

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**June 26, 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		Bridget Mauro	
Karen Bruseo		Dina Mikulka	
Peter Bruseo		Brianna O'Brien	
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	Bridget Mauro	Dina Mikulka	Brianna O'Brien

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **May 22, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **May 22, 2017**.
- c. RESOLVED, the Board of Education approves the **closed session minutes** of the meeting held on **June 5, 2017**.
- d. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **June 5, 2017**.

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

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien

## 8. Correspondence

## 9. Superintendent's Report

## 10. Presentation / Reports

- Educator of the Year Nomination
- Para-Professional of the Year Nomination

## 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 \$534,434.83 plus

\$304,190.46 for the **May 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)	\$0.00
Food Service Fund	\$12,674.56
Student Activity Fund (Canfield School Account)	\$6,991.67

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of May**, 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 May** 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 **authorize the Business Administrator/ Board Secretary to pay supplementary bill lists and payroll, including all year-end payables**; to proceed with all necessary adjustments and transfers to close the books for the 2016-17 fiscal year, as well as any and all entries and actions for the opening of the 2017-18 fiscal year, including but not limited to the issuance and/or cancellation of purchase orders, transfers, compliance with the Public Contracts Law, and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to process and submit the payment of bills and claims between board meetings during the months of July and August, 2017; and

BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board of Education at its next meeting for final approval.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the establishment of the Mine Hill Township School District **Petty Cash for the 2017-2018** in the amount of \$500.00, with the approved signatures of the Superintendent and the Business Administrator.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Machado Law Group** for Legal Services for the **2017-2018 school year**.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Di Cara Rubino Architects** as Architect of Record for the 2017-2018 school year.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Lerch, Vinci & Higgins, LLP** as Auditor for the 2017-2018 school year.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Strauss-Esmay Associates** Policy Consultant Services for the 2017-2018 school year.
- j. WHEREAS, on June 14, 2017, the Mine Hill Board of Education conducted a public Request for Proposal opening for the ward of Professional Development in Reading Workshop;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education award the contract for the Professional Development in Reading Workshop to **Berit Gordon, Literacy Consultant** in the total contract lump sum of \$15,300.00.

- k. WHEREAS, on June 14, 2017, the Mine Hill Board of Education conducted a public Competitive Contracting Request for Proposal opening for the award of Teacher Training and Coaching Services Designed to Improve Student Performance;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education award the contract for the Teacher Training and Coaching Services Designed to Improve Student Performance to **Innovative Designs for Education** in the total contract lump sum of \$49,100.00.

- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves that the Mine Hill Township School will not require **Lakeland-Andover School** to apply for and receive funding from the **NJ Child Nutrition Program** nor charge students for a reduced and/or paid meal for any classified students from Mine Hill Township in accordance with NJAC 6A:23-4(a)ii and iii during the **2017-2018 school year**.

- m. WHEREAS, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the Mine Hill School District hereafter referred to as "Educational Facility" has determined that membership in the **School Alliance Insurance Fund**, hereinafter referred to as "Fund" is in the best interest of the Educational Facility; and

WHEREAS, the Educational Facility agrees to be a member of the Fund for a period of three (3) years, effective July 1, 2017, said membership to terminate on July 1, 2020 at 12:01 a.m. standard time' and

WHEREAS, the Educational Facility has never defaulted on claims if self-insured and has never been canceled for non-payment of insurance premiums for two (2) years prior to execution of this Resolution; NOW THEREFORE, BE IT RESOLVED that the Educational Facility does hereby agree to join the Fund and is/are afforded the following coverages:

- ☐ Workers' Compensation
- ☐ Foreign Travel Liability
- ☒ Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- ☒ Excess Liability (AL/GL)
- ☒ School Leaders Professional Liability
- ☒ Excess Liability (SLPL)
- ☐ Student Accident
- ☐ Supplemental Indemnity - Workers' Compensation
- ☐ Security Guard Liability

BE IT RESOLVED, that the Educational Facility's Business Official, Carolina Rodriguez, is hereby appointed as the Educational Facility's Fund Commissioner; and

BE IT FURTHER RESOLVED that the Educational Facility's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership of the Fund as are required by the Fund's bylaws and to deliver same to Administrator of the Fund with the express reservation that said documents shall become effective only upon the Educational Facility's admission to the Fund.

