

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 6, 2020

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 7:00 p.m. on Monday, January 6, 2020, by Business Administrator/Board Secretary, Carolina Rodriguez. Adequate notice of the date and time for this meeting was advertised in the Daily Record on November 30, 2019 and the Randolph Reporter on December 5, 2019 in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

2. Business Administrator, Carolina Rodriguez, will report the results of the annual school election held on November 5, 2019, as follows:

For Seats on the Board of Education:

Candidate for Three Year Term
Frank Dugan – 3-year term
Srinivasa Rajagopal – 3-year term

3. School Business Administrator/Board Secretary, Carolina Rodriguez, will administer the Oath of Allegiance to the newly elected Board Members.

4. Roll Call

Board Member	Term Expires	Roll Call	Board Member	Term Expires	Roll Call
Katie Bartnick	2021	Yes	Diane Morris	2021	Yes
Karen Bruseo	2020	Yes	Srinivasa Rajagopal	2022	Yes
Peter Bruseo	2020	Yes	Jennifer Waters	2021	Yes
Frank Dugan	2022	Yes			

This meeting was called to order at 7:07 p.m. by Carolina Rodriguez, Business Administrator/Board Secretary.

5. Flag Salute

6. Election of President

The Board Secretary declares nominations are in order for the position of President.

Nomination: Diane Morris is nominated by Jennifer Waters, seconded by Katie Bartnick

Karen Bruseo is nominated by Peter Bruseo, seconded by _____

Vote for President	Katie Bartnick	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters	Karen Bruseo
Name: Diane Morris	Yes	No	Yes	Yes	Yes	Yes	No
Name: Karen Bruseo							

Election Results:

Diane Morris is elected President of the Mine Hill Township Board of Education.

7. Board President Takes Chair

8. Election of Vice President

The President declares nominations are in order for the position of President.

Nomination: Karen Bruseo is nominated by Diane Morris, seconded by Srinivasa Rajagopal

Jennifer Waters is nominated by Karen Bruseo, seconded by _____

Vote for Vice President	Katie Bartnick	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters	Karen Bruseo
Name: Karen Bruseo	Yes	Yes	Yes	Yes	Yes	Yes	No
Name: Jennifer Waters							

Election Results:

Karen Bruseo is elected Vice President of the Mine Hill Township Board of Education.

9. Board Vice President takes Chair

10. Reorganization Action Items

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics:**
 - 1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 - 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 - 3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
 - 4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
 - 5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
 - 6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.

7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 6, 2020 - Reorganization; and Monday, January 27, 2020
February	Monday, February 24, 2020
March	Monday, March 16, 2020
April	Monday, April 27, 2020 – Budget Public Hearing & Adoption
May	Monday, May 11, 2020
June	Monday, June 1, 2020; and Monday, June 29, 2020
July	Monday, July 27, 2020
August	Monday, August 31, 2020
September	Monday, September 28, 2020
October	Monday, October 5, 2020 – Board Retreat; Monday, October 26, 2020
November	Monday, November 30, 2020
December	Monday, December 21, 2020

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record and the Randolph Reporter as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote**.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments**:

Assignments	Member(s) Assigned
Building & Grounds Committee	Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo
Curriculum & Instruction Committee	Committee of a Whole, Chairperson: Frank Dugan
Finance Committee	Srinivasa Rajagopal, Karen Bruseo, Diane Morris
Personnel Committee	Committee of a Whole
Policy, Operations and Public Relations Committee	Committee of a Whole, Chairperson: Frank Dugan
Delegates to NJSBA and Morris County School Boards Association (2)	Katie Bartnick, Diane Morris
Mine Hill Educational Foundation Liaison (2)	Katie Bartnick, Jennifer Waters
Mine Hill – Dover Committee (3)	Katie Bartnick, Diane Morris, Karen Bruseo
Liaison to the Mine Hill Township (2)	Karen Bruseo, Jennifer Waters
Educational Services Commission of Morris County (2)	Diane Morris, Katie Bartnick
Negotiations Committee	Peter Bruseo, Diane Morris, Jennifer Waters

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public-School Contracts Law.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary’s Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- j. The Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates Carolina Rodriguez, School Business Administrator, Board Secretary, as the **Purchasing Agent** for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed the aggregate in a contract year the total sum of \$40,000 (bid threshold) without public advertising for bids.

FURTHERMORE, Carolina Rodriguez is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

FURTHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the threshold of \$40,000.00.

- k. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

Lakeland Bank	Signatories
General Fund	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Payroll Agency	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Net Payroll	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Cafeteria (Food Services)	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
SUI Trust Fund	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
New Jersey Cash Management	<u>Diane Morris</u> , Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent

Motion of: Katie Bartnick Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters	Karen Bruseo
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**REGULAR MEETING OF THE MINE HILL TOWNSHIP
BOARD OF EDUCATION**

11. Correspondence

12. Superintendent's Report

- PTA Meeting Wednesday night; Alice training; Closed Martin Luther King Day

13. Business Administrator's Report

- Purchasing training will be held January 27, 2019 at the Board Meeting
- Audit Report and Findings will be presented at the January 27, 2019 Board Meeting
- Committee meetings will be scheduled
- New Board Members are welcomed to meet with the BA for an overview

14. Public Discussion

- Nancy Gulley – presented various event in which our Mine Hill students participate.

15. FINANCE

N/A

16. INSTRUCTION & CURRICULUM

N/A

17. PERSONNEL

N/A

18. POLICY / OPERATIONS / PUBLIC RELATIONS

N/A

19. BUILDINGS & GROUNDS

N/A

20. Dover Report

N/A

21. MHEF Report

N/A

22. Old Business

- LED sign contract will be added to the January 27th

23. New Business

N/A

24. Public Discussion

N/A

25. Executive Session

N/A

26. Return to Public Session

N/A

27. Adjournment

On the motion of Diane Morris seconded by Srinivasa Rajagopal at 7:50 p.m. the Board returns to the regular session meeting.

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez

Business Administrator/Board Secretary