

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
December 14, 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	Joseph Heredia	Yes
Peter Bruseo	Yes	Denise Jiménez-Arias	Yes
Jill Del Rio	Yes	Bridget Mauro	Yes

5. Executive Session

On the motion of Bridget Mauro seconded by Katie Bartnick at 6:34 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;*

Specifically to discuss the pending contracts.

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.

6. Return to Regular Session

On the motion of Bridget Mauro seconded by Katie Bartnick at 7:04 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
6-0	Yes	Yes	Yes	Yes	Yes	Yes

- Interviews were held with the 2 board member candidates that sent in letters of interest for the position of Board Member, Karen Bruseo and Joan Cirella.
- On the motion of Bridget Mauro and seconded by Katie Bartnick a voice vote was taken to go into **Closed Session to deliberate the for the vacant board member seat and to discuss the Contract of Carolina Rodriguez.**
Voice Vote: All Yes - at 7:19 p.m.
- On the motion of Bridget Mauro and seconded by Katie Bartnick at 7:59 p.m. the Board **returns to regular session meeting.**
- On the motion of Bridget Mauro and seconded by Denise Jimenez-Arias it is recommended **to appoint Karen Bruseo to the vacant seat on the Board of Education.**

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

- Ms. Simmons administered the **Oath of Office to the position of Board Member to Ms. Karen Bruseo.** Ms. Bruseo takes her seat as Board Member.

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **closed session minutes** of the meeting held on **November 23, 2015.**

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
6-0-1	Yes	Yes	Abstain	Yes	Abstain	Yes	Yes

- b. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **November 23, 2015.**

Motion of: Bridget Mauro Seconded by: Denise Jimenez-Arias

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
6-0-1	Yes	Yes	Abstain	Yes	Yes	Yes	Yes

8. **Correspondence**

N/A

9. **Superintendent's Report**

- Great Holiday Concerts by the students and Mr. Richardson.
- The Office of School Preparedness and Emergency Planning came in and performed an emergency drill at the school in order to review the protocols for drill and make recommendations for improvements and additional safety measures that can be taken. Overall the OSPEP was pleased with what the school has in place.
- The NCLB Act is gone and has been replaced with the Every Student Succeeds Act. More details to follow.
- Thank you to Ms. Simmons for your contributions to the Mine Hill School District.
- We welcome Carolina Rodriguez as the new Business Administrator.

10. **Presentation / Reports**

11. **Business Administrator's Report**

- Donations of plants from the Mine Hill/Wharton Rotary
- Audit - Lerch, Vinci & Higgins LLC Presentation

12. **Public Discussion**

- Ms. Gully – noted the holiday concerts at Dover Middle and High School.

13. **FINANCE**

Denise Jiménez-Arias, Bridget Mauro

- 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 \$493,051.35 plus \$304,766.89 for the **November** 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)	\$1,763.05
Food Service Fund	\$15,481.85
Student Activity Fund (Canfield School Account)	\$1,834.03

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of November**, 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 November** 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 bathrooms in the first grade hallway have flush valves that do not function proper which leads to the need of excess repairs;

WHEREAS, the cost to **replace all of the toilet and urinal flush valves** is \$13,110.00.

BE IT RESOLVED, that Robert Griggs Plumbing and Heating, LLC part of the MCESC and HCESC contract number SER-09C, has been awarded the contract from the Hunterdon County Educational Services Commission;

BE IT FURTHER RESOLVED, that the monies to cover this project be **withdrawal from the maintenance reserve** in the amount of \$13,110.00.

- e. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report** on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2015; and

WHEREAS, the Auditor conducted an exit conference with the administration and publically presented the annual audit to the Board of Education; and

WHEREAS, as part of the public presentation, the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2015 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

- f. RESOLVED, that the Board of Education approves the **Horizon Dental Plan renewal contract for the period of 02/01/2016 to 01/31/2017**, renewal summary of rates as follows:

Coverage Type	Current Rates	Renewal Rates	Change in Premium
Single	\$40.05	\$40.05	\$0.00
2 Adults	\$80.08	\$80.08	\$0.00
Family	\$128.15	\$128.15	\$0.00
Parent/Child	\$74.08	\$74.08	\$0.00

- g. RESOLVED, that the Board of Education approves the **employment contract with Carolina Rodriguez, Business Administrator/Board Secretary for the period beginning on or about February 16, 2016 through June 30, 2016** for the Mine Hill school district, as authorized by the Executive County Superintendent on December 10, 2015, per the contract which is available for review in the business office and made part of this resolution by reference.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
7-0	Yes	Yes Abstain from Check# 4967	Yes	Yes	Yes	Yes	Yes

14. INSTRUCTION / CURRICULUM *Katie Bartnick, Jill Del Rio*

15. OPERATIONS *Katie Bartnick, Jill Del Rio*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Nursing Service Plan for the 2015-2016 school year**, which is made part of this resolution by reference. (Available for review in the business office).
- b. 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
1-13-16	Susan Charlton	NJECC Annual Conference Montclair	\$110.00	\$17.36	\$127.36
2-1 & 2-8-16	Adam Zygmunt	Evidence-Centered Leadership Conference, New Providence	\$350.00	\$27.28	\$377.28
2-1 & 2-8-16	Lee Nittel	Evidence-Centered Leadership Conference, New Providence	\$350.00	\$27.28	\$377.28

