

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
September 26, 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 **August 22, 2016**.

Motion of: _____ Seconded by: _____

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

- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **August 22, 2016**.
- c. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the **Board Retreat** held on **September 12, 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

- Sustainable Jersey
- NJQSAC
- Residency Verification
- Retirement letter from Carol Manger

9. Superintendent's Report

10. Presentation / Reports

- PARCC Presentation

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 \$358,278.54 plus \$62,583.36 for the **August** (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)	\$144.00
Food Service Fund	\$1,802.00
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of August**, 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 August** 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 Feasibility Committee, approve the contract with **Consulting Services Associates (CSA)** to provide consulting services in the preparation of a feasibility study of withdrawing Mine Hill Township Grade 7 and 8 pupils from Dover Middle School in the amount of \$19,500.00.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2016-2017 school year** Professional Support and Non-Public Services Agreements and Non-Chapters 192-193 Addendum-Supporting documents between the **Educational Services Commission of Morris County and the Mine Hill Township Board of Education**.

- f. 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 build threshold of \$40,000.00

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Bid Purchasing contract between the Middlesex Regional Education Services Commission (MRESC) and the Mine Hill Township Board of Education**, which is made part of this resolution by reference and recommends authorizing the Business Administrator to execute the contract with an agreement of pay 4% of the participation fee.

- h. WHEREAS, the Board of Education approved resolution 13h on June 5, 2016, to award a contract for **Behaviorist Services** for the 2016-2017 school year at the rate of \$80.00 per hour;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract under 18A:18A-5 for Speech Services with J&B Therapy for the 2016-2017 school year at the rate of \$80.00 per hour not to exceed \$63,000.00.

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 below **Out-of-District tuition** for the 2016-2017 school year:

Student ID	School	Tuition	Dates	Aides or Services
2037658652	Shepard School	\$59,001	9/6/2016 – 6/30/2017	N/A
Not yet assigned	PRIDE	\$23,696	9/19/2016 – 6/30/2017	To be determined

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 approves the recommendation of the Superintendent and accepts the **resignation of Carol Manger, Instructional Aide**, for the purpose of **retirement**, effective July 1, 2017.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Amanda Mrasz, to conduct classroom observation** with Mrs. Champagne, MD grades 4-6 teacher, as part of her teacher training program through Centenary University.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revised 2016-2017 Merit Goals for Carolina Rodriguez**. (Available for review in the business office)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revised 2016-2017 Merit Goals for Lee Nittel**. (Available for review in the business office)
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the 2016-2017 school year as indicated below at the following rates:

Teacher Certificate: \$85/day; \$95/day after 10 days

Substitute Credentials: \$80/day; 90/day after 10 days

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE	CUSTODIAN
Alfieri, Stephanie	X				
Arci, Edward	X				
Bouchard, Judson	X				
Costello, Brianna	X				
Dougherty, Hannah	X				
Hodgson, Andrea	X				
Kieswetter, John	X				
Miller, Christine	X				
Monks, Samantha	X				
Shivas, Christine	X				
Stasyshyn, Krystyn	X				

- f. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for after school programs for the 2016-2017** as listed below:

Position	Name	Hours	Compensation
STEP Mentor (Title I)	Ivonne Martinez	1 hour/week for 30 weeks	\$32.01/hour
STEP Mentor (Title I)	Margaret Nunnermacker	1 hour/week for 30 weeks	\$32.01/hour
STEP Mentor (Title I)	Robby Suarez	1 hour/week for 30 weeks	\$32.01/hour
Intramurals	Janice Bochicchio	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Lego Club	Jessica Cicchino	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Sports Club	Lansing Holman	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Spanish Club	Ivonne Martinez	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Bridge Building	Theresa Steele	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Mighty Milers	Ruthie Champagne	Up to 1.5 hours/week October - June (based on participation)	\$32.01/hour
Club Coordinator	Lilly Conroy		\$15.32/hour

- g. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the 2016-2017 school year as indicated below at the following rates:

Teacher Certificate: \$85/day; \$95/day after 10 days

Substitute Credentials: \$80/day; 90/day after 10 days

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE	CUSTODIAN
Alfieri, Stephanie	X				
Arci, Edward	X				
Bouchard, Judson	X				
Costello, Brianna	X				
Dougherty, Hannah	X				
Hodgson, Andrea	X				
Kieswetter, John	X				
Miller, Christine	X				
Monks, Samantha	X				
Shivas, Christine	X				
Stasyshyn, Krystyn	X				

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 approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
1140	Affirmative Action Program (M)
1220	Employment of Chief School Administrator (M)
1310	Employment of School Business Administrator/Board Secretary
1523	Comprehensive Equity Plan (M)
1530	Equal Employment Opportunities (M)
1550	Affirmative Action Program for Employment and Contract Practices (M)
2200	Curriculum Content (M)
2260	Affirmative Action Program for School and Classroom Practices (M)
2411	Guidance Counseling (M)
2423	Bilingual and ESL Education (M)
2610	Educational Program Evaluation (M)
2622	Student Assessment (M)
3111	Creating Positions
3124	Employment Contract
3125	Employment of Teaching Staff Members (M)
3125.2	Employment of Substitute Teachers
3126	District Mentoring Program
3141	Resignation
3144	Certification of Tenure Charges
3159	Teaching Staff Member/School District Reporting Responsibilities
3231	Outside Employment as Athletic Coach
3240	Professional Development for Teachers and School Leaders (M)
4159	Support Staff Member/School District Reporting Responsibilities
5305	Health Services Personnel
5339	Screening for Dyslexia (M)
5350	Student Suicide Prevention
5750	Equal Educational Opportunity (M)
5755	Equity in Educational Programs and Services (M)
7481	Unmanned Aircraft Systems (UAS also known as Drones)
8441	Care of Injured and Ill
8454	Management of Pediculosis
8630	Bus Driver/Bus Aide Responsibility
9541	Student Teachers/Interns

- b. RESOLVED, that the Board of Education adopts the following **Regulations**:

<u>Policy #</u>	<u>Policy Title</u>
1530	Affirmative Action Program for Employment and Contract Practices (M)
2200	Curriculum Content (M)
2411	Guidance Counseling (M)
2414	Programs and Services for Students in High Poverty and in High Need School Districts (M)

2423	Bilingual and ESL Education (M)
3126	District Mentoring Program
3144	Certification of Tenure Charges
3240	Professional Development for Teachers and School Leaders
5330	Administration of Medication (M)
5350	Student Suicide (Revised)
8441	Care of Injured and Ill Persons
8630	Emergency School Bus Procedures (M)

- c. 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
10/11/16 1/17/17 3/7/17	Lee Nittel	Year 2 Superintendent Institute Trenton, NJ	\$399.00	\$112.90	\$511.90
10/14/16	Beth Ondish	NJIDA Conference (Title II) Somerset, NJ	\$190.00	\$20.05	\$210.05
10/15/16	Lee Nittel	Prepare your district for bargaining, Trenton	\$149.00	\$35.65	\$184.65
10/15/16	Dina Mikulka	Prepare your district for bargaining, Trenton	\$149.00	\$35.65	\$184.65
10/26/16	Beth Ondish	BER Struggling Readers Workshop, West Orange	\$245.00	\$14.26	\$259.26
10/28/16	Jill Ramacciotti	Rutgers Literacy Conference New Brunswick	\$180.00	\$19.47	\$199.47
10/28/16	Robby Suarez	Rutgers Literacy Conference New Brunswick	\$180.00	\$19.47	\$199.47
10/28/16	Michelle Eastman	Rutgers Literacy Conference New Brunswick	\$180.00	\$19.47	\$199.47
11/4-11/6/16	Adam Zygmunt	ASCD Education Leadership Conference, National Harbor, Maryland	\$443.00	\$140.74	\$1,406.70
12/2/16	Carolina Rodriguez	Bargaining at the Table Trenton	\$149.00	\$35.65	\$184.65

Motion of: _____ Seconded by: _____

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

17. BUILDING & GROUNDS

Katie Bartnick, Pete Bruseo, Bridget Mauro

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Use of Facilities** as follows:

Organization	Purpose	Room Needed	Dates
Cub Scout Pack 45	Pack Meetings, Blue & Gold Awards, Pinewood Derby	Gymnasium & Bathrooms	9/29/2016 – 5/18/2017

Motion of: _____ Seconded by: _____

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

18. Dover Report *Bridget Mauro*

19. MHEF Report *Bridget Mauro*

20. Old Business

21. New Business

RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for board members attending the annual **NJ School Boards Association Fall Conference and Workshop**, at a group rate of \$1,400.00, from October 24, 2016 to October 27, 2016 as listed below:

Board Member	Meals	Lodging*	Mileage	Parking	Total Cost	Reimbursement
Karen Bruseo	\$224.00	-0-	\$87.42	\$40.00	\$351.42	\$351.42
Pete Bruseo	\$224.00	-0-	\$87.42	\$40.00	\$351.42	\$351.42
Debbie Giordano	\$224.00	\$306.00	\$87.42	\$40.00	\$657.42	\$351.42
Bridget Mauro	\$224.00	\$306.00	\$87.42	\$40.00	\$657.42	\$351.42
Lett Nittel	\$224.00	\$306.00	\$87.42	\$40.00	\$657.42	\$351.42
Carolina Rodriguez	\$224.00	\$306.00	\$87.42	\$40.00	\$657.42	\$351.42

A

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