

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 5, 2018

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education was called to order at 6:00 p.m. on Friday, January 5, 2018, by Superintendent, Lee Nittel. The meeting was originally scheduled for January 4, 2018 but was postponed due to inclement weather. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 20, 2017 and the Randolph Reporter on December 21, 2017 in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Superintendent, Lee Nittel, will report the results of the annual school election held on November 7, 2017, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Karen Bruseo	494
Peter Bruseo	485
Candidate for One Year Term	Votes
Brianna O'Brien	503

3. Superintendent, Lee Nittel, will administer the Oath of Allegiance to the newly elected Board Members.

4. Roll Call

Katie Bartnick	Yes	Bridget Mauro	Yes
Karen Bruseo	Yes	Dina Mikulka	Yes
Peter Bruseo	Yes	Brianna O'Brien	Arrived at 6:30 p.m.
Jill Del Rio	Yes		

5. Flag Salute

6. Election of President

The Superintendent declares nominations are in order for the position of President.

Nomination: Bridget Mauro is nominated by Katie Bartnick, seconded by Jill Del Rio

Vote for President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
Name: <u>Bridget Mauro</u>	Yes	Yes	Yes	Yes	Yes	Yes	Absent

Election Results:

Bridget Mauro is elected President of the Mine Hill Township Board of Education.

7. Board President Takes Chair

8. Election of Vice President

The President declares nominations are in order for the position of President.

Nomination: Jill Del Rio is nominated by Katie Bartnick, seconded by Karen Bruseo

Vote for Vice President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
Name: Jill Del Rio	Yes	Yes	Yes	Yes	Yes	Yes	Absent

Election Results:

Jill Del Rio is elected Vice President of the Mine Hill Township Board of Education.

9. Board Vice President takes Chair

10. Reorganization Action Items

- a. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote.**
- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments:**

Assignments	Member(s) Assigned
Building & Grounds Committee	Katie Bartnick & Pete Bruseo
Curriculum & Instruction Committee	Committee of a whole
Finance Committee	Karen Bruseo & Jill Del Rio
Personnel Committee	Committee of a whole
Policy, Operations and Public Relations Committee	Committee of a whole
Delegates to NJSBA and Morris County School Boards Association (2)	Katie Bartnick & Brianna O'Brien
Mine Hill Educational Foundation Liaison	Pete Bruseo & Dina Mikulka
Mine Hill – Dover Committee	Karen Bruseo, Jill Del Rio & Dina Mikulka
Dover Board of Education	Pete Bruseo
Educational Services Commission of Morris County (2)	Katie Bartnick & Dina Mikulka

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics:**
 - 1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 - 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 - 3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
 - 4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
 - 5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.

6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Friday, January 5, 2018- Reorganization; and Monday, January 22, 2018
February	Monday, February 26, 2018
March	Monday, March 5, 2018; and Monday, March 19, 2018
April	Monday, April 30, 2018 - Budget Public Hearing & Adoption
May	Monday, May 21, 2018
June	Monday, June 4, 2018; and Monday, June 25, 2018
July	Monday, July 23, 2018
August	Monday, August 6, 2018 – Board Retreat; and Monday, August 20, 2018
September	Monday, September 24, 2018
October	Monday, October 15, 2018
November	Monday, November 19, 2018
December	Monday, December 17, 2018

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Carolina Rodriguez
Assistant Board Secretary	Lee Nittel
Auditor	Lerch, Vinci & Higgins, LLC
Treasurer of School Monies	Lisa Palmieri
Architect	Di Cara Rubino Architects
Attorney	Machado Law Group
Attorney	Schenck, Price, Smith & King, LLP
Medical Inspector/School Physician	Brent Forward, Internal Medicine Associates
School Attendance Officer/Money Guard	Jeffrey Oster