Motion of: Bridget Mauro Seconded by: Denise Jiménez-Arias

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
6-0-1	Yes	Yes	Abstain	Yes	Yes	Yes	Yes

16. **PERSONNEL** *Denise Jiménez-Arias, Bridget Mauro*

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 Dr. Brent Forward, MD, School Physician**, at a rate of \$3,500.00 annually, pro-rated, effective January 1, 2016.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Diana Carroll**, Kindergarten teacher, for the 2015-2016 school year, BA Step 1, \$52,150.00, with benefits, pro-rated, effective February 16, 2016.
- c. WHEREAS, under the **Family and Medical Leave Act (FMLA)** requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees to care for oneself, the employee's spouse, son, daughter or parent, who has a serious health condition;

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the letter for the purpose of **Intermittent Family Leave Care**, from Lucrezia Olivo, second grade teacher, effective December 9, 2015.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Alexandra Cetrulo, to conduct classroom observation** with Mrs. Nunnermacker, grade 4 teacher, as part of her teacher training program through Bloomsburg University.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Ivonne Martinez, Spanish Teacher**, for the 2015-2016 school year, BA Step 1, \$52,150.00, with benefits, pro-rated, effective January 4, 2016.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves payment to **Beth Ondish for the Title I, Project Read Public Information Meetings**, to be held in the Fall and Spring, at a rate of \$32.01 per hour, up to one hour.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Jessica Cicchino as teacher advisor for the before and after school programs** listed below for the 2015-2016 school year:

Position	Hours	Compensation
STEP Mentor (Title I)	1 hour/week for 30 weeks	\$32.01/hour
Lego Club	Up to 1.5 hours/week January-June (based on participation)	\$32.01/hour

- h. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statute and code for **Waiver of Coverage** for all health benefits (family coverage) during the 2015-2016 school year for the following employees:

Employee Name	Amount to be paid
Carter-Munson, Zorina	\$2,500.00
Eastman, Michelle	\$2,500.00
Mongrella, Carmita	\$2,500.00
Nittel, Lee	\$5,000.00
Ondish, Beth	\$2,500.00
Ramacciotti, Jill	\$2,500.00
Snarski, Lauren	\$2,500.00

- i. 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/Clerical: \$12/hour

Substitutes Name	Teacher Certification	NJ Sub Certificate	Nurse	Clerical/Aide
Rhett Munson				X
Nicholas Simmons				X

Motion of: Bridget Mauro Seconded by: Denise Jimenez-Arias

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jimenez-Arias	Bridget Mauro
4-1-1	No on b. Yes	Yes	Abstain	Yes	Abstain on a. Yes	Yes	Yes

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

18. BUILDINGS AND GROUNDS *Denise Jimenez-Arias Bridget Mauro*
 N/A

19. Dover Report *Peter Bruseo*
 N/A

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

21. Old Business

- A board member mentioned that Mayor Sam asked if the district would pay for street lamps for the sidewalk by the school. It was noted that the request would wait until the new Business Administrator starts.

22. New Business

RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for new board members to attend **NJ School Boards Association Governance I: New Board Member Orientation Weekend**, January 8, 2016 to January 10, 2016 as listed below:

Board Member	Meals	Lodging*	Mileage	Misc.	Total Cost	Reimbursement
Katie Bartnick	\$29.50/day (Fri & Sun) \$59.00 (Sat) Total: \$118.00	\$408.00	\$29.70	\$50.00	\$605.70	\$197.70
Deborah Giordano	\$29.50/day (Fri & Sun) \$59.00 (Sat) Total: \$118.00	\$408.00	\$29.70	\$50.00	\$605.70	\$197.70

*Lodging paid for by district

- **Board members waive costs for reimbursement.**

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
6-0-1	Abstain	Yes	Yes	Yes	Yes	Yes	Yes

23. Public Discussion

N/A

24. Executive Session

On the motion of Bridget Mauro seconded by Denise Jimenez-Arias at 8:53 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*
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- 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. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

- Inter-district Agreements

25. Return to Public Session

On the motion of Bridget Mauro seconded by Jill Del Rio at 9:54 p.m. the Board returns to the regular session meeting.

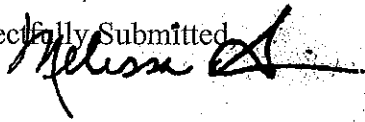
Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

26. Adjournment

On the motion of Bridget seconded by , the Board adjourns the meeting at 9:56 p.m.

Roll Call Vote	Katie Bartnick	Peter Bruseo	Karen Bruseo	Jill Del Rio	Joseph Heredia	Denise Jiménez-Arias	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted



Melissa Simmons
Business Administrator/Board Secretary

[Handwritten signature]