

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REORGANIZATION MEETING
January 5, 2016

1. Opening Statement

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 6:30 p.m. on Tuesday, January 5, 2016 by Business Administrator/Board Secretary, Melissa Simmons. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 21, 2015, in compliance with the Open Public Meetings Act.

REORGANIZATION MEETING OF THE
MINE HILL TOWNSHIP BOARD OF EDUCATION

- 2.** Business Administrator, Melissa Simmons, will report the results of the annual school election held on November 3, 2015, as follows:

For Seats on the Board of Education:

| Candidate for Three Year Term | Votes |
|-------------------------------------------|--------------|
| Katie Bartnick | 296 |
| Deborah Giordano (Write-In) | 18 |
| Denise Jiménez-Arias (Write-In) WITHDRAWN | 16 |
| Bridget Mauro (Write-In) | 16 |

- Letter of Withdrawal from Denise Arias-Jiménez

- 3.** School Business Administrator/Board Secretary, Melissa Simmons, will administer the Oath of Allegiance to the newly elected Board Members.

4. Roll Call

| | | | |
|----------------|--|------------------|--|
| Katie Bartnick | | Deborah Giordano | |
| Karen Bruseo | | Joseph Heredia | |
| Peter Bruseo | | Bridget Mauro | |
| Jill Del Rio | | | |

5. Flag Salute

6. Election of President

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

Nomination: _____ is nominated by _____, seconded by _____
_____ is nominated by _____, seconded by _____

| Vote for President | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|--------------------|----------------|--------------|--------------|--------------|------------------|----------------|---------------|
| Name: | | | | | | | |
| Name: | | | | | | | |

Election Results:

_____ 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: _____ is nominated by _____, seconded by _____

_____ is nominated by _____, seconded by _____

| Vote for Vice President | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|-------------------------|----------------|--------------|--------------|--------------|------------------|----------------|---------------|
| Name: | | | | | | | |
| Name: | | | | | | | |

Election Results:

_____ 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 Board President and approves the **official designation of an abstention as a non-vote.**
- b. 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 |
|--------------------------------------------------------------------|--------------------|
| Personal, Finance and Building & Grounds Committee | |
| Curriculum/Instruction and Operations Committee | |
| Policy, Community and Public Relations Committee | |
| Negotiations Committee | |
| Delegates to NJSBA and Morris County School Boards Association (2) | |
| Mine Hill Educational Foundation Liaison | |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the election of _____ as a member of the Dover Board of Education.**
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the appointment of _____ as the Board Representative and _____ as the Alternate Representative to the Educational Commission Services of Morris County.**
- e. 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.

- f. 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 5, 2016- Reorganization and Monday, January 25, 2016 |
| February | Monday, February 22, 2016 |
| March | Monday, March 21, 2016 |
| April | Monday, April 11, 2016 and Budget Public Hearing, Monday, April 25, 2016 |
| May | Monday, May 16, 2016 |
| June | Monday, June 6, 2016 and June 20, 2016 |

| | |
|-----------|---------------------------|
| July | Monday, July 25, 2016 |
| August | Monday, August 22, 2016 |
| September | Monday September 26, 2016 |
| October | Monday, October 24, 2016 |
| November | Monday, November 21, 2016 |
| December | Monday, December 19, 2016 |

