

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
January 23, 2017**

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 11, 2017 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	6:50 p.m.	Debbie Giordano	Yes
Karen Bruseo	Yes	Bridget Mauro	Yes
Peter Bruseo	Absent	Dina Mikulka	Yes
Jill Del Rio	Yes		

5. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 6:35 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	Bridget Mauro	Dina Mikulka
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

7. Presentation / Reports

- Feasibility Study: Consulting Services Associates (CSA) presented to the public and Board of Education the final results from the feasibility study conducted in order to determine the impact of modifying the sending-receive relationship between the Mine Hill Board of Education and the Board of Education of Dover. Areas that were evaluated in the process were the programs, racial/ethnicity, enrollment and fiscal impact.

Program Impact: Mine Hill students currently make up about 10% of the enrollment at Dover Middle school. Since Dover would not have to curtail any curricular or extracurricular activities due to the loss of the Mine Hill Students, it is advised that there would be no significant negative impact for Dover.

Racial/Ethnicity Impact: The modification of the sending-receiving relationship will result in slightly higher proportion (about 4.2% points) of minority students at Dover Middle School. Therefore, the modification to the current sending-receiving relationship would not result in significant negative impact on the racial/ethnic balance at Dover Middle Schools. The Canfield School population is well integrated and is closer to the characteristics of the state as a whole.

Enrollment Impact: For the foreseeable future, the total number of students including the choice students would not exceed the functional capacity of the building. Based on the estimated projections, there would not be a negative impact on the facilities in Dover.

Fiscal Impact: The tuition for Mine Hill 7th and 8th grade resident students makes up a very small portion of the Dover budget. Mine Hill will have budget savings from tuition not paid to Dover and reductions in transportation. With Mine Hill having to increase the budget for staffing, furniture, supplies, textbooks and curriculum development the district will still see a tuition and transportation savings, which results in a positive impact for Mine Hill

The public's concerns were intermural sports and their educational benefits, have specials been analyzed in this study, goals for students transition period, Learning Community availability, approval process and timeline, value proposition in the amendment, how the department of education will view the 4.25 racial/ethnicity impact, survey questions, how choice and lottery seats will be affected. After public discussion, Mrs. Mauro addressed the public on behalf of the Mine Hill Board of Education. The Board is currently in step 1 in the process of amending the send receive relationship with Dover. One of the first things to do is a feasibility study in order to find out if it is feasibly to amend the send receive contract. The Mine Hill Feasibility Committee will meet with the Dover Feasibility Committee to discuss and address questions and concerns that were addressed at tonight's meeting. The Administration will conduct a feasibility survey.

The Board of Education took a 5 minute recess.

On the motion of Bridget Mauro seconded by Jill Del Rio meeting reconvened at 8:53 p.m.

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

8. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **December 19, 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	Absent	Yes	Yes	Yes	Yes

- b. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **January 5, 2017**.

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	Absent	Yes	Yes	Yes	Yes

- c. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **December 19, 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	Absent	Yes	Yes	Yes	Yes

- d. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **January 5, 2017**.

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	Absent	Yes	Yes	Yes	Yes

9. Correspondence

10. Superintendent's Report

- HIB Score Report
- Fund Night schedule
- Feasibility Survey
- Classroom close up filming starts 02/03/2017
- End of the second marking period

11. Business Administrator's Report

- Buildings and Grounds Committee interview 3 Architectural/Engineering Firms
- Purchase of new tractor
- Janitor Closet status-waiting for installation of sink
- Submitting for NJ Sustainable Grants

12. Public Discussion

Nancy Gulley - Holiday 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 \$1,066,795.42 plus \$322,103.58 for the **December** 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	\$28,513.06
Student Activity Fund (Canfield School Account)	\$3,669.29

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December**, 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 December** 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 appoint Di Cara Rubino as **Architect of Record** for the district for the remainder of the 2016-2017 school year with two additional years at the Board's option for 2017-2018 and 2018-2019 as recommended by the Building & Grounds Committee.
- e. WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, the Mine Hill Township Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, the Mine Hill Township Board is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the Canfield Avenue School has determined that the Mine Hill Township Board of Education should apply for the aforementioned grant program. The Grant *will be used for the purchase of a **green wall** that will be used in the implementation of an indoor garden.*

THEREFORE, BE IT RESOLVED, that of the Mine Hill Township BOE, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

- f. WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, the Mine Hill Township Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, the Mine Hill Township Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the Canfield Avenue School has determined that the Mine Hill Township Board of Education should apply for the aforementioned grant program. The Grant will *be used for the purchase of **light sensors***.

