

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
April 24, 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	Arrived at 7pm	Dina Mikulka	Absent
Karen Bruseo	Yes	Diane Morris	Yes
Peter Bruseo	Absent	Jennifer Waters	Yes
Jill Del Rio	Yes		

**4. Executive Session**

On the motion of Diane Morris seconded by Jill Del Rio at 7:00 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 & 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

**5. Regular Session - 7:00 p.m.**

**6. Flag Salute**

**7. Approval of Minutes**

- a. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 18, 2019**.

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
5-0	Yes	Yes	Absent	Yes	Absent	Yes	Yes

**8. Correspondence**

- Retirement letter from Lucrezia Olivo

**9. Superintendent’s Report**

**10. Presentations / Reports**

- HIB
- Final Budget Presentation FY 2019-2020
- Strategic Planning Presentation

**11. Business Administrator’s Report**

**12. Public Discussion**

**13. 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 **March 2019 payrolls** in the amount of \$323,389.54 (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 \$688,891.11.

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)	\$3,954.450

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of March**, 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 March** 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. Adoption of 2019-2020 Final Budget**

BE IT RESOLVED, that the Mine Hill Board of Education approves the 2019-2020 school district budget submission as follows:

General Fund	\$11,101,729
Special Revenue	\$215,096
Debt Service Fund	\$199,890
<b>TOTAL</b>	<b>\$11,516,715</b>

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2019-2020 budget:

Current Expense Tax Levy	\$7,097,116
Deb Service Tax Levy	\$186,118
<b>TOTAL</b>	<b>\$7,283,234</b>

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:

FURTHER RESOLVED, 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 \$15,730 for all staff and board members,

FURTHER RESOLVED, that the Board of Education appropriation for travel in the 2018-2019 School Year is \$16,319 of which \$10,591 has been expended through April 2019,

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

FURTHER RESOLVED, in accordance with N.J.A.C. 6A:23a:5.2 (a) the maximum dollar limit for public relations and professional services listed below for the 2019-2020 school year:

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

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 Ed MD	\$53,989

- e. RESOLVED, that the Board of Education approves the **2019-2020 schedule of tax payments** as follows:

**BOARD OF EDUCATION - TOWNSHIP OF MINE HILL  
SCHOOL TAX PAYMENT SCHEDULE 2019-2020**

	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2019	\$591,426.33		\$591,426.33
AUGUST 2019	\$591,426.33	\$4,945.00	\$596,371.33
SEPTEMBER 2019	\$591,426.33		\$591,426.33
OCTOBER 2019	\$591,426.33		\$591,426.33
NOVEMBER 2019	\$591,426.33		\$591,426.33
DECEMBER 2019	\$591,426.33		\$591,426.33
JANUARY 2020	\$591,426.33	\$181,173.00	\$772,599.33
FEBRUARY 2020	\$591,426.33		\$591,426.33
MARCH 2020	\$591,426.33		\$591,426.33
APRIL 2020	\$591,426.33		\$591,426.33
MAY 2020	\$591,426.33		\$591,426.33
JUNE 2020	\$591,426.33		\$591,426.33
<b>TOTAL</b>	<b>\$7,097,116.00</b>	<b>\$186,118.00</b>	<b>\$7,283,234.00</b>

- f. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2018 in the aggregate amount of \$2,033.25.

<u>Check #</u>	<u>Amount</u>
14899	\$234.98
14969	\$ 9.98
15084	\$442.00
15101	\$823.91
15744	\$500.00
16221	\$ 22.38

- g. RESOLVED, that the Board of Education renews **Canfield Kids** as the **provider of the Before and After Care Services only for the 2019-2020 school year** per the terms of its proposal and subject to a contractual agreement.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2019-2020 Professional Support/Non-Public Services Agreement with Non-Public Chapters 192-193 Addendum-Supporting Documents** between the Mine Hill Township Board of Education and the Educational Services Commission of Morris County along with the “Rates of Services” for the 2019-2020 school year.
- i. WHEREAS, on April 30, 2018, the Board of Education accepted and approved the 5 year joint Transportation Agreement between the **Roxbury Township Board of Education and the Mine Hill Township Board of Education**, to provide transportation for Mine Hill resident students attending Dover High School, Dover Middle School, Mine Hill lottery students attending Roxbury High School, Mine Hill Choice students attending Roxbury High School and Eisenhower Middle School and various Field Trips;

WHEREAS, the transportation rates for the 2019-2020 school year are listed at the sum specified herein which may be adjusted based on changes to the route.

- i. 2 - Dover High School routes - \$34,505.00 per route
- ii. 1 - Dover Middle School route - \$33,475.00
- iii. 1 - Roxbury High School Choice route - \$13,600.00
- iv. 1 - Eisenhower Middle School Choice route - \$4,125.00
- v. 1 - Dover High School late route - \$18,540.00
- vi. 1 - Dover Middle School late route - \$18,540.00
- vii. Field Trip hourly rate of \$65.00
- viii. 4% Administrative fee

- j. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2019-2020 Shared Services Agreement** between Morris Hills Regional District and the Mine Hill Board of Education for **Child Study Team Services** in the amount of \$117,692.00.
- k. WHEREAS, that at the request of the Administration the Mine Hill Township Board of Education has recommended a renewal of the **Professional Development in Reading Workshop for the 2019-2020 school year** at the current contract price of a daily rate of \$1,700.00;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education renew the contract for Professional Development in Reading Workshop to **Berit Gordon, Literacy Consultant** in the total contract lump sum of \$15,300.00 (9 Sessions). Funds available in account #20.270.200.300.00.00.

