

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
April 24, 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 **March 6, 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 session minutes** of the meeting held on **March 6, 2017**.

Motion of: _____ Seconded by: _____

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

- c. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **March 13, 2017**.

Motion of: _____ Seconded by: _____

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

- d. RESOLVED, that the Board of Education approves the **regular meeting minutes** of the meeting held on **March 13, 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 \$569,167.36 plus \$303,075.66 for the **March** 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 **February and March** payment of bills from other funds as delineated below:

Unemployment Trust Fund (SUI Account)	\$0.00
Food Service Fund	\$11,618.20
Student Activity Fund (Canfield School Account)	\$7,246.90

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of February and March**.
- 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 **months of February and March** 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. Adoption of 2017-2018 Final Budget

BE IT RESOLVED, that the Mine Hill board of Education approves the 2017-2018 school district budget submission as follows:

General Fund	\$9,777,004
Special Revenue	\$191,735
Debt Service Fund	\$196,168
TOTAL	<u>\$10,164,907</u>

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2017-2018 budget.

Current Expense Tax Levy	\$6,889,527
Debt Service Tax Levy	\$196,168
TOTAL	<u>\$7,085,695</u>

FURTHER RESOLVED, in accordance with N.J.A.C. 6A:23a:5.2 (a) the maximum dollar limit for public relations and professional services listed below for the 2017-2018 school year.

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 final 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 final 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

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between Roxbury Township for **Technical Support Services** in the amount of \$45,000.00 per year for one (1) technician, two days per week for 7.25 hours per day for the 2017-2018 school year. Support services needed outside of the two days per week for special projects or emergencies would be billed at an hourly rate depending on the level of support needed. Computer Technical services (Level 1/Level 2) at \$50 per hour and Computer Technical/Network Administration services (Level 3) will be billed at \$95 per hour.
- f. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2016 as listed below in the aggregate amount of \$6,852.44 from the Lakeland Bank Payroll Agency as recommended by the auditor:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT FLEX 10/15/2015	\$277.78
EFT FLEX 10/15/2015	\$515.56
EFT FLEX 10/30/2015	\$277.78
EFT FLEX 10/30/2015	\$515.56
EFT FLEX 02/15/2016	\$515.56
EFT FLEX 02/15/2016	\$277.78
EFT FLEX 02/29/2016	\$515.56
EFT FLEX 02/29/2016	\$277.78
EFT FLEX 03/15/2016	\$515.56
EFT FLEX 03/15/2016	\$277.78
EFT FLEX 03/30/2016	\$465.56
EFT FLEX 03/30/2016	\$277.78
EFT HEALTH BENEFITS 04/15/2016	\$883.81
EFT HEALTH BENEFITS 04/30/2016	\$1,258.59

- g. RESOVLED, that the Board of Education accepts the recommendation of the Business Administrator approves the **2017-2018 Shared Services Agreement** between Morris Hills Regional District for **Custodial Services** in the amount of \$211,213 and for **Child Study Team Services** in the amount of \$112,538.00.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2017-2018 Professional Support/Non-Public Services Agreement 192-193 Addendum-Supporting Documents and the 2017-2018 Professional Support/Non-Public Services Agreement Addendum for the Non-Public School Security Aid Program** between the Educational Services Commission of Morris County and the Mine Hill Township Board of Education.
- i. RESOLVED, that the Board of Education authorize the Business Administrator to solicit Request for Proposals/Competitive Contracting for Speech Services for the 2017-2018 school year.

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 proposed **Evaluations** listed below:

Student ID	Service	Provider	Cost
B.A-M.	BDI, Speech Evaluations and Social assessment	Hillmar, LLC	\$525.00 each

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 placement of **Ashley Halady, to conduct a community service project** with Mrs. Minno, 3rd grade teacher, as part of her English program at the Morris County School of Technology.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Tara Downey as a **Substitute Aide** for the 2016-2017 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number: 48752208 beginning February 15, 2017 through June 21, 2017 (or the last day of school).
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Jennifer Antoncich, long term substitute teacher**, BA Step 1, \$52,650.00, pro-rated, effective May 25, 2017 through June 21, 2017 (or the last day of school).

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 **revision** of the **2016-2017 School Year Calendar**, to **reflect one (1) unused emergency days** as follows:

June 21, 2017 - 12:30 Dismissal - Last day of school

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 twelve month employee calendar**. (Available for review in the business office).
- c. RESOLVED, that the Board of Education approves the following **Policies** for **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
0168	Recording Board Meetings

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
Mine Hill First Aid Squad	Date Change for King of the Hill Car Show	Parking lot, Gym & use of sink in copy room (portable bathrooms to be brought in by organization)	Approved on 10/24/16 for 5/13/17 Rain Date: 5/14/17 Date Change: 5/20/17 Rain Date: 5/21/17
6 th grade committee	Color Fun Run Fundraiser	Outdoor Fields and bathrooms across from Gym	5/6/17 Alternate date: 5/12/17
Cub Scout Pack 45	Year End Cub Scouts Picnic	Courtyard/Playground, Bathrooms across from Gym (Gymnasium if inclement weather)	6/17/2017

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

Pete Bruseo

19. MHEF Report

Jill Del Rio & Debbie Giordano

20. Old Business

21. New Business

22. Public Discussion

23. Executive Session

On the motion of _____ seconded by _____ at _____ p.m. the Board approves the following resolution:

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- 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
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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