

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
August 27, 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 August 16, 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	Absent
Karen Bruseo	Yes	Dina Mikulka	Absent
Peter Bruseo	Yes	Brianna O'Brien	Absent
Jill Del Rio	Yes		

5. Executive Session

On the motion of Jill Del Rio 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 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.

6. Return to Regular Session

On the motion of Jill Del Rio seconded by Karen Bruseo at 7:04 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
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **July 23, 2018**.

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

- b. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **August 6, 2018**.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
2-2	Yes	Abstain	Yes	Abstain	Absent	Absent	Absent

- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **July 23, 2018**.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

- d. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **August 6, 2018**.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
2-2	Yes	Abstain	Yes	Abstain	Absent	Absent	Absent

8. Correspondence

- PTA Tricky Tray

9. Superintendent's Report

- Summer updates; email from Lee August 13th; 2 new teachers; website launch; September 12th Back to School night
- Direct Install project status
- HVAC Management system upgrade status
- Town's request to purchase school district's mower in the amount of \$7,000.00

10. Presentations / Reports

11. Business Administrator’s Report

12. Public Discussion

- Gulley - Alumni update

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 **July 2018 payrolls** in the amount of \$76,014.99 (including gross payroll amounts, district share of DCRP pension benefits, the state and district’s share of FICA), plus the **payment of bills** from the General Operating Account, in the amount of \$409,275.19.

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)	\$142.50
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of July**, 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 July** 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 that the Mine Hill Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects proposal** for Professional Services for a partial roof replacement at Canfield Avenue School. The fee for professional services will be a lump sum of \$45,000.00 with the following breakdown:

A. Design Development.....	\$13,000.00
B. Construction Documents.....	\$21,000.00
C. Bidding & Award.....	\$ 2,000.00
D. Contract Administration.....	\$ 9,000.00

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2019 school year contract with the Morris County Vocational School District** for educational services available at:

Denville Campus (Academies Full-time and Share-time)
 Math, Science and Engineering Academy; Morris Hills (FT)
 Performing Arts: Dance, Theatre & Vocal Performance; Morris Knolls (FT)
 Biotechnology Academy; Mt. Lakes (FT)
 Environmental Science; Jefferson (FT)
 Engineering, Design & Advanced Manufacturing; CCM (PT)
 Allied Health: Pequannock (PT)

Based on a per pupil **tuition charge** as listed below:

	<u>Regular Ed.</u>	<u>Special Ed.</u>
Full-time Students	\$9,100	\$11,000
Part-time Students	\$4,550	\$ 5,500

- f. RESOLVED, that the Mine Hill Township Board of Education approve the banking services proposal from **Lakeland Bank** for a three year contract commencing on September 1, 2018 through August 31, 2021 at a variable interest rate equal to 70% of Federal Reserve Bank's Fed Funds Interest Rate with a cap of 3% and an initial rate of 1.60%.

Motion of: Jill Del Rio Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
a, b, c	Yes	Yes	Yes	Yes	Yes	Yes	Yes
d	Table	Table	Table	Table	Absent	Absent	Absent
e, f	Yes	Yes	Yes	Yes			

14. INSTRUCTION & CURRICULUM

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 proposed field trips** listed below:

Grade	Destination
MD 1-6	Donaldson Farm, Hackettstown*
6 th Grade	Buehler Challenger & Science Center, Paramus

**to be paid from the Farm to School grant*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2018-2019 school year** as follows:

Local ID	School	School Year Tuition including ESY if applicable	Dates	Aides or Services	Contract send to BOE
13762776	Wharton PRIDE	\$49,517.00	9-1-2018 to 6-30-2019	\$12,528.00	

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

15. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Robby Suarez from a BA 12 Step D, with a salary \$56,060.00 to a BA 18 Step D, with a salary of \$56,335.00 effective September 1, 2018.
- b. 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 #4051 as follows:
 - BA Step A, \$53,910.00, pro-rated, no benefits, effective September 1, 2018 through December 18, 2018.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Michael Cannon, Instructional Aide** September 1, 2018 through December 18, 2018 at a pro-rated amount of \$12,737.00, no benefits.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2018-2019 school year** as indicated below at the following rates:
 - Teacher Certificate: \$95/day
 - Substitute Credentials: 90/day
 - Aide: \$70/day
 - Clerical: \$12/hour
 - Custodian: \$19/hour
 - Nurse: \$150/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	CLERICAL/ OFFICE	CUSTODIAN	NURSE
Alfieri, Stephanie	X					
Antonicich, Jennifer	X		X			
Beatty, Linda			X			
Bowers, Rosemary						X
Brennan, Deborah	X		X			
Cannon, Michael			X			
Carney, Elizabeth	X					
Carter, Patricia			X			
Conciatori, Annette		X				
Cullen, Jodi		X				
Downey, Tara		X				
Dyson, Tara		X				
Earley, Douglas						X
Fremeth, Rachel						X
Gonzalez, Miriam					X	
Gulley, Nancy	X		X			

Hamilton, Kayla		X	X			
Hendershot, Emily		X				
Hoyos, Carlos					X	
Isenberg, Dan		X				
Johnston, Michelle	X		X			
LaBanca, Gianna		X	X			
Leary, Charlene		X				
LeDonne, Teresa		X				
Munson, Rhett		X	X	X		
Nebesnak, Eileen			X			
Ondish, Jennifer			X			
Peres, Anna		X				
Pyrzynski, Hannah		X	X			
Roselle, Tammy						X
Scheuerman, Bob		X	X			
Soares, Victoria		X	X			

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

16. POLICY/OPERATIONS/PUBLIC RELATIONS *Committee of a whole*

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
1550	Equal Employment/Anti-Discrimination Practices (M) Revised
5350	Student Suicide Prevention (M) Revised
5533	Student Smoking (M) (Revised)
8462	Reporting Potentially Missing or Abused Children (M) (Revised)
1613	Disclosure and Review of Applicant's Employment History (M) (New)
5512	Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

- b. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Regulation #</u>	<u>Regulation Title</u>
1550	Equal Employment/Anti-Discrimination Practices (M) Revised
5350	Student Suicide Prevention (M) Revised
1613	Disclosure and Review of Applicant's Employment History (M) (New)
5512	Harassment, Intimidation, and Bullying (HIB) (M) (Abolished)
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)

- c. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items to be **recycled**:

<u>Item</u>	<u>Quantity</u>
Mitsubishi XD560LP Projector	1
Open Eye DVR 5500724	1
Dell Latitude E5440	3
Ditek DVR Surge Protector/UPS	1
Dell Docking Stations	30
Dell Laptop Chargers	30
Mitsubishi XD430U Projector	1
Mitsubishi XD280U Projector	1
Dell OptiPlex PCS	20
Projector Bulbs	2
Eaton UPS	1
OOW Apple iPad DMTJ2GBGDJ8T	1
Monitors	13
HP LaserJet 500 M551 printer	1

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	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
PTA	Various Events	EMC, Gym, Field	8/26/18 - 6/30/19
Mine Hill First Aid Squad	King of the Hill Car Show (rescheduled from May, 2018)	Gym, Copy room (for sink) Parking Lot	9/22/18 Rain Date: 9/23/18
Camp Fire	Various Events	Teacher's Lounge, Gym	9/1/18 - 6/30/19
Boy Scouts	Monthly Pack Meetings	Gym	Sept. 2018 - May, 2019
Boy Scouts	Blue & Gold Awards Ceremony	Gym	2/23/19
Boy Scouts	Pinewood Derby	Gym	3/23/19
Boy Scouts	Picnic	Outside or Gym	6/22/19
Girl Scouts	Meetings	Teacher's Lounge	9/1/18 - 6/30/19
Girl Scouts	Halloween Dance	Gym	10/26/18
Girl Scouts	Father/Daughter Dance	Gym	5/17/19

Motion of: Jill Del Rio Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent
3-1 Boy & Girl Scouts	Abstained	Yes	Yes	Yes	Absent	Absent	Absent

18. Dover Report

Peter Bruseo

- Superintendent, Bob Becker retired, Beth Schoonmacker will fill-in until November 2018

19. MHEF Report

Peter Bruseo, Dina Mikulka

20. Old Business

21. New Business

- Food policy - food for parties - Mashio’s baskets

22. Public Discussion

23. Adjournment

On the motion of Jill Del Rio seconded by Katie Bartnick, the board adjourns the meeting at 8:14 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O’Brien
4-0	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Business Administrator/Board Secretary