

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
January 28, 2019**

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 on January 25, 2019 and the Randolph Reporter on January 24, 2019 and copies of the agenda have been posted on the district website and emailed to the Clerk of the Township of Mine Hill.

3. Roll Call

Katie Bartnick	Yes	Dina Mikulka	Arrived at 6:40 p.m.
Karen Bruseo	Yes	Diane Morris	Yes
Peter Bruseo	Absent	Jennifer Waters	Yes
Jill Del Rio	Yes		

4. Regular Session - 7:00p.m.

5. Flag Salute

6. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **December 17, 2018**.
- b. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **January 21, 2019**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 17, 2018**.
- d. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 7, 2019**.
- e. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 21, 2019**.

Motion of: Karen Bruseo Seconded by: Dina Mikulka

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

7. Correspondence

Mine Hill Board of Education President (Karen Bruseo) contacted the Dover’s Board of Education Board President. Board President (Karen Bruseo) suggested that both Committees meet to discuss current expired contract and to better the relationship between the districts. Dover’s Board President will relate information to the Dover Board of Education at their next Board meeting scheduled for February 2019.

8. Superintendent’s Report

- The end of the 2nd marking period
- Status of the amendment of the 7th and 8th Grade send receive contract with Dover
- District is looking into moving from POTS telephone lines to VOIP lines
- Heat issues in the orange hallway
- 3rd year of the LATIC program
- NJEDGE information, Co-op for purchasing technology services
- PTA fun night

9. Presentations / Reports

N/A

10. Business Administrator’s Report

- HVAC bid results
- Partial roof replacement bid results
- Long Range Facility Plan resolution
- Audit AMR and CAFR
- Mashio’s Revenue increase compared to last year

11. Public Discussion

- Nancy Gulley: PTA founder’s night, Dover band spaghetti dinner. Concern with the Board of Education appealing the Commissioner’s decision.
- Brett Coranato: HVAC bid.
- Cindy Pyrzynski: Concerned with the Board of Education appealing the Commissioner’s decision. Teachers are ready for any decision that is made administratively, but it takes an emotional toll on both the staff and students not knowing what will be the outcome.
- Lourdes Conroy: Cost to appeal the Commissioner’s decision. How to get the Mine Hill seat back on the Dover Board of Education.

12. FINANCE *Karen Bruseo, Jill Del Rio, Dina Mikulka*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **December 2018 payrolls** in the amount of \$358,722.56 (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 \$569,448.22.

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)	\$2,297.50

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December**, 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 of December** 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 extend the contract with **ESMER PS for payroll services** for the 2018-19 school year as per 18A:18A-42 for a flat monthly rate of \$1,900.00 with the same terms and condition. The contract may be renewed at the boards discretion for two (2) additional one (1) year terms, subject to provisions of NJSA 18A18A42(0).
- e. RESOLVED, that the Board of Education approves the **Horizon Dental Plan renewal contract for the period of 02/01/2019 to 01/31/2020**, renewal summary of rates as follows:

Coverage Type	Current Rate	Renewal Rate	Change in Premium
Single	\$41.25	\$42.49	\$1.24
2 Adults	\$82.48	\$84.95	\$2.47
Family	\$131.99	\$135.95	\$3.96
Parent/Child	\$76.30	\$78.59	\$2.29

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves amending the **Long Range Facility Plan** for the Mine Hill Township Board of Education, to include the following potential projects:

Partial Roof Replacement	\$510,000
HVAC	\$2,099,500
Courtyard Paving	\$617,500
Parking Lot Repaving	\$392,400
Security Vestibule	\$65,000
TOTAL	\$3,684,400

- g. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, NJEdge.Net, Inc., hereinafter referred to as the “Lead Agency” has offered voluntary participation in the **EdgeMarket Cooperative Pricing System** for the purchase of goods and services;

