

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
October 24, 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 |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
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7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **September 26, 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 **September 26, 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

- Special Education Presentation by Marie Giantomasi, Director of CST

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 \$287,089.68 plus \$304,370.24 for the **September 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) | \$133.18 |
| Food Service Fund | \$993.41 |
| Student Activity Fund (Canfield School Account) | \$1,985.05 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of September**, 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 September** 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 submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Executive County Superintendent of Schools for the 2015-2016, 2016-2017 and 2017-2018 school years.
- e. RESOLVED, that Board of Education accepts the recommendation of the Business Administrator and approve the RFP with **Berit Gordon** to provide three full days of professional development in **Reading Workshop** at a daily fee of \$1,500 per day, for

three days, for a total of \$4,500.00 to be paid from Title II Grant Account # 20.270.200.300.00.000.

- f. WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety and prosperity of our children; and,

WHEREAS, the Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, the Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainability Jersey for Schools Small Grants Program;

THEREFORE, the Board of Education has determined that Canfield Avenue School should apply for the aforementioned grant program. **The Grant through the New Jersey Education Association** will provide the district the opportunity to create a Rain Water Management System. The Rain Water Management System will enhance local water quality by allowing water to be naturally filtered by soil instead of being piped, untreated into large bodies of water. It is an effective method to enhance water quality and control storm water is through the use of rain gardens.

THEREFORE, BE IT RESOLVED, that the Mine Hill Township Board of Education, State of New Jersey, authorizes the submission of the aforementioned Sustainable Jersey for Schools Grant.

- g. WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety and prosperity of our children; and,

WHEREAS, the Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, the Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program.

THEREFORE, the Board of Education has determined that the Canfield Avenue School should apply for the aforementioned grant program. **The Gardiner Environment Fund Grant** will provide the district the opportunity to install sensors throughout the school.

THEREFORE, BE IT RESOLVED, that the Mine Hill Township Board of Education, State of New Jersey, authorizes the submission of the aforementioned Sustainable Jersey for Schools Grant.

- h. WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, the Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, the Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the Board of Education has determined that Canfield Avenue School should apply for the aforementioned grant program. **The Grant through The New Jersey Education Association** will provide the district the opportunity to install bathroom water flow reducers. The water flow reducers will reduce the amount of water used throughout the school.

THEREFORE, BE IT RESOLVED, that the Mine Hill Township Board of Education, State of New Jersey, authorizes the submission of the aforementioned Sustainable Jersey for Schools Grant.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
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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 list **2016-2017 proposed field trips** as listed below:

| Grade | Destination |
|-----------------------|---|
| Pre-K | Turtle Back Zoo, West Orange |
| Kindergarten | Fosterfield Farm, Morris Township |
| 1 st Grade | Turtleback Zoo, West Orange |
| 2 nd Grade | Lakota Wolf Preserve, Knowlton |
| 3 rd Grade | Liberty Science Center, Jersey City |
| 4 th Grade | Ocean Institute, Sandy Hook |
| 5 th Grade | Statue of Liberty & Ellis Island |
| 6 th Grade | Buehler Challenger & Science Center, Paramus |
| 6 th Grade | Solar Cars Competition, Morristown |
| 6 th Grade | Medieval Times, New York (sponsored by parents) |
| MD 4-6 | Frelinghuysen Arboretum Gingerbread Wonderland, Morris Plains |
| Grades 4, 5, 6 | Senior Center, Mine Hill |
| Grades 4, 5, 6 | Rockaway Mall, Rockaway |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the **2016-2017 NCLB Title Grants** as listed below. (Application available for review in the business office)

| <u>NCLB</u> | <u>Application</u> | <u>Carryover</u> | <u>Total Amount</u> |
|--------------------|---------------------------|-------------------------|----------------------------|
| Title I | \$83,090.00 | \$ 6,927.00 | \$90,017.00 |
| Title II | \$ 5,590.00 | \$ 4,482.00 | \$10,072.00 |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Canfield Avenue School, Mine Hill School District entering into a consortium with the Wharton School District for **Title III funds**.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|----------------------------|--------------------------|-------------------------|
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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 **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 |
|-------------------|---------------|-----------|-------|------|
| Van Ness, Lisa | | | | X |
| Kovacs, Rachelle | | | X | |

- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent to **revise resolution number 15j. and 15k.** approved on August 22, 2016 be revised as follows:

| Position | Name | Hours | Compensation |
|-------------------------|---|-------------------------|--------------------------------|
| Afterschool Supervision | Lansing Holman | up to 1.5 hours/week | \$24.62/hr. |
| Afterschool Supervision | Cindy Pyrzynski | up to 1.5 hours/week | \$24.62/hr. |
| Jump Ahead Advisor | Ruthie Champagne (replacing Susan Day) | .50 hrs/wk for 30 weeks | \$32.01/hr. Title I program |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revised Out of District Extended School Year Program**, approved on June 6, 2016, resolution number 14d. as follows:

| Student SID | School | ESY Tuition | Dates | Aides or Services |
|-------------|--|-------------|-----------|---|
| 8246260977 | The Horizon School CPNJ | \$10,953.30 | 7/5-8/15 | Aide \$4,709.40 |
| 3206091314 | Developmental Learning Center - Warren | \$14,529.00 | 6/29-8/10 | Aide \$12,337.00 Behaviorist \$3,296 |

- d. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and appoints the following **Homebound Instructors for the 2016-2017** school year as needed: Ruthie Champagne, Lansing Holman, Melissa Kenny and Theresa Steele, at a rate of \$32.01 per hour, with the number of hours to be determined on an individual basis.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|----------------|----------------|--------------|--------------|--------------|-----------------|---------------|--------------|
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16. POLICY / OPERATIONS

Debbie Giordano, Dina Mikulka, Bridget Mauro

- a. RESOLVED, that the Board of Education approve the New Jersey Department of Education **Health and Safety Evaluation** of School Buildings checklist.
- b. WHEREAS, the Mine Hill Board of Education has determined a need to approve the submission of the **revised Comprehensive Equity Plan for 2016-2019**, and

BE IT FURTHER RESOLVED, that the Mine Hill Board of Education has approved the submission of the Comprehensive Equity Plan for 2016-2019 to the Morris County Superintendents Office. (Available for review in the business office).

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **NJQSAC Statement of Assurance** for the 2016-2017 school year. (Available for review in the business office)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the *revised Leadership Conference for Mr. Zygmunt*, approved on September 26, 2016 resolution number 16c as listed below:

| Date(s) | Registration* | Meals | Lodging & Parking* | Mileage & Tolls | Total Cost | Estimated Reimbursement |
|--------------|---------------|----------|--------------------|-----------------|------------|-------------------------|
| 11/4-11/6/16 | \$429.00 | \$241.50 | \$692.28 | \$160.74 | \$1,523.52 | \$402.24 |

**Paid by district*

- e. RESOLVED, that the Board of Education, accepts the recommendation of the Superintendent and approves the **2016-2017 District Goals** as follows:
1. Increase student achievement/performance from last year in Math using multiple assessments.
 2. Improve community relations through effective communication.
Action plan to include:
Coordination with the town
Expanding use of Social Media
Outreach to senior citizens
 3. Develop contemporary learning spaces.
 4. Review the programs for the district's Special Education students.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2016-2017 Board Goals** as follows:
1. Explore bringing back 7th and 8th grades into the district.
 2. Develop a long-range facilities plan.
 3. To successfully prepare for negotiations with the Mine Hill Teachers Association.
- g. RESOLVED, that the Board of Education approves the following **Policies** for **Second 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 |

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
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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 |
|---------------------------|-------------------------------|---|--|
| Basketball | Recreational Practice & Games | Gym | 11/7/16 – 3/13/17 (when available) Monday - Friday 6-9pm Saturday 8-4 (beginning in January) |
| Soup Sampler | Fundraiser for Mine Hill Day | Gym & Gravel Lot | 12/2/2016 |
| Mine Hill First Aid Squad | King of the Hill Car Show | Parking lot, Gym & use of sink in copy room (portable bathrooms to be brought in by organization) | 5/13/17 Rain date: 5/14/17 |

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Debbie Giordano | Bridget Mauro | Dina Mikulka |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
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18. Dover Report *Bridget Mauro*

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

20. Old Business

21. New Business

- Change November 21, 2016, meeting date to Monday, November 28, 2016.

Motion of: _____ Seconded by: _____

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

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 |
|-------------------|-------------------|-----------------|-----------------|-----------------|--------------------|------------------|-----------------|
| | | | | | | | |