

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 22, 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	Absent
Karen Bruseo	Yes	Bridget Mauro	Yes
Peter Bruseo	Yes	Dina Mikulka	Yes

5. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 6:34 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 7:05 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	Yes	Absent	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **April 24, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **April 24, 2017**.

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	Yes	Absent	Yes	Yes

8. Correspondence

9. Superintendent's Report

- NJASA Spring Leadership workshop
- Last day of school, June 21st
- School Performance reports
- Spring Newsletter sent out
- Superintendent roundtable "School Data Card" information
- Calendar items

10. Presentation / Reports

11. Business Administrator's Report

- HVAC status

12. Public Discussion

- Ms. Gulley – National Honor Society information
- Cindy Pyrzynski – HVAC question in regards to how many classrooms will be completed and when; kickball practice

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 \$540,071.31 plus \$301,956.15 for the **April payroll** (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 **April payment of bills** from other funds as delineated below:

Unemployment Trust Fund (SUI Account)	\$0.00
Food Service Fund	\$0.00
Student Activity Fund (Canfield School Account)	\$1,893.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of April**.
- 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 April** 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 accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement** with Rockaway Township Public Schools for **Transportation Services for field trips** for the 2017-2018 school year.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **substitute nursing, teachers and paraprofessional services provided by Delta-T Group, Woodridge, NJ for the remainder of the 2016-2017 school year and for the 2017-2018 school year** at the rate of \$37.50 per hour for RN services, \$100 per day for Substitute Teachers and \$18-21 an hour for Paraprofessional services, in accordance with the contract which shall remain on file in the business office.

- f. RESOLVED, that the Board that the Board of Education accepts the recommendation of the Business Administrator and approves the renewal of **Student Voluntary Accident Insurance** for the period of **September 1, 2017 to August 31, 2018**, through T.L. Groseclose Associates, Inc., at the annual rates: \$10.50 for School Time Only Coverage, \$72.00 for 24 hour Coverage and \$12.00 for Dental Coverage.
- g. Resolved, that the Board of Education authorizes the Business Administrator to increase appropriation for **legal fees** for the 2016-2017 school year to \$42,000.00 as per 6A:23A-5.2. The increase is due to RFP for Before and After Care Services, Negotiations and the amendment of the 7th and 8th grade shared service agreement with the Dover Board of Education.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Bayada Substitute School Nursing for the 2017-2018 school year** at the rate of \$60.00 per hour for RN services, in accordance with the contract which shall remain on file in the business office.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and Business Administrator and approves contributing \$2,000 towards the **Garden Project**.
- j. RESOLVED, that the Board of Education authorize the Business Administrator to solicit **Competitive Contracting for the renewal of the IDE portal**, training and coaching services for the subscription.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **meal prices** as listed below for the 2017-2018 school year in accordance with the Paid Lunch Equity Requirement guidelines.

BREAKFAST

Student: \$1.45 (no increase)
 Reduced: \$0.30 (no increase)
 Adult: \$1.85 (no increase)

LUNCH

Student: \$2.85 (.05¢ increase)
 Reduced: \$0.40 (no increase)
 Adult: \$3.70 (no increase)

- l. RESOLVED, that the Board of Education approve the facility use agreement with the **Mine Hill Education Foundation (Canfield Kids)** for an onsite before and after school program for the school year starting September 1, 2017 through June 30, 2018. The Foundation shall pay the Board an annual Building Use Fee in the amount of ten thousand (\$10,000) dollars, paid in ten (10) equal monthly installments (“Facility Fee”).

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	Yes	Absent	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 **job description for Curriculum Coordinator** with a proposed stipend in the amount of \$2,800.00.
- 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
5802441844	Lakeland Andover	\$12,390.00 pro-rated	4/7/17 - 6/14/17 (anticipated last day)

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	Yes	Absent	Yes	Yes

15. PERSONNEL *Jill Del Rio, 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 to **Adam Zygmunt**, in the amount of \$2,500 for completing his **merit goal** as per his 2016-2017 employment contract.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves payment to **Carolina Rodriguez**, for completing her **merit goals** as per her 2016-2017 employment contract as follows:

Sustainable NJ Certification (Partially Achieved): \$1,377.00;
 Coordinate Feasibility Study Researching Financial
 Impact on Mine Hill and Dover BOE: \$2,754.00;
 Implement Internal Control Procedures and Training: \$3,668.33.

- c. RESOLVED, that the Board of Education approves payment to **Lee Nittel**, for completing his **merit goals** as per his 2016-2017 employment contract as follows:
- Coordinate Feasibility Study researching Educational, Demographic and Programmatic Impact on Mine Hill and Dover BOE: \$3,171.00;
 Improve Quality of Classroom Instruction through Innovative Teaching: \$3,171.00;
 Increase Communication with Mine Hill Learning Community: \$4,224.00.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Principal Employment Contract** for **Adam Zygmunt** for the **2017-2018 school year**. (Available for review in the business office).
- e. RESOLVED, that the Board of Education approves the **Business Administrator/Board Secretary Employment Contract** for **Carolina Rodriguez** for the **2017-2018 school year**, which was submitted and approved by the County Superintendent. (Available for review in the business office).
- f. RESOLVED, that the Board of Education approves the **Superintendent Employment Contract** for **Lee Nittel** for the period of **five (5) years, commencing on July 1, 2017 through June 30, 2022**, which was submitted and approved by the County Superintendent. (Available for review in the business office).
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **2017-2018 summer custodians**:

Name	Rate of Pay	Hours	Effective Date
Carlos Hoyos	\$19.00/hour	up to 20 hours/week	June 26, 2017 to August 25, 2017
Miriam Gonzalez	\$19.00/hour	up to 20 hours/week	June 26, 2017 to August 25, 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
a-f: 5-0	Yes	Yes	Yes	Absent	Yes	Yes
g: 4-1	Yes	Yes	No	Absent	Yes	Yes

16. POLICY/OPERATIONS/PUBLIC RELATIONS *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>
0000.01	Introduction
0000.02	Introduction
P2415.06	Unsafe School Choice Option (M)
P2460	Special Education (M)
P2464	Gifted and Talented Students (M)

P2467 Surrogate Parents and Foster Parents (M)
P2622 Student Assessment (M)
P3160 Physical Examination (M)
P4160 Physical Examination (M)
P5116 Education of Homeless Children (M)
P8350 Records Retention

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

<u>Reg. #</u>	<u>Regulation Title</u>
0000.03	Introduction
R2460	Special Education (M)
R2460.1	Special Education – Location, Identification and Referral (M)
R2460.8	Special Education – Free and Appropriate Public Education (M)
R2460.9	Special Education – Transition From Early Intervention Programs to Preschool Programs (M)
R2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M)
R2460.16	Special Education – Instruction Material to Blind or Print-Disabled Students (M)
R3160	Physical Examination (M)
R4160	Physical Examination (M)
R5116	Education of Homeless Children (M)

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	Yes	Absent	Yes	Yes

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

18. Dover Report *Pete Bruseo*
N/A

19. MHEF Report *Jill Del Rio*

20. Old Business

21. New Business

22. Public Discussion

- Ms. Nancy Gulley – Senior scholarship night at Dover High School

23. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the Board adjourns the meeting at 7:41 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary