

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
January 25, 2016

1. Call to Order

2. Statement of Compliance

In compliance with the Open Public meetings Act, Public Law 1975, Chapter 231, adequate notice of the date, time and location for this meeting has been properly advertised in the Daily Record on January 17, 2016 and copies of the agenda have been posted on the district web site and locations designated by the Board, and emailed to the Clerk of the Township of Mine Hill.

3. Flag Salute

4. Roll Call

Katie Bartnick		Debbie Giordano	
Karen Bruseo		Joseph Heredia, Jr.	
Peter Bruseo		Bridget Mauro	
Jill Del Rio			

5. 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.

6. Return to Regular Session

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

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

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **executive session minutes** of the meeting held on **December 14, 2015**.

Motion of: _____ Seconded by: _____

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

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **December 14, 2015**.

Motion of: _____ Seconded by: _____

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

- c. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **January 5, 2016**.

Motion of: _____ Seconded by: _____

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

8. Correspondence

9. Superintendent's Report

- HIB Score Report
- PARCC Presentation

10. Presentation / Reports

11. Business Administrator's Report

12. Public Discussion

13. FINANCE

Karen Bruseo, Joseph Heredia, Bridget Mauro

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves payment for the **December 2015** payrolls in the amount of \$327,030.69 (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA) and the **payment of bills** from the General Operating Account in the amount of \$652,962.53 (including state health and dental benefits); and

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)	\$0.00
Food Service Fund	\$9,493.09
Student Activity Fund (Canfield School Account)	\$1,948.66

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December**, 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 December** are in agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Board Secretary and Treasurer 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

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 Board that the Board of Education accepts the recommendation of the Business Administrator and approves the appointment of **Carolina Rodriguez, Business Administrator/Board Secretary, as the Qualifying Purchasing Agent, Certification Number Q-1693**, 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 \$40,000.00 and \$6,000.00 respectively according to 18A:18A-3.

Motion of: _____ Seconded by: _____

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

14. INSTRUCTION/CURRICULUM

Katie Bartnick, Jill Del Rio, Bridget Mauro

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Out-of-District placement** for:

Student SID	School	School Year Tuition	Dates	Aide/Services
6537654935	Lakeland Andover School	\$27,435 pro-rated	1/14/16 - 6/14/16	N/A

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves American Tutor, Inc. to provide homebound instruction for Student ID #: 2671036897 to commence on December 14, 2015, Monday through Friday, 2 hours per day at a rate of \$58.00 per hour.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Morris Union Jointure Commission to provide 30 half hour make-up occupational therapy sessions at a rate of \$245.00 per hour and 15 half hour make-up physical therapy sessions at a rate of \$270.00 per hour, as previously approved on June 29, 2015, for out of district student ID #:3206091314.

Motion of: _____ Seconded by: _____

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

15. OPERATIONS

Katie Bartnick, Jill Del Rio, Mary Jo Walilko

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

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Estimate Total Expense
1-23-16	Ivonne Martinez	NJTESOL/NJBE, Inc. Access 2.0 Conference Wayne, NJ	\$65.00	\$59.14	\$83.33
2-10-16	Lauren Snarski	Risk Assessments & Crisis Protocols Morristown, NJ	-0-	\$4.96	\$4.96
2-18-16	Adam Zygmunt	County HIB Coordinators Meeting East Hanover, NJ	-0-	\$9.74	\$9.74
3-10-16	Adam Zygmunt	PARCC Training Whippany, NJ	-0-	\$8.00	\$8.00

Motion of: _____ Seconded by: _____

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

16. PERSONNEL *Jill Del Rio, Debbie Giordano, Bridget Mauro*

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. WHEREAS, under the **Family and Medical Leave Act (FMLA)** requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees to care for oneself, the employee's spouse, son, daughter or parent, who has a serious health condition;

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the letter from **Barbara Walsh, instructional aide**, for the purpose of **Family Leave Care**, effective February 1, 2016 through April 1, 2016.

- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the appointment of **Lisa Lardieri, long-term instructional aide substitute**, effective February 1, 2016 through April 1, 2016.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Ivonne Martinez as advisor for the Spanish after school club**, replacing Carmita Mongrella, February through June (based on participation), up to 1.5 hours/week at the rate of \$32.01/hour.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Ruthie Champagne as advisor for the Fun with Balloons after school club**, February through June (based on participation), up to 1.5 hours/week at the rate of \$32.01/hour.

Motion of: _____ Seconded by: _____

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

17. POLICY

Debbie Giordano, Joseph Heredia, Bridget Mauro

- a. RESOLVED, that the Board of Education adopts the following **Policies** on **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P 7461	Green Initiatives

Motion of: _____ Seconded by: _____

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

18. BUILDING AND GROUNDS

Katie Bartnick, Pete Bruseo, Bridget Mauro

19. Dover Report

Peter Bruseo

20. MHEF Report

Karen Bruseo, Jill Del Rio

Consider approving the Use and Occupancy Agreement between the Mine Hill Township Board of Education and the Mine Hill Educational Foundation.

21. New Business

22. Old Business

23. Public Discussion

24. Executive Session

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25. Return to Public Session

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

26. Adjournment

On the motion of _____ seconded by _____, the Board adjourns the meeting at _____p.m.

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