

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
May 8, 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 | Yes    | Jill Del Rio  | Yes |
| Karen Bruseo   | Yes    | Bridget Mauro | Yes |
| Peter Bruseo   | Absent | Dina Mikulka  | Yes |

**5. Executive Session**

On the motion of Bridget Mauro seconded by Jill Del Rio at 6:39 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 Karen Bruseo at 7:02 p.m. the Board returns to the regular session meeting.

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka |
|----------------|----------------|--------------|--------------|--------------|---------------|--------------|
| 5-0            | 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 **April 10, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **April 10, 2017**.

Motion of: Bridget Mauro    Seconded by: Karen Bruseo

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

## 8. Correspondence

- Letter of Resignation from Debbie Giordano effective immediately.

## 9. Superintendent's Report

- Classroom Close-up
- Modification of the send-receive agreement with the Dover School District will be delayed until the next school year FY 18-19
- Photography issues with new vendor, however; they have been revised.
- Calendar – Last day changed to June 21, 2017
- Status of PARCC testing

## 10. Presentation / Reports

- Ruthie Champagne & Matthey Martyniuk presented on the CAS Garden project in conjunction with the Rain Water Garden project. Rain Water project was provided a grant through Sustainable NJ for which the district is looking to combine with the CAS Garden project. Board discussed the possibility of assisting in the project by contributing \$2,000.00 to the project.
- Classroom Close up segment presented at the board meeting.

## 11. Business Administrator's Report

## 12. Public Discussion

- Nancy Gulley – May 25<sup>th</sup> PTA Meeting, Scholarships

**13. FINANCE**

*Karen Bruseo, Dina Mikulka, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Business Administrator to solicit bids for **HVAC Project** with Di Cara Rubino, Architect of Record on behalf of the Mine Hill Township Board of Education.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2017-2018 schedule of School Tax Payments** as follows:

|                  | <u>CURRENT EXPENSE</u> | <u>DEBT SERVICE</u> | <u>TOTAL THIS PERIOD</u> |
|------------------|------------------------|---------------------|--------------------------|
| JULY 2017        | \$572,347.25           |                     | \$572,347.25             |
| AUGUST 2017      | \$572,347.25           | \$8,084.00          | \$580,431.25             |
| SEPTEMBER 2017   | \$572,347.25           |                     | \$572,347.25             |
| OCTOBER 2017     | \$572,347.25           |                     | \$572,347.25             |
| NOVEMBER 2017    | \$572,347.25           |                     | \$572,347.25             |
| DECEMBER 2017    | \$572,347.25           |                     | \$572,347.25             |
| JANUARY 2018     | \$572,347.25           | \$188,084.00        | \$760,431.25             |
| FEBRUARY 2018    | \$572,347.25           |                     | \$572,347.25             |
| MARCH 2018       | \$572,347.25           |                     | \$572,347.25             |
| APRIL 2018       | \$572,347.25           |                     | \$572,347.25             |
| MAY 2018         | \$572,347.25           |                     | \$572,347.25             |
| <u>JUNE 2018</u> | <u>\$572,347.25</u>    |                     | <u>\$572,347.25</u>      |
| <b>TOTAL</b>     | <b>\$6,868,167.00</b>  | <b>\$196,168.00</b> | <b>\$7,064,335.00</b>    |

- c. BE IT RESOLVED, that the Board of Education of Mine Hill upon the recommendation of the Business Administrator approves the renewal of the Food Service Management Company base year contract with Maschio's Food Services, Inc., the district's Food Service Management Company for the 2017-2018 school year as follows:
  - Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$6,759.00. The management fee shall be payable in monthly installments of \$675.90 per month commencing on September 1, 2017 and ending on June 30, 2018.
  - Guarantee No/Cost/Breakeven: Mashio's guarantees a no cost or break even food service operation, including the management fee. In the event that the program costs exceed total revenues (from all sources), Mashio's shall be responsible for any losses (shortfalls) incurred with the conditions as included in the contract, which shall remain on file in the business office and is made a part of the official minutes of the meeting.

