

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
October 16, 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	Yes
Karen Bruseo	Yes	Dina Mikulka	Yes
Peter Bruseo	Arrived at 7:24 p.m.	Brianna O'Brien	Yes
Jill Del Rio	Absent		

**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 Dina Mikulka 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	Brianna O'Brien
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **September 25, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **September 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	Brianna O'Brien
5-0	Yes	Yes	Arrived at 7:24 p.m.	Absent	Yes	Yes	Yes

Pete Bruseo arrived at 7:24 p.m.

## 8. Correspondence

## 9. Superintendent's Report

## 10. Presentation / Reports

- Audit Report – fiscal year ending June 30, 2017

## 11. Business Administrator's Report

12. **Public Discussion** – Mrs. Gully spoke about the successes of the Dover Marching at their last competition. The band took 1<sup>st</sup> place in group III scoring an overall 83% and placed 1<sup>st</sup> in percussion, color guard, and music.

## 13. FINANCE

*Karen Bruseo, Jill Del Rio, 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 \$239,423.81 plus \$322,779.24 for the **September, 2017** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA).

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
Student Activity Fund (Canfield School Account)	\$210.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of August and September**, 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 **months of August and September** 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, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the **National School Lunch program** announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

WHEREAS, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "**Cost Reimbursement Basis**" to a "**Fixed Price Basis**" for contract awards, and

WHEREAS, the Mine Hill Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

WHEREAS, the Mine Hill Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

WHEREAS, the Mine Hill Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

WHEREAS, the Mine Hill Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

WHEREAS, the Mine Hill Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

WHEREAS, the Mine Hill Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

WHEREAS, the Mine Hill Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

NOW THEREFORE, BE IT RESOLVED, that the Mine Hill Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

BE IT FURTHER RESOLVED, that copies of this resolution shall be forward to:  
New Jersey Association of School Business Officials  
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)  
Local Legislators, NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA.

- e. WHEREAS, the Board’s auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor’s Management Report** on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2017; and

WHEREAS, the Auditor conducted an exit conference with the administration and presented to Finance Committee; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2017 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

- f. RESOLVED, that Board of Education RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education estimated tuition charges for the 2017-2018 school year Mine Hill Enrollment:**

Regular Education	No. of Students	Rate per Student	Total Tuition Per Grade/Program
Dover Middle School – Grade 7	24	\$10,390.00	\$249,360.00
Dover Middle School – Grade 8	23	\$10,390.00	\$238,970.00
<b>TOTAL DMS</b>	<b>47</b>		<b>\$488,330.00</b>
Dover High School – Grade 9	30	\$11,902.00	\$357,060.00
Dover High School – Grade 10	13	\$11,902.00	\$154,726.00
Dover High School – Grade 11	15	\$11,902.00	\$178,530.00
Dover High School – Grade 12	34	\$11,902.00	\$404,668.00
<b>TOTAL DHS</b>	<b>92</b>		<b>\$1,094,984.00</b>
Special Education			
DMS - LLD	2	\$15,477.00	<b>\$30,954.00</b>
DMS – BD (no program available)	0	N/A	N/A
DMS - RC	See below	TBD	
DHS - LLD	6	\$15,447.00	<b>\$92,862.00</b>
DHS - BD	0	N/A	N/A
DHS - RC	See below	TBD	
Resource Room (projected \$5,503 annual tuition/student @ 7 estimated students)	7		<b>\$38,521.00</b>
Total 2017-18 Tuition (subject to Tuition Adjustment in 2019-2020)			<b>\$1,745,651.00</b>
Tuition Adjustment 2015-2016			<b>(\$227,627.94)</b>
<b>GRAND TOTAL 2017-2018</b>			<b>\$1,518,023.06</b>

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and Business Administrator to approve the contract with **Leonard H. Elovitz, Ed.D. from Consulting Services Associates** to provide expert witness services in the trial for the amendment of the shared service agreement with Dover Board of Education in withdrawing Mine Hill Township Grade 7 and 8 pupils from Dover Middle

School. The fee structure will be \$175 per hour for meetings, preparation, report writing, etc. and \$1,000 for ½ day and \$1,500 for a full day for depositions and court appearances.

