

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
November 20, 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	Yes	Brianna O'Brien	Yes
Jill Del Rio	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 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **October 16, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **October 16, 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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 8. Correspondence

Mr. Nittel presented the Board of Education a letter from a student for after a request to add a bus route for after school activities. The Board of Education commented that adding an additional route would increase transportation expenses for the school district.

## 9. Superintendent's Report

- 7<sup>th</sup> and 8<sup>th</sup> grade update
- Construction update
- QSAC-SOA Adjustment
- Lighthouse Designation
- Thank you to Teachers
- Thank you to Mr. Zygmunt – Tenure Achieved
- Late Bus email from student-Possibility of moving the late bus to a later time
- Visit from the commissioner
- BOE Newsletter

## 10. Presentation / Reports

- Election Results  
Vote for 2  
Karen Bruseo: 494 votes  
Peter Bruseo: 485 votes  
Write-In: 9

Unexpired Term 1 Year (Vote for 1)

Brianna O'Brien: 503 votes

Write-In: 4

**Statement of Declaration**

A STATEMENT of Determination of the **BOARD OF CANVASSERS**, relative to a School Board Election held in the County of Morris, State of New Jersey, for the election of School Board Members for the Municipality of **MINE HILL TOWNSHIP** on the **7<sup>th</sup> day of November, 2017**.

The Board does determine that at the said election:

Karen Bruseo	Member of the Board of Education	3 Year Term
Peter Bruseo	Member of the Board of Education	3 Year Term
Brianna O'Brien	Member of the Board of Education	1 Year Term

- Innovation Time student presentation

Canfield students presented the Board of Education with information regarding the implementation of a Computer Club. Students discussed the things that would be discussed and what grades and sessions would be available to the students. Computer Club would use existing school resources but would need a Club Advisor at a rate of \$32.65 per hour.

**11. Business Administrator's Report**

- HVAC project status
- Budget meeting were held with Administrations and all the grade levels
- Recommendation for Reorganization Meeting date included in the New Business part of this agenda
- The District received proposals for the evaluation of the slab settlement in room #102. Currently reviewing and evaluating proposals
- On November 16, 2017, a representative from the Morris County Environmental Recourse "Liz Sweedy" presented our Kids Green Team with a PowerPoint presentation on the importance of recycling, mandated recyclables and the possibility of the district conducting a Waste Audit.

**12. Public Discussion**

The Board of Education presented the school district's staff with a cake and appreciation for everything the staff has done in order for the district to qualify as a Light House District.

Cindy Pyrzynski - thanked the Board of Education, Administration and Staff on being able to work together and be able to provide the teachers with the recourses needed for them to be able to do what they do.

Nancy Gulley - discussed school district's upcoming concert dates.

Brett Corronato - congratulated the Dover's soccer team in making it to the State Level. Mr. Corronato wanted to give the Board an opportunity to ask any questions in regards to the Shared Services contract that the district currently has with the town, which would be expiring at the end of December 2017 and the need to amend the agreement.

### 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 \$859,608.67 plus \$314,095.16 for the **October, 2017** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA).
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of October**, 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 October** 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 contract for **Bilingual Evaluations** for the 2017-2018 school year with **Hillmar, LLC** at the rate of **\$525.00 per evaluation for Spanish** and **\$700.00 per evaluation for Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, French, Russia; Korean, Italian; Portuguese, Polish, Gujarati** not to exceed \$6,000.00.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and Business Administrator to approve the contract with **William Librera of West Hudson 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.

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	Brianna O'Brien
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- a. RESOLVED, that the Board of Education accepts the NJ Department of Education’s designation as a **Lighthouse District**, and recognizes the hard work and effort of the teachers and staff of the Canfield Avenue School for all they do to assure the growth and achievement of all students.

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office).
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves for **Educational Services** to be provided to Student ID: 5802441844 while student is attending Daytop New Jersey Academy commencing on September 22<sup>nd</sup>, 2017, at a daily rate of \$254.27, as per Dover’s CST. (Pending receipt of updated IEP.)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves an **Educational Evaluation** for Student ID: 5942816747 at a rate of \$380.00, as per Dover’s CST.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves an **Educational and Psychological Evaluation** for Student ID: 1928698773, at a rate of \$760.00, as per Dover’s CST.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves an **Educational and Psychological Evaluation** for Student ID: 5802441844, at a rate of \$760.00, as per Dover’s CST.

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	Brianna O'Brien
7-0	Yes	Yes	Yes	Yes	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 **tenure for Mr. Adam Zygmunt**, principal of the Canfield Avenue School.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Robby Suarez as a **STEP Mentor (Title 1)** for the 2017-18 school year, for 1 hour/week for 30 weeks at a rate of \$32.65/hour.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Anna Xhumba, Randolph High School Option II program**, to observe Noreen Vetter, school nurse, 2-3 times per week for one hour between November, 2017 and June, 2018.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Donna Grossman** as a **Substitute Nurse** for the 2017-2018 school year.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Margaret Nunnermacker as a substitute for after school clubs**, on an as needed basis, at a rate of \$32.65/hour, for the 2017-2018 school year.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statute and code for **Waiver of Coverage** for all health benefits (family coverage) during the 2017-2018 school year to be paid in two installments as per contract, for the following employees:

<b>Employee Name</b>	<b>Amount to be paid December, 2017</b>	<b>Amount to be paid June, 2018</b>	<b>Total Amount to be paid</b>
Carroll, Diana	\$1,250.00	\$1,250.00	\$2,500.00
Eastman, Michelle	\$1,250.00	\$1,250.00	\$2,500.00
Ondish, Beth	\$1,250.00	\$1,250.00	\$2,500.00
Ramacciotti, Jill	\$1,250.00	\$1,250.00	\$2,500.00
Ronay, Scott	\$1,250.00	\$1,250.00	\$2,500.00
Snarski, Lauren	\$1,250.00	\$1,250.00	\$2,500.00
Carter-Munson, Zorina	\$1,250.00	\$1,250.00	\$2,500.00

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
7-0	Yes	Yes	Yes	Yes	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 **Revised NJQSAC 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 **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Estimate Total Expense
9-14-17	Carolina Rodriguez	NJASBO ESSA Accounting Rockaway, NJ	\$100.00	\$0.00	\$100.00
10-15-17	Carolina Rodriguez	NJASBO Title I Rockaway, NJ	\$100.00	\$0.00	\$100.00
1-23-18	Carolina Rodriguez	NJASBO Legal Rockaway, NJ	\$100.00	\$0.00	\$100.00
2-13-18	Carolina Rodriguez	NJASBO Transportation Rockaway, NJ	\$100.00	\$0.00	\$100.00
3-20-18	Carolina Rodriguez	NJASBO Purchasing Rockaway, NJ	\$100.00	\$0.00	\$100.00
12-7-17	Debbie Hanley	NJASBO Payroll Fundaments Rockaway, NJ	\$100.00	\$5.70	\$105.70
3-20-18	Debbie Hanley	NJASBO Purchasing Rockaway, NJ	\$100.00	\$5.70	\$105.70
4-12-18	Debbie Hanley	NJASBO Audit Review Rockaway, NJ	\$100.00	\$5.70	\$105.70
5-10-18	Debbie Hanley	NJASBO Admin. Assistant Program Rockaway, NJ	\$100.00	\$5.70	\$105.70
11-16 & 11-17-17	Susan Charlton	NJ Associate of School Librarians Conference Long Branch, NJ	\$180.00*	\$84.94	\$264.94

\*Change in Registration fee previously approved on 9-25-17 with a registration cost of \$150.00

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	Brianna O'Brien
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

**18. Dover Report** *Pete Bruseo, Dina Mikulka*

- Dina Mikulka attended the Dover Board of Education meeting and was removed from the meeting due to regulations only allowing one board representative from our district that can be seated on the Board of Dover.
- A parent asked what the Dover Board of Education’s reasoning was as to why they were not letting 7<sup>th</sup> and 8<sup>th</sup> grade go back to the Mine Hill Township BOE.

**19. MHEF Report** *Pete Bruseo, Dina Mikulka*

**20. Old Business**

**21. New Business**

- BOE reorganization meeting scheduled for January 4, 2018 at 7:00 p.m.

**22. Public Discussion**

**23. Adjournment**

On the motion of Bridget Mauro seconded by Karen Bruseo, the Board adjourns the meeting at 8:23 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>Bridget Mauro</b>	<b>Dina Mikulka</b>	<b>Brianna O’Brien</b>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

***Carolina Rodriguez***

Carolina Rodriguez

Board Secretary