WHEREAS, the governing body of Mine Hill Township Board of Education, situated in the County of Morris, State of new Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED, this resolution shall be known and may be cited as the EdgeMarket Cooperative Pricing Resolution of the Mine Hill Township Board of Education.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, Carolina Rodriguez, Business Administrator of the Mine Hill Township Board of Education on behalf of the Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

- h. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR)** and the Auditor's Management Report on Administrative Findings-Financial, Compliance and Performance for the fiscal year ending June 30, 2018; and

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings-Financial, Compliance and Performance for the fiscal year ending June 30, 2018 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Comprehensive Annual Financial Report and Auditor's Management Report, which is attached to and made a part of this record.

- i. WHEREAS, on January 17, 2019 the Mine Hill Township Board of Education conducted a public bid opening for the award of **partial roof replacement** at Canfield Avenue School which yielded the following for consideration:

Contractor	Base Bid	Alternate #1	Total Bid
Northeast Roof Maintenance	\$392,000	\$(2,000)	\$390,000
Billy Contracting	\$453,000	\$12,000	\$465,000
Patwood	\$457,900	\$17,550	\$475,450

AND;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

WHEREAS, the apparent low bidder, Northeast Roof Maintenance has notified and requested withdraw from the bid based on omissions and errors in the preparation of the bid estimate;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education award the contract for the partial roof replacement at Canfield Avenue school to Billy Contracting and Restoration in the total contract lump sum of \$465,000.00.

- j. RESOLVED, that the Board of Education withdraw from its capital reserve pursuant to N.J.S.A.6A:23A-14.1(h)1 for transfer to the **2018-2019 Capital Outlay** account for Alternate 1 and actual project cost differential from estimated in the amount of \$24,676.00.
- k. WHEREAS, the Mine Hill Board of Education, pursuant to N.J.S.A. 18:18A-1 (et. seq.) advertised for sealed bids for **Automatic Temperature Control System and HVAC Services**; and

WHEREAS, in accordance with that advertisement, the bids were received, publicly opened and read aloud in the Business Office in the Canfield Avenue School, 42 Canfield Avenue on January 15, 2019; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-22 and 18A:18A-36, the Board of Education must either award or reject all bids within sixty (60) days of the opening of the bids, subject to certain exceptions; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(d), a Board of Education may reject all bids for a given project when, after further review, it seeks to substantially revise the bid specifications for the Project; and

WHEREAS, after a full and comprehensive review of the Project and the bids received in response to the advertisement for bids, and upon consideration by the Board of Education and District Administration, the Board of Education has determined to substantially revise the specifications for the Project in order to clarify its service contract needs and the basis for which the project will be awarded, and to require additional trade classifications in order to perform work on the District’s control systems;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby rejects all bids received for the Project; and be it further

RESOLVED, that the Board of Education hereby authorizes the immediate rebid of the Project in order to more accurately reflect the Project’s scope, which shall include revised bid specifications that expand upon the items set forth herein.

- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **cooperative purchasing with CDW-G** through contract number ESCNJ 18/19-03 for the purpose of purchasing Technology Supplies and Services for the Mine Hill Township Board of Education for the school year 2018-2019.

Motion of: Jill Del Rio 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	Absent	Yes	Yes	Yes	Yes

13. 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	3/6/19	Morristown Unitarian Fellowship Learning Carnival*

**Parents paying admission fee and transporting their student*

- b. RESOLVED, that the Mine Hill Township Board of Education, pursuant to N.J.S.A. 18A:18A-2 (cc) and N.J.A.C. 5:34-9.1 et seq., and based upon the recommendation of Mr. Lee Nittel, Superintendent, who certifies the need to purchase the **IDEA-Innovative Designs for Education** program as follows:

The IDE Portal will be utilized in conjunction with the Learner-Active, Technology-Infused Classroom (LATIC) to provide resources for teachers that will enhance the learning experience for their students. It is the only online subscription source for this type of material. Teachers will have access to instructional resources that support standards-based classrooms and our teacher-evaluation model.