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

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

| POSITION | APPOINTMENT |
|------------------------------------------|----------------------------------------------------------|
| Board Secretary | Melissa Simmons* - Carolina Rodriguez |
| Assistant Board Secretary | Lee Nittel |
| Auditor | Lerch, Vinci & Higgins, LLC |
| Treasurer of School Monies | Lisa Palmieri |
| Attorney | Tony Sciarillo, Lindabury, McCormick, Estabrook & Cooper |
| Attorney | Andrew Brown, Schwartz, Simon Edelstein and Celso, LLC |
| Engineer | Anthony Gallerano, Harbor Consultants, Inc. |
| Medical Inspector/School Physician | Brent Forward, Internal Medicine Associates |
| School Attendance Office/Money Guard | Jeffrey Oster |
| Affirmative Action Officer | Adam Zygmunt |
| Public Agency Compliance Officer | Melissa Simmons* - Carolina Rodriguez |
| Custodian of Public Records | Melissa Simmons* - Carolina Rodriguez |
| Safety Compliance Officer | Melissa Simmons* - Carolina Rodriguez |
| 504 Coordinator | Lauren Snarski |
| Integrated Pest Management Coordinator | Melissa Simmons* - Carolina Rodriguez |
| Homeless Liaison | Lauren Snarski |
| DCP&P Liaison | Lauren Snarski |
| Anti-Bullying Specialist | Lauren Snarski |
| Anti-Bullying Coordinator | Adam Zygmunt |
| Agent of Record-Health Benefits | Brown & Brown Fortitude |
| Agent of Record-Dental Insurance | Brown & Brown Fortitude |
| Disability Insurance | Prudential Financial |
| Tax Sheltered Annuity | Lincoln Financial Group |
| Tax Sheltered Annuity | AXA Equitable |
| Tax Sheltered Annuity | Met Life |
| Indoor Air Quality Coordinator | Melissa Simmons* - Carolina Rodriguez |
| Right to Know Coordinator | Melissa Simmons* - Carolina Rodriguez |
| Asbestos/AHERA Coordinator | Melissa Simmons* - Carolina Rodriguez |
| Chemical Hygiene Officer | Melissa Simmons* - Carolina Rodriguez |
| Substance Awareness Coordinator | Lauren Snarski |
| Investments and Wires Designated Officer | Melissa Simmons* - Carolina Rodriguez |

*Melissa Simmons until 2-15-16, Carolina Rodriguez on or before 2-16-16

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- i. 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.

- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the establishment of **the Mine Hill Township School District Petty Cash in the amount of \$500.00**, with the approved signatures of the Superintendent or Business Administrator.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the re-establishment of the **minimum requirement for full time status employment to be 35 hours or more per week**, in compliance with N.J.A.C.17:9.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of all textbooks/programs and current school curriculum** which is attached and made part of this resolution by reference. (Available for review in the principal's office)
- m. 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.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

RESOLVED, the **Mine Hill Township Board of Education recognizes the Mine Hill Teachers Association as the official bargaining unit** for the positions specified in each of the organization's recognition clause.

- o. 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.

- p. 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

- q. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Carolina Rodriguez, Business Administrator/Board Secretary, as the Purchasing Agent** (Melissa Simmons until 2-15-16) until the next reorganization meeting or until changed by resolution; AND BE IT

FURTHER RESOLVED, to appoint the Purchasing Agent and authorization to award contracts up to the bid threshold and set quote threshold at 15% of the bid threshold amounts of \$29,000.00 and \$4,350.00 respectively according to 18A:18A-3.

- r. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding membership with **The Morris Essex Insurance Group (MEIG)**:

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Pool as permitted by NJ Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the Morris Essex Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved the Mine Hill Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- s. 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 Melissa Simmons, 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 | 3 | _____, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent |
| Payroll Agency | 2 | _____, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent |
| Net Payroll | 3 | _____, Board President , Melissa Simmons,* BA and Lee Nittel, Superintendent |
| Cafeteria (Food Services) | 2 | _____, Board President, Melissa Simmons, BA* and Lee Nittel, Superintendent |
| SUI Trust Fund | 2 | _____, Board President, Melissa Simmons, BA* and Lee Nittel, Superintendent |
| Canfield Avenue School (Student Activities) Account | 2 | Melissa Simmons, BA* and Adam Zygmunt, Canfield School Principal |

*Carolina Rodriguez effective 2-16-16

- t. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the district's membership in the **Educational Services Commission of Morris County**, and authorize the district's participation in Educational Services Commission of Morris County programs, in accordance with fees established for 2016 included in the attached schedule and/or contracts for:
- Cooperative bidding services for the purchase of various goods and services for the year of 2016 as deemed appropriate by the Business Administrator/Board Secretary;
 - Out-of-district transportation services for special education students attending extended school year programs during the summer of 2016;
 - Health and Environmental Services cooperative;
 - All Non-Public Services funded through State and Federal grants;
 - Non-Public Transportation and Aid in Lieu of Transportation processing;
 - Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
 - Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.
- u. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the procurement of goods and services through the cooperative bidding services of Educational Data Services.
- v. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the **annual tuition rates** as follows:

| PROGRAM | TUITION |
|----------------|----------------|
| Preschool | \$14,463* |
| Kindergarten* | \$14,463 * |
| Grades 1-5* | \$14,134 * |
| Grade 6* | \$14,580 * |
| MD Program | \$28,041 |

*Due to participation in the Interdistrict Public School Choice program, the district cannot accept any regular education tuition students in grades Kindergarten through Grade 6.

- w. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **District Emergency Plan**. (Available for review in the principal's office)

- x. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **travel limitation** of \$1,500.00 per expenses for regular business travel with a maximum travel limit of \$12,000.00.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|-------------------|-------------------|-----------------|-----------------|-----------------|---------------------|-------------------|------------------|
| | | | | | | | |

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

11. Correspondence

- None

12. Superintendent's Report

- None

13. Business Administrator's Report

- None

14. Public Discussion

- None

15. FINANCE

- a. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **employment agreement with Melissa Simmons, Interim Business Administrator/Board Secretary for the period beginning on or about January 15, 2016 through February 29, 2016** for the Mine Hill school district per the contract which is available for review in the business office and made part of this resolution by reference.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **donation from a Canfield Avenue School parent** in the amount of \$95.25.

16. INSTRUCTION / CURRICULUM

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the 2015-2016 school year **Title Grants** as listed below: (Application available for review in the business office)

NCLB

| | |
|-----------|-------------|
| Title I | \$88,183.00 |
| Title II | \$ 6,297.00 |
| Title III | \$ 711.00 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the 2015-2016 school year **IDEA Grant** as listed below: (Application available for review in the business office)

| <u>Program Name</u> | <u>Award Amount</u> |
|---------------------|---------------------|
| Basic | \$107,852 |
| Preschool | \$ 3,198 |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Travel, Conferences and Workshops** listed below:

| Date(s) | Employee | Conference/Workshop Location | Registration/Lodging | Travel/Parking | Estimate Total Expense |
|----------------------|-----------------|-----------------------------------------------|----------------------|--------------------|------------------------|
| 12-4-15 | Debra Hanley | Payroll Workshop Neptune, NJ | \$99.00 | \$42.83 | \$141.83 |
| 12-9-15 | Debra Hanley | Personnel Workshop Eatontown, NJ | -0- | \$39.62 | \$39.62 |
| 12-9-15 | Angela Sabatino | Personnel Workshop Eatontown, NJ | -0- | \$39.62 | \$39.62 |
| 1-28-16 & 1-29-16 | Lee Nittel | NJASA Techspo Conference Atlantic City, NJ | \$420.00 \$281.32 | \$86.18 \$50.00 | \$837.50 |
| 2-22-16 | Cindy Pyrzynski | NJAHPERD Annual Conference Long Branch, NJ | \$110.00 | \$42.78 | \$152.78 |

Motion _____ Seconded _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|----------------|----------------|--------------|--------------|--------------|------------------|----------------|---------------|
| | | | | | | | |

17. OPERATIONS

- None

18. PERSONNEL

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. on the recommendation of the Superintendent.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a corrected start date for **Ivonne Martinez, Spanish Teacher**, to be effective January 4, 2016.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves payment in the amount of \$4,558.00 to **Adam Zygmunt for Title Grant Coordinator**.

Motion _____ Seconded _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|----------------|----------------|--------------|--------------|--------------|------------------|----------------|---------------|
| | | | | | | | |

19. POLICY/COMMUNITY& PUBLIC RELATIONS

- Green Policy

20. BUILDINGS AND GROUNDS

21. Dover Report

22. MHEF Report

23. Old Business

24. New Business

25. Public Discussion

26. Executive Session

On the motion of _____ seconded by _____ at _____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 meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one 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 an 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 categories _____. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

27. Return to Public Session

On the motion of _____ seconded by _____ at _____p.m. the Board returns to the regular session meeting.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Deborah Giordano | Joseph Heredia | Bridget Mauro |
|-------------------|-------------------|-----------------|-----------------|-----------------|---------------------|-------------------|------------------|
| | | | | | | | |

28. Adjournment

On the motion of _____ seconded by _____ at _____ p.m. the Board returns to the regular session meeting.