- i. WHEREAS, that at the request of the Administration the Mine Hill Township Board of Education has recommended a renewal with **ESMER PS for payroll services for the 2019-2020 school year** at the current contract price of a monthly rate of \$1,950.00;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education renew the contract for the Payroll Services with **ESMER PS** in the total contract lump sum of \$23,400. Funds available in account #11.000.251.500.00.490.

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
5-0	Yes	Yes	Absent	Yes	Absent	Yes	Yes

**13. INSTRUCTION & CURRICULUM**

*Committee of a whole*

- a. RESOLVED, that the Board of Education affirms the Superintendent’s decision provided in the **Harassment, Intimidation, and Bullying Report** dated March 21, 2019 for Case #: 2019-1.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education acknowledges receipt of the Harassment Intimidation, and Bullying Report dated March 21, 2019 for Case #: 2019-1.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Speech and Language Evaluation** for Student ID #: 4108640816, at a rate of \$380.00, as per Dover’s CST.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Dr. Jose Moreno** to provide **Psychiatric Evaluation** for Student ID #: 2352695053, at a rate of \$590.00, as per Dover’s CST.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Kelly Ann Consulting, LLC** to provide **ABA Therapy** services for Student ID #: 3206091314, at a rate of \$80/hour to commence on March 11, 2019 and continue through June 30, 2019, as per Dover’s CST.
- e. 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 ID	School	Tuition	Dates	Contract send to BOE
1928698773	Brookfield Academy	\$14,950.00	3-28-19 to 6-30-19	X

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the sixth grade **Make a Difference Fair project**;

WHEREAS, three sixth grade students would repaint the map and/or some of the painted games on the blacktop that students use at recess. Parent volunteers would supervise and provide the materials as part of the project and the students will present their project at the Make a Difference Fair on May 28, 2019. (List of parent volunteers available in the business office).

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 Joint Transportation Agreement between Camden County Educational Services Commission (C.C.E.S.C.) and the Mine Hill Board of Education.**

- i. Route 98, \$45.60 per diem

Motion of: Katie Bartnick                      Seconded by: Jennifer Waters

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
5-0	Yes	(Absent)	Absent	Yes	Absent	Yes	Yes

**14. PERSONNEL**                      *Committee of a whole*

New Personnel employment appointments are contingent upon the required state 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 **Jaime Soblick** as a **substitute guidance counselor** effective April 8, 2019 at a rate of \$150/day for the 2018-2019 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Hannah Tapia** as a **certified teacher substitute** effective April 8, 2019 at a rate of \$95/day for the 2018-2019 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Lucrezia Olivo, 2<sup>nd</sup> grade teacher**, effective January 1, 2020, for the purpose of retirement.

Motion of: \_\_\_\_\_                      Seconded by: \_\_\_\_\_

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
5-0	Yes	(Absent)	Absent	Yes	Absent	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 **revisions** to the **2018-2019 School Year Calendar**, to **reflect two (2) unused emergency days** as follows:

June 14, 2019 - 12:30 Dismissal - 6<sup>th</sup> grade Graduation  
 June 18, 2019 - 12:30 Dismissal - Staff Professional Development  
 June 19, 2019 - 12:30 Dismissal - Last day of school

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM coordinator, Mr. Zygmunt in coordination with Mr. Castano, Mrs. Rodriguez and Mr. Nittel. No changes were made to the IPM plan and the recommendation is made to accept and implement the IPM plan for the **2019-2020 school year**.
- c. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the following items go to **bid with Gov. Deals**:
  - i. Teacher Desks (8)
  - ii. Student Desks (138)
  - iii. Student Chairs (153)
  - iv. Kidney Tables (2)
  - v. Rectangle Tables (7)
  - vi. Metal Book Shelf
  - vii. 2-Door Metal Cabinet
  - viii. Filing Cabinets
  - ix. Cubbies (5)
  - x. Electronic Typewriter Brother SX-4000 (1)

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
5-0	Yes	(Absent)	Absent	Yes	Absent	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	Date(s)
Mine Hill Soccer	Practice/Games	Outside fields	4/16/19 to 6/15/19

Motion of: Jill Del Rio Seconded by: Jennifer Waters

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
5-0	Yes	(Absent)	Absent	Yes	Absent	Yes	Yes

**17. Dover Report**

*Jill Del Rio, Diane Morris*

Meeting with Dover representative set for Monday, April 29, 2019.

**18. MHEF Report**

*Peter Bruseo, Dina Mikulka*

N/A

**19. Liaison to the Mine Hill Township Report**

The Township of Mine Hill presented their budget with no tax increase on the municipality side.



**20. Community Committee Report**

Committee will coordinate with the Superintendent once his evaluation is complete.

**21. Old Business**

N/A

**22. New Business**

Business Administrator discussed the recommendation of the Township of Mine Hill in regards to using a Mitsubishi dealer for the installation of the HVAC units. Administration recommended that a Buildings and Grounds Meeting be setup and vendor be brought in to discuss possibly options.

Board President recommended featuring a board member on our website.

**23. Public Discussion**

**24. Adjournment**

On the motion of Karen Bruseo seconded by Jennifer Waters, the board adjourns the meeting at 10:14p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters
5-0	Yes	(Absent)	Absent	Yes	Absent	Yes	Yes

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez

Business Secretary/Board Secretary