

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
February 26, 2018**

1. Call to Order

2. Statement of Compliance

In Compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, adequate notice of date, time and location for this meeting has been properly advertised in the Daily Record and the Randolph Reporter on January 11, 2018 and copies of the agenda have been posted on the district website 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	Absent
Jill Del Rio	Yes		

5. Executive Session

On the motion of Bridget Mauro seconded by Jill Del Rio 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 meeting 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 and 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 category(s) 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 7:03 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	Yes	Yes	Absent

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on January 22, 2018.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on January 22, 2018 and the special meeting held on **February 21, 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	Yes	Yes	Yes	Absent

8. Correspondence

- Retirement letter from Betty Lou Minno
- Resignation letter from Victoria Mrasz

9. Superintendent's Report

- 7th & 8th Grade update - Rejection of the agreement. Will schedule with Dover's committee.
- QSAC school visit scheduled for March 19th. Will be focused on the new DPR for P & I.
- Presentation at Lighthouse Convening went well. Thank you to Mr. Zygmunt and Cindy Pyrzynski for attending.
- Future Ready Committee – We are in the process of completing a self-assessment for the district, and a few members of the committee attended the Future Ready Summit on Feb 22 at NJIT.
- Calendar – one day too many – we will add an additional emergency day for now. If we do not use all days, we will take off the end of the year. We've use 4, leaving us with two. We will revisit the end of March, to see if we need to adjust. New Calendar to be approved.
- Regarding Parkland, the Mine Hill Learning Community is deeply saddened by the horrific event that occurred. The Canfield Avenue School (CAS) Administration and Staff practice and revise our safety protocol regularly, and I am proud of the way our teachers and students consistently take these precautions and security drills seriously. In February 2016, CAS underwent a Site Assessment by the New Jersey Office of Homeland Security and Preparedness. The confidential report included some simple changes to our protocol, which have since been implemented successfully. In the wake of Parkland, we plan to revisit and update our lockdown and offsite evacuation plans, along with local law enforcement and nearby districts, to be sure we are aware of anything new learned from Parkland, and to improve our security plans. This evening we will approve a memorandum of understanding, providing police access to school security cameras.

- Canfield Avenue School has been awarded a \$1,992.25 Mini-Grant to support Farm to School activities. The students will work with Donaldson Farms in Hackettstown. We are excited to accept this grant at the next BOE meeting and will use the funds to enhance agricultural education in our programs, as well as to support our garden project. One of our MD teachers, Mrs. Champagne, applied for the grant. She began the garden project last year and has been instrumental in using the garden for hands-on activities with her students. This grant will allow us to expand the program to approximately 100 students.
- Last week we enjoyed the annual wax museum presented by the 4th grade.
- Monday, 2/26 - Staff activity day - Rock Climbing, 2/26-3/2 - Dr. Seuss Spirit Week, Thursday, 3/1 - Reading night/STEM night, Friday 3/2 - Read Across America Day, Monday, 3/5 - Teacher PD day, Monday, 3/5 - BOE meeting, Wednesday, 3/7 - PTA meeting 7 pm in the Library, Friday, 3/9 - Grades 5/6 PTA fun night.

10. Presentations / Reports

11. Business Administrator's Report

- Senate No. 1248 State of New Jersey Legislature extended the transmittal date deadline for fiscal year 2018-2019 gubernatorial budget message from the fourth Tuesday in February to March 13, 2018. The School District will not receive state aid numbers until March 15, 2018.
- Business Administrator requested that the scheduled Board Meeting for March 19, 2018 be moved to March 26, 2018 in order to give the district enough time to make any adjustments if necessary.
- Business Administrator will be discussing FY 18-19 Budget with the whole board.
- SOR Consulting Results. It appears that the portion of the floor slabs in the classrooms 100 and 105 were constructed atop poorly and/or inadequately compacted fill along the wall line. SOR Consulting believes that the distress experience by the slabs along the wall line is due to differential consolidation of the fill. It is our opinion that the consolidation of the fill is both load and time related and based on the age of this structure and past loading conditions, the majority of consolidation and resulting settlement has probably already taken place. Therefore, consideration could be given to releveling the affected floor slab area, however; it is not required.

12. Public Discussion

13. FINANCE *Karen Bruseo, Jill Del Rio, Bridget Mauro*

- RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **January, 2018 payrolls** in the amount of \$313,549.89 (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA), plus the **payment of bills** (including state health and dental benefits) from the General Operating Account in the amount of \$1,040,228.17.
- RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December, 2017 and January, 2018**, which is attached and made part of this resolution by reference.

- c. WHEREAS, in compliance with N.J.A.C. 6A:23-2.11©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 December, 2017 and January, 2018** 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, that the Board of Education authorizes the Business Administrator to apply and accept the **Farm to School grant**.

RESOLVED, that the Board of Education accepts the award of the Farm to School grant in the amount of \$1,992.25, will be used for a field trip to tour the farm and any costs associated with the field trip.

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
6-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent

14. INSTRUCTION & CURRICULUM

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **The Arc of New Jersey to provide School-to-Work Transition services** for Student ID #: 6856508144, 50 hours of Instruction, Job Coaching and Job Sampling at a rate of \$53.00/hour, not to exceed \$2,650.00.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Shepard Preparatory High School** to provide education services for Student ID #: 3258911802, commencing on February 26, 2018 through the end of the school year at a prorated tuition rate of \$20,960.49.

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
6-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent

15. PERSONNEL

Committee of a whole

New Personnel employment appointments are contingent upon the required stated 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 **resignation of Betty Lou Minno, 3rd grade teacher**, effective July 1, 2018, for the purpose of retirement.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Victoria Mrasz, Instructional Aide**, effective February 1, 2018, for the purpose of enlisting in the U.S. Army.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Elizabeth Overko** as a **substitute teacher** at a rate of \$90/day and **substitute aide** at a rate of \$70/day for the 2017-2018 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the increase of hours for **Lisa Lardieri, Instructional Aide**, from 3.5 to 5.8 hours per day at the annual salary of \$12,736.80 pro-rated, no benefits, effective February 1, 2018 through June 30, 2018.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Tara Downey, as an Instructional and Cafeteria Aide**, for 5.8 hours per day at the annual salary of \$12,736.80 pro-rated, no benefits, Effective February 12, 2018 through June 30, 2018.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Stephanie Alfieri, as a leave replacement teacher** for employee #4383 as follows:

BA Step A, \$53,300.00, pro-rated, no benefits, effective April 16, 2018 through June 22, 2018 (or last day of school).
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Shannon Scherr, as a leave replacement teacher** for employee #4051 as follows:

BA Step A, \$53,300.00, pro-rated, no benefits, effective May 7, 2018 through June 22, 2018 (or last day of school).
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Erin Pomponio, to conduct classroom observations** in second grade as part of her teacher training program through Montclair University.

- i. RESOLVED, that Board of Education accepts the recommendation of the Superintendent and approves the placement of **Hannah Pyrzynski to conduct classroom observations** with Mrs. Martinez as part of her teacher training program through Messiah College.

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	Yes	Yes	Yes	Absent

16. POLICY/OPERATIONS/PUBLIC RELATIONS

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 school year calendar**. (Available for review in the business office).
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 twelve month employee calendar**. (Available for review in the business office).
- c. RESOLVED, that the Board of Education, accepts the recommendation of the Superintendent and approves the following item to go to **bid with Gov Deals**:

<u>Item</u>	<u>Quantity</u>
Basketball Hoop	Two (2)

- d. RESOLVED, 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
2-7-18	Dorothy Quinn	Fostering Growth Mindsets in Every Math Classroom, Monroe, NJ	\$179.00	\$ 41.21	\$220.21
2-7-18	Robby Suarez	Fostering Growth Mindsets in Every Math Classroom, Monroe, NJ	\$164.00	\$41.21	\$205.21
2-7-18	Adam Zygmunt	Fostering Growth Mindsets in Every Math Classroom, Monroe, NJ	\$164.00	\$41.21	\$205.21
2-27-18	Jeff Steidl	NJ Annual Health & PE Conference Long Branch, NJ	\$135.00	\$43.09	\$178.09
3-2-18	Melissa Gusterovic	Literacy Development Saddle Brook, NJ	\$150.00	-0-	\$150.00
3-2-18	Jill Ramacciotti	Literacy Development Saddle Brook, NJ	\$150.00	\$20.71	\$170.71
3-17-18	Noreen Vetter	NJ Nurses Annual Conference Princeton, NJ	\$199.00	13.73	\$212.73
3-23-18	Susan Charlton	NJAGC Conference West Windsor, NJ	\$199.00	\$31.80	\$230.80

- e. Committee of a whole to discuss Policy Alert #214.

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
6-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent

17. BUILDINGS & GROUNDS *Katie Bartnick, Peter 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
Wharton Area Little League*	Baseball & Softball Practices and Games	Gym: Mon-Fri (when available) Outside field: Mon-Sat (when available)	3/19/18 – 4/27/18 3/17/18 – 6/16/18
Mine Hill/Wharton Rotary*	Tricky Tray	Gym & 1 classroom	6/2/18

**Pending Insurance Certificate*

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	Yes	Yes	Yes	Absent

18. Dover Report *Peter Bruseo*

19. MHEF Report *Peter Bruseo, Dina Mikulka*

20. Old Business

21. New Business

- Discuss possible change of the March 19, 2018 Board meeting

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	Yes	Yes	Yes	Absent

22. Public Discussion

23. Executive Session

On the motion of Bridget Mauro seconded by Jill Del Rio at 8:39 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 meeting in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select on 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 and 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 category(s) 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

24. Return to Public Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 8:55 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	Yes	Yes	Absent

25. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the board adjourns the meeting at 8:55 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	Yes	Yes	Absent

Respectfully submitted,

Carolina Rodriguez

Carolina Rodriguez

Board Secretary