

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 14, 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 March 15, 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	Arrived at 7:00 p.m.
Peter Bruseo	Absent	Brianna O'Brien	Arrived at 6:36 p.m.
Jill Del Rio	Yes		

5. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 6:33 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 & 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 Bridget Mauro seconded by Karen Bruseo 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	Absent	Yes	Yes	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **April 30, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **April 30, 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
6-0	Yes	Yes	Absent	Yes	Abstain	Yes	Yes

8. Correspondence

9. Superintendent's Report

- 7th and 8th grade update-no decision from commissioner but district received a request for more information
- Penny War goes to funding a \$1,000 scholarship for the students
- PARCC testing
- End of 4th Marking Period
- Spring Concerts
- End of Year events
- Holocaust Survivor
- Teacher Appreciation week

10. Presentations / Reports

- History fair projects student presentations from Mrs. Graney's 1st grade class (Cameron Dodds and Megan Manherz)

11. Business Administrator's Report

- HVAC Update
- EMC Update
- Direct Install Update

12. Public Discussion

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** from the General Operating Account in the amount of \$342,522.34.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of March 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 March 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 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. BE IT RESOLVED, that the Board of Education of Mine Hill upon the recommendation of the Business Administrator approves the renewal of the Food Service Management Company base year contract with **Maschio's Food Services, Inc.**, the district's Food Service Management Company for the 2018-2019 school year as follows:

Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$6,961.00. The management fee shall be payable in monthly installments of \$696.10 per month commencing on September 1, 2018 and ending on June 30, 2019.

Guarantee No/Cost/Breakeven: Mashio's guarantees a no cost or break even food service operation, including the management fee. In the event that the program costs exceed total revenues (from all sources), Mashio's shall be responsible for any losses (shortfalls) incurred with the conditions as included in the contract, which shall remain on file in the business office and is made a part of the official minutes of the meeting.

- e. WHEREAS, the Board wishes to have Mine Hill take responsibility for snow plowing and removal and miscellaneous additional services at Board owned facilities at the Canfield Elementary School; and

WHEREAS, the governing bodies of **Mine Hill and the Board** have adopted resolutions pursuant to N.J.S.A. 40A:65-1 et seq., the **Uniform Shared Services Act**, authorizing the adoption of this agreement.

NOW, THEREFORE, the parties agree as follows:

1. Term. This agreement shall commence upon execution and shall expire on June 30, 2023.
 2. The Township shall be responsible for snow plowing and snow removal at the Canfield Elementary School.
 3. The Township will be responsible for leaf removal on the school's front lawn only, not the back or other areas of the school, and shall not be responsible for lawn mowing, spring clean-up, mulching, flower and other outdoor gardening and tree maintenance on Board property.
 4. The Township will sweep the school parking lots at its discretion when it acquires a new street sweeper.
 5. The Board shall waive fees for Township sponsored activities and events utilizing Board property. There shall be no Saturday school opening fees for the recreation basketball program.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the cooperative purchasing with **Hertz Furniture** through contract number ESCNJ (formerly MRESC) 17/18-16 for the purpose of purchasing furniture for the Mine Hill Township Board of Education for the school year 2017-2018.

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
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

14. INSTRUCTION & CURRICULUM

Committee of a whole

15. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Erin Pomponio** as a **Substitute Teacher** for the 2017-2018 school year.
- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and approves the **renewal of tenured and non-tenured certificated staff for the 2018-2019 school year** as follows:

Tenured Staff	Certification
Janice Bochicchio	Elementary School Teacher
Susan Day	Elementary School Teacher
Michelle Eastman	Elementary School Teacher in Grades K-6, Teacher of the Handicapped

Marisa Graney	Elementary School Teacher, Teacher of Students with Disabilities
Tabitha Hertz	Elementary School Teacher, Teacher of the Handicapped
Lansing Holman	Teacher of the Handicapped
Melissa Kenny	Elementary School Teacher
Kay Kim	Elementary School Teacher
Jennifer Ludwig	Teacher of Preschool Through Grade 3, Elementary School Teacher
Matthew Martyniuk	Elementary School Teacher with Subject Matter Preparation: Science I
Karyl Meehan	Elementary School Teacher
Margaret Nunnermacker	Elementary School Teacher, Teacher of the Handicapped
Lucrezia Olivo	Elementary School Teacher, Teacher of the Handicapped
Lyndsee Olivo	Elementary School Teacher
Beth Ondish	Elementary School Teacher, Teacher of the Handicapped
Cindy Pyrzynski	Teacher of Physical Education
Dorothy Quinn	Elementary School Teacher
Jill Ramacciotti	Elementary School Teacher with Subject Matter Preparation: Language
Mark Richardson	Teacher of Music
Amanda Riley	Elementary School Teacher in Grades K-6
Lauren Snarski	School Counselor
Theresa Steele	Elementary School Teacher with Subject Matter Preparation: Mathematics
Robby Suarez	Elementary School Teacher in Grades K-6
Noreen Vetter	School Nurse
Danielle Wilson	Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of Social Studies

Non-Tenured Staff	Tenured Date	Certification
Diana Carroll	2-17-2020	Teacher of Preschool Through Grade 3
Ruthann Champagne	9-2-2019	Elementary School Teacher in Grades K-6, Teacher of Students with Disabilities
Susan Charlton	9-2-2018	School Librarian, Educational Media Specialist/Gifted & Talented
Jessica Cicchino	9-2-2019	Elementary School Teacher in Grades K-6
Melissa Gusterovic	9-2-2019	Elementary School Teacher in Grades K-6
Jessica Gutwein	9-1-2020	Elementary School Teacher in Grades K-6
Ivonne Martinez	1-5-2020	Teacher of Spanish, Teacher of English as a Second Language
Cortney Smith	9-2-2020	Teacher of Art
Jeffrey Steidl	9-2-2018	Teacher of Health and Physical Education

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Support Staff for the 2018-2019 school year** as follows:

Staff Member	Position
Stephanie Alfieri	Para-Professional Aide
Kelsey Alpaugh	Para-Professional Aide
Annette Conciatori	Para-Professional Aide
Jodianne Cullen	Para-Professional Aide
Tara Dyson	Para-Professional Aide
Lisa Lardieri	Para-Professional Aide
Charlene Leary	Para-Professional Aide
Kathleen Mury	Para-Professional Aide
Anne Peres	Para-Professional Aide
Lois Rehling	Para-Professional Aide
Angel Tapia	Para-Professional Aide
Lisa Van Ness	Para-Professional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Linda Slahor	Cafeteria Aide

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full time Administrative Staff for the 2018-2019 school year** as follows:

Name	Position
Lee Nittel	Superintendent
Carolina Rodriguez	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Angela Sabatino	Administrative Assistant to the Superintendent; Secretary to the Board Secretary
Debra Hanley	Administrative Assistant to the Business Administrator
Lori Bullock	Administrative Assistant to the Principal
Lourdes Conroy	Main Office Secretary
Zorina Munson	Secretary to the Child Study Team (F/T - 10 months)
Jeff Oster	Attendance/Bonded Security Officer
Lisa Palmieri	Treasurer

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Zorina Munson to work up to 50 hours**, as needed for IEP meetings and CST office administration from July 1, 2018 through August 31, 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
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

16. POLICY/OPERATIONS/PUBLIC RELATIONS

Committee of a whole

- a. WHEREAS, the Superintendent recommends the approval of **summer hours** for twelve month administrative and secretarial staff beginning July 6 and ending August 24, 2018.

RESOLVED, that the summer hours will be Monday through Thursday, 8:00 a.m. to 4:00 p.m. including a working lunch and elimination of the 15 minute a.m. and p.m. break for the secretaries, the building will be closed on Fridays.

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
6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

17. BUILDINGS & GROUNDS

Katie Bartnick, Peter Bruseo, Bridget Mauro

- a. WHEREAS, the Mine Hill Board of Education needs to approve the submission of the **Lead Testing Program Statement of Assurance**, and

1. WHEREAS, the school district, charter school, renaissance school, jointure commission, educational services commission, approved private school for students with disabilities acting under contract to provide educational services on behalf of New Jersey public school districts, state-funded early childcare facilities pursuant to *N.J.A.C. 6A:13A*, and receiving schools as defined by *N.J.A.C. 6A:14-7.1(a)* (hereinafter collectively referred to as "District"), has reviewed the amendments to

N.J.A.C. 6A:26 requiring immediate testing for lead in drinking water and provides assurance that the development and implementation of a testing program has been completed in accordance with the technical guidelines established by the NJ Department of Environmental Protection as evidenced by our completion of the attached Program Checklist, that all notifications of test results were provided consistent with this subchapter, and that alternate drinking water continues to be made available to all students and staff.

2. The District will continue to fully implement the *N.J.A.C. 6A:26-12.4* regulations.
3. The District will maintain compliance with all applicable laws, codes, and regulations governing the provision of potable drinking water and testing of drinking water for lead including, but not limited to: *N.J.A.C. 6A:26-12.4*; *the Safe Drinking Water Act*; *N.J.S.A. 58:12A-1 et.seq.* and the rules promulgated pursuant thereto; *N.J.A.C. 7:10* and *N.J.A.C. 6A:26-6*, Planning and Construction Standards for School Facilities.

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	Absent	Yes	Yes	Yes	Yes

18. Dover Report

Peter Bruseo

Dover: Dates for meetings for our committees to get together.

19. MHEF Report

Peter Bruseo, Dina Mikulka

Lee stated Mr. Morris will be funding programs.

20. Old Business

21. New Business

A Personnel committee discussion will be held at the June 4, 2018 Board Meeting

22. Public Discussion

23. Executive Session

On the motion of Bridget Mauro seconded by Karen Bruseo at 8:09 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)

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Note: This closed session will include items in category(s) 7 & 8. 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 9:35 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	Absent	Yes	Yes	Yes	Yes

25. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the board adjourns the meeting at 9:35 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	Absent	Yes	Yes	Yes	Yes

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary