

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 5, 2016

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 6:30 p.m. on Tuesday, January 5, 2016 by Business Administrator/Board Secretary, Melissa Simmons. Adequate notice of the date and time for this meeting was advertised in the Daily Record on January 21, 2015, in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Business Administrator, Melissa Simmons, will report the results of the annual school election held on November 3, 2015, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Katie Bartnick	296
Deborah Giordano (Write-In)	18
Denise Jiménez-Arias (Write-In) WITHDRAWN	16
Bridget Mauro (Write-In)	16

- Letter of Withdrawal from Denise Arias-Jiménez

3. School Business Administrator/Board Secretary, Melissa Simmons, administered the Oath of Allegiance to the newly elected Board Members Katie Bartnick, Deborah Giordano and Bridget Mauro.

4. Roll Call

6:34 p.m. call to order, no quorum. Meeting called to order at 6:42 PM.

Katie Bartnick	Yes	Deborah Giordano	(to be sworn in)
Karen Bruseo	Yes.	Joseph Heredia	Yes
Peter Bruseo	Yes	Bridget Mauro	Yes
Jill Del Rio	Yes - 6:48 p.m.		

5. Flag Salute

6. Election of President

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

Nomination: Jill Del Rio is nominated by Joseph Heredia, seconded by no one, no vote taken

Bridget Mauro is nominated by Karen Bruseo, seconded by Katie Bartnick

Vote for President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
Name: Jill Del Rio							
Name: Bridget Mauro	Yes	Yes	Yes	Yes	Yes	No	Yes

Election Results:

Bridget Mauro 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: Jill Del Rio is nominated by Bridget Mauro, seconded by Katie Bartnick

Vote for Vice President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
Name: Jill Del Rio	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Name:							

Election Results:

Jill Del Rio is elected Vice President of the Mine Hill Township Board of Education.

9. Board Vice President takes Chair

10. Reorganization Action Items

- a. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote.**
- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments:**

Assignments	Member(s) Assigned
Building & Grounds Committee	Katie Bartnick, Pete Bruseo, Bridget Mauro
Curriculum and Instruction Committee	Katie Bartnick, Jill Del Rio, Bridget Mauro
Finance Committee	Karen Bruseo, Joe Heredia, Bridget Mauro
Negotiations Committee	TBD
Personal Committee	Jill Del Rio, Debbie Giordano, Bridget Mauro
Policy Committee	Debbie Giordano, Joe Heredia, Bridget Mauro
Delegates to NJSBA and Morris County School Boards Association (2)	Katie Bartnick, Bridget, Mauro
Mine Hill Educational Foundation Liaison	Karen Bruseo & Jill Del Rio

- c. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the election of Peter Bruseo as a member of the Dover Board of Education.**
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the appointment of Karen Bruseo as the Board Representative and Bridget Mauro as the Alternate Representative to the Educational Commission Services of Morris County.**

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves 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. **(Read by Karen Bruseo)**
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. **(Read by Pete Bruseo)**
3. I will confirm 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. **(Read by Debbie Giordano)**
4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well. **(Read by Bridget Mauro)**
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. **(Read by Joseph Heredia)**
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. **(Read by Jill Del Rio)**
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 aspiration of the community for its school. **(Read by Katie Bartnick)**
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer. **(Read by Karen Bruseo)**
9. I will support and protect school personnel in proper performance of their duties. **(Read by Pete Bruseo)**
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. **(Read by Debbie Giordano)**

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.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 5, 2016- Reorganization and Monday, January 25, 2016
February	Monday, February 22, 2016
March	Monday, March 14, 2016 and Monday, March 21, 2016
April	Monday, April 11, 2016 - Budget Public Hearing and Monday, April 25, 2016
May	Monday, May 9, 2016
June	Monday, June 6, 2016 and Monday, June 20, 2016
July	Monday, July 25, 2016
August	Monday, August 8, 2015 - Board Retreat and Monday, August 22, 2016
September	Monday, September 26, 2016
October	Monday, October 24, 2016
November	Monday, November 21, 2016
December	Monday, December 19, 2016

AND ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Melissa Simmons* - Carolina Rodriguez
Assistant Board Secretary	Lee Nittel
Auditor	Lerch, Vinci & Higgins, LLC
Treasurer of School Monies	Lisa Palmieri
Attorney	Andrew Brown, Schwartz, Simon Edelstein and Celso, LLC
Engineer	Anthony Gallerano, Harbor Consultants, Inc.
Medical Inspector/School Physician	Brent Forward, Internal Medicine Associates
School Attendance Office/Money Guard	Jeffrey Oster
Affirmative Action Officer	Adam Zygmunt
Public Agency Compliance Officer	Melissa Simmons* - Carolina Rodriguez
Custodian of Public Records	Melissa Simmons* - Carolina Rodriguez
Safety Compliance Officer	Melissa Simmons* - Carolina Rodriguez
504 Coordinator	Lauren Snarski
Integrated Pest Management Coordinator	Melissa Simmons* - Carolina Rodriguez
Homeless Liaison	Lauren Snarski
DCP&P Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Adam Zygmunt
Agent of Record-Health Benefits	Brown & Brown/Fortitude
Agent of Record-Dental Insurance	Brown & Brown/Fortitude
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Melissa Simmons* - Carolina Rodriguez
Right to Know Coordinator	Melissa Simmons* - Carolina Rodriguez
Asbestos/AHERA Coordinator	Melissa Simmons* - Carolina Rodriguez
Chemical Hygiene Officer	Melissa Simmons* - Carolina Rodriguez
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Melissa Simmons* - Carolina Rodriguez

*Melissa Simmons until 2-15-16, Carolina Rodriguez on or before 2-16-16

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the establishment of the **Mine Hill Township School District Petty Cash in the amount of \$500.00**, with the approved signatures of the Superintendent or Business Administrator.

- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves 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.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of all textbooks/programs and current school curriculum** which is attached and made part of this resolution by reference. (Available for review in the principal's office)
- m. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

RESOLVED, the **Mine Hill Township 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.

- o. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves 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, that 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.

- p. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and 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, and be it

FURTHER RESOLVED, 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 per 18A:19-4.1

- q. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Carolina Rodriquez, Business Administrator/Board Secretary, as the Purchasing Agent** (Melissa Simmons until 2-15-16) until the next reorganization meeting or until changed by resolution; AND BE IT

FURTHER RESOLVED, to appoint the Purchasing Agent and authorization to award contracts up to the bid threshold and set quote threshold at 15% of the bid threshold amounts of \$29,000.00 and \$4,350.00 respectively according to 18A:18A-3.

- r. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding membership with **The Morris Essex Insurance Group (MEIG)**:

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Pool as permitted by NJ Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the Morris Essex Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved the Mine Hill Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- s. 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 Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

Lakeland Bank	#	Signatories
General Fund	3	Bridget Mauro, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent
Payroll Agency	2	Bridget Mauro, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent
Net Payroll	3	Bridget Mauro, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent

Cafeteria (Food Services)	2	Bridget Mauro , Board President, Melissa Simmons, BA* and Lee Nittel, Superintendent
SUI Trust Fund	2	Bridget Mauro Bridget Mauro, Board President, Melissa Simmons, BA* and Lee Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	2	Melissa Simmons, BA* and Adam Zygmunt, Canfield School Principal

*Carolina Rodriguez effective 2-16-16

- t. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the district's membership in the **Educational Services Commission of Morris County**, and authorize the district's participation in Educational Services Commission of Morris County programs, in accordance with fees established for 2016 included in the attached schedule and/or contracts for:

- Cooperative bidding services for the purchase of various goods and services for the year of 2016 as deemed appropriate by the Business Administrator/Board Secretary;
- Out-of-district transportation services for special education students attending extended school year programs during the summer of 2016;
- Health and Environmental Services cooperative;
- All Non-Public Services funded through State and Federal grants;
- Non-Public Transportation and Aid in Lieu of Transportation processing;
- Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
- Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.

- u. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the procurement of goods and services through the cooperative bidding services of Educational Data Services.

- v. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the **annual tuition rates** as follows:

PROGRAM	TUITION
Preschool	\$14,463*
Kindergarten*	\$14,463 *
Grades 1-5*	\$14,134 *
Grade 6*	\$14,580 *
MD Program	\$28,041

*Due to participation in the Interdistrict Public School Choice program, the district cannot accept any regular education tuition students in grades Kindergarten through Grade 6.

- w. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **District Emergency Plan**. (Available for review in the principal's office)
- x. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **travel limitation** of \$1,500.00 per expense for employee for regular business travel with a maximum travel limit of \$12,000.00.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6-1 g. Andy Brown	Yes	Yes	Yes	Yes	Yes	No	Yes

REGULAR MEETING OF THE MINE HILL TOWNSHIP BOARD OF EDUCATION

11. Correspondence

- Letter from Denise Jimenez-Arias

12. Superintendent's Report

- None

13. Business Administrator's Report

- Wellness Grant, Green Team, Bond refunding, ACA, NJ Clean Energy

14. Public Discussion

- Nancy Gulley - Middle School and High School concerts. December concert with Mine Hill students.
- Sam Morris - Andy Brown comment; open public meeting agenda comment.

15. FINANCE

- a. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **employment agreement with Melissa Simmons, Interim Business Administrator/Board Secretary for the period beginning on or about January 15, 2016 through February 29, 2016**, for the Mine Hill school district per the contract which is available for review in the business office and made part of this resolution by reference.
- b. **RESOLVED**, that the Board of Education accepts the recommendation of the Business Administrator and approves the **donation from a Canfield Avenue School parent** in the amount of \$95.25.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

16. INSTRUCTION / CURRICULUM

- a. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the 2015-2016 school year **Title Grants** as listed below: (Application available for review in the business office)

NCLB

Title I \$88,183.00
 Title II \$ 6,297.00
 Title III \$ 711.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the **2015-2016 school year IDEA Grant** as listed below:
 (Application available for review in the business office)

<u>Program Name</u>	<u>Award Amount</u>
Basic	\$107,852
Preschool	\$ 3,198

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

Date(s)	Employee	Conference/Workshop Location	Registration/ Lodging	Travel/ Parking	Estimate Total Expense
12-4-15	Debra Hanley	Payroll Workshop Neptune, NJ	\$99.00	\$42.83	\$141.83
12-9-15	Debra Hanley	Personnel Workshop Eatontown, NJ	-0-	\$39.62	\$39.62
12-9-15	Angela Sabatino	Personnel Workshop Eatontown, NJ	-0-	\$39.62	\$39.62
1-28-16 & 1-29-16	Lee Nittel	NJASA Techspo Conference Atlantic City, NJ	\$420.00 \$281.32	\$86.18 \$50.00	\$837.50
2-22-16	Cindy Pyrzynski	NJAHPERD Annual Conference Long Branch, NJ	\$110.00	\$42.78	\$152.78

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

17. OPERATIONS

- None

18. PERSONNEL

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 a corrected start date for **Ivonne Martinez, Spanish Teacher**, to be effective January 4, 2016.

- b. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves payment in the amount of \$4,558.00 to **Adam Zygmunt for Title Grant Coordinator**.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

19. POLICY/COMMUNITY& PUBLIC RELATIONS

- Green Policy - First Reading

20. BUILDINGS AND GROUNDS

- None

21. Dover Report

- None

22. MHEF Report

- None

23. Old Business

- Email the acceptance form for board communication
- Agenda to be sent on Friday before board meeting

24. New Business

- Committee Meetings must have notes
- Committee Meetings should be scheduled

25. Public Discussion

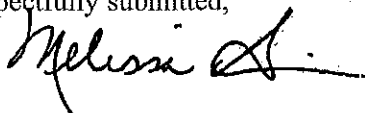
- None

26. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo at 9:12 p.m. the Board returns to the regular session meeting.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Joseph Heredia	Bridget Mauro
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Melissa Simmons
Business Administrator/Board Secretary