

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
July 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	Yes	Bridget Mauro	Absent
Karen Bruseo	Yes	Dina Mikulka	Yes
Peter Bruseo	Yes	Brianna O'Brien	Yes
Jill Del Rio	Yes		

**5. Executive Session**

On the motion of Jill Del Rio seconded by Katie Bartnick at 6:37 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 Jill Del Rio seconded by Katie Bartnick 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	Brianna O'Brien
6-0	Yes	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 **June 26, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **June 26, 2017**.

Motion of: Jill Del Rio Seconded by: Dina Mikulka

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

**8. Correspondence**

**9. Superintendent's Report**

- Summer HVAC and status: project will start on July 31, 2017.
- MD program status: Recommendation of a new teacher hire for the MD program to be approved at tonight's meeting.
- Aesop status: District has implemented a new system to handle all aspects for substitute calling along with other modules that the district is currently utilizing like the evaluation system for the teachers.
- The district received an additional \$27,173.00 of State Aid. Administration is recommending that the funds be used in the appropriations for the FY 16-17 budget year. Approval of the use of funds resolution is included in tonight's meeting for Board approval.

**10. Presentation / Reports**

**11. Business Administrator's Report**

**12. Public Discussion**

- Mr. Morris wanted to know how the district will utilize the funds. Funds will be used to cover programs previously funded by an organization but will no longer be available this year in the amount of \$5,502 for the Renaissance Program and IXL Learning. Two projectors or smart boards will need to be purchased to install in classrooms that were previously used in Administration but will be used for instruction this upcoming school year in the amount of \$3,671. Due to the change in the provider for the district's IT

services, it is going to cost the district an additional \$5,000.00, which was not previously budgeted due to proposal coming in after the final budget was due. The Administration team will look into the sinking floor slabs in rooms #102 & 103. Administration has contacted an Engineer to provide an estimated proposal in the amount of \$13,000.00 to conduct the initial inspection of the slab.

### 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 \$390,537.51 plus \$368,984.57 for the **June** 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	\$9,643.56
Student Activity Fund (Canfield School Account)	\$2,077.59

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of June**, 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 June** 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, on July 14, 2017 the Board of Education received notice of an increase in the amount of \$27,173 in State Aid for the FY 2017-2018;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education with the recommendation of the Superintendent use the additional State Aid received to increase the 2017-2018 general fund appropriations during the budget year;

BE IT FURTHER RESOLVED, that the Board of Education amend the previously submitted final budget with the following changes:

1. Increase line 11.190.100.500.00.100 \$5,502
2. Increase line 12.120.100.730.00.000 \$3,671
3. Increase line 11.190.100.440.00.100 \$5,000
4. Increase line 12.000.261.730.00.000 \$13,000

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and pursuant to N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), and the Board of Education purchases with the following State Contract vendor 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 Board of Education and the referenced **State Contract Vendor** shall be for the 2017-2018 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
Candoris Technologies, LLC	M-0483	NASPO Valuepoint Computer (Dell)

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the submission of the **IDEA (Basic and Pre-K) application for the 2017-18** school year as follows:

IDEA BASIC	\$101,476.00
IDEA PRESCHOOL	\$ 3,190.00

Motion of: Jill Del Rio

Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
5-1	a. Abstained Check #: 2254 b-f: Yes	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 **out of district placements for the 2017-2018 school year:**

Student SID	School	Tuition	Dates	Aides or Services
3882306147	PRIDE	**	9/1/2017-6/30/2018	Aide
5010210394	Sage Day School	\$58,230.00	9/1/2017-6/30/2018	N/A
2874589379	Commission for the Blind	*\$2,000.00	9/1/2017-6/30/2017	N/A
1515495106	Inclusive Learning Academy	\$69,770.00	9/1/2017-6/30/2018	N/A
5289292688	Spectrum 360	\$64,148.82	9/1/2017-6/30/2018	Aide \$26,535.00
3813011040	Roxbury High School	\$46,423.00	9/1/2017-6/30/2018	N/A
6619824750	New Beginnings	\$61,525.10	9/1/2017-6/30/2018	Aide \$38,160.00
1705412075	The Craig School	\$50,190.00	9/1/2017-6/30/2018	N/A
3206091314	Developmental Learning Center, Warren	\$90,414.00	9/1/2017-6/30/2018	Aide \$69,510.00 Behaviorist \$18,480.00 Additional Related Services \$18,240.00
2037658652	Shepard School	\$54,544.79	9/1/2017-6/30/2018	N/A
8442429744	Shepard School	\$55,357.50	9/1/2017-6/30/2018	N/A
4108640816	Morris Knolls High School	**	9/1/2017-6/30/2018	N/A
3601487446	Rockaway LLD	**	9/1/2017-6/30/2018	Aide
5802441844	Lakeland Andover School	\$55,800.00	9/1/2017-6/30/2018	N/A
1928698773	Lakeland Andover School	\$55,800.00	9/1/2017-6/30/2018	N/A

\*indicates verbal confirmation of tuition or related services charges-no contract received yet.

\*\*indicates that no contract or verbal confirmation of tuition or related services charges has been received yet.

- b. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **English Language Service Three-Year Program Plan for the school years 2017-2020**. (Available for review in the business office).

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

## 15. PERSONNEL

*Jill Del Rio, Bridget Mauro, Brianna O'Brien*

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 following **stipend positions for the 2017-2018** school year:

Position	Name	Hours	Compensation
Accelerated Reader 1-3	Margaret Nunnermacker		\$686.10
Accelerated Reader 4-6	Jill Ramacciotti		\$686.10
Aesop Coordinator	Angela Sabatino		\$2,500.00
Afterschool Detention Monitor	Melissa Kenny	As needed	\$25.11/hr
Afterschool Detention Monitor	Lu Olivo	As needed	\$25.11/hr
After School Supervision (sheds)	Lansing Holman	Up to 1.5 hrs/wk	\$25.11/hr
After School Supervision (pick up line)	Cindy Pyrzynski	Up to 1.5 hrs/wk	\$25.11/hr
Breakfast Supervision	Ruthie Champagne	Up to 1.25 hrs/wk	\$32.65/hr
Curriculum Coordinator Math/Science - Grades K-3	Jessica Cicchino		\$2,800
Curriculum Coordinator ELA/Social Studies - Grades K-3	Melissa Teller		\$2,800
Curriculum Coordinator Math/Science - Grades 4-6	Robby Suarez		\$2,800
Curriculum Coordinator ELA/Social Studies - Grades 4-6	Jill Ramacciotti		\$2,800
Curriculum Coordinator Specials - Grades K-6	Cindy Pyrzynski		\$2,800
Memorial Day Parade	Mark Richardson	Up to 3 hours	\$32.65/hour
Musical Director of the Play	Mark Richardson		\$1,224.00
Assistant Director of the Play	Robby Suarez		\$612.00
Safety Patrol Advisor	Janice Bochicchio		\$25.11/hour not to exceed \$3,766 split between 2 advisors
Safety Patrol Advisor	Melissa Teller		\$25.11/hour not to exceed \$3,766 split between 2 advisors
Service Club Advisor	Ruthie Champagne		\$411.66
Sixth Grade Advisor	Mark Richardson		\$1,063.86
Student Council Advisor	Janice Bochicchio		\$357.00
Student Council Advisor	Susan Day		\$357.00
Teacher in Charge	Lauren Snarski	As needed	\$102/day or \$51/half day
Transportation Coordinator	Angela Sabatino		\$4,800.00
Web Master	Kay Kim		\$823.32
Yearbook Advisor	Tabitha Hertz		\$686.10
Yearbook Advisor	Mark Richardson		\$686.10

- b. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school Title Programs for the 2017-2018** school year:

