

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**April 25, 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	6:35 p.m.	Debbie Giordano	Yes
Karen Bruseo	Yes	Joseph Heredia, Jr.	6:45 p.m.
Peter Bruseo	Yes	Bridget Mauro	Yes
Jill Del Rio	6:40 p.m.		

**5. Executive Session**

On the motion of Bridget Mauro seconded by Debbie Giordano at 6:32 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 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 7:00 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **March 21, 2016**. (No executive session)

Motion of: Bridget Mauro    Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

## 8. Correspondence

- Letter of Resignation

## 9. Superintendent's Report

- QSAC Update
- PARCC Status
- Wellness Fair postponed until October (date to be determined)

## 10. Presentation / Reports

- Budget Public Hearing  
Business Administrator answered questions from the public in regards to the school year 2016-2017 budget.

## 11. Business Administrator's Report

- Additional Board Meeting in May

On the motion of Bridget Mauro and Debbie Giordano to add a board meeting on Monday, May 23, 2016.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	No	Yes

## 12. Public Discussion

- Nancy Gulley-discussed PTA meeting and Dover National Honor Society
- Patricia Hernandez-discussed district's shared services with Morris Hills Regional School District

On the motion of Bridget Mauro and seconded by Jill Del Rio to end public discussion.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	No	Yes

### 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 \$548,470.70 plus \$307,157.78 for the **March, 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	\$15,009.09
Student Activity Fund (Canfield School Account)	\$1,059.85

- Karen Bruseo abstained to check #13941
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of March**, 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 March** 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 2016-2017 school year Shared Service Agreement** between the Morris Hills Regional School District and Mine Hill Board of Education for **Child Study Team Services** in the amount of \$110,260.00 and **Custodial Services** in the amount of \$147,944.00, in accordance with the contract which shall remain on file in the Business Office.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves that the Mine Hill Township School will not require **Lakeland-Andover School** to apply for and receive funding from the **NJ Child Nutrition Program** nor charge students for a reduced and/or paid meal for any classified students from Mine Hill Township in accordance with NJAC 6A:23-4(a)ii and iii during the **2016-2017 school year**.

**f. Adoption of 2016-2017 Final Budget**

BE IT RESOLVED, that the Mine Hill Township Board of Education approves the 2016-2017 school district budget for submission as follows:

General Fund	\$10,261,088
Special Revenue Fund	\$158,221
Debt Service Fund	\$207,150
<b>TOTAL</b>	<b>\$10,626,459</b>

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2016-2017 budget.

Current Expense Tax Levy	\$6,617,814
Debt Service Tax Levy	\$207,150
<b>TOTAL</b>	<b>\$6,824,964</b>

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
<b>TOTAL WITHDRAWAL</b>	<b>\$740,000.00</b>

Motion of: Bridget Mauro    Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	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 *revised* **World Language curriculum** for the Mine Hill School District.
- b. BE IT RESOLVED, that the Mine Hill Board of Education has **requested funding from the Mine Hill Education Foundation** for the following professional development opportunities:

**Programs and Expenditures**

Responsive Classroom	\$19,950.00
Learner Active Technology Infused Classroom	\$32,000.00
Readers' and Writers' Workshop	\$3,000.00
Math Workshop & EDM	\$3,000.00
<b>TOTAL COST</b>	<b>\$57,950.00</b>

**Anticipated Revenues**

General Budget	\$20,000.00
Anticipated Title II	\$6,000.00

**MHEF Request**

<b>Funding Request</b>	<b>\$31,950.00</b>
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- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Homebound Instruction contract between the Mine Hill Township Board of Education and the Town of Dover Board of Education** for the 2015-2016 school year at a rate of \$31.66 per hour with the number of hours to be determined on an individual basis. Homebound instruction provided for the student R.H, Grade 9 and student A.B, Grade 11.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Erin McCoy, Montclair State University practicum teacher, to observe two (2) elementary physical education lessons.**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a change in **Out-of-District placement** for:

Student SID	School	School Year Tuition	Dates	Aides or Services
3989061381	Shepard School	\$13,385.08	4/4/2016-6/16/2016	N/A

Motion of: Bridget Mauro    Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