THEREFORE, BE IT RESOLVED, that of the Mine Hill Township BOE, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **the 2017-2018 Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.

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	Absent	Yes	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 **Out-of-District placement** for:

Student SID	School	School Year Tuition	Dates	Aide/Services
8442429744	Shepard School	\$31,588.92 pro-rated	1/3/17 - 6/20/17	N/A

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	Absent	Yes	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 **Medical Leave** for employee #4241 effective November 22, 2016 until approximately April 1, 2017, subject to change.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Shannon Scherr, long term substitute teacher**, BA Step 1, \$52,650.00, pro-rated, effective February 1, 2017 until employee #4241 returns from medical leave.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Jennifer Ondish as a **Substitute Aide** for the 2016-2017 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Amanda Mrasz, to conduct classroom observation** with Mrs. Quinn, 5th grade Math Teacher, as part of her teacher training program through Centenary University.

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	Absent	Yes	Yes	Yes	Yes

16. POLICY / OPERATIONS / PUBLIC RELATIONS *Debbie Giordano, Dina Mikulka, Bridget Mauro*

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

<u>Policy #</u>	<u>Policy Title</u>
P1510	Americans with Disabilities Act (M)
P2415.30	Title I – Educational Stability for Children in Foster Care (M)
P2418	Section 504 of the Rehabilitation Act of 1973 – Students (M)
P5116	Education of Homeless Children
P5330.04	Administering an Opioid Antidote
P8330	Student Records (M)

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

<u>Regulation #</u>	<u>Regulation Title</u>
R1510	Americans with Disabilities Act
R2418	Section 504 of the Rehabilitation Act of 1973 – Students
R5116	Education of Homeless Children
R8330	Student Records

- c. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items to be **recycled**:

<u>Item</u>	<u>Quantity</u>
Aerohive Wireless Access Points	10 boxes
Misc. Wires and Outdated Parts	4
Everyday Mathematics Student Reference Book - Grade 3 ISBN#0-07-604569-2	22
The Miraculous Journey of Edward Tulane - ISBN#9780545312561	201
Tractor; Make: COEW, Model: OV691EP	1

- d. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items go to **bid with Gov Deals**:

<u>Item</u>	<u>Quantity</u>
Dell/Misc. brand Desktop Monitors – 19”	30
Mitsubishi Projectors XD280U, XD340U	16
Dell 2100 Notebooks	22, 20*
Dell Notebook Cart	2
Dell Optiplex Desktops 320, 380	5
Scafel	1
20” high speed buffer	1
Auto Scrubber Nace Care TTB 4500	1
Door blinds	Various sizes
Oven Item Number fh900015 Serial #:042009434878	1

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

<u>Date(s)</u>	<u>Employee</u>	<u>Conference/Workshop Location</u>	<u>Registration</u>	<u>Travel</u>	<u>Estimate Total Expense</u>
2-28-17	Jeff Steidl	NJASPERD Annual Convention Long Branch, NJ	\$110.00	\$43.40	\$153.50
3-25-17	Noreen Vetter	NJSSNA Conference Iselin, NJ	\$199.00	\$24.80	\$223.80

Motion of: Bridget Mauro Seconded by: Karen Bruseo

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

17. BUILDING & GROUNDS

Katie Bartnick, Pete Bruseo, Bridget Mauro

18. Dover Report

Pete Bruseo

19. MHEF Report

Jill Del Rio & Debbie Giordano

20. Old Business

21. New Business

- Special Meeting, February 6, 2017-Board decided to cancel the meeting
- Committee to review before and after care RFP's set for January 30, 2017.
- Feasibility study survey will be sent out

RESOLVED, that the Mine Hill Township Board of Education accepts the **feasibility study** to determine the impact of modifying the send-receive relationship between the Mine Hill Board of Education and the Board of Education of Dover.

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	Absent	Yes	Yes	Yes	Yes

22. Public Discussion

23. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 9:28 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 Debbie Giordano at 10:00 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	Absent	Yes	Yes	Yes	Yes

25. Adjournment

On the motion of Bridget Mauro seconded by Jill Del Rio, the Board adjourns the meeting at 10:00 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary