

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
February 22, 2016**

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 17, 2016 and copies of the agenda have been posted on the district web site and locations designated by the Board, and emailed to the Clerk of the Township of Mine Hill.

3. Flag Salute

4. Roll Call

Katie Bartnick	Yes	Debbie Giordano	Yes
Karen Bruseo	Yes	Joseph Heredia, Jr.	Absent
Peter Bruseo	Absent	Bridget Mauro	Yes
Jill Del Rio	Yes - 7:02 p.m.		

5. Executive Session

On the motion of Bridget Mauro seconded by Katie Bartnick (roll call 4-0) at 6:37 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 1. 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 6:50 p.m. the Board returns to the regular session meeting.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
4-0	Yes	Yes	Absent	Absent	Yes	Absent	Yes

- Temporarily abstaining from meeting, no quorum.

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **January 25, 2016**.

Motion of: Bridget Mauro Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
4-0	Yes	Yes	Absent	Absent	Yes	Absent	Yes

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **January 25, 2016**.

Motion of: Bridget Mauro Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
4-0	Yes	Yes	Absent	Absent	Yes	Absent	Yes

8. Correspondence

9. Superintendent's Report

- HIB Incident Report

10. Presentation / Reports

- Roxbury Lottery
- \$1,000 Lake Hopatcong Elks donation
- Data workshop attendance
- Plaque presentation for Denise Jiménez-Arias

11. Business Administrator's Report

12. Public Discussion

- Dorothy Quinn (representative of the teachers association), requested that someone else from the teachers organization be able to look at the calendar before it's approved
 - Table the school year calendar

- Kristine Kanzenbach, requested status of the school year budget 2016-2017 along with a recommendation for taping the meetings
- Nancy Gulley, discussed the PTA founders program and the Dover High School musical scheduled for March 18, 19 and 20
- Mark Richardson, presented an invitation for the March 9th concert

13. FINANCE

Karen Bruseo, Joe Heredia, 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 \$644,728.52 plus \$308,138.71 for the **January, 2016** 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	\$51.30
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 January**, 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 January** 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 Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.

- e. RESOLVED, by the Superintendent that the Board accepts the Lake Hopatcong Elks Special Children's Committee donation in the amount of \$1,000.00.
- f. RESOLVED, that the Board that the Board of Education accepts the recommendation of the Business Administrator 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 Insurance 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 that 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, 2016 to June 30, 2019.

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.

- g. WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the POOL'S Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statues and Administrative Regulations pertaining to the same.

2. The BOARD agrees to participate in the POOL with respect to Self-Insured Workers' Compensation and if applicable, to participate in the Insured Joint Purchasing Pool for Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agrees to renew membership in the POOL for the period of **three (3) years, the commencement of which shall be July 1, 2016.**
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the POOL the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the POOL, all of whom as a condition of membership in the POOL shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the POOL in accordance with the Bylaws thereof, this Agreement or any applicable Statute.
6. If the POOL in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fee and/or Court costs the BOARD agrees to reimburse the POOL for all such reasonable expenses, fees and costs on demand.
7. The BOARD and the POOL agree that the POOL shall hold all monies paid by the BOARD to the POOL as fiduciaries for the benefit of POOL claimants all in accordance with NJSA 18a;18b.
8. The POOL shall establish separate Trust Accounts for each of the following categories of risk and liability:
 - a) Claims or Loss Retention Fund
 - b) Administrative
 - c) Workers' Compensation Premium

The POOL shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the POOL'S Bylaws and such other Statutes as may be applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the POOL shall be obligated to execute this Agreement.

- h. BE IT RESOLVED by the School Board of Mine Hill Township, County of Morris, State of New Jersey, that it hereby appoints Carolina Rodriguez as the School Alliance Insurance Fund Commissioner; and

BE IT FURTHER RESOLVED that copies of this RESOLUTION be forwarded to the following:

1. Carolina Rodriguez
2. School Alliance Insurance Fund

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following out of district placement:

Student	School	School Year Tuition	Dates	Aides/Services
2671036897	Windsor Learning Center	\$27,641.46	1/28/16 - 6/24/16	N/A

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves pursuant to the Mine Hill Township Board of Education Policy 5199, **the following student to attend Roxbury High School as Mine Hill Township Board of Education paid tuition student**, September 2016 through June 2020. (No lottery was held as there was only one letter of interest received and one seat available)

Student	Lottery Position	Results
J. O.	First	attending

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

15. PERSONNEL *Jill Del Rio, Debbie Giordano, 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 **Lauren Snarks** for the extra-curricular stipend position of **Teacher in Charge** at a rate of \$100/day or \$50/half day effective February 1, 2016 through June 30, 2016, as needed.
- b. **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: \$70/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE
David Ake		X		
Tamara Dattolo		X		
Dorothy Inclendon (effective 2-1-16)			X	

- c. **RESOLVED**, that the Board of Education approves the recommendation of the Superintendent and accepts the **reinstatement of Barbara Walsh**, Instructional Aide, from a Family Medical Leave, beginning February 17, 2016 through February 22, 2016 working half day's and return to her full day schedule beginning February 23, 2016.
- d. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Brianna Mahoney**, to **conduct 20 hours of classroom observation**, between February 23, 2016 and April 30, 2016, as part of her teacher training program through the County College of Morris.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

16. POLICY / OPERATIONS

Debbie Giordano, Joseph Heredia, Bridget Mauro

- 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
2-23-16	Jeff Steidl	NJAPHERD Convention Long Branch, NJ	\$120.00	\$43.21	\$163.21
3-9-16	Karyl Meehan	MUJC Curriculum Council Meeting, New Providence	-0-	\$13.70	\$13.70
3-9-16	Dorothy Quinn	MUJC Curriculum Council Meeting, New Providence	-0-	\$13.70	\$13.70
3-9-16	Jill Ramacciotti	MUJC Curriculum Council Meeting, New Providence	-0-	\$13.70	\$13.70
3-9-16	Adam Zygmunt	MUJC Curriculum Council Meeting, New Providence	-0-	\$13.70	\$13.70

3-10-16	Lauren Snarski	PARCC Training Whippany, NJ	-0-	\$8.00	\$8.00
3-11-16	Ivonne Martinez	Technology Workshops Wayne, NJ	\$75.00	\$19.16	\$94.16
3-29-16	Ivonne Martinez	Technology Workshops Wayne, NJ	\$75.00	\$19.16	\$94.16
4-9-16	Noreen Vetter	NJSSNA Spring Conference Iselin, NJ	\$210.00	\$12.59	\$222.59

b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2016-2017 school year calendar**. (Available for review in the business office).

- Resolution was tabled and will be added to the next board meeting along with revisions.

Motion of: Bridget Mauro Seconded by: Debbie Giordano

c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2016-2017 twelve month employee calendar**. (Available for review in the business office).

Motion of: Bridget Mauro Seconded by: Debbie Giordano

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

17. BUILDING AND GROUNDS

Katie Bartnick, Pete Bruseo, Bridget Mauro

18. Dover Report

Peter Bruseo

19. MHEF Report

Karen Bruseo, Jill Del Rio

Next meeting will be held on February 29, 2016

20. Old Business

21. New Business

22. Public Discussion

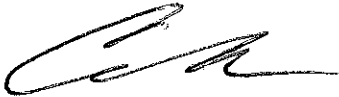
Kristine Kanzenbach requested the presence of a commissioner as a liaison to the next council meeting.

23. Adjournment

On the motion of Bridget Mauro seconded by Katie Bartnick, the Board adjourns the meeting at 7:19 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

Respectfully submitted,



Carolina Rodriguez
Board Secretary