

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REORGANIZATION AND REGULAR MEETING
May 9, 2011

1. Opening Statement

The Annual Reorganization and Regular Meeting of the Mine Hill Township Board of Education will be called to order at 7:30 PM on May 9, 2011, by Board Secretary, Ms. Katine Slunt. Adequate notice of the date and time for this meeting was advertised in the Daily Record on May 3, 2011, in compliance with the Open Public Meetings Act.

2. Pledge of Allegiance

ANNUAL REORGANIZATION MEETING OF THE MINE HILL
TOWNSHIP BOARD OF EDUCATION

3. Election Results- April 27, 2011

For seats on the Board of Education:

| Candidate for Three 3-year Terms | Votes |
|---|--------------|
| Mary Jo Walilko | 215 |
| Patricia Hernandez | 236 |
| Tonya Hopson | 156 |
| Write-In Candidates: | Votes |
| Richard Mates | 6 |

On the \$5,836,996 General Fund tax levy for 2011-2012

| | |
|------------|-----|
| Yes | 276 |
| No | 107 |

4. School Business Administrator/Board Secretary, Mrs. Katine Slunt, will administer the Oath of Office to the newly elected Board members.

5. Roll Call

| | | |
|---|---|--|
| Caryn Battaglia <input type="checkbox"/> | Steve Hoh <input type="checkbox"/> | Mary Jo Walilko <input type="checkbox"/> |
| Jill Del Rio <input type="checkbox"/> | Denise Jiménez-Arias <input type="checkbox"/> | |
| Patricia Hernandez <input type="checkbox"/> | Bridget Mauro <input type="checkbox"/> | |

6. Election of President

The Board Secretary declares nominations are in order for the position of President.

Nomination: _____ is nominated by _____, seconded by _____.
 _____ is nominated by _____, seconded by _____.

| Vote for President | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|---------------------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| Name: | | | | | | | |
| Name: | | | | | | | |

Election Results:

_____ is elected President of the Mine Hill Township Board of Education.

7. Board President Takes Chair

8. Election of Vice President

The President declares nominations are in order for the position of Vice President.

Nomination: _____ is nominated by _____, seconded by _____.
 _____ is nominated by _____, seconded by _____.

| Vote For Vice President | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|--------------------------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| Name: | | | | | | | |
| Name: | | | | | | | |

Election Results:

_____ is elected Vice President of the Mine Hill Township Board of Education.

9. Correspondence

- Letter from Governor Christie

10. Superintendent's Report

11. Board Discussion/Reports

12. Business Administrator's Report

13. Public Discussion

14. Reorganization Action Items

- a. Consider approving the official designation of an abstention as a non-vote.
- b. Consider approving the following committee and administrative appointments:

| Assignment | Members Assigned |
|--|------------------|
| Finance | |
| Buildings and Grounds | |
| Curriculum and Student Activities | |
| Community and Public Relations | |
| Personnel and Negotiations | |
| Operations | |
| Delegates to NJSBA and Morris County School Boards Association (2) | |
| Mine Hill Educational Foundation Liaison | |

- c. Consider approving the following appointments by the Board of Education, which are in effect until the next reorganization meeting or until changed by resolution:

| Position | Appointment |
|--|--|
| Attorney | Schwartz, Simon, Edelstein, Celso and Zitomer, LLC |
| Board Secretary | Katine Slunt |
| Assistant Board Secretary | Ernest Palestis |
| Auditor | Vincent Montanino VM Associates |
| Medical Inspector/School Physician | Dr. Mark Quadrel Internal Medicine Associates |
| Bond Counsel | Lisa Gorab Wilenz, Goldman and Spitzer |
| Architect | SSP Architectural Group |
| School Attendance Officer | Jeffrey Oster |
| Affirmative Action Officer | Gregory Hobough |
| Public Agency Compliance Officer | Katine Slunt |
| Custodian of Public Records | Katine Slunt |
| Safety Compliance Officer | Katine Slunt |
| 504 Coordinator | Gregory Hobough |
| Psychological Examiner | Leigh McCulloch |
| Integrated Pest Management Coordinator | Katine Slunt |
| Homeless Liaison | Gina Naclerio |
| DYFS Liaison | Gina Naclerio |

| | |
|--|---|
| Agent of Record-Health Benefits | NJ School Employees Health Benefits Plan |
| Agent of Record-Worker's Compensation | Morris Essex Insurance Pool |
| Agent of Record-Insurance <ul style="list-style-type: none"> • Legal Liability • Commercial Property Liability • Umbrella | Brown and Brown of NJ, Inc. (NJ School Boards Insurance Group) |
| Agent of Record-Legal Bond | Brown and Brown of NJ, Inc. (Selective Insurance) |
| Agent of Record-Voluntary Student Insurance | T.L. Groseclose Associates, Inc. |
| Agent of Record-Dental Insurance | Horizon Healthcare Dental Services |
| Disability Insurance | Prudential Financial |
| Tax Sheltered Annuity | Lincoln Financial Group |
| Tax Sheltered Annuity | AXA Equitable |
| Tax Sheltered Annuity | AIG Valic |

