

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
March 21, 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	Yes	Bridget Mauro	Yes
Jill Del Rio	Yes		

5. Executive Session

On the motion of Bridget Mauro seconded by Debbie Giordano at 6:38 p.m., the Board approves going into Regular Session. No items to discuss during executive session.

6. Return to Regular Session

On the motion of Bridget Mauro seconded by Debbie Giordano at 7 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
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **March 14, 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
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **March 14, 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
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

8. Correspondence

9. Superintendent’s Report

- LATIC presentation
- Presentation from the Karen Cortellino (President of MCSBA) on the benefits of the association
- PARCC testing, teacher had their training for the use of technology as well as benefit on the security plan

10. Presentation / Reports

11. Business Administrator’s Report

- Presented a brief overview of the items approved in tonight’s meeting

12. Public Discussion

- Nancy Gulley-High School Playbill

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 \$588,501.39 plus \$302,605.18 for the **February, 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)	\$1,647.88
Food Service Fund	\$24,480.47
Student Activity Fund (Canfield School Account)	\$1,059.85

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of February**, 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 February** 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. Preliminary Budget Resolutions

BE IT RESOLVED, that the tentative budget be approved for the 2016-2017 school year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2016-2017 TOTAL XPENDITURES	\$10,261,088	\$158,221	\$207,150	\$10,626,459
LESS: ANTICIPATED REVENUES	\$3,643,274	\$158,221	\$0	\$3,801,495
TAXES TO BE RAISED	<u>\$6,617,814</u>	<u>\$0</u>	<u>\$207,150</u>	<u>\$6,824,964</u>

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Educational Media Center at Canfield Avenue School, 42 Canfield Ave, Mine Hill New Jersey 07803 on April 25, 2016 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2016-2017 School Year.

AND Whereas, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

Whereas, N.J.A.C 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

Whereas, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

Whereas, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form:

And be it further resolved, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C 6A:23B-7.2(b), to a maximum expenditure of \$9,300 for all staff and board members.

Whereas, N.J.A.C. 6A:23a:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

Whereas, the tentative budget includes the following appropriations:

Architecture/Engineering	\$10,000
Legal	\$12,000
Audit	\$21,000
Physician	\$4,000
TOTAL	<u>\$47,000</u>

Be it further resolved, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital projects and the withdrawal of \$740,000.00 from the Capital Reserve to provide funding for the following projects for the 2016-2017 school year:

HVAC	\$630,000.00
PARKING LOT EXPANSION	\$100,000.00
RENOVATION OF JANITOR'S CLOSET	\$10,000.00
TOTAL WITHDRAWAL	<u>\$740,000.00</u>

Resolved, to approve the tuition rates for the 2016-2017 school year as follows:

Preschool/K	\$13,489
Grades 1-5	\$13,991
Grades 6-8	\$10,657
Special Ed MD	\$72,257

- e. WHEREAS, the Township of Mine Hill School District issued a contract to Wires Electrical shop in the amount of \$180,965.00 for the electrical upgrades at the Canfield Avenue school.

WHEREAS, Wires Electrical Shop has submitted a credit Change Order No. 2 for contract items and contract price in the amount of \$26,105.56 in order to remove from contract payment to JCP&L for transformer, decreasing the contract award from \$177,065.00 to \$150,959.44.

WHEREAS, Harbor Consultants has reviewed the change order and recommends approval.

WHEREAS, the Township of Mine Hill School District will be required to issue a contract for the installation of the transformer to JCP&L in the amount of \$26,105.56.

NOW, THEREFORE BE IT RESOLVED by the Board of Education of the Township of Mine Hill approves Change Order No. 2 and contract to JCP&L.

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
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

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

- a. BE IT RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following revised **Curriculum**:

Subject	Grade Level
Art	K-6
Library	K-6
Math	K-6
Science	1-6
Social Studies	1-6

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
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

15. OPERATIONS *Debbie Giordano, Joseph Heredia, Bridget Mauro*

16. PERSONNEL *Jill Del-Rio, Debbie Giordano, Bridget Mauro*

17. POLICY *Debbie Giordano, Joseph Heredia, Bridget Mauro*

18. BUILDINGS AND GROUNDS *Katie Bartnick, Pete Bruseo & Bridget Mauro*

19. Dover Report *Peter Bruseo*
No Report

20. MHEF Report *Karen Bruseo, Jill Del Rio*

21. Old Business
Scrapbook - newspaper article

22. New Business

Taping meetings to put on web

23. Public Discussion

24. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the Board adjourns the meeting at 8:06 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

Respectfully submitted,

Carolina Rodriguez
Board Secretary