- n. WHEREAS, the Mine Hill Board of Education (Educational Facility") has resolved to renew with the **School Alliance Insurance Fund** ("SAIF") following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED, that the Mine Hill Board of Education, does hereby appoint George Morville and/or Arthur J. Gallagher Risk Management Services Inc. as its Risk Management Consultant in accordance with the Fund's Bylaws for the 2017-2018 school year.

- o.** RESOLVED, that the Board of Education **withdraw from its capital reserve** pursuant to N.J.S.A.6A:23A-14.1(h) for transfer to the 2016-2017 capital outlay account for Alternate 1, Alternate 2, Alternate 3 and Alternate 4 for the **HVAC upgrade** in the amount of \$188,000.00.
- p.** WHEREAS, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mine Hill Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a **Capital Reserve** account at year end, and

WHEREAS, the Mine Hill Township Board of Education has determined that (an amount not to exceed) \$1,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Mine Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- q.** WHEREAS, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mine Hill Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a **Maintenance Reserve** account at year end, and

WHEREAS, the Mine Hill Township Board of Education has determined that (an amount not to exceed) \$100,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Mine Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- r. RESOLVED, that the Mine Hill Township Board of Education accepts the recommendation of the Superintendent of Schools to apply for and accept the funds available through the Every Student Succeeds Act (ESSA) **Grant for Title 1** Improving Basic Education Program **Title IIA** Teacher and Principal Training, and **Title III Grant** for English Language Learners. The total grant amount applied for is pending NJDOE notification in July of 2017.
- s. WHEREAS, the Board of Education is in need of **Occupational Therapy** for students as designated in Individual Educational Plans;

RESOLVED, that the Board of Education award the Occupational Therapy services to **P.G. Chambers School** at the rate of \$86.00/hour for the 2017-2018 school year.

- t. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2016 in the aggregate amount of \$77.42 from the **Agency Account** as listed below:

<u>Check #</u>	<u>Trans. Amount</u>	<u>Check Date</u>
73488	\$77.42	05/15/2016

- u. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2016 in the aggregate amount of \$11,045.04 from the **General Fund Account** as listed below:

<u>Check #</u>	<u>Trans. Amount</u>	<u>Check Date</u>
13381	\$7,200.00	9/14/2015
13565	\$234.00	11/23/2015
13780	\$442.00	02/22/2016
13781	\$442.00	02/22/2016
13793	\$442.00	02/22/2016
13794	\$442.00	02/22/2016
13795	\$442.00	02/22/2016
14101	\$516.82	06/06/2016
14125	\$450.50	06/20/2016
14125	\$450.50	06/20/2016
14178	\$3.22	06/21/2016

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

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien

#### 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 Educational Services of Morris County to provide **Educational, Psychological, Social and Occupational Therapy Assessments** at a rate of \$380.00 per assessment for a total of \$1,520.00 for out of district student ID #:2083398965.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placements for the for the approves the Out of District 2017-2018 Extended School Year Program** as follows:

Student SID	School	ESY Tuition	Dates	Aides or Services
5010210394	Sage Day School	\$3,200.00	6/26-7/28	N/A
9427217740	Duffy Elementary	*\$2,167.00	6/26-7/21	N/A
6557268472	Duffy Elementary	*\$2,167.00	6/26-7/21	N/A
3422938148	Duffy Elementary	*\$2,167.00	6/26-7/21	N/A
6601572175	Duffy Elementary	*\$2,167.00	6/26-7/21	N/A
3882306147	PRIDE II	*\$2,633.00	6/26-7/21	**
8037110844	PRIDE II	*\$2,633.00	6/26-7/21	**
3828985803	PRIDE	*\$2,633.00	6/26-7/21	N/A
2874589379	Apple Montessori	\$1,625.00	7/17-8/18	N/A
4501710583	Student receives OT/PT Services only	\$644.00	7/1-7/28	N/A
5289292688	The Children's Institute	\$8,062.42	7/5-8/4	\$3,335 Aide
6619824750	New Beginnings	\$10,141.50	7/10-8/18	\$5,400 Aide
6856508144	Dover High School	**\$1,799.49	7/5-7/27	N/A
3206091314	Developmental Learning Center-Warren	\$14,820.00	6/28-8/9	\$10,426.50 Aide Additional OT/PT services
1515495106	Inclusive Learning Academy	\$12,457.50	7/5-8/15	N/A
8442429744	Shepard School	\$9,075.00	7/5-8/15	N/A
4108640816	Morris Knolls High School	**	6/28-7/28	N/A

\*indicates verbal confirmation of tuition or related services charges-no contract received yet.

\*\* No contract or verbal confirmation received yet.

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

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien

#### 15. PERSONNEL *Jill Del Rio, Bridget Mauro, Brianna O'Brien*

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 **authorizes the Superintendent to hire new personnel between board meetings during the months of July and August, 2017;** and
- BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board of Education at its next meeting for final approval.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Dr. Brent Forward, MD School Physician**, at a rate of \$3,500.00 annually for the 2017-2018 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Noreen Vetter to work up to 20 hours, for office administration** from July 1, 2017 through August 30, 2017.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Victoria Mrasz for clerical assistance** for the 2017-2018 school year at a rate of \$12.58 per hour.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Lisa Van Ness, as an Instructional Aide**, 3.5 hours per day with an annual salary of \$7,686.00, no benefits, for the 2017-2018 school year
- f. RESOVLED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Lisa Lardieri, as an Instructional Aide**, 3.5 hours per day with an annual salary of \$7,686.00, no benefits, for the 2017-2018 school year.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following teachers to participate in the six (6) day **Learner Active Technology Infused Classroom (LATIC) training:**
- Janice Bochicchio, Ruthie Champagne, Susan Charlton, Jessica Cicchino,  
Susan Day, Jessica Gutwein, Tabitha Hertz, Lansing Holman,  
Melissa Kenny, Matthew Martyniuk, Karyl Meehan, Lu Olivo,  
Margaret Nunnermacker, Robby Suarez, Melissa Teller
- h. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Amanda Mrasz for Sustainable NJ**, effective July 1, 2017 at a rate of \$12.00 per hour.

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

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien

## 16. POLICY/OPERATIONS/PUBLIC RELATIONS

*Dina Mikulka, Bridget Mauro, Brianna O'Brien*

- a. To approve the submission of the **2016-17 Harassment, Intimidation and Bullying (HIB)** School Self-Assessment for Determining Grades and a Statement of Assurances.

WHEREAS, the Mine Hill Board of Education is required to submit an HIB Self-Assessment and a Statement of Assurances to the NJ Department of Education as required under the Anti-Bullying Bill of Rights Act (P.L. 2010, c. 122); and,

WHEREAS, copies of said Self-Assessment and Statement of Assurances are available for review upon request in the board office.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education herewith approves submission of the HIB Self-Assessment for Determining Grades, and Statement of Assurances, to the NJ Department of Education for the 2016-17 school year.

- b. RESOLVED, that the Board of Education approves the following **Policies** for **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P1240	Evaluation of Superintendent (M)
P1511	Board of Education Website Accessibility
P3126	District Mentoring Program
P3221	Evaluation of Teachers (M)
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
P3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
P3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
P3240	Professional Development for Teachers and School Leaders (M)
P5610	Suspension (M)
P5620	Expulsion (M)
P7461	District Sustainability Policy
P8505	Local Wellness Policy/Nutrient standards for Meals and Other Foods (M)
P8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

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

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Bridget Mauro	Dina Mikulka	Brianna O'Brien

## 17. BUILDING & GROUNDS

*Katie Bartnick, Pete Bruseo, Bridget Mauro*

## 18. Dover Report

*Pete Bruseo*

## 19. MHEF Report

*Jill Del Rio, Brianna O'Brien*

## 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:

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	Bridget Mauro	Dina Mikulka	Brianna O'Brien

## 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	Bridget Mauro	Dina Mikulka	Brianna O'Brien