

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
September 23, 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	Arrived at 7:00 p.m.	Jennifer Waters	Yes
Jill Del Rio	Absent		

**4. Executive Session**

On the motion of Katie Bartnick seconded by Dina Mikulka at 6:35 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 - 7:27 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 **August 26, 2019**.

Motion of: Dina Mikulka

Motion of: Katie Bartnick

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

## 8. Correspondence

- School Alliance Insurance Fund Tier I Safety Incentive Program Award
- Lucrezia Olivo Retirement Letter
- Letter from Mr. Bob Bartnick in reference to alcohol on premises during the Tricky Tray

## 9. Superintendent's Report

- Alice training will be done on October 11 and June 17th

## 10. Presentations / Report

- STEM Night presentation (Mrs. Steele and Mr. Martyniuk)

## 11. Business Administrator's Report

- Policy 1642 Sub Sick Time
- August Transfer Report and Presentation

## 12. Public Discussion

- Silvia Melgar: information regarding the possible collaboration with the Dover Board of Education to implement a transition for the Mine Hill 6<sup>th</sup> Grader to the Dover Middle School.
- Brett Coronado: The town is writing up an Interlocal Agreement for the LED sign contribution. A response should be forthcoming the beginning on November 2019.

## 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 **August 2019 payroll** in the amount of \$94,510.98 (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 \$363,686.44.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of August**, which is attached and made part of this resolution by reference.
- c. WHEREAS, in compliance with N.J.A.C. 6A:23-2.11©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 August** 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©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 RESOLVED, that Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education tuition charges for the 2019-2020 school year Mine Hill Enrollment:**

<b>REGULAR EDUCATION</b>	<b>STUDENT COUNT</b>	<b>PRELIMINARY TUITION RATE</b>	<b>TOTAL TUITION PER GRADE/PROGRAM</b>
Dover Middle School – Grade 7	20	\$10,476	\$209,520
Dover Middle School – Grade 8	10	\$10,476	\$104,760
<b>Total MS</b>	<b>30</b>		<b>\$314,280</b>
Dover High School – Grade 9	11	\$11,298	\$124,278
Dover High School – Grade 10	27	\$11,298	\$305,046
Dover High School – Grade 11	29	\$11,298	\$327,642
Dover High School – Grade 12	16	\$11,298	\$180,768
<b>Total HS</b>	<b>83</b>		<b>\$937,734</b>
<b>SPECIAL EDUCATION</b>			
<b>Dover Middle School</b>			
LLD	0		-0-
BD	N/A		-0-
RC	-----		-0-
<b>Dover High School</b>			
LLD	5	\$25,577	\$127,885
BD (No in District Program)	N/A		--
RC	-----		
Resource Room (\$5,503 annual tuition/ student @ 4 estimated students)			--
Total 2019/2020Tuition (subject to Tuition Adjustment in 2020-2021)			<b>\$1,379,899</b>
Tuition Adjustment 2017-2018			<b>\$ (73,699.05)</b>
<b>GRAND TOTAL 2019-2020</b>			<b>\$1,306,199.95</b>

- e. RESOLVED, that the Board of Education conducted a bid opening on September 6, 2019 for the **HVAC Upgrades-Classroom Units** at Canfield Ave School,

BE IT FURTHER RESOLVED, that a total of nine (9) bids were received for this contract and the three (3) lowest bids are as follows:

1. Thassian Mechanical \$409,000.00
2. ACP Contracting \$465,380.00
3. Iron Mountain Mechanical \$603,995.00

THEREFORE, BE IT RESOLVED, that based on the information above and attorney review, it is recommended that the HVAC upgrades-Classroom units at Canfield Ave school project be awarded to Thassian Mechanical in the amount of \$409,000.00.

- f. RESOLVED, that the Board hereby **modifies the award of CC-01-2019-20, Speech Services, to Jump Ahead Pediatrics** to note that the previously approved rate of \$72.50 per hour is for a therapist holding a NJ teaching certification. Non-certified, licensed therapists shall be paid at the rate of \$62.50 per hour.