In addition, teachers will be able to obtain and share problem-based learning units with others throughout the country. Although eight teachers will participate in cohort one, all of our teachers will have access to the IDE Portal hereby recommends the purchase of the following:

- A. Lab Classroom Training \$7,360.00

The Board authorizes the purchase of the above goods, materials and services from: Innovative Designs for Education, 545 Island Road, Ramsey, New Jersey 07446.

Mr. Nittel has certified that the goods and services offered are of a proprietary and copyrighted nature to be used as a supplement in lieu of textbooks or reference materials and therefore, is an exception to bidding—N.J.S.A. 18A:18A-5(a)(5) and N.J.S.A. 18A:18A-2(r).

The total amount of the purchase including shipping and handling is \$7,360.00 which is funded/budgeted from Account Number 11.000.223.320.00.300. The term of contract for this purchase is from the award of contract through June 30, 2019.

- c. 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:

Student	School District	School Year Tuition	Dates	Aides or Services	Contract send to BOE
8733877891	Morris School District	\$4,263.36	9/6/18 to 11/19/18	N/A	X
4793055462	Mt. Olive	\$22,804	1/7/19 to 6/30/19	\$12,770	

Motion of: Katie Bartnick 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	Absent	Yes	Yes	Yes	Yes

14. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation** of employee #4384, Instructional Aide, effective February 16, 2019.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Tara Downey as an Instructional Aide**, for 5.8 hours per day at the annual salary of \$12,736.80 pro-rated, no benefits, Effective February 16, 2019 through June 30, 2019.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Ivonne Martinez from a BA +24 Step C, with a salary \$56,010.00 to a MA Step C, with a salary of \$59,035.00 effective February 1, 2019.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Robby Suarez from a BA +18 Step D, with a salary of \$56,335.00 to a BA +24 Step D, with a salary of \$56,610.00 effective February 1, 2019.
- e. WHEREAS, under the **Family and Medical Leave Act (FMLA)** requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees to care for oneself, the employee’s spouse, son, daughter or parent, who has a serious health condition;

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the letter from employee #4241, effective January 7, 2019 for the purpose of **Intermittent Family Leave Care**.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Maryann Kudlacik-Kawi as a certified **Substitute Teacher** for the 2018-2019 school year at a rate of \$95/day.

Motion of: Dina Mikulka Seconded by: Diane Morris

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

15. POLICY/OPERATIONS/PUBLIC RELATIONS

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Available for review in the business office).
- b. RESOLVED, that the Board of Education accepts the recommendation of Superintendent and approves the **2019-2020 school year calendar**. (Available for review in the business office).
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **2019-2020 twelve month employee calendar**. (Available for review in the business office).
- d. RESOLVED, that the Board of Education, accepts the recommendation of the Superintendent and approves the **2018-19 District Goals** as follows:

- Continue the development of contemporary learning spaces for students and staff.
 - Continue to work toward earning the Future-Ready Schools certification.
 - Increase communication with district stakeholders.
 - Use data to increase student performance and guide instruction.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-19 Board Goals** as follows:
- Training to develop a plan to earn NJSBA’s Board Certification within three years.
 - Increase community/stakeholder participation.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **disposal/recycle of the following non-operational equipment**:
- Cisco 7942 IP Phones - 2
 - Netgear Prosafe 48 Port Switches - 6
 - Dell Optiplex 780 -1
 - HP Laser Jet P2035 Printer - 1
 - Dell Monitor - 1
 - Box of misc. cables
- g. RESOLVED, that the Board of Education approves the following **Policies for First Reading**:
- | <u>Policy #</u> | <u>Policy Title</u> |
|-----------------|---|
| 0141.1 | Board Member and Term - Sending District (Revised) |
| 0141.2 | Board Member and Term - Receiving District (Revised) |
| 2415.06 | Unsafe School Choice Option (M) (Revised) |
| 2422 | Health and Physical Education (M) (Revised) |
| 2431.3 | Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Revised) |
| 2610 | Educational Program Evaluation (M) (Revised) |
| 5111 | Eligibility of Resident/Nonresident Students (M) (Revised) |
| 5330.04 | Administering an Opioid Antidote (M) (Revised) |
| 5337 | Service Animals (Revised) |
| 5600 | Student Discipline/Code of Conduct (M) (Revised) |
| 5611 | Removal of Students for Firearms Offenses (M) (Revised) |
| 5612 | Assaults on District Board of Education Members or Employees (M) (Revised) |
| 5613 | Removal of Students for Assaults with Weapons Offenses (M) (Revised) |
| 5756 | Transgender Students (M) (Revised) |
| 7440 | School District Security (M) (Revised) |
| 8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M) (Revised) |
| 8561 | Procurement Procedures for School Nutrition Programs (M) (Revised) |
| 8860 | Memorials (Revised) |
- h. RESOLVED, that the Board of Education approves the following **Regulations**:
- | <u>Reg #</u> | <u>Regulation Title</u> |
|--------------|---|
| 2460.8 | Special Education - Free and Appropriate Public Education (M) (Revised) |
| 5111 | Eligibility of Resident/Nonresident Students (M) (Revised) |
| 5330.04 | Administering an Opioid Antidote (M) (New) |
| 5530 | Substance Abuse (M) (Revised) |
| 5600 | Student Discipline/Code of Conduct (M) (Revised) |
| 5611 | Removal of Students for Firearms Offenses (M) (Revised) |

- 5612 Assaults on District Board of Education Members or Employees (M) (Revised)
- 5613 Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- 7440 School District Security (M) (Revised)
- 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M) (Revised)

- i. 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	Travel	Estimated Total Expense
2/28/19	Michelle Eastman	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Claire Friedland	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Amanda Mrasz	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Jill Ramacciotti	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Robby Suarez	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
3/9/19; 3/10/19; 3/16/19; 3/30/19	Mark Richardson	First Steps in Music Course Montclair, NJ	\$300.00	\$71.67	\$371.67
3/30/19	Noreen Vetter	NJSSNA Spring Conference Princeton, NJ	\$199.00	\$29.64	\$228.64
3/22/19	Susan Charlton	NJAGC Conference West Windsor, NJ	\$199.00	\$31.81	\$230.81
5/13-15/19	Beth Ondish	Wilson Reading System	\$875.00	\$96.90	\$971.90

Motion of: Diane Morris 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	Absent	Yes	Yes	Yes	Yes

16. BUILDINGS & GROUNDS *Peter Bruseo, Jennifer Waters, Karen Bruseo*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Use of Facilities** as follows:

Organization	Purpose	Room(s) Needed	Dates
Wharton Area Little League	Baseball & Softball Practice/Games	Gym & Field	3/18/19-6/22/19
Mine Hill First Aid Squad	King of the Hill Car Show	Gym, Parking lot, Copy room (for sink)	5/18/19 Rain date: 5/19/19

Motion of: Jennifer Waters Seconded by: Diane Morris

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

17. Dover Report

Jill Del Rio, Diane Morris

N/A

18. MHEF Report

Peter Bruseo, Dina Mikulka

The Education Foundation/Canfield Kids has selected Lisa Spellman as head of the program.

19. Old Business

N/A

20. New Business

- Karen Bruseo discussed the layout of meeting will be done a bit differently in order to increase the participation and transparency of the Board of Education.
- Karen Bruseo requested ideas on how to get the community more involved with the school district.
- Diane Morris will not be able to attend the next Educational Services Commission meeting.

21. Public Discussion

22. Adjournment

On the motion of Karen Bruseo seconded by Diane Morris, the board adjourns the meeting at 8:27 p.m.

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

Respectfully submitted,

C. Rodriguez

Board Secretary