

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
October 26, 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	7:14 p.m	Bridget Mauro	Yes
Jill Del Rio	Yes	Mary Jo Walilko	6:30-7:02 p.m. (sick)
Joseph Heredia	Absent		

5. Executive Session

On the motion of Mary Jo Walilko seconded by Bridget Mauro at 6:35 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 _____. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

6. Return to Regular Session

On the motion of Mary Jo Walilko seconded by Bridget Mauro at 7:00 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	Yes	Absent	Yes	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **September 28, 2015**.

Motion of: Bridget Mauro 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
Tabled							

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **September 28, 2015**.

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
	Yes	Absent	Abstained	Absent	Yes	Yes	Absent

8. Correspondence

- Letter from Janetfelice Leeds regarding her retirement

9. Superintendent’s Report

- Garden State Equality
- Revised QSAC District Improvement Plan
- PARCC – scores were reported to be poor state-wide but the results may be available by January 2016.
- Tricky Tray was great.
- The staff participated in professional development for Maker Spaces.
- Ms. Simmons will be accepting a SAIF award on behalf of the school district at the NJSBA conference. The award also comes with a monetary amount of \$2,500.

10. Presentation / Reports

N/A

11. Business Administrator’s Report

The budget process will begin next month.

12. Public Discussion

- Ms. Gully reported on the Home Coming dance at Dover HS.

Vice President Bridget Mauro motioned for a consent agenda of all agenda items 13 through 17 be brought to the table. Motion seconded by Jill Del Rio.

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 \$588,339.39 plus \$303,418.42 for the **September** 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)	\$151.50
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 September**, 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 September** 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, the district went out for competitive contract for **Food Services** for the 2015-2016 school year. Request for proposals were advertised and proposals were received on June 10, 2015 with one proposal submitted;

BE IT RESOLVED, that the board accepts the recommendation of the Business Administrator and award the food service contract to **Mashio's Food Services**, 525 East Main Street, Chester, New Jersey 07930, at an annual rate of \$6,759.00 or \$675.90 per month for ten (10) months. "Mashio's guarantees a no cost or breakeven food service operation, including the management fee."

- 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)

- f. **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.

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 the **revised QSAC District Improvement Plan (DIP)**.
- 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
1830949552	Inclusive Learning Academy	\$39,641.91	11/21/14 - 6/30/15	N/A

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the list **2015-2016 proposed field trips**, which is attached and made part of this resolution by reference. (Attached)

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
11-16-15	Adam Zygmunt	Motivation Breakthrough Rockaway	\$149.00	\$3.23	\$152.23
12-4-15	Melissa Simmons	2015 Year in Review, Neptune	\$99.00	\$42.83	\$141.83
12-4-15	Melissa Simmons	Payroll Workshop, Neptune	\$99.00	-0-	\$99.00
12-4-15	Debra Hanley	Payroll Workshop, Neptune	\$99.00	\$42.83	\$141.83
1-22-16	Melissa Simmons	OPRA & Records Management, Neptune	\$99.00	\$42.83	\$141.83
2-25-16	Lauren Snarski	Dealing with Angry & Irate Parents, Randolph	\$150.00	-0-	\$150.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the annual facilities **Comprehensive Management Plan and M-1 report**, for submission to the Executive County Superintendent of Schools.

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 accepts the **resignation of Janetteflice Leeds, Special Education Teacher**, for the purpose of **retirement**, effective July 1, 2016.
- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **resignation of Kimberly Woodruff, Instructional Aide**, effective October 14, 2015.
- c. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **appointment of Victoria Mrasz, Instructional Aide** effective October 27, 2015.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Diana Carroll**, long term substitute teacher, BA Step 1, \$52,150.00, pro-rated, effective October 27, 2015.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the 2015-2016 school year as indicated below at the following rates:
 Teacher Certificate: \$85/day; \$95/day after 10 days
 Substitute Credentials: \$80/day; 90/day after 10 days
 Nurse: \$150/day
 Aide: \$12/hour

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE
Laura Tango		X		X
Sibi Saenz de Viteri		X		
Melanie Rathjens		X		X
Kimberly Kurz	X			

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

Position	Name	Hours	Compensation
STEP Mentor (Title I)	Theresa Steele	1 hour/week for 30 weeks	\$32.01/hour
STEP Mentor (Title I)	Melissa Teller	1 hour/week for 30 weeks	\$32.01/hour
Student Council Advisor	Ruthie Champagne		\$350.00

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 Second 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, accepts the recommendation of the Superintendent and approves the **2015-2016 District Goals** as follows:

1. Increase student achievement/performance from last year in English Language Arts using multiple assessments.
2. Improve the student-community connection.
3. Improve community relations through effective communication.
4. Explore developing contemporary learning spaces.

c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2015-2016 Board Goals** as follows:

1. Improve the Board meeting process and atmosphere.
2. Streamline communication.
3. Explore bringing back 7th and 8th grades into the district.

Consent Agenda Motion vote

Motion of: Bridget Mauro 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
Table 16 d 5-0	Yes	Yes	Yes	Absent	Yes	Yes	Absent

Motion of: Bridget Mauro Seconded by: Jill Del Rio including addendum items 13f & 17 b & c.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro	Mary Jo Walilko
Agenda items 13-17 5-0	Yes	Yes	Yes	Absent	Yes	Yes	Absent

18. BUILDINGS AND GROUNDS

Denise Jiménez-Arias Bridget Mauro, Mary Jo Walilko

N/A

19. Dover Report

Peter Bruseo, Mary Jo Walilko

Dover reported that PARCC test scores statewide are poor.

20. MHEF Report

Jill Del Rio, Denise Jiménez-Arias

N/A

21. Old Business

N/A

22. New Business

N/A

23. Public Discussion

N/A

24. Executive Session

N/A

25. Adjournment

On the motion of Bridget Mauro seconded by Denise Jiménez-Arias, the Board adjourns the meeting at 7:24 p.m.

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	Absent	Yes	Yes	Absent

Respectfully Submitted

Melissa Simmons
Business Administrator/Board Secretary