Motion of: Katie Bartnick      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	Yes	Absent	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 **2019-2020 proposed field trips** listed below:

Grade	Destination
Pre-K	Turtle Back Zoo, West Orange
Kindergarten	Fosterfield's Living Historical Farm, Morristown
1 <sup>st</sup> Grade	Turtleback Zoo, West Orange
2 <sup>nd</sup> Grade	Waterloo Village, Stanhope
3 <sup>rd</sup> Grade	Franklin Mineral Museum, Franklin
4 <sup>th</sup> Grade	Ocean Institute, Sandy Hook
5 <sup>th</sup> Grade	Statue of Liberty & Ellis Island, Jersey City
6 <sup>th</sup> Grade	Liberty Science Center, Jersey City
6 <sup>th</sup> Grade	JCP&L Solar Cars Competition, East Hanover (additional trips if student teams advance)
6 <sup>th</sup> Grade	Medieval Times, Lyndhurst (sponsored by 6 <sup>th</sup> grade parents)
MD & Resource 1-6	Community based instruction – various locations (budgeted not to exceed \$2,500)*
Grades 4, 5, 6	Winter & Spring Chorus shows – Senior Center, Mine Hill

*\*includes admission, nurse & transportation costs*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2019-2020 school year** as per Dover's CST as follows:

Student	School District	School Year Tuition	Dates	Aides or Services
2352695053	Lakeview Learning Center	\$79,327.80	9/4/19 thru 6/30/20	N/A

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves author, **Dori Smyth as a volunteer reader** for the 2019-20 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Kelly Ann Consulting, LLC** to provide **ABA Therapy** services to Student ID #3206091314, at a rate of \$80/hour for 5.5 hours per week to commence on September 3, 2019 and continue through June 30, 2020, as per Dover's CST.

Motion of: Dina Mikulka      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	Yes	Absent	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 the following **staff members for 7 week sessions at 1.5 hours/week not to exceed 29 sessions of after school clubs at an hourly rate of \$33.30 for the 2019-2020 school year:**  
     Mrs. Bochicchio, Mrs. Charlton, Mrs. Gutwein, Mr. Holman, Mr. Martyniuk, Miss Mrasz,  
     Mrs. Pyrzynski, Mrs. Smith, Mrs. Snarski and Mrs. Steele. Mrs. Nunnermacker as a substitute.  
     Mrs. Conroy as club coordinator at a rate of \$17.78/hour.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Janice Bochicchio** as a **STEP Mentor**, 1 hour/week for 26 weeks at a rate of \$33.30/hour for the 2019-20 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for **Ivonne Martinez** from MA Step D, with a salary of \$60,375.00 to MA 6 Step D, with a salary of \$60,788.00 effective October 1, 2019.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the revision of the **Substitute Nurse's daily rate** for the 2019-20 school year from \$150/day increased to \$200/day.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2019-2020 school year** as indicated below at the following rates:
  - Certified Teacher: \$95/day
  - Substitute Credentials: \$90/day
  - Aide: \$70/day
  - Nurse: \$200/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CERT.	AIDE	NURSE
Deiling, Angela				X
Gonzalez, Kevin			X	
Minno, Betty Lou*	X			
Nathan, Kayitha*		X	X	

*\*Pending final paperwork*

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a change in **Lu Olivo's retirement date** previously approved for January 1, 2020 to be changed to an effective date of July 1, 2020.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-2020 Merit Goals** for **Lee Nittel**, as per his contract. (Available for review in the Business Office)
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-2020 Merit Goals** for **Carolina Rodriguez**, as per her contract. (Available for review in the Business Office)
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Medical Leave** for employee #4130 beginning September 3, 2019 using accumulated sick days.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Ivonne Martinez** to attend IEP meetings as needed for the 2019-20 school year effective September 23, 2019, at the hourly rate of \$33.30 as per contract. (Account 11.120.100.101.00.100)
- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Theresa Steele** as a **STEP Mentor**, 1 hour/week for 26 weeks at a rate of \$33.30/hour for the 2019-20 school year.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Christina Michener**, nursing student at Randolph High School, **to conduct observation with Noreen Vetter from October 2019 through June 2020.**

Motion of: Dina Mikulka

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	Yes g. & h. Abstained	Absent	Yes	Yes	Yes	Absent

## 16. POLICY/OPERATIONS/PUBLIC RELATIONS

*Committee of a whole*

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P1642	Earned Sick Leave Law (M) (New)
P3159	Teaching Staff Member/School District Reporting Responsibilities (M)
P3218	Use, Possession, or Distribution of Substances (M)
P4218	Use, Possession or Distribution of Substances (M)

P4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)
P6112	Reimbursement of Federal and Other Grant Expenditures (M)
P7440	School District Security (M)
P8600	Student Transportation (M)
P8630	Bus Driver/Bus Aide Responsibility (M)
P8670	Transportation of Special Needs Students (M)
P9210	Parent Organizations
P9400	Media Relations

**b. RESOLVED, that the Board of Education approves the following Regulations:**

<b><u>Regulation #</u></b>	<b><u>Regulation Title</u></b>
R1642	Earned Sick Leave Law (M) (New)
R3218	Use, Possession, or Distribution of Substances (M)
R4218	Use, Possession, or Distribution of Substances (M)
R6112	Reimbursement of Federal and Other Grant Expenditures (M)
R7440	School District Security (M)
R8600	Student Transportation
R8630	Emergency School Bus Procedures (M)

**c. To approve the submission of the 2018-19 Harassment, Intimidation and Bullying (HIB) School Self-Assessment for Determining Grades and a Statement of Assurances.**

WHEREAS, the Mine Hill Board of Education is required to submit an HIB Self-Assessment and a Statement of Assurances to the NJ Department of Education as required under the Anti-Bullying Bill of Rights Act (P.L. 2010, c. 122); and,

WHEREAS, copies of said Self-Assessment and Statement of Assurances are available for review upon request in the business office.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education herewith approves submission of the HIB Self-Assessment for Determining Grades, and Statement of Assurances, to the NJ Department of Education for the 2018-2019 school year.

**d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Travel, Conference and Workshops listed below:**

<b>Date(s)</b>	<b>Employee</b>	<b>Conference/Workshop Location</b>	<b>Registration</b>	<b>Travel</b>	<b>Estimated Total Expense</b>
10/15/19	Theresa Steele	Guided Math Workshop Morristown	\$150.00	\$8.96	\$158.96
11/8-11/9/19 11/15-11/16/19	Mark Richardson	Conversational Solfege Training, Princeton	\$500.00	\$146.88	\$646.88

Motion of: Diane Morris      Seconded by: Katie Bartnick

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

## 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
Girl Scouts	Troop Monthly Meeting	Teacher's Lounge	Sept. 2019 – June 2020
Girl Scouts	Halloween Dance	Gym	10/25/19
Girl Scouts	World Thinking Day	Gym	2/29/20
Girl Scouts	Father/Daughter Dance	Gym	5/16/20

Motion of: Diane Morris      Seconded by: Jennifer Waters

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

## 18. Dover Report

*Jill Del Rio, Diane Morris*

- Scott Miller is looking to meet up with Committee.

## 19. MHEF Report

*Peter Bruseo, Dina Mikulka*

- N/A

## 20. Liaison to the Mine Hill Township Report

- N/A

## 21. Community Committee Report

- Mr. Nittel currently working on some of the items discussed. The Administration will look into setting up a meeting with the Mine Hill Community Committee.

## 22. Old Business

- The Teachers contract was sent over to the NJ School Boards on August 29, waiting for response.

## 23. New Business

- a. RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for board members attending the annual **2019 NJ School Boards Association Fall Conference and Workshop** from October 21 to October 24, 2019, as listed below:

Board Member	M&IE	Lodging*	Mileage	Parking	Total Cost	Reimbursement
1. NJSBA Group Rate	-0-	-0-	-0-	-0-	\$1,600.00	-0-
2. Karen Bruseo	\$231.00	-0-	\$97.65	\$40.00	\$368.65	\$368.65
3. Pete Bruseo	\$231.00	-0-	\$97.65	\$40.00	\$368.65	\$368.65
4. Diane Morris	\$231.00	\$336.00	\$97.65	\$40.00	\$704.65	\$368.65
5. Lee Nittel	\$231.00	-0-	\$97.65	\$40.00	\$368.65	\$368.65
6. Carolina Rodriguez	\$231.00	\$348.81	\$97.65	\$40.00	\$717.46	\$368.65
7. Rhett Munson**	-0-	-0-	\$97.65	\$40.00	\$137.65	\$137.65

*\*Lodging paid directly to the vendor via purchase order*

*\*\*Attending the Sustainable NJ Award Ceremony*



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	Yes 3. Abstained	Absent	Yes	Yes 4. Abstained	Yes	Absent

**24. Public Discussion**

- Silvia Melgar: Security notifications to parents.
- Theresa Steele: The Administration should look into possibly branching out to local Colleges. A banner could be set up to advertise the need for substitutes and conduct on the spot interviews. Send sub request to parents that may be qualified to apply for substituting.

**25. Executive Session - 9:03 pm**

**26. Return to Public Session - 9:26 pm**

**27. Adjournment**

On the motion of Dina Mikulka seconded by Jennifer Waters, the board adjourns the meeting at 9:26 p.m.

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

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez

Business Administrator