

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
October 28, 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	Absent
Karen Bruseo	Yes	Diane Morris	Yes
Pete Bruseo	Yes	Jennifer Waters	Arrived at 6:40 pm
Jill Del Rio	Arrived at 6:40 pm		

**4. Executive Session**

On the motion of Karen Bruseo seconded by Katie Bartnick at 6:53 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) 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

**5. Regular Session – 7:11 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 **September 23, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **September 23, 2019**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **October 7, 2019**.

Motion of: Karen Bruseo

Motion of: Katie Bartnick

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

**8. Correspondence**

**9. Superintendent’s Report**

**10. Presentations / Report**

- NJSLA

**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 **September 2019 payroll** in the amount of \$331,216.41 (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 \$445,779.28.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting **donations from the Mine Hill Education Foundation** as listed below:

Teacher	Amount
Charlton (engineering games)	\$300.00
Graney (document camera)	\$350.00
Ramacciotti (field trip)	\$500.00
Suarez (reading competition gift cards)	\$300.00
<b>TOTAL</b>	<b>\$1,450.00</b>

- c. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Interim Executive County Superintendent of Schools for the 2018-2019, 2019-2020 and 2020-2021 school years.

- d. **RESOLVED**, that the Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects Proposal for Professional Services for Facility Assessment** as per the fee proposal listed below:

**I. SCOPE OF SERVICE:**

**A. Facility Assessment and Report**

1. Review existing documentation, drawings, and previously-prepared LRFPs.
2. Provide a comprehensive evaluation, through visual observation of the facilities' physical conditions. The evaluation will include:
  - Site conditions consisting of walkways, parking, ADA access, and fields
  - Exterior envelope consisting of roofs, walls, windows, and doors
  - Interior conditions consisting of interior materials, finishes, ceilings, walls, doors, built-ins, HVAC systems, plumbing, electrical systems, lighting, fire suppression, and control systems

It is during this phase that we will also identify major code issues (based on current codes) that are visually observable. Di Cara Rubino Architects will also meet with select staff members to go over any known facility issues and performance.
3. Di Cara Rubino Architects will provide a facilities assessment report. The report will outline the findings of the analysis with descriptions of the conditions, along with photographs. It will identify major items in need of repair and/or replacement, life expectancies of equipment, order of magnitude, opinion of probable cost, and a prioritized list, by year, of each item.

Di Cara Rubino Architects and its team will meet with the District to review the report during its development as required and will provide a bound narrative report addressing the factors in consideration.

**II. FEE PROPOSAL:**

Based on the services outlined, Di Cara Rubino Architects respectfully submit the following fee:

**A. Facility Assessment and Report ..... \$11,000.00**

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

- e. **RESOLVED**, that the Board of Education authorizes the Business Administrator to **cancel an outstanding check** issued August 27, 2018 in the aggregate amount of \$18,906.00 from the **General Fund Account** as listed below:

<u>Check #</u>	<u>Trans. Amount</u>	<u>Check Date</u>
16294	\$18,906.00	08/27/2018

- f. **RESOLVED**, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of September**, which is attached and made part of this resolution by reference.

- g. 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 September** 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.

Motion of: Katie Bartnick    Seconded by: Jill Del Rio

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

**14. INSTRUCTION & CURRICULUM**

*Committee of a whole*

- a. 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/Services
5802441844	Ranch Hope, Inc. Strang School	\$71,921.28	8/1/19 thru 6/30/20	N/A

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Educational Services Commission of Morris County to provide a **psychological evaluation** for Student ID: 8442429744, at a rate of \$384.00, as per Dover’s CST.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Educational Services Commission of Morris County to provide a **psychoeducational evaluation, speech and language evaluation, occupational therapy evaluation and physical therapy evaluation** for Student ID: 3206091314, at a rate of \$384.00 per evaluation for a total of \$1,536.00, as per Dover’s CST.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves CPNJ to provide an **Assistive Technology Evaluation** to Student ID: 2874589379 at the rate of \$995.00 as per CST reevaluation.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Commission of the Blind and Visually Impaired** to provide services to Student ID: 3740187600, at a rate of \$1,900.00, commencing on 9/1/2019 and ending on 6/30/2020 as per CST recommendation.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Student ID: 2671036897 to receive **Homebound Instruction** services Monday through Friday, 2 hours per day, as per Dover BOE.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves an amendment to the Kelly Ann Consulting, LLC resolution previously approved on September 23, 2019;

BE IT 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, 4 hours of oversight for first the month and 2 hours each month thereafter commencing on September 3, 2019 through June 30, 2020, as per Dover CST.

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-2020 out of district placement** as follows:

Student ID	School	School Year Tuition	Dates	Aides and/or Services	Contract Received
3882306147	Wharton	\$50,402.00	9/3/2019 -6/30/2020	\$12,528.00	X
7282611557	Wharton	\$23,696.00	9/3/2019-6/30/2020	\$6,264.00	X

Motion of: Jill Del Rio

Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters	Karen Bruseo
6-0	Yes	Yes f. No	Yes	Absent	Yes	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 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
Doblado, Jessica*		X	X	
Haskoor, Kaitlyn		X	X	

\*Pending final paperwork

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave** for employee #4251 as follows:
  - October 7, 2019 through October 21, 2019, paid accumulated days,
  - October 22, 2019 through January 1, 2020, unpaid leave (benefits to be paid by the employee) pursuant to the Federal Family Leave Act and the NJ Family Leave Act.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-2020 Merit Goals for Adam Zygmunt \$2,500**, as per his contract. (Available for review in the Business Office)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Rhett Munson as Administrative Assistant to the Business Administrator** continuing as leave replacement for employee #4114 at a salary of \$37,050, pro-rated effective November 1, 2019, waiving health benefits.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Bianca Caruso, a student of Caldwell University**, to conduct student teaching with Mrs. Nunnermacker from January through May 2020, as per college requirements.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Danielle Jackson, a student of Caldwell University**, to conduct 25 hours of observations with Ms. Hertz and Mrs. Nunnermacker, as per college requirements.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Susan Day as a Jump Ahead Advisor**, .50 hour/week for 26 weeks at a rate of \$33.30/hour for the 2019-20 school year.

Motion of: Diane Morris      Seconded by: Jill Del Rio

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

## 16. POLICY/OPERATIONS/PUBLIC RELATIONS

*Committee of a whole*

- a. RESOLVED, that the Board of Education approves the following **Policies for Second 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 accepts the recommendation of the Superintendent and approves the **Health and Safety Evaluation of School Buildings checklist Statement of Assurance for the 2019-2020 school year**. (Available for review in the business office)
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-2020 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office).

Motion of: Peter Bruseo      Seconded by: Katie Bartnick

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

**17. BUILDINGS & GROUNDS**

*Peter Bruseo, Jennifer Waters, Karen Bruseo*

- a. RESOLVED, that on October 9, 2019 the Business Administrator/Purchasing Agent declared an **Emergency Contract situation due to no heat in the blue hallway’s (grades 4-6) and having to replace six (6) circulator pumps and the expansion tank;**

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 October 9, 2019 the Business Administrator/Purchasing Agent declared an Emergency Contract situation due to no heat in the blue hallway’s (grades 4-6) and having to replace six (6) circulator pumps and the expansion tank;

WHEREAS, per N.J.A.C 6:A:23A-14.2(d)1 the district at any time may **withdraw funds from maintenance reserve** by Board resolution to the line item in capital outlay (11.000.261.420);

BE IT FURTHER RESOLVED, per the recommendation of the Superintendent and the Business Administrator, the Board approve the following draw down of funds for the maintenance reserve:

Emergency call for no heat	\$ 355.00
Replace 6 Circulator Pumps	\$ 9,575.00
<u>Tank Replacement</u>	<u>\$ 8,285.00</u>
<b>Total:</b>	<b>\$18,215.00</b>

Motion of: Jennifer Waters      Seconded by: Diane Morris

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

**18. Dover Report**

*Jill Del Rio, Diane Morris*

- Diane Morris attended the Dover Board of Education Meeting. Presentation from former Commissioner of Education. Discussion about Dover Board of Education renting rooms in Canfield Avenue School for the Preschool Expansion Program.

19. **MHEF Report** *Peter Bruseo, Dina Mikulka*

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

21. **Community Committee Report**

22. **Old Business**

- Status of LED Sign contract from the Mine Hill Township

23. **New Business**

24. **Public Discussion**

25. **Executive Session – N/A**

26. **Return to Public Session – N/A**

27. **Adjournment**

On the motion of Karen Bruseo seconded by Katie Bartnick, the board adjourns the meeting at 9:55 p.m.

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

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez  
Business Administrator/Board Secretary