

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REORGANIZATION MEETING**  
**January 5, 2017**

**1. Opening Statement**

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 7:00 p.m. on Thursday, January 5, 2017, by Business Administrator/Board Secretary, Carolina Rodriguez. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 23, 2016, in compliance with the Open Public Meetings Act.

**REORGANIZATION MEETING OF THE**  
**MINE HILL TOWNSHIP BOARD OF EDUCATION**

2. Business Administrator, Carolina Rodriguez, will report the results of the annual school election held on November 8, 2016, as follows:

For Seats on the Board of Education:

<b>Candidate for Three Year Term</b>	<b>Votes</b>
Jill Del Rio	658
Dina M. Mikulka	617

3. School Business Administrator/Board Secretary, Carolina Rodriguez, will administer the Oath of Allegiance to the newly elected Board Members.

**4. Roll Call**

Katie Bartnick		Deborah Giordano	
Karen Bruseo		Bridget Mauro	
Peter Bruseo		Dina Mikulka	
Jill Del Rio			

**5. Flag Salute**

**6. Election of President**

The Board Secretary declares nominations are in order for the position of President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

\_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

<b>Vote for President</b>	<b>Katie Bartnick</b>	<b>Karen Bruseo</b>	<b>Peter Bruseo</b>	<b>Jill Del Rio</b>	<b>Deborah Giordano</b>	<b>Bridget Mauro</b>	<b>Dina Mikulka</b>
Name:							
Name:							

Election Results:

\_\_\_\_\_ is elected President of the Mine Hill Township Board of Education.

**7. Board President Takes Chair**

**8. Election of Vice President**

The President declares nominations are in order for the position of President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

\_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

Vote for Vice President	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Deborah Giordano	Bridget Mauro	Dina Mikulka
Name:							
Name:							

Election Results:

\_\_\_\_\_ is elected Vice President of the Mine Hill Township Board of Education.

**9. Board Vice President takes Chair**

**10. Reorganization Action Items**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote.**
- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments:**

Assignments	Member(s) Assigned
Personal, Finance and Building & Grounds Committee	
Curriculum/Instruction and Operations Committee	
Policy, Community and Public Relations Committee	
Negotiations Committee	
Delegates to NJSBA and Morris County School Boards Association (2)	
Mine Hill Educational Foundation Liaison	

- c. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the election of \_\_\_\_\_ as a member of the Dover Board of Education.**
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves **the appointment of \_\_\_\_\_ as the Board Representative and \_\_\_\_\_ as the Alternate Representative to the Educational Services Commission of Morris County.**

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics**:
1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
  2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
  3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
  4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
  5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
  6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
  7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
  8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  9. I will support and protect school personnel in proper performance of their duties.
  10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Monday, January 5, 2017- Reorganization; and Monday, January 23, 2017
February	Monday, February 27, 2017
March	Monday, March 6, 2017; and Monday, March 13, 2017
April	Monday, April 24, 2017 - Budget Public Hearing,
May	Monday, May 8, 2017 – Adoption of Final Budget; and Monday, May 22, 2017
June	Monday, June 5, 2017; and Monday, June 26, 2017
July	Monday, July 24, 2017
August	Monday, August 7, 2017 – Board Retreat; and Monday, August 21, 2017
September	Monday, September 25, 2017
October	Monday, October 16, 2017
November	Monday, November 20, 2017
December	Monday, December 18, 2017

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Carolina Rodriguez
Assistant Board Secretary	Lee Nittel
Auditor	Lerch, Vinci & Higgins, LLC
Treasurer of School Monies	Lisa Palmieri
Attorney	Machado Law Group
Attorney	Schenck, Price, Smith & King, LLP
Engineer	Harbor Consultants
Medical Inspector/School Physician	Brent Forward, Internal Medicine Associates
School Attendance Officer/Money Guard	Jeffrey Oster
Affirmative Action Officer	Adam Zygmunt
Public Agency Compliance Officer	Carolina Rodriguez
Custodian of Public Records	Carolina Rodriguez
Safety Compliance Officer	Carolina Rodriguez
504 Coordinator	Lauren Snarski
Integrated Pest Management Coordinator	Carolina Rodriguez
Homeless Liaison	Adam Zygmunt
DCP&P Liaison	Lauren Snarski
Anti-Bullying Specialist	Lauren Snarski
Anti-Bullying Coordinator	Adam Zygmunt
Agent of Record-Health Benefits	Brown & Brown Fortitude
Agent of Record-Dental Insurance	Brown & Brown Fortitude
Disability Insurance	Prudential Financial
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Met Life
Indoor Air Quality Coordinator	Carolina Rodriguez
Right to Know Coordinator	Carolina Rodriguez
Asbestos/AHERA Coordinator	Carolina Rodriguez
Chemical Hygiene Officer	Carolina Rodriguez
Substance Awareness Coordinator	Lauren Snarski
Investments and Wires Designated Officer	Carolina Rodriguez

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of all textbooks/programs and current school curriculum** which is attached and made part of this resolution by reference. (Available for review in the principal's office)

- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

RESOLVED, the **Mine Hill Township Board of Education recognizes the Mine Hill Teachers Association as the official bargaining unit** for the positions specified in each of the organization's recognition clause.

- m. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- n. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- o. 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

- p. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding membership with **The Morris Essex Insurance Group (MEIG)**:

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Pool as permitted by NJ Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the Morris Essex Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved the Mine Hill Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- q. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

Lakeland Bank	#	Signatories
General Fund	3	_____, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Payroll Agency	2	_____, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Net Payroll	3	_____, Board President , Carolina Rodriguez, BA and Lee Nittel, Superintendent
Cafeteria (Food Services)	2	_____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
SUI Trust Fund	2	_____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent
Canfield Avenue School (Student Activities) Account	2	Carolina Rodriguez, BA and Adam Zygmunt, Principal

- r. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the district's membership in the **Educational Services Commission of Morris County**, and authorize the district's participation in

Educational Services Commission of Morris County programs, in accordance with fees established for 2017 included in the attached schedule and/or contracts for:

- Cooperative bidding services for the purchase of various goods and services for the year of 2017 as deemed appropriate by the Business Administrator/Board Secretary;
  - Out-of-district transportation services for special education students attending extended school year programs during the summer of 2017;
  - Health and Environmental Services cooperative;
  - All Non-Public Services funded through State and Federal grants;
  - Non-Public Transportation and Aid in Lieu of Transportation processing;
  - Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
  - Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.
- s. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves **the procurement of goods and services through the cooperative bidding services of Educational Data Services.**
- t. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **District Emergency Plan.** (Available for review in the principal's office)
- u. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.
- v. In accordance with N.J. A.C. 17:27-3.2 the board designate Mrs. Carolina Rodriguez, Board Secretary, **Purchasing Agent as the Public Agency Compliance Officer for the Mine Hill Township Board of Education.**

The Public Agency Compliance Officer is the liaison between the Mine Hill Township Board of Education and the State of New Jersey Department of the Treasury Division of Contract Compliance Equal Employment Opportunity in Public Contracts.

The Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Mine Hill Township Board of Education and the appropriate contract vendors.

The major responsibilities of the Public Agency Compliance Officer is to;

Obtain and keep a current file of the required Affirmative Action Evidence from contracted vendors who do business with the Board;

Include the mandatory Affirmative Action language in all advertisements for bids and all solicitation of proposals; and

Include the appropriate mandatory Affirmative Action Language in all bid specifications and all Board contracts.

Mrs. Rodriguez will assume the responsibilities at no extra compensation. The effective date of this resolution is July 1, 2016 through June 30, 2017.

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

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

**REGULAR MEETING OF THE MINE HILL TOWNSHIP  
BOARD OF EDUCATION**

**11. Correspondence**

**12. Superintendent's Report**

**13. Business Administrator's Report**

**14. Public Discussion**

**15. FINANCE**

**16. INSTRUCTION & CURRICULUM**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **proposed field trip** to be paid for by the district, as listed below:

Date	Grade/Students	Cost	Destination
1/11/17 & 1/12/17	8 - 6 <sup>th</sup> grade G & T Students	\$60/student (\$480.00) \$500.00 - Bus Total Cost - \$980.00	NJ Consortium for Gifted & Talented Program, Workshop on the Arts Morristown Unitarian Fellowship, Morristown, NJ

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

Date(s)	Employee	Conference/Workshop Location	Registration/ Lodging	Travel/ Parking	Estimate Total Expense
1/11/17 & 1/12/17	Susan Charlton (G & T Field trip)	NJCGTP Workshop on the Arts Morristown, NJ	-0-	-0-	-0-

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

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

**17. PERSONNEL**

**18. POLICY / OPERATIONS**

**19. BUILDINGS & GROUNDS**



**20. Dover Report**

**21. MHEF Report**

**22. Old Business**

**23. New Business**

**24. Public Discussion**

**25. 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.*

**26. 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	Deborah Giordano	Bridget Mauro	Dina Mikulka

**27. Adjournment**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_\_p.m. the Board returns to the regular session meeting.