

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
August 26, 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	Yes
Karen Bruseo	Absent	Diane Morris	Yes
Pete Bruseo	Absent	Jennifer Waters	Yes
Jill Del Rio	Yes		

4. Executive Session - N/A

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

6. Flag Salute

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **July 30, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **July 30, 2019**.

Motion of: Jill Del Rio

Motion of: Diane Morris

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters	Karen Bruseo
4-0	Yes	Absent	Yes	Abstained	Yes	Yes	Absent

8. Correspondence

9. Superintendent's Report

- Superintendent Action plan
- Mine Hill Day 9/21/19

10. Presentations / Report

- Class link presentation

11. Business Administrator's Report

- Purchase of the LED Sign. Waiting on the town to determine the amount of their contribution.
- October 2019 NJSBA Conference.
- District has attained the Silver status through the Sustainable NJ program.
- Bid opening for the 2nd phase of the HVAC project will be due on September 6th.
- Partial roof replacement is in substantial completion just waiting on the punch list.
- Bond Referendum options with no tax impact.

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 **July 2019 payroll** in the amount of \$62,189.22 (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 \$603,945.54.

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)	\$136.50
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 July**, 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 July** 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 Mine Hill Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects Proposal for Professional Services for HVAC Upgrades - Classroom Units** at Canfield Avenue School as per fee proposal listed below.

The project shall include the construction documents and contract administration services for the removal and replacement of heating only unit ventilators with ne heating/cooling vertical-type unit ventilators. Approximately nine (9) classroom unit ventilators will be replaced to meet the available contraction budget of \$765,000.00. (Account 12.000.400.931.00.900)

The fee to perform the services outlined in the proposal is as follows:

Architectural/Engineering Fee.....	\$70,000.00 (Lump Sum)
I. Design Development	30% of Fee
II. Construction Documents	45% of Fee
III. Bidding	5% of Fee
IV. Contract Administration	20% of Fee

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Reimbursable Expenses	\$ 6,000.00 (Budgeted)
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- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between the **Roxbury Township Board of Education and the Mine Hill Township Board of Education for Technical Support Services** in the amount of \$48,668.00 per year for one (1) technician, two days per week for 7.25 hours per day for the 2019-2020 school year. Support services needed outside of the two days per week for special projects or emergencies would be billed at an hourly rate depending on the level of support needed. Computer Technical services (Level 1/ Level 2) at \$50 per hour and Computer Technical/Network Administration services (Level 3) will be billed at \$95 per hour. (Account 11.000.222.400.00.100)
- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract with **Atlantic Tomorrow Office aka Ricoh USA** to revise the current copier lease agreement to upgrade copier's with a total monthly equipment payment in the amount of \$1,295; service/supply payment in the amount of \$564; for a total monthly payment of \$1,859, under state contract #40467. (To be paid to Ricoh USA out of accounts: 11.000.219.491.00.275; 11.000.240.491.50.500; 11.000.251.491.00.490; 11.190.100.491.00.100).

Motion of: Dina Mikulka Seconded by: Diane Morris

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

14. INSTRUCTION & CURRICULUM

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract for **Bilingual Evaluations** for the 2019-20 school year with **Hillmar, LLC** at the rate of **\$525.00 per evaluation for Spanish** and **\$700.00 per evaluation for Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, French, Russia; Korean, Italian; Portuguese, Polish, Gujarati** not to exceed \$11,025.00. (Account 11.000.216.320.00.108)

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

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 **Robby Suarez** to attend IEP meetings as needed for the 2019-20 school year effective August 15, 2019 at the hourly rate of \$33.30 as per contract.
(Account 11.120.100.101.00.100)
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Michael Cannon, Instructional Aide** for the 2019-20 school year at a rate of \$13,087.00, no benefits. (Account 11.213.100.106.00.100)
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Tara Downey, Instruction Aide** for the 2019-20 school year at a rate of \$13,087.00, no benefits. (Account 11.213.100.106.00.100)
- d. RESOLVED, that the Board of Education approves payment to **Carolina Rodriguez**, for completing her **merit goals** as per his 2018-19 employment contract as follows: (Account P1.000.251.100.00.100)
District's Sustainability Certification: \$2,908.00;
Completion of the HVAC Management System Controls Upgrade: \$2,908.00;
Increase Interest Income: \$3,873.00.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Bevin Subocz**, as a **volunteer Technology Coach** for the 2019-20 school year. No cost to the Board.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2019-20 school year** as indicated below at the following rates:
Teacher Certificate: \$95/day
Substitute Credentials: \$90/day
Aide: \$70/day
Clerical: \$12/hour
Nurse: \$150/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	CLERICAL/ OFFICE	NURSE
Alfieri, Stephanie	X				
Alpaugh, Kelsey		X			
Beatty, Linda			X		
Bowers, Rosemary					X
Brennan, Deborah	X		X		
Carter, Patricia			X		
Cervona, Pete*	X				
Conciatori, Annette		X	X		
Cullen, Jodi		X			
Fremeth-Drave, Rachel					X
Earley, Douglas					X
Gulley, Nancy	X		X		
Hendershot, Emily		X			
Isenberg, Dan		X	X		
Johnston, Michelle	X		X		
Lawton, Alyssa			X		
Leary, Charlene		X	X		
Munson, Rhett		X	X	X	
Ondish, Jennifer		X	X		
Rehling, Lois		X			
Roselle, Tammy					X
Scheuerman, Bob		X	X		
Soblick, Jaime*		X			
Versandi, Nicole*		X			

*Pending paperwork

Motion of: Diane Morris

Seconded by: Dina Mikulka

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

16. POLICY/OPERATIONS/PUBLIC RELATIONS

Committee of a whole

17. BUILDINGS & GROUNDS

Peter Bruseo, Jennifer Waters, Karen Bruseo

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-20 Use of Facilities** as follows:

Organization	Purpose	Room Needed	Dates
Basketball	Basketball Practice/Games	Gym	11/4/19 - 3/10/20
Boy Scouts	Monthly Pack Meetings	Gym	9/19/19 - 5/14/20
Boy Scouts	Blue & Gold Ceremony	Gym	2/22/20
Boy Scouts	Pinewood Derby	Gym	3/21/20
Boy Scouts	Picnic	Outside (Gym if Raining) Bathrooms across from Gym	6/20/20
Camp Fire	Meetings	Teacher's Lounge	9/16/19 - 6/1/20
Camp Fire	Registration	EMC	9/10/19
Camp Fire	Camp Fire Dinner	Gym	3/24/20
Camp Fire	Awards Program	Gym	6/9/20
Mine Hill Township	Mine Hill Day*	Parking Lot	9/21/19
PTA	Various Events	EMC, Gym, Field	9/3/19 - 6/30/20

* Pending paperwork

Motion of: Jennifer Waters Seconded by: Katie Bartnick

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

18. Dover Report

Jill Del Rio, Diane Morris

N/A

19. MHEF Report

Peter Bruseo, Dina Mikulka

N/A

20. Liaison to the Mine Hill Township Report

21. Community Committee Report

22. Old Business

- Decision on the Pre-K Grant on September 3, 2019.
- Request of Board Profiles for the website.

23. New Business

- Negotiations Committee member and the Administration team discussed the upcoming negotiations.
- Board self-evaluation.

24. Public Discussion

25. Executive Session

26. Return to Public Session

27. Adjournment

On the motion of Jill Del Rio seconded by Dina Mikulka, the board adjourns the meeting at 8:31 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez

Business Administrator