

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
December 19, 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 | 7:00 p.m. | Debbie Giordano | Yes |
| Karen Bruseo | Yes | Bridget Mauro | Yes |
| Peter Bruseo | Yes | Dina Mikulka | Yes |
| Jill Del Rio | Absent | | |

5. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 6:30 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 8. 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 Dina Mikulka 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 | Bridget Mauro | Dina Mikulka |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
| 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | Yes |

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **November 28, 2016**.

Motion of: Bridget Mauro Seconded by: Karen Bruseo

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

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **November 28, 2016**.

Motion of: Katie Bartnick Seconded by: Karen Bruseo

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

8. Correspondence

9. Superintendent's Report

- Successful winter concert
- The District received notice that we received a NJ Sustainable grant - \$2,000 for the rain water management garden
- Feasibility Study status
- Techspo
- Classroom Close-up

10. Presentation / Reports

- Audit June 30, 2016 – Presented by Gary Vinci from Lerch Vinci and Higgins

11. Business Administrator's Report

- Corrective Action Plan was discussed and will be approved at tonight's meeting
- Discussed 13e, resolution is part of the CAP and auditor's recommendations
- Status of the RFP for before and after care
- Status of the RFP for Architectural/Engineering services

12. Public Discussion

- Nancy Gulley spoke about High School concert

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 \$270,881.92 plus \$300,991.09 for the **November** 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) | \$1.55 |
| Food Service Fund | \$196.00 |
| Student Activity Fund (Canfield School Account) | \$46.00 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of November**, 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 November** 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. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report** on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2016; and

WHEREAS, the Auditor conducted an exit conference with the administration and presented to Finance Committee; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2016 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports which is available for review in the business office.

- e. WHEREAS, the Mine Hill Board of Education has undertaken two capital projects for the renovation of fire alarms and HVAC systems and the renovations of classrooms and bathrooms; and

WHEREAS, both projects are complete and the classroom/bathroom capital project requires additional local funding to offset expenditures previously incurred by the District; and

WHEREAS, resources are available in the fire alarm/HVAC systems capital project to fund these costs,

NOW, THEREFORE, BE IT RESOLVED, by the Mine Hill Board of Education that the district School Business Administrator is hereby authorized to transfer the following amounts consistent with all applicable laws and regulations:

| <u>Project Description</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| Renovation of Fire Alarms and HVAC System | \$123,526 | |
| Renovation of Classrooms and Bathrooms | | \$123,526 |

BE IT FURTHER RESOLVED, that the unexpended balance of \$78,792, in the fire alarm/HVAC system capital projects be cancelled and transferred to the Board's General Fund, Capital Reserve account.

- f. Pursuant to N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), and based upon the recommendation of the School Business Administrator /Board Secretary the Mine Hill Township Board of Education purchases with the following State Contract vendors who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the Mine Hill Township Board of Education and the referenced **State Contract Vendors shall be for the 2016-2017 School Year** as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

| Vendor | State Contract # | State Contract |
|---|------------------|-------------------------------------|
| Ricoh (Atlantic Tomorrow) | A40467 | Copiers, Maintenance & Supplies |
| Dell | A89850 | Software Licenses |
| Dell | A89967 | Naspo Value Point Computers |
| Dell | A88796 | Data Communication Equipment |
| Home Depot Inc. | A83930 | Walk-in Building Supplies |
| School Specialty | A80986 | School & Library Supplies |
| Lakeshore Learning Materials | A80986 | School & Library Supplies |
| CDW Government LLC | A89849 | Software License & Related Services |
| Cisco (Promedia Technology Service, Inc.) | A87720 | Data Communications Equipment |
| Verizon Wireless | A82583 | Wireless Device & Services |
| Xtel Communications | A80807 | Telecommunications Equip & Services |
| Xtel Communications | A88737 | Communication Wiring Services |

- g. RESOLVED, that the Board of Education approves the **Horizon Dental Plan renewal contract for the period of 02/01/2017 to 01/31/2018**, renewal summary of rates as follows:

| Coverage Type | Current Rates | Renewal Rates | Change in Premium |
|---------------|---------------|---------------|-------------------|
| Single | \$40.05 | \$40.05 | \$0.00 |
| 2 Adults | \$80.08 | \$80.08 | \$0.00 |
| Family | \$128.15 | \$128.15 | \$0.00 |
| Parent/Child | \$74.08 | \$74.08 | \$0.00 |