Motion of: Bridget Mauro Seconded by: Jill Del Rio

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

**14. INSTRUCTION & CURRICULUM**

*Katie Bartnick, Jill Del Rio, Bridget Mauro*

**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 Mine Hill Township Board of Education approve the use of eight (8) accumulated personal days for employee **#4105**, after employee has exhausted all personal and illness days.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Zorina Munson to work up to 100 hours**, as needed for IEP meetings and CST office administration from July 1, 2017 through August 31, 2017.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Rob Geary as Technical Assistant**, as a rate of \$32.00 per hour not to exceed \$2,500.00, July 1, 2017 through August 30, 2017.
- d. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and approves the **renewal of the tenured and non-tenured certificated staff for the 2017-2018 school year** as follows:

| <b>Tenured Staff Member</b> | <b>Certification</b>  |
|-----------------------------|---|
| Janice Bochicchio           | Elementary School Teacher   |
| Susan Day                   | Elementary School Teacher   |
| Michelle Eastman            | Elementary School Teacher in Grades K-6, Teacher of the Handicapped                               |
| Marisa Graney               | Elementary School Teacher, Teacher of Students with Disabilities                                  |
| Tabitha Hertz               | Elementary School Teacher, Teacher of the Handicapped   |
| Lansing Holman              | Teacher of the Handicapped  |
| Melissa Kenny               | Elementary School Teacher   |
| Kay Kim                     | Elementary School Teacher   |
| Jennifer Ludwig             | Teacher of Preschool Through Grade 3, Elementary School Teacher                                   |
| Karyl Meehan                | Elementary School Teacher   |
| Betty Lou Minno             | Elementary School Teacher   |
| Margaret Nunnermacker       | Elementary School Teacher   |
| Lucrezia Olivo              | Elementary School Teacher, Teacher of the Handicapped   |
| Lyndsee Olivo               | Elementary School Teacher   |
| Beth Ondish                 | Elementary School Teacher, Teacher of the Handicapped   |
| Cindy Pyrzynski             | Teacher of Physical Education   |
| Dorothy Quinn               | Elementary School Teacher   |
| Jill Ramacciotti            | Elementary School Teacher with Subject Matter Preparation: Language                               |
| Mark Richardson             | Teacher of Music  |
| Amanda Riley                | Elementary School Teacher in Grades K-6   |
| Lauren Snarski              | School Counselor  |
| Theresa Steele              | Elementary School Teacher with Subject Matter Preparation: Mathematics                            |
| Robby Suarez                | Elementary School Teacher in Grades K-6   |
| Noreen Vetter               | School Nurse  |
| Danielle Wilson             | Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of Social Studies |

| <b>Non-Tenured Staff Member</b> | <b>Tenured Date</b> | <b>Certification</b>  |
|---------------------------------|---------------------|---|
| Diana Carroll                   | 2-17-2020           | Teacher of Preschool Through Grade 3  |
| Ruthann Champagne               | 9-2-2019            | Elementary School Teacher in Grades K-6,<br>Teacher of Students with Disabilities |
| Susan Charlton                  | 9-2-2018            | School Librarian, Educational Media Specialist/Gifted & Talented                  |
| Jessica Cicchino                | 9-2-2019            | Elementary School Teacher in Grades K-6   |
| Jessica Gutwein                 | 9-1-2020            | Elementary School Teacher in Grades K-6   |
| Matthew Martyniuk               | 9-2-2017            | Elementary School Teacher with Subject Matter Preparation: Science I              |
| Ivonne Martinez                 | 1-5-2020            | Teacher of Spanish, Teacher of English as a Second Language                       |
| Cortney Smith                   | 9-2-2020            | Teacher of Art  |
| Jeffrey Steidl                  | 9-2-2018            | Teacher of Health and Physical Education  |
| Melissa Teller                  | 9-2-2019            | Elementary School Teacher in Grades K-6   |

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the hourly Support Staff for the 2017-2018 school year** as follows:

| <b>Staff Member</b> | <b>Position</b>        |
|---------------------|------------------------|
| Annette Conciatori  | Para-Professional Aide |
| Jodianne Cullen     | Para-Professional Aide |
| Sheila DePalma      | Para-Professional Aide |
| Erin Doorly         | Para-Professional Aide |
| Tara Dyson          | Para-Professional Aide |
| Charlene Leary      | Para-Professional Aide |
| Victoria Mrasz      | Para-Professional Aide |
| Kathleen Mury       | Para-Professional Aide |
| Anne Peres          | Para-Professional Aide |
| Lois Rehling        | Para-Professional Aide |
| Linda Beatty        | Cafeteria Aide         |
| Patricia Carter     | Cafeteria Aide         |
| Angelina Catalan    | Cafeteria Aide         |
| Lisa Lardieri       | Cafeteria Aide         |
| Linda Slahor        | Cafeteria Aide         |