Position	Name	Hours	Compensation	Program
Jump Ahead Coordinator	Susan Day	5.0 hours	\$32.65/hour	Title I
Jump Ahead Substitute	Cindy Pyrzynski	As needed	\$32.65/hour	Title I
Jump Ahead	Janice Bochicchio	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Susan Day	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Jessica Cicchino	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Karyl Meehan	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Lu Olivo	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Theresa Steele	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Melissa Teller	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
Jump Ahead	Danielle Wilson	.50 hrs/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Janice Bochicchio	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Ruthie Champagne	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Susan Day	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Lansing Holman	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Melissa Kenny	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Jennifer Ludwig	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Margaret Nunnermacker	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Cindy Pyrzynski	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Jill Ramacciotti	1 hr/week for 30 weeks	\$32.65/hour	Title I

STEP Mentor	Mark Richardson	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Lauren Snarski	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Theresa Steele	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Jeff Steidl	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Melissa Teller	1 hr/week for 30 weeks	\$32.65/hour	Title I
STEP Mentor	Danielle Wilson	1 hr/week for 30 weeks	\$32.65/hour	Title I

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Scott Ronay, as a full time MD Teacher, MA, Step G**, at an annual salary of \$62,125.00 with benefits, for the 2017-2018 school year.

Motion of: Jill Del Rio Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

**16. POLICY/OPERATIONS/PUBLIC RELATIONS** *Dina Mikulka, Bridget Mauro, Brianna O'Brien*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM coordinator, Mr. Zygmunt in coordination with Mr. Castano, Mrs. Rodriguez and Mr. Nittel in July, 2017. No changes were made to the IPM plan and the recommendation is made to accept and implement the **IPM plan for the 2017-2018 school year**.

Motion of: Jill Del Rio Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve the **change of use** for room #209 from Administrative to an Instructional space pending approval from the New Jersey Department of Education Morris County Office.

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

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

Mr. Bruseo discussed the additional state aid that Dover received in the amount of \$1.2 million. Dover will not utilize funds to provide tax relief. The district decided to use its additional funds to increase their appropriations for the school year 2017-2018.

**19. MHEF Report** *Jill Del Rio, Brianna O'Brien*

**20. Old Business**

**21. New Business**

Mr. Bruseo discussed the shelving to be installed in the classrooms where the HVAC is to be placed. Originally the shelves were to be made out of laminate, however; due to the item being back ordered until October the Architect and the vendor recommended that the Board approve using metal shelving and in return the vendor will change the countertop from laminate to a solid surface. The Board of Education was in agreement and approved the change request for the items discussed above.

- a. RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for board members attending the annual **2017 NJ School Boards Association Fall Conference and Workshop** from October 23 to October 26, 2017, at a group rate paid by the district, in the amount of \$1,500.00, as listed below:

Board Member	M&IE**	Lodging*	Mileage	Parking	Total Cost	Reimbursement
Karen Bruseo	\$224.00	-0-	\$87.42	\$40.00	\$351.42	\$351.42
Pete Bruseo	\$224.00	-0-	\$87.42	\$40.00	\$351.42	\$351.42
Bridget Mauro	\$224.00	\$297.00	\$87.42	\$40.00	\$657.42	\$351.42
Lee Nittel	\$224.00	\$297.00	\$87.42	\$40.00	\$657.42	\$351.42
Carolina Rodriguez	\$224.00	\$297.00	\$87.42	\$40.00	\$657.42	\$351.42

\*Lodging paid directly to the vendor via purchase order

\*\*Lodging, Meals & Incidental Expenses per diem rates from Oct. 2016 to Sept. 2017. New rates will be posted at the end of Sept. 2017.

Motion of: Jill Del Rio    Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

**22. Adjournment**

On the motion of Jill Del Rio seconded by Karen Bruseo, the Board adjourns the meeting at 7:29 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
6-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes

Respectfully submitted,

*Carolina Rodriguez*  
**Carolina Rodriguez**  
**Board Secretary**