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the 2016-2017 school year **IDEA Grant** as listed below: (Application available for review in the business office)

| <u>Program Name</u> | <u>Award Amount</u> |
|---------------------|---------------------|
| Basic | \$102,907 |
| Preschool | \$ 3,213 |

- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education estimated Mine Hill Enrollment for the 2016-2017 school year:**

| Regular Education | Grade Level | No. of Students | Rate per Student | Total Tuition Per Grade/Program |
|------------------------------|-------------|-----------------|------------------|---------------------------------|
| Dover Middle School | Grade 7 | 27 | \$11,680.00 | \$315,360.00 |
| Dover Middle School | Grade 8 | 30 | \$11,680.00 | \$350,400.00 |
| Dover High School | Grade 9 | 9 | \$12,527.00 | \$112,743.00 |
| Dover High School | Grade 10 | 19 | \$12,527.00 | \$238,013.00 |
| Dover High School | Grade 11 | 38 | \$12,527.00 | \$476,026.00 |
| Dover High School | Grade 12 | 22.5 | \$12,527.00 | \$281,857.50 |
| DMS Special Education | LLD, BD, RC | 7 | \$15,228.00 | \$106,596.00 |
| DHS Special Education | LLD, BD, RC | 3 | \$15,228.00 | \$45,684.00 |
| Resource Room | Grade 7-12 | 16 | \$5,395.00 | \$86,320.00 |
| TOTAL | | | | \$2,012,999.50 |
| Tuition Adjustment (2014-15) | | | | (\$306,856.00) |
| TOTAL | | | | \$1,706,143.50 |

Motion of: Bridget Mauro Seconded by: Debbie Giordano

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
| 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | 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 proposed field trip** as listed below:

| Grade | Destination |
|--------------|--|
| G&T Students | Workshop on the Arts - Morristown Unitarian Fellowship, Morristown |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the students of Canfield Avenue School to participate in a taping of ***Classroom Close-up, NJ*** [www.classroomcloseup.org]. They will be filming classes and interviewing staff and students.

Classroom Close-up, NJ is a 15-time Emmy winning half-hour show that airs year round on New Jersey's public television station NJTV. The show focuses on all the wonderful things happening in New Jersey public schools.

Now in the 23rd season, "*Classroom Close-up NJ*" airs every Sunday at 7:30 a.m., 12:30 p.m. and 7:30 p.m. Canfield Avenue School will be featured on the show on May 7, 2017.

Motion of: Bridget Mauro Seconded by: Debbie Giordano

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|---------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
| 14a - Tabled 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | 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 payment for **evaluation services** for student ID #: 8388633202. District will receive reimbursement by the parents.

| Name | Hours | Compensation |
|---------------|--------|--------------|
| Susan Day | 1 hour | \$32.01 |
| Melissa Kenny | 1 hour | \$32.01 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the below substitutes 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 |
|--------------------|---------------|-----------|-------|------|
| Antonich, Jennifer | X | | | |
| Estrada, Jose | | X | | X |
| Mazzini, Deanna | | X | | X |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisor and after school program for the 2016-2017** as listed below:

| Position | Name | Hours | Compensation |
|-------------|-----------------|--|--------------|
| Circus Club | Cindy Pyrzynski | Up to 1.5 hours/week February - June (based on participation) | \$32.01/hour |

