

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
March 18, 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 6:39 p.m.
Karen Bruseo	Yes	Diane Morris	Yes
Peter Bruseo	Arrived at 6:39 p.m.	Jennifer Waters	Yes
Jill Del Rio	Yes		

4. Regular Session - 7:00 p.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 **March 4, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 4, 2019**.

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	Abstained	Yes	Yes	Yes	Yes

7. Correspondence

8. Superintendent's Report

- Cabin Fever
- PARCC Testing April 8-May 28th
- Graduation Requirements

9. Presentations / Reports

- NJ School Performance Report Presentation
- Preliminary Budget Presentation for the 2019-2020 School Year. Budget consists of a 1.31% increase of Tax Levy in the General Fund for the 2019-2020 School Year.

10. Business Administrator's Report

11. Public Discussion

- Dave Bloom: options for Debt payment when paid off.
- Sam Morris: congratulate the Board of Education on the Budget and the Tax Levy increase despite the State Aid decrease of \$98,350.
- Nancy Gulley: Sound of Music performance.
- Scott Miller (Dover Board of Education representative): Board intends to collaborate and meet with the Mine Hill Board of Education. Discussed Dover's Superintendents search status.
- Cindy Pyrzynski: Truancy and Tardiness of the students was discussed with Administration about a month ago. Family Game Night scheduled for April 10, 2019 at 6:30pm to 7:45pm.

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 **February 2019 payrolls** in the amount of \$325,864.54 (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 \$462,386.10.

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)	\$3,883.07
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 February**, 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 February** are in agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Treasurer and Board Secretary 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 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. Preliminary Budget Resolutions

BE IT RESOLVED, that the **tentative budget** be approved for the **2019-2020 school year** using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2019-2020 TOTAL EXPENDITURES	\$11,101,729	\$215,096	\$199,890	\$11,516,715
LESS: ANTICIPATED REVENUES	\$4,004,613	\$215,096	\$13,772	\$4,233,481
TAXES TO BE RAISED	\$7,097,116	\$0	\$186,118	\$7,283,234

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Educational Media Center at Canfield Avenue School, 42 Canfield Avenue, Mine Hill, New Jersey 07803 on April 24, 2019 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2019-2020 School Year.

AND WHEREAS, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form:

AND BE IT FURTHER, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C 6A:23B-1.2(b), to a maximum expenditure of \$15,700 for all staff and board members.

WHEREAS, N.J.A.C. 6A:23a:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Architecture/Engineering	\$5,000
Legal	\$15,000
Audit	\$22,000
Physician	\$4,000
TOTAL	\$46,000

Be it further resolved, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital projects and the withdrawal of \$994,500.00 from the Capital Reserve to provide funding for the HVAC Upgrade for the 2019-2020 school year;

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Mine Hill Township Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2019-2020 school year.

RESOLVED, to approve the tuition rates for the 2019-2020 school year as follows:

Preschool/K	\$12,742
Grades 1-5	\$15,953
Grades 6-8	\$15,910
Special Education MD	\$53,989

Motion of: Jill Del Rio Seconded by: Dina Mikulka

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	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 **United States Fistball Association** President, Bob Feid, to conduct a free Fistball demonstration during physical education classes.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Educational Services Commission of Morris County to provide **Educational, Psychological and Social Assessments** for Student ID: 2352695053, at a rate of \$380.00 each for a total of \$1,140.00, as per Dover’s CST.

Motion of: Dina Mikulka Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

14. PERSONNEL *Committee of a whole*

New Personnel employment appointments are contingent upon the required stated and federal criminal history background checks in accordance with N.J.S.A. 116, P.L. 1986, and

BE IT FURTHER RESOLVED, that the Board submit to the County Superintendent, as required, applications for emergency hiring and the applicant’s attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A.18A:6-7.1 et.seq. N.J.S.A. 18A:39-17 et. Seq. or N.J.S.A. 18A:6-4.13 et.seq.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Jennifer Ellis** as a **substitute nurse** at a rate of \$150/day for the 2018-2019 school year.

- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and appoints Margaret Nunnermacker as a **Homebound Instructor for the 2018-2019** school year at a rate of \$33.30 per hour, with the number of hours to be determined on an individual basis.

Motion of: Dina Mikulka Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- a. RESOLVED, that the Board of Education approves the following **Policy for adoption**:

Policy # **Policy Title**
 7461 District Sustainability

- b. RESOLVED, that the Board of Education approves the following **Policy for revision**:

Policy # **Policy Title**
 8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

- 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/Lodging/Meals/Misc.	Travel/Parking/Tolls	Estimated Total Expense
6/4-19 to 6/7/19	Carolina Rodriguez	NJASBO 2019 Conference Atlantic City, NJ	\$776.34	\$106.18	\$882.52

- d. RESOLVED, that the Board of Education authorizes the Affirmative Action Team to conduct a needs assessment and develop a **Three-Year Comprehensive Equity Plan**.

Motion of: Pete Bruseo Seconded by: Jill Del Rio

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- a. RESOLVED, that on March 7, 2019 the Business Administrator/Purchasing Agent declared an **Emergency Contract situation for a heating coil that burst in room 128**;

As per 18A:18A-7 and in accordance with N.J.A.C 5:34-6.1 the Board of Education at its next regular Board of Education Public Meeting, shall review and acknowledge the emergency purchases. A copy of the contract/agreements and requisition will be filed with the State and County by the Board Secretary/School Business Administrator.

- b. RESOLVED, that on March 7, 2019 the Business Administrator/Purchasing Agent declared an **Emergency Contract situation for a heating coil that burst in room 129**;

As per 18A:18A-7 and in accordance with N.J.A.C 5:34-6.1 the Board of Education at its next regular Board of Education Public Meeting, shall review and acknowledge the emergency purchases. A copy of the contract/agreements and requisition will be filed with the State and County by the Board Secretary/School Business Administrator.

Motion of: Pete Bruseo Seconded by: Jennifer Waters

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

17. Dover Report

Jill Del Rio, Diane Morris

18. MHEF Report

Peter Bruseo, Dina Mikulka

No Meeting yet. The Canfield Kids expressed interest in the renewal of the Before and After School care for the 2019-2020 school year.

19. Liaison to the Mine Hill Township Report

Dina Mikulka attended the Mine Hill Township Council Meeting. The Town’s budget was discussed, items included (1) surplus of 2% raises for the staff, street paving and 0% increase in budget.

20. Community Committee Report

Have not met yet, waiting to coordinate a date and time.

21. Old Business

School Boards training Superintendent Evaluation.

22. New Business

23. Public Discussion

Katie Bartnick - April 5th & 6th Annie at Dover Middle School - 7 p.m.

24. Adjournment

On the motion of Karen Bruseo seconded by Katie Bartnick, the board adjourns the meeting at 8:20 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,
Carolina Rodriguez
 Business Administrator/
 Board Secretary