in JCP&L's review of the project, it has been determined that the current electrical pole and wires that flow above the top of the newest section of the school, be moved from above the school to the eastern end of the school and then have these electrical wires run underground to the electrical service located in the courtyard of the school property;

WHEREAS, in order for JCP&L to perform such work, JCP&L requires the Board to approve an Easement Agreement allowing JCP&L access to the Canfield Avenue School property to update and maintain the electrical equipment;

BE IT RESOLVED, that the Board of Education by recommendation of the Business Administrator approves the Easement Agreement from JCP&L for the work to be performed;

BE IT FURTHER RESOLVED, that the Easement Agreement be sent to the DOE for approval since the Easement is part of the original application that was already approved for the HVAC project and related upgrades that includes the electrical upgrade project.
(Available for review in the business office)

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

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes
Table c & e. 6-0	Yes	Yes	Absent	Yes	Yes`	Yes	Yes

14. INSTRUCTION/CURRICULUM

Katie Bartnick, Jill Del Rio, Mary Jo Walilko

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **field trip to Montclair State University**, Wednesday, October 14, 2015 for 6th grade students to kick off and promote L.E.A.D. (Local Education Against Drugs).
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Out-of-District placement** for:

Student SID	School	School Year Tuition	Dates	Aides or Services
8246260977	Horizon School CPNJ	\$41,643.48	12/1/14 - 6/30/15	Aide - \$21,794.08
1831610774	Wharton PRIDE	\$21,196.00	9/3/15 - 6/30/16	N/A
4108640816	Rockaway MD program	\$22,728.00	9/3/15 - 6/30/16	Aide - \$10,291

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
6-0	Yes	Yes	Absent	Yes	Yes`	Yes	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
10-13-15	Matthew Martyniuk	NJ Science Convention, Princeton	\$175.00	29.76	\$204.76

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2015-2016 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office).
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **disposal of retired books as follows:**

Subject	Copyright	Publisher	Series	Name	# of Copies
ELA	2005	Harcourt	Trophies	On Your Mark	8
ELA	2005	Harcourt	Trophies	Changing Patters	7
ELA	2008	Harcourt	Storytown	Winning Catch	8
ELA	2008	Harcourt	Storytown	Rolling Along	5
ELA	2008	Harcourt	Storytown	Blast Off	4
ELA	2008	Harcourt	Storytown	Twists and Turns	5
ELA	2008	Harcourt	Storytown	Watch This	7
ELA	2005	Houghton Mifflin	Reading	Expeditions 5	1
ELA	2005	Harcourt	Trophies	Teacher's Edition - Lead the Way (Themes 1-6, one of each)	6
ELA	2005	Houghton Mifflin	Reading	Expeditions 5 - Teachers ed.	1
ELA	2012	Houghton Mifflin/Harcourt	Storytown	Reading Advent. Teacher's Ed	1
Math	2005	Pearson	Mathematics	Level 3	3
Math	2005	Pearson	Mathematics	Level 4	2
Math	2005	Pearson	Mathematics	Level 5	1
Math	2007	Wright GP/Mcgraw Hill	Everyday Math	SRB	1

- d. 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
10-22-15	Lauren Snarski	Climate Control for your School and Classroom Randolph, NJ	\$150.00	-0-	\$150.00

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

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

16. PERSONNEL *Denise Jiménez-Arias, Bridget Mauro, Mary Jo Walilko*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2015-2016 Merit Goals for Adam Zygmunt**. (See attached Performance Goal Form)
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2015-2016 Merit Goals for Melissa Simmons**. (See attached Performance Goal Form)

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school programs and clubs** for the 2015-2016 school year:

Position	Name	Hours	Compensation
After School Club	Tara Dyson	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Lansing Holman	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Matthew Martyniuk	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Carmita Mongrella	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Cindy Pyrzynski	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Jill Ramacciotti	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Theresa Steele	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Mark Richardson	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Jennifer Watson	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Club	Danielle Wilson	up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
After School Supervision	Lansing Holman	1.5 hours/week	\$24.62/hr.
After School Supervision	Danielle Wilson	1.5 hours/week	\$24.62/hr.
Student Council Advisor	Danielle Wilson		\$350.00

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Victoria Mrasz as a substitute instructional aide and clerical aide** for the 2015-2016 school year.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school Title I programs** for the 2015-2016 school year:

Position	Name	Hours	Compensation
Jump Ahead	Janice Bochicchio	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead	Jessica Cicchino	.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	.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
Jump Ahead	Melissa Teller	.50 hours/week for 30 weeks	\$32.01/hour
Jump Ahead Coordinator Jump Ahead Substitute	Cindy Pyrzynski	5.0 hours for coordinator	\$32.01/hour
Jump Ahead	Janice Bochicchio	.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	Margaret Nunnermacker	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Lu Olivo	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	Mark Richardson	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Lauren Snarski	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Jeffry Steidl	1 hour/week for 30 weeks	\$32.01/hour
STEP mentor	Melissa Teller	1 hour/week for 30 weeks	\$32.01/hour

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Amanda Mrasz, to conduct classroom observation** with Robby Suarez, grade 4 teacher, as part of her teacher training program through the County College of Morris.

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

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

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

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

<u>Policy #</u>	<u>Policy Title</u>
3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
5305	Health Services Personnel
5306	Health Services to Nonpublic Schools (M)
5308	Student Health Records (M)
5310	Health Services (M)
5330	Administration of Medication (M)
5339	Screening for Dyslexia (M)
5530	Substance Abuse (M)
5600	Student Discipline/Code of Conduct (M)
5615	Suspected Gang Activity
5756	Transgender Students
8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
8540	School Nutrition Programs
8550	Outstanding Food Service Charges
8820	Opening Exercises/Ceremonies

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

<u>Reg. #</u>	<u>Regulation Title</u>
5306	Health Services to Nonpublic Schools (M)
5308	Student Health Records (M)
5310	Health Services (M)
5330	Administration of Medication (M)
5530	Substance Abuse (M)
5600	Student Discipline/Code of Conduct (M)

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

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

18. BUILDINGS AND GROUNDS

Denise Jiménez-Arias Bridget Mauro, 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
Mine Hill Township Community Committee	Soup Sampler, Tree Lighting & Bon Fire	Gymnasium, Front Lawn & Gravel Lot	12/4/15

Motion of: Mary Jo Walilko Seconded by: Bridget Mauro

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

19. Dover Report *Peter Bruseo, Mary Jo Walilko*

- Mr. Nittel attended the board meeting and introduced himself to the board. He noted that he would be working on improving communications between the 2 districts.

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

N/A

21. Old Business

N/A

22. New Business

N/A

23. Public Discussion

None

24. Executive Session

On the motion of Mary Jo Walilko seconded by Denise Jimenez-Arias at 9:11 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;*

Items to discuss are MHEF contract negotiations, Legal regarding the JCP&L easement agreement and Executive minutes.

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. 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 of Mary Jo Walilko seconded by Denise Jimenez-Arias at 9:40 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
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

- 7.a RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **September 14, 2015**.

Motion of Mary Jo Walilko Seconded by Joseph Heredia:

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

- 13.e RESOLVED the Board of Education table the Easement Agreement until further clarification of the language is resolved .

Motion of Mary Jo Walilko Seconded by Joseph Heredia:

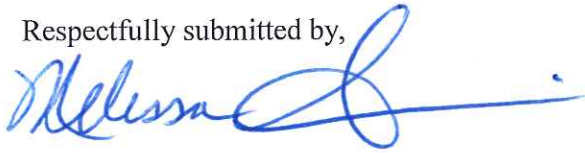
Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
6-0	Yes	Yes	Absent	Yes	Yes`	Yes	Yes

26. Adjournment

On the motion of Mary Jo Walilko seconded by Katie Bartnick, the Board adjourns the meeting at 9:44 p.m.

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

Respectfully submitted by,



Melissa Simmons
Business Administrator/Board Secretary