

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 7, 2019

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 7:00 p.m. on Monday, January 7, 2019, by Business Administrator/Board Secretary, Carolina Rodriguez. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 7, 2018 and the Randolph Reporter on December 13, 2018 in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Business Administrator, Carolina Rodriguez, will report the results of the annual school election held on November 6, 2018, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term	Votes
Katie Bartnick	803
Diane Morris	791
Jennifer Waters (Write-In)	58

3. School Business Administrator/Board Secretary, Carolina Rodriguez, will administer the Oath of Allegiance to the newly elected Board Members.

4. Roll Call

Katie Bartnick	Yes	Dina Mikulka	Yes
Karen Bruseo	Yes	Diane Morris	Absent
Peter Bruseo	Yes	Jennifer Waters	Yes
Jill Del Rio	Yes		

5. Flag Salute

6. Election of President

The Board Secretary declares nominations are in order for the position of President.

Nomination: Karen Bruseo is nominated by Dina Mikulka, seconded by Jill Del Rio

Vote for President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
Name: Karen Bruseo	Yes	Yes	Yes	Yes	Yes	Absent	Yes

Election Results:

Karen Bruseo is elected President of the Mine Hill Township Board of Education.

7. Board President Takes Chair

8. Election of Vice President

The President declares nominations are in order for the position of Vice President.

Nomination: Jill Del Rio is nominated by Katie Bartnick, seconded by Karen Bruseo.

Vote for Vice President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
Name: Jill Del Rio	Yes	Yes	Yes	Yes	Yes	Absent	Yes

Election Results:

Jill Del Rio is elected Vice President of the Mine Hill Township Board of Education.

9. Board Vice President takes Chair

- Correspondence from Diane Morris in regards to Committee appointment request

10. Reorganization Action Items

- a. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote.**
- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments:**

Assignments	Member(s) Assigned
Building & Grounds Committee	Peter Bruseo, Jennifer Waters, Karen Bruseo
Curriculum & Instruction Committee	Committee of a whole
Finance Committee	Karen Bruseo, Jill Del Rio, Dina Mikulka
Personnel Committee	Committee of a whole
Policy, Operations and Public Relations Committee	Committee of a whole
Delegates to NJSBA and Morris County School Boards Association (2)	1) Katie Bartnick, 2) Diane Morris Alternate - Jennifer Waters
Mine Hill Educational Foundation Liaison	Peter Bruseo, Dina Mikulka
Mine Hill – Dover Committee	Jill Del Rio, Diane Morris, Karen Bruseo Alternate - Katie Bartnick
Liaison to the Mine Hill Township Committee	Karen Bruseo, Dina Mikulka
Educational Services Commission of Morris County (2)	Diane Morris, Karen Bruseo Alternate - Katie Bartnick

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics:**
 1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 7, 2019- Reorganization; and Monday, January 28, 2019
February	Monday, February 25, 2019
March	Monday, March 4, 2019; and Monday, March 18, 2019
April	Wednesday, April 24, 2019 - Budget Public Hearing & Adoption
May	Monday, May 13, 2019
June	Monday, June 3, 2019; and Monday, June 24, 2019
July	Monday, July 29, 2019
August	Monday, August 26, 2019
September	Monday, September 23, 2019
October	Monday, October 7, 2019 - Board Retreat; and Monday, October 28, 2019
November	Monday, November 18, 2019
December	Monday, December 16, 2019

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record and the Randolph Reporter as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Carolina Rodriguez
Assistant Board Secretary	Lee Nittel
Auditor	Lerch, Vinci & Higgins, LLC
Treasurer of School Monies	Lisa Palmieri
Architect	Di Cara Rubino Architects
Attorney	Machado Law Group
Attorney	Schenck, Price, Smith & King, LLP
Medical Inspector/School Physician	Brent Forward, Internal Medicine Associates
School Attendance Officer/Money Guard	Jeffrey Oster
Affirmative Action Officer	Adam Zygmunt
Public Agency Compliance Officer	Carolina Rodriguez
Custodian of Public Records	Carolina Rodriguez
Safety Compliance Officer	Carolina Rodriguez
504 Coordinator	Lauren Snarski
Integrated Pest Management Coordinator	Carolina Rodriguez
Homeless Liaison	Adam Zygmunt
DCP&P Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Adam Zygmunt
School Safety Specialist	Adam Zygmunt
Agent of Record-Health Benefits	Brown & Brown Fortitude
Agent of Record-Dental Insurance	Brown & Brown Fortitude
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Carolina Rodriguez
Right to Know Coordinator	Carolina Rodriguez
Asbestos/AHERA Coordinator	Carolina Rodriguez
Chemical Hygiene Officer	Carolina Rodriguez
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Carolina Rodriguez

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of all textbooks/programs and current school curriculum.** (Available for review in the principal's office)
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- l. The Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates Carolina Rodriguez, School Business Administrator, Board Secretary, as the **Purchasing Agent** for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed the aggregate in a contract year the total sum of \$40,000 (bid threshold) without public advertising for bids.

FURTHERMORE, Carolina Rodriguez is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

FURHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the build threshold of \$40,000.00.

- m. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **the procurement of goods and services through the cooperative bidding services of Educational Data Services**.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **District Emergency Plan**. (Available for review in the principal's office)
- o. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.
- p. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

Lakeland Bank	Signatories
General Fund	Karen Bruseo, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Payroll Agency	Karen Bruseo, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Net Payroll	Karen Bruseo, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Cafeteria (Food Services)	Karen Bruseo, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
SUI Trust Fund	Karen Bruseo, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	Karen Bruseo, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
New Jersey Cash Management	Karen Bruseo, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent

- q. In accordance with N.J. A.C. 17:27-3.2 the board designate Mrs. Carolina Rodriguez, Board Secretary, **Purchasing Agent as the Public Agency Compliance Officer for the Mine Hill Township Board of Education.**

The Public Agency Compliance Officer is the liaison between the Mine Hill Township Board of Education and the State of New Jersey Department of the Treasury Division of Contract Compliance Equal Employment Opportunity in Public Contracts.

The Public Agency Compliance Officer in responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Mine Hill Township Board of Education and the appropriate contract vendors.

The major responsibilities of the Public Agency Compliance Officer is to;

Obtain and keep a current file of the required Affirmative Action Evidence from contracted vendors who do business with the Board;

Include the mandatory Affirmative Action language in all advertisements for bids and all solicitation of proposals; and

Include the appropriate mandatory Affirmative Action Language in all bid specifications and all Board contracts.

Mrs. Rodriguez will assume the responsibilities at no extra compensation. The effective date of this resolution is January 2019 through December 2019.

Motion of: Karen Bruseo Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**REGULAR MEETING OF THE MINE HILL TOWNSHIP
BOARD OF EDUCATION**

11. Correspondence

Moved after Board President took Chair before Committee assignments.

12. Superintendent’s Report

13. Business Administrator’s Report

14. Public Discussion

15. FINANCE

16. INSTRUCTION & CURRICULUM

17. PERSONNEL

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Alyssa M. Lawton as a **Substitute Aide** for the 2018-2019 school year at a rate of \$70/day.

Motion of: Karen Bruseo Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

18. POLICY / OPERATIONS / PUBLIC RELATIONS

19. BUILDINGS & GROUNDS

20. Dover Report

21. MHEF Report

22. Old Business

23. New Business

Administration recommended that the School Board of Education update Chromebooks. The district currently has additional Chromebooks that could be used as replacement. No additional cost to the School District.

24. Public Discussion

25. Adjournment

On the motion of Karen Bruseo seconded by Dina Mikulka the board adjourns the meeting at 8:21 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	Absent	Yes

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Board Secretary