

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
December 17, 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	Arrived at 6:54 p.m.
Peter Bruseo	Absent	Brianna O'Brien	Yes
Jill Del Rio	Absent		

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) 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 7:00 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
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **November 19, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **November 19, 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
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Abstain

8. Correspondence

- Dover seat no longer available to Mine Hill

9. Superintendent's Report

- Mid-year review letter

10. Presentations / Reports

- Audit Report – fiscal year ending June 30, 2018
- Artist in Residence Presentation

11. Business Administrator's Report

- Audit report
- Corrective Action Plan
- BOE meeting schedule for 2019
- Budget calendar for Budget FY 2019-2020

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 **November 2018 payrolls** in the amount of \$321,227.49 (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 \$690,814.13.

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)	\$0.00
Student Activity Fund (Canfield School Account)	\$2,516.92

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of October and November**, 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 **months of October and November** 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, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the **MORRIS ESSEX INSURANCE GROUP** is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Mine Hill Township does hereby agree to renew membership in the **MORRIS ESSEX INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2019 to June 30, 2022.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- e. THIS AGREEMENT, made this 17th day of December, 2018 in the County of Morris, State of New Jersey By and Between: **MORRIS ESSEX INSURANCE GROUP** hereinafter referred to as Pool; and the Board of Education of Mine Hill Township a duly constituted unit of government hereinafter referred to as the Board:

WITNESSETH:

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the POOL'S Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the POOL with respect to Self-Insured Workers' Compensation and if applicable, to participate in the Insured Joint Purchasing Pool for Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agrees to renew membership in the POOL for the period of **three (3) years, the commencement of which shall be July 1, 2019.**
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the POOL the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the POOL, all of whom as a condition of membership in the POOL shall execute a verbatim counterpart of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the POOL in accordance with the Bylaws thereof, this Agreement or any applicable Statute.
6. If the POOL in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the POOL for all such reasonable expenses, fees and costs on demand.
7. The BOARD and the POOL agree that the POOL shall hold all monies paid by the BOARD to the POOL as fiduciaries for the benefit of POOL claimants all in accordance with NJSA 18a;18b.
8. The POOL shall establish separate Trust Accounts for each of the following categories of risk and liability:
 - a) Claims or Loss Retention Fund
 - b) Administrative
 - c) Workers' Compensation Premium

The POOL shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the POOL'S Bylaws and such other Statutes as maybe applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the POOL shall be obligated to execute this Agreement.

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 2018-2019.
As per approved board goals

g. WHEREAS, the Auditor conducted an exit conference with the administration and presented to the Board of Education ; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

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
5-0	Yes	Yes	Absent	Absent	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	Date	Destination
G & T Students	1/24/19	Morristown Unitarian Fellowship Brain Bowl*

**Parents paying admission fee and transporting their student*

b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves pursuant to the Mine Hill Township Board of Education Policy 5119, the following student **to attend Roxbury High School as Mine Hill Township Board of Education paid tuition student**, September 2019 through June 2023. (No lottery was held as there was three letters of interest received and four seats available)

Student	Result
A.C.	Enrollment in Roxbury High School
J.P.	Enrollment in Roxbury High School
A.S.	Enrollment in Roxbury High School
M.T.	Enrollment in Roxbury High School

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Homebound Instruction for student ID 9271750256**, up to ten (10) hours per week as needed.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Artist in Resident** “Caren Frost-Olmsted” for the painting of the mural at an amount not to exceed \$4,100.00.

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
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

15. PERSONNEL *Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Stephanie Alfieri as leave replacement teacher** for employee #4403, BA Step A, \$53,910.00, pro-rated, no benefits, effective on or before February 4, 2019 through June 30, 2019.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **continued appointment of Michael Cannon, Instructional Aide** December 19, 2018 through June 30, 2019 at a pro-rated amount of \$12,737.00 no benefits.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves payment to **Carolina Rodriguez**, for completing two of her five county approved **merit goals** as per her 2018-2019 employment contract as follows:

Completed Archive of student records, finance and personnel files from document paper files into electronic form in an effort to eliminate storage space, reduce the cost of paper and support sustainable NJ
(Completed): \$3,873

Completed facilitation of \$300,636 Direct Install Project funding at least 40% with alternative funding
(Completed): \$3,873

- d. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and appoints the following **Homebound Instructors for the 2018-2019** school year as needed: Ruthie Champagne, Marisa Graney, Lansing Holman, Melissa Kenny and Theresa Steele at a rate of \$33.30 per hour, with the number of hours to be determined on an individual basis.

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
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

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 **Health and Safety Evaluation** of School Buildings checklist Statement of Assurance for the 2018-2019 school year. (Available for review in the business office)

- b. 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	Estimated Total Expense
1/31-2/1/19	Lee Nittel	Techspo 2019	\$549.00	\$96.18	\$645.18
1/31-2/1/19	Carolina Rodriguez	Techspo 2019	\$549.00	\$190.18*	\$739.18

*Lodging included

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
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

17. BUILDINGS & GROUNDS *Katie Bartnick, Peter Bruseo, Bridget Mauro*

18. Dover Report *Peter Bruseo*

19. MHEF Report *Peter Bruseo, Dina Mikulka*

20. Old Business

21. New Business

- 2019-20 Tentative Budget Calendar
- Review 2019 Board Meeting Dates

22. Public Discussion

- Morris Knolls choir went to white house, going to Disney.

23. Adjournment

On the motion of Bridget Mauro seconded by Katie Bartnick, the board adjourns the meeting at 8:53 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary