

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
September 25, 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 **August 21, 2017**.
- b. RESOLVED, the Board of Education approves the **regular meeting minutes** of the meeting held on **August 21, 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

- Letter of resignation from employee #: 69146033
- Letter of resignation from employee #: 64070360
- Family Leave letter from employee #:70840301

9. Superintendent's Report

10. Presentation / Reports

- State Testing Presentation

11. Business Administrator's Report

12. Public Discussion

13. FINANCE

Karen Bruseo, Jill Del Rio, 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 \$671,756.85 plus \$62,123.84 for the **August, 2017** payrolls (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA).

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)	\$162.00
Food Service Fund	\$1,802.00
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of July**, 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 July** 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 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).

FURHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the build threshold of \$40,000.00.

- e. RESOLVED, the Board of Education approves a service agreement with **Summit Speech School for Itinerant Teachers of the Deaf** for support services to students who are auditory/verbal communicators and whose education delays are directly related to their hearing impairment for the 2017-2018 school year with the following fee schedule:

Itinerant Teacher of the Deaf	\$155.00/hour
Staff/Student In-service	\$155.00/hour
Consultative Services	\$155.00/hour
Review/Observation/Intake (ROI)	\$250.00/hour

- f. **RESOLVED**, that the Mine Hill Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects proposal** for Professional Services for Media Center Renovations at Canfield Avenue School as per fee proposal listed below:

Phase 1 – Programming & Schematic Design Phase.....\$5,000.00

Phase 2 – Design, Bid & Construction

The fee for phase 2 will be based on 10% of the established construction cost estimate. Once the scope is defined Di Cara Rubino can also provide a fixed fee based on the actual scope of renovation work.

Other costs not included in above fees:

3-D rendering (two views).....\$3,000.00

3-D rendered walk-thru video.....\$5,000.00

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

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 *Jill Del Rio, Brianna O'Brien, Bridget Mauro*

- a. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Paula Joana, County College of Morris student, for one hour of classroom observation** in Mrs. Gusterovic's first grade class.
- b. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves **Maria Rispoli to conduct fifty (50) hours of administrative internship** with Mr. Zygmunt.
- c. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the below **Out-of-District tuition** for the 2017-2018 school year:

Student ID	School	Tuition	Dates	Aides or Services
3882306147	PRIDE	\$55,682.00	9/1/2017 – 6/30/2018	Aide - \$12,258.00

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the list **2017-2018 proposed field trips** as listed below:

Grade	Destination
Pre-K	Turtle Back Zoo, West Orange
Kindergarten	Fosterfields Living Historical Farm, Morristown
1 st Grade	Turtleback Zoo, West Orange
2 nd Grade	Field Station Dinosaur, Leonia
3 rd Grade	Franklin Mineral Museum, Franklin
4 th Grade	Ocean Institute, Sandy Hook
5 th Grade	Statue of Liberty & Ellis Island, Jersey City
6 th Grade	Buehler Challenger & Science Center, Paramus
6 th Grade	JCP&L Solar Cars Competition, Morristown
6 th Grade	Medieval Times, Lyndhurst (sponsored by parents)
MD 1-3	Fosterfields Living Historical Farm, Morristown
MD 4-6	Frelinghuysen Arboretum Gingerbread Wonderland, Morris Plains
Grades 4, 5, 6	Senior Center, Mine Hill
Grades 4, 5, 6	Rockaway Mall, Rockaway

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 accepts the recommendation of the Superintendent and approves a **salary adjustment** for Robby Suarez from a BA Step C, with a salary \$53,150.00, to a BA +12, with a salary of \$54,850.00, effective September 1, 2017.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number 48746580 beginning September 1, 2017 through October 1, 2017.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave** for employee #70840301 as follows:

March 5, 2018 through April 11, 2018, paid accumulated sick days, April 12, 2018 through June 30, 2018, unpaid leave (benefits to be paid by the employee) pursuant to the Federal Family Leave Act and the NJ Family Leave Act.

- d. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **resignation** of employee #: 69146033, Instructional Aide, effective September 1, 2017.
- e. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **resignation** of employee #: 64070360, Instructional Aide, effective September 1, 2017.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **after school programs for the 2017-2018** school year as listed below:

Position	Name	Hours	Compensation
Sports Club	Lansing Holman	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Lego Club	Janice Bochicchio	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Arts and Crafts	Courtney Smith	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Mighty Milers	Ruthie Champagne	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Bridge Building	Theresa Steele	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Cup Stacking/Board Games	Cindy Pyrzynski	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Intramurals	Janice Bochicchio	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Marvelous Creators	Susan Charlton	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Circus Club	Cindy Pyrzynski	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Cut, Paint & Stain	Ruthie Champagne	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Super Science	Jessica Gutwein	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Maker Spaces	Jessica Gutwein	Up to 1.5 hours/week October - June (based on participation)	\$32.65/hour
Club Coordinator	Lilly Conroy	September - June	\$15.74 /hour

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Stefanie Alfieri, as an Instructional Aide**, for 5.8 hours per day at the annual salary of \$12,736.80, no benefits, for the 2017-2018 school year.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Kelsey Alpaugh, as an Instructional Aide**, for 5.8 hours per day at the annual salary of \$12,736.80, no benefits, for the 2017-2018 school year.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Angel Tapia, as an Instructional Aide**, for 5.8 hours per day at the annual salary of \$12,736.80, no benefits, for the 2017-2018 school year.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 Merit Goals** for **Carolina Rodriguez**, as per her contract. (Available for review in the Business Office)
- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 Merit Goals** for **Lee Nittel**, as per his contract. (Available for review in the Business Office)
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2017-2018 Merit Goals** for **Adam Zygmunt**, as per his contract. (Available for review in the Business Office)

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

Katie Bartnick, Karen Bruseo, Bridget Mauro

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

<u>Policy #</u>	<u>Policy Title</u>
2700	Services to Nonpublic School Students (M) Revised
7100	Long-Range Facilities Planning (M) Revised
7101	Educational Adequacy of Capital Projects (Revised)
7102	Site Selection and Acquisition (Revised)
7130	School Closing (Revised)
7300	Disposition of Property (Revised)

- b. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Regulation #</u>	<u>Regulation Title</u>
7100	Long-Range Facilities Planning (M) Revised
7101	Educational Adequacy of Capital Projects (Revised)
7102	Site Selection and Acquisition (New)
7300.1	Disposition of Instructional Property (Abolished)
7300.2	Disposal of Land (Revised)
7300.3	Disposition of Personal Property (Revised)
7300.4	Disposition of Federal Property (Revised)

- c. **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	Travel	Estimate Total Expense
9/20/17	Lee Nittel	Board Relations Protocol & Boundaries, Monroe, NJ	\$149.00	\$30.81	\$179.81
11/16/17 & 11/17/17	Susan Charlton	NJ Associate of School Librarians Conference Long Branch, NJ	\$150.00	\$169.88	\$319.80
10/13/17	Beth Ondish	International Dyslexia Association Fall Conference Somerset, NJ	\$190.00	\$20.20	\$210.20
10/15/17 & 10/16/17	Cindy Pyrzynski	NJASHPERD Conference Johnsonburg, NJ	\$125.00	\$36.58	\$161.58

Pending Business Administrators approval

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

Pete Bruseo, Dina Mikulka

20. Old Business

21. New Business

- Available dates to reschedule the Board Retreat
- **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the Parent/Guardian Student Release form giving permission to videotape student teachers lessons for the edTPA performance based assessment.

Motion of: _____ Seconded by: _____

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

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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- 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