

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
July 30, 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 Records on July 22, 2019 and the Randolph Reporter on July 25, 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	Absent
Karen Bruseo	Yes	Diane Morris	Yes
Pete Bruseo	Yes	Jennifer Waters	Yes
Jill Del Rio	Yes		

**4. Executive Session**

On the motion of Karen Bruseo seconded by Jill Del Rio at 6:30 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 **June 24, 2019**.

Motion of: Karen Bruseo      Motion of: 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	Absent	Yes	Yes

**8. Correspondence**

**9. Superintendent’s Report**

Application for Preschool expansion program is due August 1, 2019. The application will include two full time classrooms in district and three other classrooms that will be outsourced to centers nearby.

**10. Presentations / Report**

- Freckle Demo
- Strategic Planning

**11. Business Administrator’s Report**

**12. Public Discussion**

Jill Ramacciotti: Question regarding the need for specials for the preschool program. Administration stated that they would need to provide specials so that the teachers are able to have the prep periods. Being the Freckle was purchased by Renaissance we should look into possibly getting a more reasonable pricing being that the district has already acquired the Renaissance program. The Freckle program could replace the IXL program. The Board recommended that Administration look into the possible replacement of IXL with Freckle before moving forward with the purchase.

Nancy Gulley: Attended various school events in district and at Dover. Highlighted the accomplishments from the Mine Hill Students.

**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 **June 2019 payroll** in the amount of \$370,056.55 (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 \$432,253.07.

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)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of June**, 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 June** 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. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the establishment of the Mine Hill Township School District **Petty Cash for the 2019-2020** in the amount of \$750.00, with the approved signatures of the Superintendent and the Business Administrator.
- e. WHEREAS, the Board of Education of Mine Hill in the County of Morris, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

**Roof HVAC Upgrades** at Canfield Avenue School

State Plan #3240-030-19-1000

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE BE IT RESOLVED by the Board of Education of the Mine Hill Township in the County of Morris, State of New Jersey, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital" and the Board is not seeking state funding.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section . The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. This resolution shall take effect immediately.

- f. WHEREAS, **Billy Contracting** has submitted a change order No. GC-1 to credit for reusing the existing insulation at roof area ‘B’ in the amount of \$7,259.00, new contract sum including Change Order will be \$457,741.00.

WHEREAS, Di Cara Rubino Architects has reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order No. GC-1.

- g. WHEREAS, **Billy Contracting** has submitted a change order No. GC-2 to make repairs to roof area ‘C’ in the amount of \$17,620.00, which will be deducted from the \$40,000.00 allowance leaving a remaining balance of \$22,380.00.

WHEREAS, Di Cara Rubino Architects has reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order No. GC-2.

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	Yes	Yes	Absent	Yes	Yes

**14. INSTRUCTION & CURRICULUM**

*Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Professional Education Services** to provide services to Student SID #: 2146024854 from 4/29/19 to 5/23/19.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to submit the **New Jersey Department of Education Division of Early Childhood Education Preschool Aid application** for the 2019-20 school year.

Motion of: Jill Del Rio      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	Yes	Yes	Absent	Yes	Yes

**15. 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 a **Medical Leave** for employee #4114 beginning July 17, 2019 using accumulated sick days.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave** pursuant to the Federal Family Leave Act and the NJ Family Leave Act for employee #4251 beginning September 3, 2019 through September 20, 2019 using accumulated sick days.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Rhett Munson** to cover a Medical Leave, beginning July 22, 2019 at a rate of \$19.00/hour.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Kathryn Zenna** as a **Certified School Nurse Substitute** at a rate of \$150/day effective July 15, 2019.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Ivonne Martinez** as curriculum writer for new ESL program at a rate of \$35.00/hour up to 20 hours.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves an adjustment to the hourly rate of \$24.58 previously approved on June 3, 2019 for **Jodi Cullen** to an hourly rate of \$21.60, for the 2019-20 school year effective July 1, 2019.
- g. RESOLVED, that the Board of Education approves payment to **Lee Nittel**, for completing his **merit goals** as per his 2018-2019 employment contract as follows:

NJ Future Ready Schools: \$3,340.58;  
 Innovative Teaching Strategies: \$4,449.65;  
 School Safety and Security: \$4,449.65;  
 Communication: \$4,449.65.

Motion of: Diane Morris      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	Absent	Yes	Yes

**16. POLICY/OPERATIONS/PUBLIC RELATIONS**

*Committee of a whole*

**17. BUILDINGS & GROUNDS**

*Peter Bruseo, Jennifer Waters, Karen Bruseo*

Parking lot repaving and striping  
 Contribution from the town regarding the LED Sign

**18. Dover Report**

*Jill Del Rio, Diane Morris*

**19. MHEF Report**

*Peter Bruseo, Dina Mikulka*

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

Next meeting is scheduled for August 1, 2019

**21. Community Committee Report**

**22. Old Business**

School calendar has been added to the website  
Board President requested that the Board members create a Board Bio of themselves along with a picture.  
Information will be uploaded on the District’s website.

**23. New Business**

PTA Tricky Tray: Discussion of alcohol on premises during the event. The Board of Education requested that no Alcohol be on premises as stated on the District’s Policy. The Board of Education requested that Administration contact the organizer of the event and request that a picture of the alcohol be present in the baskets and winners pickup alcohol off premises.

Negotiations Committee: Board of Education selected Peter Bruseo, Jennifer Waters and Diane Morris to be part of the Negotiations Committee.

August Board Meeting attendance: The Board of Education confirmed that there will be quorum for the August Board Meeting.

**24. Public Discussion**

Nancy Gulley: Suggested the Administration send the PTA a letter regarding the Board’s Tricky Tray. Alcohol request before the PTA meeting scheduled for August 17<sup>th</sup>.

**25. Executive Session**

**26. Return to Public Session**

**27. Adjournment**

On the motion of Karen Bruseo seconded by Katie Bartnick, the board adjourns the meeting at 9:12 p.m.

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

Respectfully submitted,

*C. Rodriguez*

Carolina Rodriguez  
Business Administrator/Board Secretary