- d. Consider approving the appointment of the Daily Record as the Board's legal newspaper for the 2011-2012 school year.
- e. Consider approving the authorization of the Business Administrator to advertise for bids as needed during the 2011-2012 school year as required by the Public School Contracts Law.
- f. Consider approving the election of _____ as a member of the Dover Board of Education.
- g. Consider approving the appointment of _____ as the Board Representative and _____ as the Alternate Representative to the Educational Services Commission of Morris County.
- h. Consider approving the adoption of the New Jersey School Board Member Code of Ethics:
 1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 3. I will confine my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they run well.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

And be it

FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- i. Consider adopting the following schedule of Conference/Action meetings on the second Monday and Regular meetings on the fourth Monday of each month, with exceptions for school holidays. Meetings are held in the Educational Media Center of the Canfield Avenue School and begin at 7:30 pm. Any changes from this schedule will be advertised.

| Month | Conference/Action Meeting | Regular Meeting |
|------------------|----------------------------------|------------------------|
| MAY | Monday, May 9 | Monday, May 23 |
| JUNE | Monday, June 13 | Monday, June 27 |
| JULY | | Monday, July 18 |
| AUGUST | | Monday, August 22 |
| SEPTEMBER | Monday, September 12 | Monday, September 26 |
| OCTOBER | | Monday, October 17 |
| NOVEMBER | Monday, November 14 | Monday, November 28 |

| | | |
|-----------------|------------------------------|-----------------------------------|
| DECEMBER | Thursday, December 15 | Joint meeting in Mine Hill |
| JANUARY | Monday, January 9 | Monday, January 23 |
| FEBRUARY | Monday, February 13 | Monday, February 27 |
| MARCH | Monday, March 12 | Monday, March 26 |
| APRIL | | Monday, April 23 (Re-org) |

- j. Consider approving the establishment of the Mine Hill Township School District Petty Cash in the amount of \$ 200.00 with the approved signatures of the Superintendent or Business Administrator.
- k. Consider the approval of the adoption of all existing policies, bylaws and administrative regulations in effect this date for the 2011-2012 school year.
- l. Consider the approval of the re-establishment of the minimum requirement for full-time status employment to be 35 hours or more per week, in compliance with N.J.A.C. 17:9.
- m. Consider the approval of the adoption of the following curricula and co-curricular programs for the 2011-2012 school year:

| Academic | Support | Extracurricular |
|---|---------------------------|-------------------------------|
| Language Arts Literacy (includes reading, language arts, spelling, penmanship and study skills) | Basic Skills Instruction | Accelerated Reader |
| Mathematics (includes Pre-Algebra) | Child Study Team Services | Band |
| Science | D.A.R.E. | Jump Ahead |
| Social Studies (includes NJ studies) | Enrichment | Student Council |
| Art | School Counseling | Yearbook |
| Health | Resource Center | 6 th Grade Advisor |
| Instrumental Music | Speech | STEP Program |
| Library/Media | Bully Busting | |
| Kindergarten | Self-Contained | |
| Physical Education | Achieve3000 | |
| American Sign Language | Study Island | |
| Technology | | |
| Vocal Music/Chorus | | |
| Non Violent Crisis Intervention (Crisis Preventative Institute Program) | | |

- n. Consider approving the adoption of all textbooks as outlined in the attached document. (Attachment 1)
- o. Consider approving the adoption of the following resolution:

RESOLVED, the Mine Hill Board of Education recognizes the Mine Hill Teachers Association as the official bargaining unit for the positions specified in each of the organization's recognition clause.
- p. Consider approving the adoption of the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now, therefore be it

RESOLVED, the Business Administrator be authorized to make transfers among budgetary line item accounts to be reported to the Board of Education at its next regular meeting.

- q. Consider approving the following resolution:

WHEREAS, certain utility and telephone service accounts often become delinquent, and early childhood preschool centers experience financial hardship as a result of payments made at the end of the month following Business Meeting; be it

RESOLVED, the Board of Education authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors, including electric and gas utility companies, telephone service providers and out-of-district special education schools; and be it

FURTHER RESLOVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent.

