

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
December 19, 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 **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

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

8. Correspondence

9. Superintendent's Report

10. Presentation / Reports

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 \$270,881.92 plus \$300,991.09 for the **November** 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)	\$1.55
Food Service Fund	\$196.00
Student Activity Fund (Canfield School Account)	\$46.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of November**, 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 November** 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. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report** on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2016; and

WHEREAS, the Auditor conducted an exit conference with the administration and presented to Finance Committee; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2016 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports which is available for review in the business office.

- e. WHEREAS, the Mine Hill Board of Education has undertaken two capital projects for the renovation of fire alarms and HVAC systems and the renovations of classrooms and bathrooms; and

WHEREAS, both projects are complete and the classroom/bathroom capital project requires additional local funding to offset expenditures previously incurred by the District; and

WHEREAS, resources are available in the fire alarm/HVAC systems capital project to fund these costs,

NOW, THEREFORE, BE IT RESOLVED, by the Mine Hill Board of Education that the district School Business Administrator is hereby authorized to transfer the following amounts consistent with all applicable laws and regulations:

<u>Project Description</u>	<u>From</u>	<u>To</u>
Renovation of Fire Alarms and HVAC System	\$123,526	
Renovation of Classrooms and Bathrooms		\$123,526

BE IT FURTHER RESOLVED, that the unexpended balance of \$78,792, in the fire alarm/HVAC system capital projects be cancelled and transferred to the Board's General Fund, Capital Reserve account.

- f. Pursuant to N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), and based upon the recommendation of the School Business Administrator /Board Secretary the Mine Hill Township Board of Education purchases with the following State Contract vendors who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the Mine Hill Township Board of Education and the referenced **State Contract Vendors shall be for the 2016-2017 School Year** as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

Vendor	State Contract #	State Contract
Ricoh (Atlantic Tomorrow)	A40467	Copiers, Maintenance & Supplies
Dell	A89850	Software Licenses
Dell	A89967	Naspo Value Point Computers
Dell	A88796	Data Communication Equipment
Home Depot Inc.	A83930	Walk-in Building Supplies
School Specialty	A80986	School & Library Supplies
Lakeshore Learning Materials	A80986	School & Library Supplies
CDW Government LLC	A89849	Software License & Related Services
Cisco (Promedia Technology Service, Inc.)	A87720	Data Communications Equipment
Verizon Wireless	A82583	Wireless Device & Services
Xtel Communications	A80807	Telecommunications Equip & Services
Xtel Communications	A88737	Communication Wiring Services

- g. RESOLVED, that the Board of Education approves the **Horizon Dental Plan renewal contract for the period of 02/01/2017 to 01/31/2018**, renewal summary of rates as follows:

Coverage Type	Current Rates	Renewal Rates	Change in Premium
Single	\$40.05	\$40.05	\$0.00
2 Adults	\$80.08	\$80.08	\$0.00
Family	\$128.15	\$128.15	\$0.00
Parent/Child	\$74.08	\$74.08	\$0.00

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves accepting the 2016-2017 school year **IDEA Grant** as listed below: (Application available for review in the business office)

<u>Program Name</u>	<u>Award Amount</u>
Basic	\$102,907
Preschool	\$ 3,213

- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education estimated Mine Hill Enrollment for the 2016-2017 school year:**

Regular Education	Grade Level	No. of Students	Rate per Student	Total Tuition Per Grade/Program
Dover Middle School	Grade 7	27	\$11,680.00	\$315,360.00
Dover Middle School	Grade 8	30	\$11,680.00	\$350,400.00
Dover High School	Grade 9	9	\$12,527.00	\$112,743.00
Dover High School	Grade 10	19	\$12,527.00	\$238,013.00
Dover High School	Grade 11	38	\$12,527.00	\$476,026.00
Dover High School	Grade 12	22.5	\$12,527.00	\$281,857.50
DMS Special Education	LLD, BD, RC	7	\$15,228.00	\$106,596.00
DHS Special Education	LLD, BD, RC	3	\$15,228.00	\$45,684.00
Resource Room	Grade 7-12	16	\$5,395.00	\$86,320.00
TOTAL				\$2,012,999.50

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 **2016-2017 proposed field trip** as listed below:

Grade	Destination
G&T Students	Workshop on the Arts - Morristown Unitarian Fellowship, Morristown

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the students of Canfield Avenue School to participate in a taping of ***Classroom Close-up, NJ*** [www.classroomcloseup.org]. They will be filming classes and interviewing staff and students.

Classroom Close-up, NJ is a 15-time Emmy winning half-hour show that airs year round on New Jersey's public television station NJTV. The show focuses on all the wonderful things happening in New Jersey public schools.

Now in the 23rd season, "*Classroom Close-up NJ*" airs every Sunday at 7:30 a.m., 12:30 p.m. and 7:30 p.m. Canfield Avenue School will be featured on the show on May 7, 2017.

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 payment for **evaluation services** for student ID #: 8388633202. District will receive reimbursement by the parents.

Name	Hours	Compensation
Susan Day	1 hour	\$32.01
Melissa Kenny	1 hour	\$32.01

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the below substitutes for the 2016-2017 school year at the following rates:

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

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

Aide: \$70/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE
Antonich, Jennifer	X			
Estrada, Jose		X		X
Mazzini, Deanna		X		X

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

Position	Name	Hours	Compensation
Circus Club	Cindy Pyrzynski	Up to 1.5 hours/week February - June (based on participation)	\$32.01/hour

- d. RESOVLED, that the Board of Education accepts the **appointment of Erin Doorly, as an Instructional Aide**, 5.8 hours per day with an annual salary of 12,737.00, pro-rated, no benefits, for the 2016-2017 school year, effective December 6, 2016.
- e. RESOLVED, that the Mine Hill Township Board of Education approve the use of five (5) accumulated personal days for employee #4245, after employee has exhausted all personal and illness days. Additional days for illness may be requested at a later point in time.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statue and code for **Waiver of Coverage** for all health benefits (family coverage) during the 2016-2017 school year to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be paid December, 2016	Amount to be paid June, 2017	Total Amount to be paid
Carroll, Diana	\$1,250.00	\$1,250.00	\$2,500.00
Eastman, Michelle	\$1,250.00	\$1,250.00	\$2,500.00
Ondish, Beth	\$1,250.00	\$1,250.00	\$2,500.00
Ramacciotti, Jill	\$1,250.00	\$1,250.00	\$2,500.00
Snarski, Lauren	\$1,250.00	\$1,250.00	\$2,500.00
Carter-Munson, Zorina	\$1,250.00	\$1,250.00	\$2,500.00

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 the **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Room/Meals Travel	Estimate Total Expense
1-10-17	Susan Charlton	NJECC Conference Montclair, NJ	\$110.00	\$17.36	\$127.36
1-10-17 1-12-17	Kay Kim	2017 Tech Conference Montclair, NJ	\$220.00	\$34.72	\$254.72
1-26-17 1-27-17	Adam Zygmunt	Techspo 2017	\$340.00	\$235.72 \$160.00 \$126.18	\$861.90

1-26-17 1-27-17	Lee Nittel	Techspo 2017	\$340.00	\$235.72 \$160.00 \$126.18	\$861.90
3-17-17	Susan Charlton	NJAGC Annual Conference West Windsor	\$184.00	\$46.50	\$230.50

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 & Occupancy Agreement Amendment** as follows:

THIS AGREEMENT is made this 19th day of December, 2016, between the Mine Hill Township Board of Education (the “Board”), and the Mine Hill Education Foundation (the “Foundation”) (“Agreement”).

WHEREAS, the Board and the Foundation are parties to a Use & Occupancy Agreement dated February 20, 2016; and

WHEREAS, the Foundation has requested a modification to the payment terms of the Agreement; and

WHEREAS, the Agreement provides it may only be modified by a written amendment signed by both parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. Paragraph 1 entitled “Occupancy Fee” shall be amended such that the \$6,000.00 occupancy fee balance which is due on December 1, 2016 shall now be paid in six (6) \$1000.00 installments on the 1st of each month commencing on December 1, 2016 through May 1, 2017.
2. Should the Board have to pursue any legal or collection action to enforce the payment terms of this agreement, the Foundation agrees to pay the Board’s attorney’s fees and any collection costs.
3. This Agreement constitutes the only amendment to the February 20, 2016 agreement. All other terms and conditions shall remain in full force and effect.
4. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

5. This Agreement is subject to formal board approval.

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 *Pete Bruseo*

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

20. Old Business

21. New Business

- RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the After Care Survey.
- RFP for Before and After Care.

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)

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- 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