

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**April 24, 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	Arrived at 6:40	Debbie Giordano	Yes
Karen Bruseo	Arrived at 6:39	Bridget Mauro	Yes
Peter Bruseo	Arrived at 6:39	Dina Mikulka	Yes
Jill Del Rio	Yes		

**5. Executive Session**

On the motion of Bridget Mauro seconded by Debbie Giordano 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 categorie(s) 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 Jill Del Rio at 7:03 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**7. Approval of Minutes**

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **March 6, 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 6, 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- c. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **March 13, 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	Yes	Abstained	Yes	Yes	Yes

- d. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **March 13, 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	Yes	Abstained	Yes	Yes	Yes

**8. Correspondence**

**9. Superintendent’s Report**

**10. Presentation / Reports**

- Budget Public Hearing presentation for the FY 2017-18-After soliciting pricing and proposals for the laptop purchases, the board decided to move forward with leasing the laptops, which will then allow the board to reduce the use of the bank cap to \$85,000, while leaving the upgrade to the EMC project.
  
- a. RESOLVED, that the Board of Education amend previously submitted preliminary budget with the following changes:
  - Reduction of bank cap to \$85,000
  - Decrease in line 11.000.222.600.50.500 to \$7,140.45
  - Increase in line 11.190.100.491.01.100 to \$45,404.55

Motion of: Bridget Mauro      Seconded by: Jill Del Rio

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

**11. Business Administrator’s Report**

- HVAC status-Architect completed the schematics for the project and would like to meet with Buildings and Grounds Committee before the next board meeting to discuss the schematics and timeline for the project.
- At the next meeting Mrs. Champagne will be presenting on the CAS garden and Rainwater Garden project.

**12. Public Discussion**

- Mrs. Gulley – Science Fair 4/25/2017
- Mr. Morris-had questions in regards to projected enrollment, tax levy, State Aid increase for choice for the 2017-2018 budget year.
- Mr. Bloom-discussed the tax levy impact to the taxpayers, unfunded State Aid from the state, and the request for the board to reduce the expenditures in order to decrease the use of Tax of Levy.
- Ms. Pyrzynski-discussed all the programs that the school has been capable of implementing throughout the years. Teachers are satisfied with what the Administration and Board have done for the school and the staff.

**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 \$569,167.36 plus \$303,075.66 for the **March** 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 **February and March** payment of bills from other funds as delineated below:

Unemployment Trust Fund (SUI Account)	\$0.00
Food Service Fund	\$11,618.20
Student Activity Fund (Canfield School Account)	\$7,246.90

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of February and March**.
- 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 **months of February and 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. Adoption of 2017-2018 Final Budget**

BE IT RESOLVED, that the Mine Hill board of Education approves the 2017-2018 school district budget submission as follows:

General Fund	\$9,755,644
Special Revenue	\$191,735
Debt Service Fund	\$196,168
<b>TOTAL</b>	<b>\$10,143,547</b>

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2017-2018 budget.

Current Expense Tax Levy	\$6,868,167
Debt Service Tax Levy	\$196,168
<b>TOTAL</b>	<b>\$7,064,335</b>

FURTHER RESOLVED, in accordance with N.J.A.C. 6A:23a:5.2 (a) the maximum dollar limit for public relations and professional services listed below for the 2017-2018 school year.

Architecture/Engineering	\$10,000
Legal	\$12,000
Audit	\$20,500
Physician	\$4,000
<b>TOTAL</b>	<b>\$46,500</b>

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Mine Hill Township Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

BE IT FURTHER RESOLVED, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital project for the 2017-2018 school year:

Library Upgrade	\$105,000.00
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BE IT RESOLVED, that the Mine Hill Township Board of Education in the final budget the adjustment for increased costs of health benefits in the amount of **\$32,997.00**. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT RESOLVED, that the Mine Hill Township Board of Education includes in the final budget the adjustment for banked cap in the amount of **\$85,000.00**. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the Library upgrade. The Mine Hill Township Board of Education will complete this by the end of the 2017-2018 budget year and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

RESOLVED, to approve the tuition rates for the 2017-2018 school year as follows:

Preschool/K	\$12,466
Grades 1-5	\$15,548
Grades 6-8	\$12,290
Special Ed MD	\$69,366

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between Roxbury Township for **Technical Support Services** in the amount of \$45,000.00 per year for one (1) technician, two days per week for 7.25 hours per day for the 2017-2018 school year. Support services needed outside of the two days per week for special projects or emergencies would be billed at an hourly rate depending on the level of support needed. Computer Technical services (Level 1/Level 2) at \$50 per hour and Computer Technical/Network Administration services (Level 3) will be billed at \$95 per hour.
- f. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2016 as listed below in the aggregate amount of \$6,852.44 from the Lakeland Bank Payroll Agency as recommended by the auditor:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT FLEX 10/15/2015	\$277.78
EFT FLEX 10/15/2015	\$515.56
EFT FLEX 10/30/2015	\$277.78
EFT FLEX 10/30/2015	\$515.56
EFT FLEX 02/15/2016	\$515.56
EFT FLEX 02/15/2016	\$277.78
EFT FLEX 02/29/2016	\$515.56
EFT FLEX 02/29/2016	\$277.78
EFT FLEX 03/15/2016	\$515.56
EFT FLEX 03/15/2016	\$277.78
EFT FLEX 03/30/2016	\$465.56
EFT FLEX 03/30/2016	\$277.78
EFT HEALTH BENEFITS 04/15/2016	\$883.81
EFT HEALTH BENEFITS 04/30/2016	\$1,258.59

- g. RESOVLED, that the Board of Education accepts the recommendation of the Business Administrator approves the **2017-2018 Shared Services Agreement** between Morris Hills Regional District for **Custodial Services** in the amount of \$211,213 and for **Child Study Team Services** in the amount of \$112,538.00.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2017-2018 Professional Support/Non-Public Services Agreement 192-193 Addendum-Supporting Documents and the 2017-2018 Professional Support/Non-Public Services Agreement Addendum for the Non-Public School Security Aid Program** between the Educational Services Commission of Morris County and the Mine Hill Township Board of Education.
- i. RESOLVED, that the Board of Education authorize the Business Administrator to solicit Request for Proposals/Competitive Contracting for Speech Services for the 2017-2018 school year.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13d. 6-1	Yes	Yes	Yes	Yes	No	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 proposed **Evaluations** listed below:

Student ID	Service	Provider	Cost
B.A-M.	BDI, Speech Evaluations and Social assessment	Hillmar, LLC	\$525.00 each

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
7-0	Yes	Yes	Yes	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 placement of **Ashley Halady, to conduct a community service project** with Mrs. Minno, 3<sup>rd</sup> grade teacher, as part of her English program at the Morris County School of Technology.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Tara Downey as a **Substitute Aide** for the 2016-2017 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number: 48752208 beginning February 15, 2017 through June 21, 2017 (or the last day of school).

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Jennifer Antoncich, long term substitute teacher**, BA Step 1, \$52,650.00, pro-rated, effective May 25, 2017 through June 21, 2017 (or the last day of school).

Motion of: Bridget Mauro Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revision of the 2016-2017 School Year Calendar, to reflect one (1) unused emergency days** as follows:

June 21, 2017 - 12:30 Dismissal - Last day of school

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 twelve month employee calendar**. (Available for review in the business office).
- c. RESOLVED, that the Board of Education approves the following **Policies** for **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
0168	Recording Board Meetings

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
7-0	Yes	Yes	Yes	Yes	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 of Facilities** as follows:

Organization	Purpose	Room Needed	Dates
Mine Hill First Aid Squad	<b>Date Change</b> for King of the Hill Car Show	Parking lot, Gym & use of sink in copy room (portable bathrooms to be brought in by organization)	Approved on 10/24/16 for 5/13/17 Rain Date: 5/14/17 <b>Date Change:</b> 5/20/17 Rain Date: 5/21/17
6 <sup>th</sup> grade committee	Color Fun Run Fundraiser	Outdoor Fields and bathrooms across from Gym	5/6/17 Alternate date: 5/12/17
Cub Scout Pack 45	Year End Cub Scouts Picnic	Courtyard/Playground, Bathrooms across from Gym (Gymnasium if inclement weather)	6/17/2017



Motion of: Bridget Mauro Seconded by: Dina Mikulka

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka
7-0	Abstained	Yes	Yes	Yes	Yes	Yes	Yes

**18. Dover Report** *Pete Bruseo*

**19. MHEF Report** *Jill Del Rio & Debbie Giordano*

**20. Old Business**

**21. New Business**

- Building and Grounds Meeting set for May 2, 2017 at 5:00 pm
- Superintendent evaluation
- Two of Mine Hill's board members are going to be recognized at the April 26 Morris County School Board Association meeting. Bridget Mauro will earned the Master Board Member Certification and Deborah Giordano earned the New Board Member Certification

**22. Public Discussion**

- Classroom close up will air on May 7, 2017 on channel 9
- Mr. Bloom thanked the board for the amendment in the Bank Cap and reducing the Bank Cap.
- Brett wanted to know EMC project specifics. Administration stated that funds were set aside for the project, however; we will get project specifications once the district's Architect has the schematics available. Project is in its preliminary phase.

**23. Executive Session**

On the motion of Bridget Mauro seconded by Debbie Giordano at 9:05 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 9:52 p.m. 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>Bridget Mauro</b>	<b>Dina Mikulka</b>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**25. Adjournment**

On the motion of Bridget Mauro seconded by Jill Del Rio, the Board adjourns the meeting at 9: 53 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>Bridget Mauro</b>	<b>Dina Mikulka</b>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

*C. Rodriguez*  
Carolina Rodriguez  
Board Secretary