

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
March 13, 2017**

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 11, 2017 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, that the Board of Education approves the **executive session minutes** of the meeting held on **February 27, 2017**.

Motion of: _____ Seconded by: _____

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

- b. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **February 27, 2017**.

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 \$513,580.92 plus \$305,389.95 for the **February** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA).

b. Preliminary Budget Resolutions

BE IT RESOLVED, that the tentative budget be approved for the 2017-2018 school year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2017-2018 TOTAL EXPENDITURES	\$9,777,004	\$191,735	\$196,168	\$10,164,907
LESS: ANTICIPATED REVENUES	2,887,477	\$191,735	\$0	\$3,079,212
TAXES TO BE RAISED	<u>\$6,889,527</u>	<u>\$0</u>	<u>\$196,168</u>	<u>\$7,085,695</u>

AND, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Educational Media Center at Canfield Avenue School, 42 Canfield Ave, Mine Hill New Jersey 07803 on April 24, 2016 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2017-2018 School Year.

AND WHEREAS, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form:

AND BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C 6A:23B-1.2(b), to a maximum expenditure of \$9,960 for all staff and board members.

WHEREAS, N.J.A.C. 6A:23a:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Architecture/Engineering	\$10,000
Legal	\$12,000
Audit	\$20,500
Physician	\$4,000
TOTAL	<u>\$46,500</u>

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Mine Hill Township Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

BE IT FURTHER RESOLVED, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital project for the 2017-2018 school year:

Library Upgrade	\$105,000.00
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BE IT RESOLVED, that the Mine Hill Township Board of Education in the tentative budget the adjustment for increased costs of health benefits in the amount of \$32,997.00. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT RESOLVED, that the Mine Hill Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$106,360.00. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the Library upgrade. The Mine Hill Township Board of Education will complete this by the end of the 2017-2018 budget year and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

RESOLVED, to approve the tuition rates for the 2017-2018 school year as follows:

Preschool/K	\$12,466
Grades 1-5	\$15,548
Grades 6-8	\$12,290
Special Ed MD	\$69,366

- c. RESOLVED, that the Mine Hill Township Board of Education authorize the Business Administrator to contract Di Cara Rubino Architects to provide architectural services per their attached proposal at Canfield Avenue School for the **HVAC Upgrades** an amount not to exceed \$58,000.00 plus reimbursable expenses of \$6,000.00.

- d. RESOLVED, that the Mine Hill Township Board of Education withdraw from its capital reserve pursuant to N.J.S.A.6A:23A-14.1(h)1 for transfer to **the 2016-2017 capital outlay** account for predevelopment costs associated with architects, lawyers, etc. for the HVAC upgrade in the amount of \$170,000.00.
- e. Resolved, that the Mine Hill Township Board of Education authorize the Business Administrator to increase appropriation for legal fees for the 2016-2017 to \$25,000.00 as per 6A:23A-5.2. Increase is due to Negotiations and the amendment of the 7th and 8th grade shared service agreement with Dover Board of Education.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2017-2018 School Year Joint Transportation Agreement** between the **Educational Services Commission of Morris County and the Mine Hill Township Board of Education**, to provide transportation to public, nonpublic and special education pupils per the terms of the Joint Agreement, and recommends authorizing the Business Administrator to execute the contract.

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*

15. PERSONNEL *Jill Del Rio, Debbie Giordano, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Pamela Marambio, to conduct classroom observation** with Mr. Richardson, Music teacher, as part of her teacher training program through County College of Morris.
- b. 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 Aide: \$70/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	NURSE	AIDE
Gianna LaBanca		X		X
Rhett Munson		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 / PUBLIC RELATIONS *Debbie Giordano, Dina Mikulka, Bridget Mauro*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 school year calendar**. (Available for review in the business office).

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
Wharton Area Little League	Baseball & Softball Practices and Games	Gym: Mon-Fri when available Outside field: Mon-Sat when available	3/20/17 - 4/28/17 3/13/17 - 6/16/17

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 *Jill Del Rio & Debbie Giordano*

20. Old Business

21. New Business

22. Public Discussion

23. Executive Session

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- 7) pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
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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