- d. RESOVLED, that the Board of Education accepts the **appointment of Erin Doorly, as an Instructional Aide**, 5.8 hours per day with an annual salary of 12,737.00, pro-rated, no benefits, for the 2016-2017 school year, effective December 6, 2016.
- e. RESOLVED, that the Mine Hill Township Board of Education approve the use of eighteen (18) accumulated personal days for **employee #4245**, after employee has exhausted all personal and illness days.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statue and code for **Waiver of Coverage** for all health benefits (family coverage) during the 2016-2017 school year to be paid in two installments as per contract, for the following employees:

| Employee Name | Amount to be paid December, 2016 | Amount to be paid June, 2017 | Total Amount to be paid |
|-----------------------|----------------------------------|------------------------------|-------------------------|
| Carroll, Diana | \$1,250.00 | \$1,250.00 | \$2,500.00 |
| Eastman, Michelle | \$1,250.00 | \$1,250.00 | \$2,500.00 |
| Ondish, Beth | \$1,250.00 | \$1,250.00 | \$2,500.00 |
| Ramacciotti, Jill | \$1,250.00 | \$1,250.00 | \$2,500.00 |
| Snarski, Lauren | \$1,250.00 | \$1,250.00 | \$2,500.00 |
| Carter-Munson, Zorina | \$1,250.00 | \$1,250.00 | \$2,500.00 |

Motion of: Bridget Mauro Seconded by: Karen Bruseo

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|----------------|----------------|--------------|--------------|--------------|-----------------|---------------|--------------|
| 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | 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 the **Travel, Conference and Workshops** listed below:

| Date(s) | Employee | Conference/Workshop Location | Registration | Room/Meals Travel | Estimate Total Expense |
|--------------------|----------------|--------------------------------------|--------------|----------------------------------|------------------------|
| 1-10-17 | Susan Charlton | NJECC Conference Montclair, NJ | \$110.00 | \$17.36 | \$127.36 |
| 1-10-17 1-12-17 | Kay Kim | 2017 Tech Conference Montclair, NJ | \$220.00 | \$34.72 | \$254.72 |
| 1-26-17 1-27-17 | Adam Zygmunt | Techspo 2017 | \$340.00 | \$235.72 \$160.00 \$126.18 | \$861.90 |
| 1-26-17 1-27-17 | Lee Nittel | Techspo 2017 | \$340.00 | \$235.72 \$160.00 \$126.18 | \$861.90 |
| 3-17-17 | Susan Charlton | NJAGC Annual Conference West Windsor | \$184.00 | \$46.50 | \$230.50 |

Motion of: Bridget Mauro Seconded by: Debbie Giordano

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

17. BUILDING & GROUNDS

Katie Bartnick, Pete Bruseo, Bridget Mauro

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Use & Occupancy Agreement Amendment** as follows:

THIS AGREEMENT is made this 19th day of December, 2016, between the Mine Hill Township Board of Education (the “Board”), and the Mine Hill Education Foundation (the “Foundation”) (“Agreement”).

WHEREAS, the Board and the Foundation are parties to a Use & Occupancy Agreement dated February 20, 2016; and

WHEREAS, the Foundation has requested a modification to the payment terms of the Agreement; and

WHEREAS, the Agreement provides it may only be modified by a written amendment signed by both parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. Paragraph 1 entitled “Occupancy Fee” shall be amended such that the \$6,000.00 occupancy fee balance which is due on December 1, 2016 shall now be paid in six (6) \$1000.00 installments on the 1st of each month commencing on December 1, 2016 through May 1, 2017.

2. Should the Board have to pursue any legal or collection action to enforce the payment terms of this agreement, the Foundation agrees to pay the Board's attorney's fees and any collection costs.
3. This Agreement constitutes the only amendment to the February 20, 2016 agreement. All other terms and conditions shall remain in full force and effect.
4. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.
5. This Agreement is subject to formal board approval.

Motion of: Bridget Mauro Seconded by: Debbie Giordano

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

18. Dover Report *Pete Bruseo*
None

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

20. Old Business

21. New Business

- RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the After Care Survey.
- RESOLVED, that the Board of Education authorize the Business Administrator to solicit RFP's for Before and After Care Services

Motion of: Bridget Mauro Seconded by: Katie Bartnick

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

22. Public Discussion

- Mr. Corronato requested a confirmation of the date of the RFP for the Before and After Care Services.

23. Executive Session

On the motion of Bridget Mauro seconded by Katie Bartnick at 7:28 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.

24. Return to Public Session

On the motion of Bridget Mauro seconded by Katie Bartnick at 8:28 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 | Absent | Yes | Yes | Yes |

25. Adjournment

On the motion of Bridget Mauro seconded by Katie Bartnick, 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 |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
| 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | Yes |

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary