

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
September 24, 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 5, 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 - Arrived at 6:37 p.m.
Peter Bruseo	Absent	Brianna O'Brien	Yes
Jill Del Rio	Yes		

5. Executive Session

On the motion of Bridget Mauro seconded by Katie Bartnick 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) 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 Katie Bartnick at 6:57 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 **August 6, 2018 and August 27, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **August 6, 2018 and August 27, 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 4-2	Yes	Yes	Absent	Yes	Yes	a. Yes b. Abstained	a. Yes b. Abstained

8. Correspondence

9. Superintendent's Report

10. Presentations / Reports

- PARCC Presentation
- Allan Barnett from Di Cara Rubino Architects review proposal for the partial roof replacement

11. Business Administrator's Report

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 **August 2018 payrolls** in the amount of \$82,931.94 (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 \$459,515.85.

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)	\$1,013.49
Student Activity Fund (Canfield School Account)	\$ 582.00

- b. 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.

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

- c. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Bilingual Evaluations** for the 2018-2019 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.
- d. RESOLVED, that Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education tuition charges for the 2018-2019 school year Mine Hill Enrollment:**

Regular Education	Student Count	Tuition Rate	Total Tuition
DMS – Grade 7	10	\$10,163	\$101,630
DMS – Grade 8	21	\$10,163	\$213,423
Total DMS	31		\$315,053
DHS – Grade 9	21	\$11,625	\$244,125
DHS – Grade 10	29	\$11,625	\$337,125
DHS– Grade 11	13	\$11,625	\$151,125
DHS – Grade 12	17	\$11,625	\$197,625
Total DHS	80		\$930,000
Special Education			
DMS - LLD	N/A	\$21,797	N/A
DMS – BD	N/A	N/A	N/A
DMS - RC	N/A	N/A	N/A
DHS - LLD	4	\$21,797	\$87,188
DHS - BD	N/A	N/A	N/A
DHS - RC	N/A	N/A	N/A
Resource Room (projected \$5,503 annual tuition)	4		\$22,012
Total 2018-19 Tuition (subject to Tuition Adjustment in 2019-2020)			\$1,354,253
Tuition Adjustment 2016-2017			\$31,862
GRAND TOTAL 2018-2019			\$1,386,115

- e. RESOLVED, that Board of Education accepts the recommendation of the Superintendent to allow the Business Administrator to solicit bids for **HVAC Services** for a three (3) year contract (2018-2019, 2019-2020 & 2020-2021) with the option to renew up to two (2) additional years upon mutual agreement of the school district and the provider.

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

- 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
Pre-K	Turtle Back Zoo, West Orange
Kindergarten	Fosterfield's Living Historical Farm, Morristown
1 st Grade	Turtleback Zoo, West Orange
2 nd Grade	Field Station Dinosaur, Leonia
3 rd Grade	Franklin Mineral Museum, Franklin
4 th Grade	Ocean Institute, Sandy Hook
5 th Grade	Statue of Liberty & Ellis Island, Jersey City
6 th Grade	JCP&L Solar Cars Competition, Morristown
6 th Grade	Medieval Times, Lyndhurst (sponsored by 6 th grade parents)
MD 1-6	Donaldson Farm (Grant-not to exceed \$1,992.25)*
MD 1-6	Store, Train & Bank (location TBD)
MD 1-6	Community based instruction - various locations (budgeted not to exceed \$2,920)*
Grades 4, 5, 6	Winter & Spring Chorus shows - Senior Center, Mine Hill
Grades 4, 5, 6	Chorus showcase - Rockaway Mall, Rockaway

**includes admission, nurse & transportation costs*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Evaluations listed below:

Student ID	Service	Provider	Cost
M.R.	BDI, Speech & Social assessment evaluations	Hillmar, LLC	\$525.00 each
L.R.	BDI, Speech & Social assessment evaluations	Hillmar, LLC	\$525.00 each

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Paula Joana**, County College of Morris student, **for five hours of classroom observation** in Mrs. Gusterovic's first grade class.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Diana Taveras**, County College of Morris student, **for five hours of classroom observation** in Mr. Suarez's fourth grade class.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Sibi Sáenz-Williams**, student at William Paterson University, **to conduct up to 150 hours of student counselor practicum** with Mrs. Snarski.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Samantha Johnson**, student at Randolph High School, to **conduct observation with Noreen Vetter from October 2018 through June 2019.**
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **staff members for 7 week sessions at 1.5 hours/week not to exceed 29 sessions of after school clubs at an hourly rate of \$33.30 for the 2018-2019 school year:**

Mrs. Bochicchio, Mrs. Champagne, Mrs. Charlton, Mrs. Gutwein,
Mr. Holman, Mrs. Smith, Mrs. Snarski and Mrs. Steele.
Mrs. Conroy, club coordinator at a rate of \$16.17/hour.

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

15. PERSONNEL

Committee of a whole

- a. 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

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE
Doorly, Erin	X		
Efthimiopoulos, Sotirios	X		
Moran, Courtney		X	
Price, Joan	X		
Stanton, Kristy	X		
Trowbridge, Cindy			X

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number 4241 beginning October 1, 2018 through November 19, 2018.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 Merit Goals** for **Lee Nittel**, as per his contract. (Available for review in the Business Office)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 Merit Goals** for **Carolina Rodriguez**, as per her contract. (Available for review in the Business Office)
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Jessica Gutwein from a MA 30 Step E, with a salary \$62,398.00 to a MA 36 Step E, with a salary of \$62,810.00 effective October 1, 2018.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 Merit Goals for Adam Zygmunt** as per his contract.
(Available for review in the Business Office)
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Bevin Subocz**, as a **volunteer Technology Coach** for the 2018-19 school year. No Cost to the Board.

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. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items go to **bid with Gov Deals**:

<u>Item</u>	<u>Quantity</u>
Step risers	4

- b. RESOLVED, that the Board of Education approves the following **Policies** for **Second 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)

- c. 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/ Meals	Lodging/ Travel/ Tolls	Estimate Total Expense
10/9/18	Adam Zygmunt	Advanced HIB Investigations Monroe Township, NJ	\$150.00	\$31.56	\$181.56
10/18/18 & 10/19/18	Lee Nittel	NJPSA Fall Conference Long Branch, NJ	\$152.00 \$76.50	\$102.00 \$48.86 \$40.00	\$419.36
11/16/18 to 11/18/18	Adam Zygmunt	Learning and the Brain Conference, Boston MA	\$599.00 \$177.50	\$546.00 \$120.00	\$1442.50

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

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
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	Monthly Meeting-Troop 97433	Teacher's Lounge	Sept. 2018 - June, 2019
Girl Scouts	Halloween Dance	Gym	10/26/18
Girl Scouts	Father/Daughter Dance	Gym	5/17/19

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

18. Dover Report *Peter Bruseo*

19. MHEF Report *Peter Bruseo, Dina Mikulka*

20. Old Business

21. New Business

- Empowerment Solutions Strategic Plan
 - Mr. Nittel discussed the town's proposal for the purchase of the mower. The town will be willing to purchase the mower at a cost of \$7,000; however the district will not receive payment until January 2019. Board agreed to wait until then, however; they recommended that an agreement be set in place for prompt payment.
 - Mr. Nittel discussed the meeting Prim Rose School in regards to providing Before and After Care services along with transportation to and from the school to the residents of Mine Hill.
- a. RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for board members attending the annual **2018 NJ School Boards Association Fall Conference and Workshop** from October 22 to October 25, 2018, at a group rate paid by the district, in the amount of \$1,500.00, as listed below:

Board Member	M&IE	Lodging*	Mileage	Parking	Total Cost	Reimbursement
Karen Bruseo	\$231.00	-0-	\$86.80	\$40.00	\$357.80	\$357.80
Pete Bruseo	\$231.00	-0-	\$86.80	\$40.00	\$357.80	\$357.80
Bridget Mauro	\$231.00	\$279.00	\$86.80	\$40.00	\$636.80	\$357.80
Lee Nittel	\$231.00	\$279.00	\$86.80	\$40.00	\$636.80	\$357.80
Carolina Rodriguez	\$231.00	\$279.00	\$86.80	\$40.00	\$636.80	\$357.80

*Lodging paid directly to the vendor via purchase order

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
4-2	Yes	Abstained	Absent	Yes	Abstained	Yes	Yes

22. Public Discussion

23. Adjournment

On the motion of Bridget Mauro seconded by Karen Bruseo, the board adjourns the meeting at 9:17 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