

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
June 20, 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		Bridget Mauro	
Peter Bruseo		Dina Mikulka	
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	Bridget Mauro	Dina Mikulka

7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **June 6, 2016**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **June 6, 2016**.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka

8. Correspondence

9. Superintendent's Report

10. Presentation / Reports

- Educator of the Year Nomination
- Para-Professional of the Year Nomination

11. Business Administrator's Report

12. Public Discussion

13. FINANCE

Karen Bruseo, Dina Mikulka, 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 \$1,079,416.51 plus \$305,235.98 for the May 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)	\$752.90
Food Service Fund	\$12,860.01
Student Activity Fund (Canfield School Account)	\$3,182.50

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of May**, 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 May** 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 of Education accepts the recommendation of the Business Administrator and approves the renewal contract for **substitute nursing services provided by BAYADA Pediatrics, Morris Plains for the 2016-2017 school year** at the rate of \$60.00 per hour for RN services and \$50.00 per hour for LPN services, in accordance with the contract which shall remain on file in the business office.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Bid Purchasing contract between Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. and the Mine Hill Township Board of Education for 2016-2017 school year**, which is made part of this resolution by reference, and recommends authorizing the Business Administrator to execute the contract in the amount of \$2,740.00.
- f. RESOLVED, that the Board of Education approves the preliminary **Business Administrator/Board Secretary Employment Contract** for the **2016-2017 school year** for Carolina Rodriguez for submission to the County Superintendent for approval. (Available for review in the business office).
- g. RESOLVED, that the Board of Education approves the **Principal Employment Contract** for the **Adam Zygmunt** for the **2016-2017 school year**. (Available for review in the business office).

- h. RESOLVED**, that the Board of Education approves the **2016-2017 schedule of tax payments** as follows:

	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2016	\$551,484.50		\$551,484.50
AUGUST 2016	\$551,484.50	\$26,075.00	\$577,559.50
SEPTEMBER 2016	\$551,484.50		
OCTOBER 2016	\$551,484.50		\$551,484.50
NOVEMBER 2016	\$551,484.50		\$551,484.50
DECEMBER 2016	\$551,484.50		\$551,484.50
JANUARY 2017	\$551,484.50	\$181,075.00	\$732,559.50
FEBRUARY 2017	\$551,484.50		\$551,484.50
MARCH 2017	\$551,484.50		\$551,484.50
APRIL 2017	\$551,484.50		\$551,484.50
MAY 2017	\$551,484.50		\$551,484.50
JUNE 2017	\$551,484.50		\$551,484.50

- i. WHEREAS**, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mine Hill Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a **Capital Reserve** account at year end, and

WHEREAS, the Mine Hill Township Board of Education has determined that (an amount not to exceed) \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Mine Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- j. WHEREAS**, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mine Hill Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a **Maintenance Reserve** account at year end, and

WHEREAS, the Mine Hill Township Board of Education has determined that (an amount not to exceed) \$100,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Mine Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- k. RESOLVED, that the Board of Education hereby appoints _____ to serve at the pleasure of the board of education as legal counsel to the Mine Hill Township Board of Education effective July 2, 2016 through June 30, 2017 at a rate of \$_____ per hour.
- l. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2015 in the aggregate amount of \$48,973.79 from the General Fund Account as listed below:

<u>Check Date</u>	<u>Check #</u>	<u>Amount</u>
12/12/2012	10694	\$18.60
01/30/2013	10765	\$442.00
06/26/2013	11069	\$83.49
06/26/2013	11075	\$100.00
06/09/2014	11963	\$30.00
06/24/2014	12014	\$14.30
06/24/2014	12014	\$37.15
06/24/2014	12014	\$758.15
06/27/2014	12122	\$200.50
03/30/2015	12848	\$46,361.00
04/27/2015	12903	\$5.60
06/30/2015	13223	\$923.00