- r. Consider approving the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Katine Slunt, Board Secretary, to proceed with Valley National to establish the following accounts:

| Valley National Bank | # | Signatories |
|-----------------------------|---|--|
| General Operating Account | 3 | Mary Jo Walilko (Board President), Katine Slunt <u>and</u> Ernest Palestis |
| Deduction Payroll Account | 2 | Katine Slunt <u>or</u> Ernest Palestis |
| Net Payroll Account | 3 | Mary Jo Walilko (Board President), Katine Slunt <u>and</u> Ernest Palestis |
| Special Milk Account | 2 | Katine Slunt <u>or</u> Ernest Palestis |
| SUI Premium Savings Account | 2 | Katine Slunt <u>or</u> Ernest Palestis |
| Elementary Account | 2 | Katine Slunt <u>or</u> Gregory Hobaugh |
| EMC Account | 2 | Katine Slunt <u>or</u> Gregory Hobaugh |

Motion_____Seconded_____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

REGULAR MEETING OF THE MINE HILL TOWNSHIP BOARD OF EDUCATION

15. Consider accepting the **minutes** of the Regular meeting held on April 25, 2011.

Motion_____Seconded_____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

16. FINANCE Steve Hoh, Patricia Hernandez

- a. Consider approving the **payment of bills from the General Operating Account** in the amount of \$91,235.38. (Attachment 2)
- b. Consider approving the **Second Reading** of the following policies and regulations: (Attachment 3)
 - 6150 Tuition Income
 - 6220 Budget Preparation
 - 6311 Contracts for Goods or Services Funded by Federal Grants
 - 6820 Financial Reports
- c. Consider approving the following **Workshop Travel Request:**

| Name of Participant | Activity | Date | Location | Cost | Mileage (.31 per mile) | Total Cost to District |
|---------------------|---------------------|---------|-----------------|-------|---------------------------|---------------------------|
| Gregory Hobaugh | ipad Workshop | 8/23/11 | Monroe Township | \$799 | 102 | \$831.00 |
| Gregory Hobaugh | Present Dodge Grant | 6/7/11 | Monroe Township | n/a | 102 | \$32.00 |

Motion_____Seconded_____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

17. CURRICULUM AND STUDENT ACTIVITIES Denise Jiménez-Arias, Jill Del Rio

- None

18. OPERATIONS Jill Del Rio, Mary Jo Walilko

- a. Consider approving the **Draft of the 2011-2012 School Calendar** which is attached to and made part of this resolution by reference. (Attachment 4)
- b. Consider approving the **Draft of the 2011-2012 12 Month Employee Calendar** which is attached and made part of this resolution by reference. (Attachment 5)
- c. Consider approving the Child Study Team’s **“Procedure for a Specific Learning Disability Eligibility”** which is attached to and made part of this resolution by reference. (Attachment 6)

Motion_____Seconded_____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

19. PERSONNEL Patricia Hernandez, Steve Hoh

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, 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. Upon the recommendation of the Superintendent, consider approving the **Second Reading** of the following policies and regulations: (Attachment 7)
 - 1230 Superintendent's Duties
 - 3144 Certification of Tenure Charges

- b. Upon the recommendation of the Superintendent, consider approving the following appointment of **new Substitute Teachers** for the 2010-2011 school year:

| | | |
|----------------|-----------------|-----------------------|
| Michelle Breda | \$75.00 per day | \$85.00 after 10 days |
|----------------|-----------------|-----------------------|

- b. Upon the recommendation of the Superintendent, consider approving the **tenured teaching staff listed in Attachment 8 for renewal** for the 2011-2012 school year. (Attachment 8)

- c. Upon the recommendation of the Superintendent, consider approving the **non-tenured teaching staff listed in Attachment 8 for renewal** for the 2011-2012 school year. (Attachment 8)

- d. Upon the recommendation of the Superintendent, consider approving the **non-unit staff listed in Attachment 9 for renewal** for the 2011-2012 school year. (Attachment 9)

Motion_____Seconded_____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

20. COMMUNITY AND PUBLIC RELATIONS

Caryn Battaglia, Denise Jiménez-Arias

- None

21. BUILDINGS AND GROUNDS

Bridget Mauro, Caryn Battaglia

a. Consider approving the **use of facilities** for the following:

| Organization | Facility Requested | Date(s) | Purpose |
|----------------------|--------------------|---------------|----------------|
| Mine Hill Recreation | Gym | June 13, 2011 | Soccer Closing |

Motion _____ Seconded _____

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |

22. Dover Report

Bridget Mauro

23. MHEF Report

Caryn Battaglia

24. Old Business

25. New Business

26. CLOSED SESSION

On the motion of _____ seconded by _____ at _____ PM, 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 4 and 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

27. RETURN TO REGULAR SESSION

On the motion of _____ seconded by _____ at _____ PM, the Board returns to the regular session meeting.

28. Public Discussion

29. ADJOURNMENT

On the motion of _____ seconded by _____, the Board adjourns the meeting at _____ PM.

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Steve Hoh | Denise Jiménez-Arias | Bridget Mauro | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|-----------|----------------------|---------------|-----------------|
| | | | | | | | |