

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
March 21, 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 **closed session minutes** of the meeting held on **March 14, 2016**.

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 **March 14, 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

- LATIC presentation

## 10. Presentation / Reports

## 11. Business Administrator's Report

## 12. Public Discussion

## 13. FINANCE

*Karen Bruseo, Joe Heredia, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **payment of bills** (including state health and dental benefits) from the General Operating Account, in the amount of \$547,173.39 plus \$302,605.18 for the **February, 2016** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA); 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)	\$1,647.88
Food Service Fund	\$24,480.47
Student Activity Fund (Canfield School Account)	\$1,059.85

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of February**, 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 February** 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. Preliminary Budget Resolutions**

BE IT RESOLVED, that the tentative budget be approved for the 2016-2017 school year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>2016-2017 TOTAL XPENDITURES</b>	\$10,261,088	\$158,221	\$207,150	\$10,626,459
<b>LESS: ANTICIPATED REVENUES</b>	\$3,643,274	\$158,221	\$0	\$3,801,495
<b>TAXES TO BE RAISED</b>	<u>\$6,617,814</u>	<u>\$0</u>	<u>\$207,150</u>	<u>\$6,824,964</u>

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Educational Media Center at Canfield Avenue School, 42 Canfield Ave, Mine Hill New Jersey 07803 on April 25, 2016 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2016-2017 School Year.

AND Whereas, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

Whereas, N.J.A.C 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

Whereas, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

Whereas, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form:

And be it further resolved, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C 6A:23B-7.2(b), to a maximum expenditure of \$9,300 for all staff and board members.

Whereas, N.J.A.C. 6A:23a:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

Whereas, the tentative budget includes the following appropriations:

Architecture/Engineering	\$10,000
Legal	\$12,000
Audit	\$21,000
Physician	\$4,000
<b>TOTAL</b>	<b><u>\$47,000</u></b>

Be it further resolved, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital projects and the withdrawal of \$740,000.00 from the Capital Reserve to provide funding for the following projects for the 2016-2017 school year:

HVAC	\$630,000.00
PARKING LOT EXPANSION	\$100,000.00
RENOVATION OF JANITOR'S CLOSET	\$10,000.00
<b>TOTAL WITHDRAWAL</b>	<b><u>\$740,000.00</u></b>

Resolved, to approve the tuition rates for the 2016-2017 school year as follows:

Preschool/K	\$13,489
Grades 1-5	\$13,991
Grades 6-8	\$10,657
Special Ed MD	\$72,257

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

**14. INSTRUCTION/CURRICULUM**

*Katie Bartnick, Jill Del Rio, Bridget Mauro*

- a. BE IT RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following revised **Curriculum**:

<b>Subject</b>	<b>Grade Level</b>
Art	K-6
Library	K-6
Math	K-6
Science	1-6
Social Studies	1-6

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

**15. OPERATIONS**

*Debbie Giordano, Joseph Heredia, Bridget Mauro*

**16. PERSONNEL**

*Jill Del-Rio, Debbie Giordano, Bridget Mauro*

**17. POLICY**

*Debbie Giordano, Joseph Heredia, Bridget Mauro*

**18. BUILDINGS AND GROUNDS**

*Katie Bartnick, Pete Bruseo & Bridget Mauro*

**19. Dover Report**

*Peter Bruseo*

**20. MHEF Report**

*Karen Bruseo, Jill Del Rio*

**21. Old Business**

## 22. New Business

## 23. Public Discussion

## 24. Executive Session

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## 25. Return to Public 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

## 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