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka

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 submission of the **NCLB application for the 2016-2017 school year** as listed below. (Application available for review in the business office)

<u>NCLB</u>	
Title I	\$83,090.00
Title II	\$ 5,590.00
Title III	\$ 1,696.00
TOTAL:	\$90,376.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placements for the 2016-2017 school year:**

Student SID	School	School Year Tuition	Dates	Aides/Services
7038696042	PRIDE II	*\$47,392.00	9/1/2016-6/30/2017	*Aide
5010210394	Sage Day School	*\$55,980.00	9/1/2016-6/16/2017	*N/A
1515495106	Inclusive Learning Academy	\$59,070.60	9/6/2016-6/23/2017	N/A
8246260977	The Horizon School	\$62,962.20	9/6/2016-6/22/2017	Aide \$28,256.40
5289292688	The Children's Institute	*\$59,047.20	9/8/2016-6/23/2017	Aide *\$22,500
3813011040	Roxbury High School	*\$49,435.00	9/6/2016-6/22/2017	
6619824750	New Beginnings	\$57,080.54	9/8/2016-6/26/2017	Aide \$36,040.00
1705412075	The Craig School	\$47,800.00	9/6/2016-6/16/2017	N/A
3206091314	Developmental Learning Center, Warren	\$88,641.00	9/7/2016-6/13/2017	Aide \$68,150.00
4102586012	Kinnelon High School	*\$22,125.00	9/7/2016-6/21/2017	*N/A
3989061381	Shepard School	*\$59,001	9/6/2016-6/20/2017	*N/A
6537654935	Inclusive Learning Academy	*\$49,555.80	9/7/2016-6/21/2017	*N/A
4108640816	Rockaway MD	*\$25,210.00	9/7/2016-6/20/2017	Aide *10,073.72
3601487446	Rockaway LLD	*\$21,559.00	9/7/2016-6/20/2017	Aide*\$20,147.43
2651534327	The Calais School	*\$60,300.00	9/6/2016-6/22/2017	*N/A
1928698773	Lakeland Andover School	\$53,100.00	9/1/2016-6/14/2017	N/A

*indicates verbal confirmation of tuition or related services charges-no contract received yet.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka

15. 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. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Dr. Brent Forward, MD School Physician**, at a rate of \$3,500.00 annually for the 2016-2017 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **annual salaries for the 12 month full time Administrative Staff** for the 2016-2017 school year as follows:

Name	Position	Salary
Lee Nittel	Superintendent	\$126,875.00
Carolina Rodriguez	Business Administrator/Board Secretary	\$111,240.00
Adam Zygmunt	Principal	\$119,705.00
Angela Sabatino	Administrative Assistant to the Superintendent; Secretary to the Board Secretary	\$51,358.00
Debra Hanley	Administrative Assistant to the Business Administrator	\$51,905.00
Lori Bullock	Administrative Assistant to the Principal	\$40,431.00
Lourdes Conroy	Main Office Secretary	\$27,573.00
Zorina Munson	Secretary to the Child Study Team (F/T ten months)	\$29,504.00
Jeff Oster	Attendance Officer & Bonded Security Officer	\$3,455.00
Lisa Palmieri	Treasurer	\$3,400.00

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **2016-2017 summer** custodial, clerical and Sustainable NJ staff as listed below:

Name	Rate of Pay	Hours	Effective Date
Tim Collins	\$12.00/hour	up to 30 hours/week	July 1, 2016
Daniel Cullen	\$12.00/hour	up to 30 hours/week	June 21, 2016
Jerry Miller	\$12.00/hour	up to 30 hours/week	June 21, 2016
Amanda Mrasz	\$12.00/hour	up to 30 hours/week	June 21, 2016
Robert Mrasz	\$12.00/hour	up to 30 hours/week	June 21, 2016
Victoria Mrasz	\$12.00/hour	up to 30 hours/week	June 21, 2016
Aaron Pyrzynski	\$12.00/hour	up to 30 hours/week	June 21, 2016
Nicholas Simmons	\$12.00/hour	up to 30 hours/week	June 21, 2016
Ryan Snarski	\$12.00/hour	up to 30 hours/week	June 21, 2016

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka

16. POLICY / OPERATIONS

Debbie Giordano, Dina Mikulka, Bridget Mauro

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

Date	Employee	Location	Registration	Travel	Total Expense
6/06/16 & 6/22/16	Carolina Rodriguez	Systems 3000 End of Year Training Eatontown, NJ	-0-	\$79.36	\$79.36
6/15/16	Nicholas Simmons	NJ Sustainable Summit, Ewing	\$35.00	\$35.96	\$70.96

- b. RESOLVED, that the Board of Education adopts the **No-Idling for Schools** policy for **first reading**:

WHEREAS, petroleum-based gasoline and diesel fuel are nonrenewable fuels and should be used wisely and not wasted; and

WHEREAS, emissions from gasoline and diesel powered vehicles contribute significantly to air pollution, including greenhouse gas, ozone formation, and fine particulates; and

WHEREASE, diesel vehicles emit numerous carcinogenic chemicals, including benzene and formaldehyde, and; the U.S. Environmental Protection Agency estimates that all vehicle emissions account for as many as half of all cancers attributed to outdoor air pollution; and

WHEREAS, we can avoid producing unnecessary greenhouse gas emissions and exposure to air toxics by reducing or eliminating wasteful vehicle idling; and

WHEREAS, an average school bus uses ½ gallon of diesel fuel for each hour of idling and reducing idling by 30 minutes per day would save 45 galls and \$135.00 per bus per year (assuming a diesel fuel cost \$3.000/gal;

WHEREAS, a car idling for *10 minutes* uses as much fuel as it takes to travel 5 miles and uses more than 27 gallons of fuel a year; and

WHEREAS, for every gallon of gasoline used, the average car produces about 20 pounds of carbon dioxide (CO₂), the largest contributor to greenhouse climate change, with one-third of greenhouse gas emissions coming from the transportation sector; and

WHEREAS, idling more than *10 seconds* uses more fuel and emits more pollutants than turning a warm engine off and on again, and idling is not generally beneficial to a vehicle's engine because it wears engine parts; and

WHEREAS, vehicle idling occurs on school drop off and pick up locations and parking lots where children are more highly exposed to air pollutant emissions; and

WHEREAS, asthma is a significant public health concern, especially among New Jersey's school age children where up to 25% are asthmatic-the leading cause of school absenteeism; and

WHEREAS, the American Academy of Pediatrics recommends that children's exposure to diesel exhaust particles should be decreased and that idling of diesel vehicles in places where children live and congregate should be minimized to protect their health; and

WHEREAS, moving beyond New Jersey's existing no-idling code of 3 minutes would significantly improve public health, air quality, reduce costs and greenhouse gas emissions; and

THEREFORE BE IT RESOLVED that this NJ school, Mine Hill Township Board of Education:

Supports the adoption of "Idle Free Zones" on school grounds, including a pledge by school employees, and parents to:

- Turn off vehicles when parents are parked and waiting to pick up and drop off children.
- Installing “Idle Free Zone” signs at school drop-off and pick-up locations.
- Conducts and/or support broad education of school employees, parents, students and the public about the health, environmental and economic impacts of idling and ways to reduce idling.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Debbie Giordano	Bridget Mauro	Dina Mikulka

17. BUILDINGS AND GROUNDS

Katie Bartnick, Pete Bruseo & Bridget Mauro

18. Dover Report *Peter Bruseo*

19. MHEF Report *Karen Bruseo, Jill Del Rio*

20. Old Business

21. New Business

22. Public Discussion

23. 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.

24. 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	Bridget Mauro	Dina Mikulka

25. 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	Bridget Mauro	Dina Mikulka