

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
July 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	Absent	Debbie Giordano	Yes
Karen Bruseo	Yes	Bridget Mauro	Absent
Peter Bruseo	Yes	Dina Mikulka	Yes
Jill Del Rio	Yes		

5. Executive Session

On the motion of Jill Del Rio seconded by Debbie Giordano 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;*

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 Jill Del Rio seconded by Dina Mikulka at 7:05 p.m. the Board returns to the regular session meeting.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
5-0	Absent	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 **June 20, 2016**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **June 20, 2016**.

Motion of: Jill Del Rio Seconded by: Karen Bruseo

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

8. Correspondence

- Danielle Wilson's maternity/child-rearing leave letter
- State approval of QSAC information
- LATIC cohort commencement

9. Superintendent's Report

10. Presentation / Reports

N/A

11. Business Administrator's Report

- Lead Testing conducted on July 14, 2016, results should be release within 6-12 days.
- Custodial summer projects update
 - New custodian started on July 1, 2016
 - Classroom painting
 - Building cleaning is on schedule
 - JCP&L started work on the transformer
- EOY rollover complete. Auditors will be called to commence audit in two weeks.

- Sustainable NJ Representative is searching and looking for information in order to improve the energy efficiency in our district. Representative will attend the August 22, 2016 Board Meeting to discuss findings and recommendations.

12. Public Discussion

- Nancy Gulley - Valedictorian picture for scrap book

13. FINANCE

Karen Bruseo, Dina Mikulka, Bridget Mauro

- 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 \$120,357.14 plus \$362,132.24 for the **June 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)	\$166.00
Food Service Fund	\$17,317.18
Student Activity Fund (Canfield School Account)	\$945.42

- RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of June**, which is attached and made part of this resolution by reference.
- 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 June** 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 authorize the Superintendent and Business Administrator to invoice the **Township of Mine Hill for goods and services related to the purchase of the property** Block 1401, Lot 1, .043 acre portion as defined in the agreement of sale made the 24th day of November, 2015.
- e. RESOLVED, that resolution number 14a. previously approved on June 6, 2016 be revised as follows:

WHEREAS, the IDEA Portal will be utilized in conjunction with the **Learner-Active, Technology-Infused Classroom (LATIC)** to provide resources for teachers that will enhance the learning experience for their students. It is the only online subscription source for this type of material. Teachers will have access to instructional resources that support standards-based classrooms and our teacher-evaluation model.

WHEREAS, in addition, teachers will be able to obtain and share problem-based learning units with others throughout the country. Although eight teachers will participate in cohort one, all of our teachers will have access to the IDEA Portal;

WHEREAS, the Superintendent hereby recommends the purchase of the following:

- A. IDEA Portal Subscription
Quantity purchase \$2,300
- B. Coaching-initial visitation (one initial visitation)
Quantity purchase \$1,720
- C. Workshop-Phase I Cohort (six workshop days)
Quantity purchase \$10,620
- D. Coaching-Phase I Cohort (ten coaching days)
Quantity purchase \$17,200

BE IT FURTHER RESOLVED, that the Board of Education authorizes the purchase of the above goods, materials and services from: Innovative Designs for Education, 545 Island Road, Ramsey, New Jersey 07446.

BE IT FURTHER RESOLVED, that the Superintendent has certified that the goods and services offered are of a proprietary and copyrighted nature to be used as a supplement in lieu of textbooks or reference materials and therefore, is an exception to bidding— N.J.S.A. 18A:18A-5(a)(5) and N.J.S.A. 18A:18A-2(r).

BE IT FURTHER RESOLVED, the total amount of the purchase including shipping and handling is \$31,840.00 which is funded from Account Number 11.000.223.320.00.300

NOW THEREFORE, the term of contract for this purchase is from the award of contract through June 30, 2017.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the submission of the **IDEA (Basic and Pre-K) application for the 2016-17** school year as follows:

IDEA BASIC	\$102,907.00
IDEA PRESCHOOL	\$ 3,213.00

Motion of: Jill Del Rio Seconded by: Debbie Giordano

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

14. INSTRUCTION/CURRICULUM

Katie Bartnick, Jill Del Rio, Bridget Mauro

None

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 the **Family Leave for Danielle Wilson as follows:**

September 1, 2016 through September 30, 2016, using twenty-one (21) paid accumulated sick days pursuant to the Federal Family Leave Act and the NJ Family Leave Act.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Jessica Cicchino to participate in the **Learner Active Technology Infused Classroom (LATIC) training**, replacing Danielle Wilson.

WITHDRAWN

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **annual salaries for the ten month certificated staff for the 2016-2017 school year** as follows:

EMPLOYEE		FTE	GUIDE	STEP	BASE SALARY	ADD'L CREDITS	CREDITS SALARY	LONGEVITY	ADD'L CREDITS	TOTAL
BOCHICCHIO	JANICE	1.00	BA	3-4	\$53,150.00					\$53,150.00
CARROLL	DIANE	1.00	BA	1-2	\$52,650.00					\$52,650.00
CHAMPAGNE	RUTHANN	1.00	MA	1-2	\$56,775.00					\$56,775.00
CHARLTON	SUSAN	1.00	MA 30	6	\$59,863.00					\$59,863.00
CICCHINO	JESSICA	1.00	MA	1-2	\$56,775.00					\$56,775.00
DAY	SUSAN	1.00	MA	10	\$59,115.00	21	\$1,237.80			\$60,352.80
EASTMAN	MICHELLE	1.00	BA	15	\$61,925.00	6	\$275.00			\$62,200.00
GRANEY	MARISA	1.00	MA	3-4	\$57,275.00					\$57,275.00
GUTWEIN	JESSICA	1.00	MA 30	5	\$59,863.00					\$59,863.00
HERTZ NEGLIA	TABITHA	1.00	MA 30	13	\$63,933.00					\$63,933.00
HOLMAN	LANSING	1.00	MA	12	\$59,930.00	18	\$1,237.80			\$61,167.80
KENNY	MELISSA	1.00	BA	9	\$54,990.00	18	\$825.00			\$55,815.00
KIM	UN KAY	1.00	MA	14	\$63,910.00					\$63,910.00
LUDWIG	JENNIFER	1.00	BA	3-4	\$53,150.00					\$53,150.00
MARTYNIUK	MATTHEW	1.00	MA	1-2	\$56,775.00					\$56,775.00
MEEHAN	KARYL	1.00	BA	23	\$82,645.00	6	\$275.00	\$700.00		\$83,620.00
MINNO	BETTY LOU	1.00	MA	16	\$68,290.00					\$68,290.00
MARTINEZ	YVONNE	1.00	BA	1-2	\$52,650.00					\$52,650.00
NUNNEMACKER	MARGARET	1.00	MA 30	24	\$91,923.00			\$700.00		\$92,623.00
OLIVIO	LUCREZIA	1.00	BA	18	\$68,945.00					\$68,945.00
OLIVIO	LYNDSEE	1.00	BA 30	3	\$54,525.00					\$54,525.00
*ONDISH	BETH	1.00	BA	1-2	\$52,650.00					\$52,650.00
PYRZYNSKI	CINDY	1.00	BA	13	\$57,745.00					\$57,745.00
QUINN	DOROTHY	1.00	BA	11	\$55,805.00					\$55,805.00
RAMACCIOTTI	JILL	1.00	MA 30	14	\$65,973.00					\$65,973.00
RICHARDSON	MARK	1.00	BA	6	\$53,675.00				\$3,950.63	\$57,625.63
RILEY	AMANDA	1.00	BA	5	\$53,675.00					\$53,675.00
SNARSKI	LAUREN	1.00	MA 30	3-4	\$59,338.00	23	\$1,237.80			\$60,575.80
STEELE	THERESA	1.00	BA	6	\$53,675.00	24	\$1,100.00			\$54,775.00
STEIDL	JEFFRY	1.00	BA	1-2	\$52,650.00					\$52,650.00
SUAREZ	ROBBY	1.00	BA	3-4	\$53,150.00					\$53,150.00
TELLER	MELISSA	1.00	BA	1-2	\$52,650.00					\$52,650.00
VETTER	NOREEN	1.00	BA	5	\$53,675.00	26	\$1,100.00			\$54,775.00
WILSON	DANIELLE	1.00	BA	5	\$53,675.00	12	\$550.00			\$54,225.00
WISBAUER	CORTNEY	1.00	BA	1-2	\$52,650.00					\$52,650.00

- d. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **annual salaries for the 10 month non-certificated instructional aides**, with no benefits, for the **2016-2017 school year** as follows:

EMPLOYEE	POSITION	HOURS PER DAY	ANNUAL SALARY
ANNETTE CONCIATORI	INSTRUCTIONAL AIDE	5.8	\$13,251.84
JODIANNE CULLEN	INSTRUCTIONAL AIDE	5.8	\$21,136.44
SHEILA DEPALMA	INSTRUCTIONAL AIDE	5.8	\$13,251.84
TARA DYSON	INSTRUCTIONAL AIDE	5.8	\$13,251.84
CHARLENE LEARY	INSTRUCTIONAL AIDE	5.8	\$17,094.18
CAROL MANGER	BREAKFAST/INSTRUCTIONAL AIDE	5.8	\$24,340.26
VICTORIA MRASZ	INSTRUCTIONAL AIDE	5.8	\$12,991.74
KATHLEEN MURY	INSTRUCTIONAL AIDE	5.8	\$13,251.84
ANNE PERES	INSTRUCTIONAL AIDE	5.8	\$12,991.74
SANDRA PLATT	INSTRUCTIONAL AIDE	5.8	\$13,251.84
LOIS REHLING	INSTRUCTIONAL AIDE	5.8	\$25,980.42
BARBARA WALSH	INSTRUCTIONAL AIDE	5.8	\$13,251.84

- e. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **annual salaries for the 10 month, non-certificated cafeteria aides**, with no benefits, for the **2016-2017 school year** as follows:

EMPLOYEE	POSITION	HOURS PER DAY	ANNUAL SALARY
LINDA BEATTY	CAFETERIA AIDE	1.5	\$3,344.58
PATRICIA CARTER	CAFETERIA AIDE	1.5	\$3,058.98
ANGELINA CATALAN	CAFETERIA AIDE	1.5	\$3,344.58
LISA LARDIERI	CAFETERIA AIDE	1.5	\$2,745.00
LINDA SLAHOR	CAFETERIA AIDE	1.5	\$2,941.68

Motion of: Jill Del Rio Seconded by: Debbie Giordano

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

16. POLICY / OPERATIONS

Debbie Giordano, Dina Mikulka, Bridget Mauro

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

Date	Employee	Location	Registration	Travel	Total Expense
07-26-16	Carolina Rodriguez	NJ Association of School B.A. Robbinsville, NJ	\$75.00	\$45.94	\$120.94
08-09-16	Carolina Rodriguez	NJ Association of School B.A. Robbinsville, NJ	\$75.00	\$45.94	\$120.94
08-23-16	Carolina Rodriguez	Regional Facilities Evaluation Rockaway, NJ	-0-	-0-	-0-
10-21-16	Carolina Rodriguez	Identifying & Serving Children & Youth Experiencing Homelessness Princeton, NJ	-0-	\$29.64	\$29.64
10-21-16	Adam Zygmunt	Identifying & Serving Children & Youth Experiencing Homelessness Princeton, NJ	-0-	\$29.64	\$29.64

Motion of: Jill Del Rio Seconded by: Karen Bruseo

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

17. BUILDINGS AND GROUNDS

Katie Bartnick, Pete Bruseo & Bridget Mauro

18. Dover Report *Peter Bruseo*

- Mr. Bruseo presented the Board with a brief overview of items discussed at the Dover meeting.

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

- MHEF requested a meeting with the Board of Education before the next board meeting.

20. Old Business

21. New Business

22. Public Discussion

- Mrs. Pyrzynski – inquired about resolution approved at tonight’s meeting in regards to the sale of land.

23. Executive Session

On the motion of Jill Del Rio seconded by Debbie Giordano at 7:25 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)

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- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
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- 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.

24. Return to Public Session

On the motion of Jill Del Rio seconded by Debbie Giordano at 8:26 p.m. the Board returns to the regular session meeting.

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

25. Adjournment

On the motion of Jill Del Rio seconded by Karen Bruseo, the Board adjourns the meeting at 8:28 p.m.

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

Respectfully submitted,

Carolina Rodriguez

Carolina Rodriguez
Board Secretary