**15. OPERATIONS**

*Debbie Giordano, Joseph Heredia, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM coordinator, Mr. Zygmunt in coordination with Mr. Castano, Mrs. Rodriguez and Mr. Nittel in April, 2016. No changes were made to the IPM plan and the recommendation is made to accept and implement the IPM plan for the 2016-2017 school year.
- 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/Lodging/Meals/Misc.	Travel/Parking/Tolls	Estimate Total Expense
3/15/16	Theresa Steele	Morris Area Math Alliance Randolph, NJ	\$10.00	\$3.10	\$13.10
4/22/16	Carolina Rodriguez	Indoor Air Quality Training Metuchen, NJ	-0-	\$24.61	\$24.61
5/20/16	Adam Zygmunt	NJ Building Character Conf. Lawrenceville, NJ	-0-	\$30.45	\$30.45
5/20/16	Lauren Snarski	NJ Building Character Conf. Lawrenceville, NJ	\$85.00	\$30.45	\$115.45
6/7/16 - 6/10/16	Carolina Rodriguez	NJASBO Conference Atlantic City, NJ	\$380.00	\$102.87	\$549.37

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
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

## 16. 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 the **Sidebar Agreement between the Mine Hill Teachers Association and the Mine Hill Township Board of Education** for participation in training for the Learner Active Technology Infused Classroom program (LATIC).
- 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.	AIDE
Hannah Pyrzynski		X	X
Kayla Hamilton			X

- c. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **resignation of Jennifer Watson, Art Teacher**, for the purpose of **relocating out of state, effective July 1, 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
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

## 17. POLICY

*Debbie Giordano, Joseph Heredia, Bridget Mauro*

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P0167	Public Participation in Board Meetings
P0168	Recording Board Meetings
P2422	Health and Physical Education
P2431	Athletic Competition (M)
P5111	Eligibility of Resident/Nonresident Students (M)
P5119	Waiting List For Roxbury High School
P5310	Health Services (M)
P5330.01	Administration of Medical Marijuana (M)
P6620	Petty Cash (M)
P8462	Reporting Potentially Missing or Abused Children (M)
P8550	Outstanding Food Service Charges

- b. RESOLVED, that the Board of Education adopts the following **Regulations**:

<u>Reg. #</u>	<u>Regulation Title</u>
R2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)
R5111	Eligibility of Resident/Nonresident Students (M)
R5310	Health Services (M)
R5330.01	Administration of Medical Marijuana (M)
R8462	Reporting Potentially Missing or Abused Children (M)

Motion of: Bridget Mauro    Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

## 18. BUILDINGS AND GROUNDS

*Katie Bartnick, Pete Bruseo & Bridget Mauro*

## 19. Dover Report

*Peter Bruseo*

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

- Jill Del Rio-informed the board that the Mine Hill Education Foundation is providing the prizes for the battle of the books.
- Jill Del Rio-stated that the Mine Hill Education Foundation would like to meet with the full board. Board will reach out to set up a time and date for the meeting.

**21. Old Business**

**22. New Business**

- RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses to attend **NJ School Boards Association School Security and Student Safety Conference** as listed below:

Board Member	Registration	Mileage	Total Cost
Deborah Giordano	\$99.00	\$45.88	\$144.88

Motion of: Bridget Mauro      Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Joseph Heredia	Bridget Mauro
6-1	Yes	Yes	Yes	Yes	Abstained	Abstained	Yes

**23. Public Discussion**

- RESOLVED, that the Board of Education approves moving forward with a good cause hearing for Mr. Joseph Heredia.

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
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

- WHEREAS, the Board of Education approves the resignation of Mr. Joseph Heredia, Jr. effective April 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
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

**24. Return to Public Session**

On the motion of Bridget Mauro seconded by Karen Bruseo the Board returns to the regular session meeting.



<b>Roll Call Vote</b>	<b>Katie Bartnick</b>	<b>Karen Bruseo</b>	<b>Peter Bruseo</b>	<b>Jill Del Rio</b>	<b>Debbie Giordano</b>	<b>Joseph Heredia</b>	<b>Bridget Mauro</b>
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

## 25. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo the Board adjourns the meeting at 9:05 p.m.

<b>Roll Call Vote</b>	<b>Katie Bartnick</b>	<b>Karen Bruseo</b>	<b>Peter Bruseo</b>	<b>Jill Del Rio</b>	<b>Debbie Giordano</b>	<b>Joseph Heredia</b>	<b>Bridget Mauro</b>
6-1	Yes	Yes	Yes	Yes	Yes	Abstained	Yes

Respectfully submitted,

*C. Rodriguez*  
Carolina Rodriguez  
Board Secretary