Affirmative Action Officer	Adam Zygmunt
Public Agency Compliance Officer	Carolina Rodriguez
Custodian of Public Records	Carolina Rodriguez
Safety Compliance Officer	Carolina Rodriguez
504 Coordinator	Lauren Snarski
Integrated Pest Management Coordinator	Carolina Rodriguez
Homeless Liaison	Adam Zygmunt
DCP&P Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Adam Zygmunt
School Safety Officer	Adam Zygmunt
Agent of Record-Health Benefits	Brown & Brown Fortitude
Agent of Record-Dental Insurance	Brown & Brown Fortitude
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Carolina Rodriguez
Right to Know Coordinator	Carolina Rodriguez
Asbestos/AHERA Coordinator	Carolina Rodriguez
Chemical Hygiene Officer	Carolina Rodriguez
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Carolina Rodriguez

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record and the Randolph Reporter as the Board’s legal newspaper** until the next reorganization meeting or until changed by resolution.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of all textbooks/programs and current school curriculum.** (Available for review in the principal’s office)
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary’s Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- i. The Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates Carolina Rodriguez, School Business Administrator, Board Secretary, as the **Purchasing Agent** for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed the aggregate in a contract year the total sum of \$40,000 (bid threshold) without public advertising for bids.

FURTHERMORE, Carolina Rodriguez is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

FURHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the build threshold of \$40,000.00.

- m. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

Lakeland Bank	#	Signatories
General Fund	3	Bridget Mauro, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Payroll Agency	2	Bridget Mauro, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Net Payroll	3	Bridget Mauro, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Cafeteria (Food Services)	2	Bridget Mauro, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
SUI Trust Fund	2	Bridget Mauro, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	2	Carolina Rodriguez, BA and Adam Zygmunt, Principal

- n. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **the procurement of goods and services through the cooperative bidding services of Educational Data Services**.
- o. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **District Emergency Plan**. (Available for review in the principal’s office)

- p. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.
- q. In accordance with N.J. A.C. 17:27-3.2 the board designate Mrs. Carolina Rodriguez, Board Secretary, **Purchasing Agent as the Public Agency Compliance Officer for the Mine Hill Township Board of Education.**

The Public Agency Compliance Officer is the liaison between the Mine Hill Township Board of Education and the State of New Jersey Department of the Treasury Division of Contract Compliance Equal Employment Opportunity in Public Contracts.

The Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Mine Hill Township Board of Education and the appropriate contract vendors.

The major responsibilities of the Public Agency Compliance Officer is to;

Obtain and keep a current file of the required Affirmative Action Evidence from contracted vendors who do business with the Board;

Include the mandatory Affirmative Action language in all advertisements for bids and all solicitation of proposals; and

Include the appropriate mandatory Affirmative Action Language in all bid specifications and all Board contracts.

Mrs. Rodriguez will assume the responsibilities at no extra compensation. The effective date of this resolution is January, 2018 through December, 2018.

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

**REGULAR MEETING OF THE MINE HILL TOWNSHIP
BOARD OF EDUCATION**

- 11. Correspondence
- 12. Superintendent's Report
- 13. Business Administrator's Report
- 14. Public Discussion
- 15. FINANCE

16. INSTRUCTION & CURRICULUM

17. PERSONNEL

18. POLICY / OPERATIONS / PUBLIC RELATIONS

19. BUILDINGS & GROUNDS

- Meeting scheduled for January 22, 2018 at 5:30 p.m.
- Katie Bartnick began a discussion regarding the EMC renovation. Furniture and lighting were discussed. The board decided to not upgrade the ceiling and lighting at this time.

20. Dover Report

- At the Dover reorganization Monica Polestis was voted president of the Dover Board of Education.

21. MHEF Report

22. Old Business

23. New Business

RESOLVED, that on January 2, 2018, the Business Administrator/Purchasing Agent declared an Emergency Contract situation for a frozen heating unit in the gym,

As per 18A:18A-7 and in accordance with N.J.A.C 5:34-6.1 the Board of Education at its next regular Board of Education Public Meeting, shall review and acknowledge the emergency purchases. A copy of the contract/agreements and requisition will be field with the State and County by Board Secretary/School Business Administrator.

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

24. Public Discussion

25. Adjournment

On the motion of Bridget Mauro seconded by Katie Bartnick at 7:26 p.m. the Board returns to the regular session meeting.

Respectfully submitted,

Lee S. Nittel

Lee S. Nittel
Superintendent