

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
November 28, 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 November 5, 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	Absent
Karen Bruseo	Yes	Bridget Mauro	7:52 p.m.
Peter Bruseo	Yes	Dina Mikulka	Yes
Jill Del Rio	Yes		

**5. Executive Session**

On the motion of Jill Del Rio seconded by Dina Mikulka at 6:35p.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, 3, 4. 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 Debbie Giordano at 7:01 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	Yes	Yes	Yes	Yes	Absent	Absent	Yes

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **October 24, 2016**.

Motion of: Jill Del Rio    Seconded by: Katie Bartnick

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

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **October 24, 2016**.

Motion of: Jill Del Rio    Seconded by: Katie Bartnick

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

## 8. Correspondence

## 9. Superintendent's Report

- BOE Newsletter
- Tech expo (innovation)
- Feasibility study
- Parents forum

## 10. Presentation / Reports

- Election Results

Srinivasa Rajagopal: 477 votes

Dina M. Mikulka: 617 votes

Jill Del Rio: 658 votes

## Statement of Declaration

A STATEMENT of Determination of the **BOARD OF CANVASSERS**, relative to a School Board Election held in the County of Morris, State of New Jersey, for the election of School Board Members for the Municipality of **MINE HILL TOWNSHIP** on the **8<sup>th</sup> day of November, 2016**.

The Board does determine that at the said election:

Jill Del Rio	Member of the Board of Education	3 Year Term
Dina Mikulka	Member of the Board of Education	3 Year Term

### 11. Business Administrator's Report

- Audit report for June 30, 2016 will be complete by December 5, 2016.
- Janitor closet update. Phase I (demo) is complete. Waiting for Plummer in order to complete Phase II of the project.
- HVAC update. Waiting for Harbor Consultants to provide us with a proposal for their fees.

### 12. Public Discussion

- Nancy Gulley- presented the Board with news from our district alumni's

### 13. FINANCE

*Karen Bruseo, Dina Mikulka, 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 \$455,237.55 plus \$301,561.55 for the **October 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	\$15,782.31
Student Activity Fund (Canfield School Account)	\$20.00

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

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	Yes	Yes	Yes	Yes	Absent	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 **2016-2017 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office).
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Out-of-District placement** for:

Student SID	School	School Year Tuition	Dates	Aide/Services
3989061381	Lakeland Andover	\$27,800 pro-rated	10/31/16 - 6/14/17	N/A

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Educational Services of Morris County for **Occupational Therapy and Physical Therapy evaluations for out of district** student ID #:7052637818 at the contracted rate of \$380.00 per evaluation.

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	Yes	Yes	Yes	Yes	Absent	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 the appointment of **Lauren Snarski** for the extra-curricular position of **Teacher in Charge**, at a rate of \$100.00/day or \$50.00/half day for the 2016-2017 school year, on an as needed basis.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Courtney Smith as advisor for the after school Art club**, December through June (based on participation), up to 1.5 hours/week at the rate of \$32.01/hour.
- c. 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** with Miss Teller 1st grade teacher, as part of her teacher training program through the County College of Morris.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the below **substitute** for the 2016-2017 school year at the following rates:

Teacher Certificate: \$85/day; \$95/day after 10 days  
Substitute Credentials: \$80/day; 90/day after 10 days  
Aide: \$70/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE
Marino, Matthew				X

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number: 48721138 beginning October 25, 2016, for approximately thirty (30) days subject to change. Returning on November 29, 2016.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Sandy Platt, Instructional Aide**, effective December 1, 2016.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Stacie Cascio, to conduct a split/ten week/fifty-hour assignment**, half in general education K-2 and half in special education K-20 hours of classroom observation, as part of her teacher training program through the College of Saint Elizabeth.

Motion of: Jill Del Rio    Seconded by: Katie Bartnick

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

## 16. POLICY / OPERATIONS

*Debbie Giordano, Dina Mikulka, Bridget Mauro*

- a. RESOLVED, that the Board of Education approves to not renew the **Use and Occupancy Agreement** between the Mine Hill Township Board of Education and the Mine Hill Educational Foundation ending on June 30, 2017.

### Motioned by Jill Del Rio to table resolution no Seconded Motion

Motion of: Jill Del Rio    Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
4-1	Yes	Yes	Yes	No	Absent	Absent	Yes

## 17. BUILDING & GROUNDS

*Katie Bartnick, Pete Bruseo, Bridget Mauro*

## 18. Dover Report    *Bridget Mauro*

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

## 20. Old Business

## 21. New Business

- January board of education re-organization meeting date, January 5, 2017 at 7:00 p.m.
- RESOLVED, that the Board of Education authorize the Business Administrator to solicit RFP's for Architect/Engineering services.

Motion of: Jill Del Rio    Seconded by: Dina Mikulka

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

## 22. Public Discussion

None

## 23. Executive Session

On the motion of Jill Del Rio seconded by Katie Bartnick at 7:00 p.m. the Board approves the following resolution:

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- 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, 3 & 4. 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 Bridget Mauro at 8:05 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
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

## 25. Adjournment

On the motion of Jill Del Rio seconded by Bridget Mauro, the Board adjourns the meeting at 8:09 p.m.

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

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez

Business Administrator/Board Secretary