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full time Administrative Staff for the 2017-2018 school year** as follows:

| <b>Name</b>        | <b>Position</b>   |
|--------------------|---|
| Lee Nittel         | Superintendent  |
| Carolina Rodriguez | Business Administrator/Board Secretary  |
| Adam Zygmunt       | Principal   |
| Angela Sabatino    | Administrative Assistant to the Superintendent;<br>Secretary to the Board Secretary |
| Debra Hanley       | Administrative Assistant to the Business Administrator                              |
| Lori Bullock       | Administrative Assistant to the Principal   |
| Lourdes Conroy     | Main Office Secretary   |
| Zorina Munson      | Secretary to the Child Study Team (F/T ten months)                                  |
| Jeff Oster         | Attendance Officer & Bonded Security Officer  |
| Lisa Palmieri      | Treasurer   |

Motion of: Bridget Mauro Seconded by: Jill Del Rio

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

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

- a. WHEREAS, the Superintendent recommends the approval of **summer hours** for twelve month administrative and secretarial staff beginning June 26 and ending August 25, 2017.

RESOLVED, that the summer hours will be Monday through Thursday, 8:00 a.m. to 4:00 p.m. including a working lunch and elimination of the 15 minute a.m. and p.m. break for the secretaries, the building will be closed on Fridays.

- b. 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/ Lodging/ Meals/Misc. | Travel/ Parking/ Tolls | Estimate Total Expense |
|--------------|------------|---|------------------------------------|------------------------|------------------------|
| 5/17-5/19/17 | Lee Nittel | NJASA Spring Leadership Conference, Atlantic City | \$469.00<br>\$237.76<br>\$114.00   | \$126.80               | \$947.56               |

Motion of: Bridget Mauro    Seconded by: Katie Bartnick

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

**17. BUILDING & GROUNDS** *Katie Bartnick, Pete Bruseo, Bridget Mauro*

- a. WHEREAS, The Board of Education of Mine Hill Township in the County of Morris, New Jersey (the “Board), desires to proceed with school facilities projects consisting generally of:

**HVAC Upgrades at Canfield Avenue School**

WHEREAS, the Board of Education now seeks to take the initial steps in order to proceed with the project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF MINE HILL TOWNSHIP IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Projects.

Section 3. The Board seeks approval from the New Jersey Department of Education as an Other Capital Project, not seeking state funding.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney, Bond Counsel and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of information to the New Jersey Department of Education as applicable to the proposed Project.

Section 5. This resolution shall take effect immediately.

Motion of: Bridget Mauro Seconded by: Karen Bruseo

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

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

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

**20. Old Business**

**21. New Business**

- Accept resignation of Debbie Giordano, Board Member.
- WHEREAS, **Debbie Giordano has resigned** from her 3-year term board position with 1 year 7 months remaining in her term;

WHEREAS, the Board of Education has accepted her resignation;

RESOLVED, that the Board of Education authorizes the Board Secretary to advertise in the official legal paper and on the website that a vacancy in the 2<sup>nd</sup> year of a 3 year term, position exists and the Board is seeking letter(s) of interest from candidates to fill the vacancy and/or nominations from board members. All letters of interest and nominations are due in the board office, to the board secretary by June 1, 2017, 4:00 p.m.

- RESOLVED, that the Board of Education approves the preliminary **Business Administrator/Board Secretary Employment Contract** for the **2017-2018 school year** for Carolina Rodriguez for submission to the County Superintendent for approval. (Available for review in the business office).

- RESOLVED, that the Board of Education approves the preliminary **Superintendent Employment Contract** for **2017-2022 school year** for Lee Nittel for submission to the County Superintendent for approval. (Available for review in the business office).

Motion of: Bridget Mauro    Seconded by: Dina Mikulka

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

## 22. Public Discussion

## 23. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 7:59 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 8:40 p.m. the Board returns to the regular session meeting.

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



**25. Adjournment**

On the motion of Bridget Mauro seconded by Dina Mikulka, the Board adjourns the meeting at 8:42 p.m.

| <b>Roll Call<br/>Vote</b> | <b>Katie<br/>Bartnick</b> | <b>Karen<br/>Bruseo</b> | <b>Peter<br/>Bruseo</b> | <b>Jill<br/>Del Rio</b> | <b>Bridget<br/>Mauro</b> | <b>Dina<br/>Mikulka</b> |
|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|
| 5-0                       | Yes                       | Yes                     | Absent                  | Yes                     | Yes                      | Yes                     |

Respectfully submitted,

***C. Rodriguez***  
Carolina Rodriguez