- h. RESOLVED**, that the Board of Education accepts the recommendation of the Business Administrator and approves the submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Executive County Superintendent of Schools for the 2016-2017, 2017-2018 and 2018-2019 school years.

Motion of: Bridget Mauro      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	Absent	Yes	Yes	Yes

#### 14. INSTRUCTION & CURRICULUM *Jill Del Rio, Brianna O'Brien, Bridget Mauro*

- a. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves **Progressive Therapy of NJ** to provide a Functional Behavior Assessment at a rate of \$1,150.00, previously approved on June 5, 2017, at a rate of \$1,080.00, for out of district student ID #:3258911802.
- b. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Tatiana Franco, County College of Morris student, to conduct classroom observation** in Mrs. Martinez' Spanish class.
- c. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the **2017-2018 IDEA** grants as listed below. (Application available for review in the business office)

<u>IDEA</u>	<u>Amount</u>
Basic	\$101,476
Preschool	\$3,190

Motion of: Bridget Mauro      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	Absent	Yes	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.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number 4168 from November 10, 2017 through January 15, 2018, paid accumulated sick days, for approximately thirty (37) school days, subject to change.

Motion of: Bridget Mauro 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	Absent	Yes	Yes	Yes

## 16. POLICY / OPERATIONS / PUBLIC RELATIONS

*Katie Bartnick, Karen Bruseo, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **NJSAC Statement of Assurance** for the 2017-2018 school year. (Available for review in the business office)
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **NJSAC District Performance Review** for 2017-2018 school year. (Available for review in the business office)
- c. RESOLVED, that the Board of Education approve the New Jersey Department of **Education Health and Safety Evaluation** of School Buildings Checklist for the School Year 2017-2018.
- d. RESOLVED, that the Board of Education approves the following **Policies** for **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
2700	Services to Nonpublic School Students (M) Revised
7100	Long-Range Facilities Planning (M) Revised
7101	Educational Adequacy of Capital Projects (Revised)
7102	Site Selection and Acquisition (Revised)
7130	School Closing (Revised)
7300	Disposition of Property (Revised)

- e. 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	Travel	Estimate Total Expense
11/14/17	Jessica Cicchino	Effective Instructional Practice in Math, Monroe	\$149.00	\$30.81	\$179.81
10/24/17	Matt Martyniuk	NJ Science Convention Princeton, NJ	\$190.00	\$27.34	\$217.34

Motion of: Bridget Mauro      Seconded by: Dina Mikulka

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
a-d. 5-1 e. 4-1	Yes Yes	Yes Yes	Yes No	Absent	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
Girl Scouts*	Kindergarten Troop Meetings	Faculty Lounge	Oct. 2017 – June 2018
Basketball*	Recreational Practice, Games & Awards Ceremony	Gym	11/1/17 – 3/12/18 (when available)
Mine Hill Community	Soup Sampler	Gym	12/1/17
Mine Hill First Aid*	King of the Hill Car Show	Parking lot, gym and copy machine room (for sink)	5-19-18 (Rain date: 5-20-18)

*\*COI good thru 1/1/2018 – an updated COI will be sent in January, 2018*

Motion of: Bridget Mauro      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	Absent	Yes	Yes	Yes

## 18. Dover Report

*Pete Bruseo*

- Mr. Bruseo reported that there was a state testing presentation at the last Dover Board meeting, and he would not be available to attend the next several meetings due to work travel.

## 19. MHEF Report

*Pete Bruseo, Dina Mikulka*

## 20. Old Business

## 21. New Business

- Discussed having an alternate Dover Representative.

RESOLVED, that the Board of Education appoint Dina Mikulka as an Alternate to the Dover Board of Education.

Motion of: Bridget Mauro      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	Absent	Yes	Yes	Yes



## 22. Public Discussion

## 23. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the Board adjourns the meeting at 8:10 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	Absent	Yes	Yes	Yes

Respectfully submitted,

***C. Rodriguez***

**Carolina Rodriguez**

**Business Administrator**