

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
April 30, 2018**

1. Call to Order

2. Statement of Compliance

In Compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, adequate notice of date, time and location for this meeting has been properly advertised in the Daily Record and the Randolph Reporter on January 11, 2018 and copies of the agenda have been posted on the district website 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 meeting in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select on 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 and 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 category(s) . 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, that the Board of Education approves the **executive session minutes** of the meeting held on **March 26, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 26, 2018**.

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

9. Superintendent's Report

10. Presentations / Reports

- HIB
- QSAC
- Budget

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 **March 2018 payrolls** in the amount of \$168,284.11 (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA), plus the **payment of bills** (including state health and dental benefits) from the General Operating Account in the amount of \$630,730.84.

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
Student Activity Fund (Canfield School Account)	\$3686.00

- b. **Adoption of 2018-2019 Final Budget**

BE IT RESOLVED, that the Mine Hill board of Education approves the 2018-2019 school district budget submission as follows:

General Fund	\$10,906,939
Special Revenue	\$213,756
Debt Service Fund	\$198,072
TOTAL	\$11,318,767

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2018-2019 budget.

Current Expense Tax Levy	\$7,005,530
Debt Service Tax Levy	\$198,072
TOTAL	\$7,203,602

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:

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 \$15,700 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

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 2018-2019 school year.

Architecture/Engineering	\$5,000
Legal	\$20,000
Audit	\$21,020
Physician	\$4,000
TOTAL	\$50,020

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 2018-2019 school year.

RESOLVED, to approve the tuition rates for the 2018-2019 school year as follows:

Preschool/K	\$13,158
Grades 1-5	\$15,681
Grades 6-8	\$17,098
Special Ed MD	\$95,050

- c. RESOLVED, that the Board of Education approves the **2018-2019 schedule of tax payments** as follows:

BOARD OF EDUCATION - TOWNSHIP OF MINE HILL
SCHOOL TAX PAYMENT SCHEDULE 2018-2019

	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2017	\$ 583,794.17		\$ 583,794.17
AUGUST 2017	\$ 583,794.17	\$ 6,536.00	\$ 590,330.17
SEPTEMBER 2017	\$ 583,794.17		\$ 583,794.17
OCTOBER 2017	\$ 583,794.17		\$ 583,794.17
NOVEMBER 2017	\$ 583,794.17		\$ 583,794.17
DECEMBER 2017	\$ 583,794.17		\$ 583,794.17
JANUARY 2018	\$ 583,794.17	\$ 191,536.00	\$ 775,330.17
FEBRUARY 2018	\$ 583,794.17		\$ 583,794.17
MARCH 2018	\$ 583,794.17		\$ 583,794.17
APRIL 2018	\$ 583,794.17		\$ 583,794.17
MAY 2018	\$ 583,794.17		\$ 583,794.17
JUNE 2018	\$ 583,794.17		\$ 583,794.17
TOTAL	\$ 7,005,530.00	\$ 198,072.00	\$ 7,203,602.00

- d. WHEREAS, EACM Corp. has submitted a change order No. GC-03 to remove & re-install the existing data & power receptacles that were in the way of the installation of new unit ventilator piping covers in rooms 101, 105 and 111 in the amount of \$4,123.00 using part of the \$40,000 leaving a balance of \$25,913.03.

WHEREAS, Di Cara Rubino Architects has reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order No. GC-03.

- e. WHEREAS, **EACM Corp. has submitted a change order No. GC-04 to credit the owner for unused allowance** in the amount of \$25,913.03

WHEREAS, Di Cara Rubino Architects has reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order No. GC-04.

- f. RESOLVED, that the Board of Education renews Canfield Kids as **provider of the Before and After Care Services only** for the 2018-2019 per the terms of its proposal and subject to a contractual agreement.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2019 Joint Transportation Agreement** between the **Roxbury Board of Education and the Mine Hill Board of Education**, to provide transportation for Mine Hill resident students attending Dover High School, Dover Middle School, Mine Hill lottery students attending Roxbury High School and Mine Hill Choice students attending Eisenhower Middle School, Roxbury High School and Field Trips.
 - i. 2 High School routes, \$33,500 per route
 - ii. 1 HS late route, \$18,000
 - iii. 2 Middle School routes, \$32,500 per route
 - iv. 1 MS late route, \$18,000
 - v. Choice RHS/EMS Route \$15,675
 - vi. Field Trip hourly rate of \$60.00
 - vii. 4% Administrative fee
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between the **Roxbury Board of Education and the Mine Hill Board of Education for Technical Support Services** in the amount of \$46,350.00 per year for one (1) technician, two days per week for 7.25 hours per day for the 2018-2019 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.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2019 Shared Services Agreement** between Morris Hills Regional District and the Mine Hill Board of Education for **Child Study Team Services** in the amount of \$114,393.00.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2021 Shared Services Agreement** between Morris Hills Regional District and the Mine Hill Board of Education for **Custodial Services** in the amount of \$216,705.00 for the 2018-2019 school year, \$222,340.00 for the 2019-2020 school year and \$228,120.00 for the 2020-2021 school year.

- k. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2019 School Year Joint Transportation Agreement** between the **Educational Services Commission of Morris County and the Mine Hill Board of Education**, to provide transportation to nonpublic and special education pupils per the terms of the Joint Agreement and the Commission agrees to process Private School Transportation Applications for aid in lieu of transportation for nonpublic school pupils who are unable to be placed on established or competitively bid routes.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2018-2019 school year 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 Board of Education.
- m. WHEREAS, that the Board of Education accepts the recommendation of the Business Administrator and approves the 2018-2019 School year Joint Transportation Agreement between the Sussex County Regional Transportation Cooperative and the Mine Hill Township Board of Education and

WHEREAS, the following Boards of Education: Allamuchy, Andover Regional, Bedminster, Bergenfield, Blairstown, Bloomfield, Butler, Brick, Bridgewater-Raritan, Byram Township, Caldwell/West Caldwell, Cedar Grove, Central Regional, Chester Twp., Clementon, Clifton, Denville, East Orange, Elizabeth, Englewood, Essex Fells, Essex Regional Education Services, Fairfield, Frankford, Franklin Borough, Franklin Twp./Somerset, Franklin Twp./Warren, Fredon Twp., Freehold Regional, Great Meadows, Green Twp., Hackensack, Hackettstown, Hamburg Borough, Hamilton, Hammonton, Hampton Twp., Harding, Hardyston Twp., Henry Hudson, High Point Reg. H.S., Hoboken, Hopatcong Borough, Hope, Hunterdon Central, Hunterdon County Vo-Tec, Irvington, Jefferson Twp., Jersey City, Kinnelon, Kittatinny Reg., Kearny, Knowlton, Lafayette Twp., Lenape Valley Regional, Livingston, Madison, Manchester, Mansfield, Mendham Borough, Mendham Twp., Millburn, Monmouth-Ocean ESC, Monroe, Montague, Montclair, Morris Hills Regional, Mount Arlington, Mount Olive, Netcong, Newark, Newton, North Caldwell, North Hunterdon-Voorhees, Nutley, Ogdensburg, Old Bridge, Orange, Oxford, Park Ridge, Paterson, Penns-Grove, Plumsted, Pompton Lakes, Prospect Park, Randolph, Riverdale, Roseland, Roxbury, Sandyston-Walpack, Secaucus, Somerset Hills, South Orange/Maplewood, Southern Regional, Sparta Twp., Spring Lake, Stanhope, Stillwater, Summit, Sussex County ESC, Sussex County Vocational, Sussex Wantage, Teaneck, Toms River, Trenton, Union County ESC, Vernon Twp., Verona, Wall, Wallkill Valley Regional, Warren County Special Services School District, Warren Twp., Washington Borough, Washington Twp./Morris, Washington Twp./Warren, Wayne, Weehawken, West Essex RSD, West Milford, West Morris Reg., West Orange, and Mine Hill Township desire to transport students to specific destinations; and

- 1. WHEREAS, the Hopatcong Board of Education is willing to provide the services to coordinate transportation for the above-referred-to Boards of Education for transportation to special education, private, vocational-technical, and other school students to specific destinations in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of “Sussex County Regional Transportation Cooperative.”

NOW THEREFORE, BE IT RESOLVED by the Mine Hill Board of Education that pursuant hereto the President and Secretary of the Mine Hill Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the Mine Hill Board of Education and the Sussex County Regional Transportation Cooperative for the coordination of transportation of special education, private, vocational-technical, or their school students to specific destinations upon the following terms and conditions:

1. The Mine Hill Board of Education shall pay to the Sussex County Regional Transportation Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal four percent (4.0%) of the Mine Hill Board of Education’s actual cost paid for transportation of students to special education, private, vocational-technical, or other school students to specific destinations during the 2017 -2018 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

	<u>Payment Due</u>
4.0% Administrative Fees	07/31/18
(100% of estimated fees)	
Initial Deposit/First Installment	07/31/18
(20% of estimated charges)	

All services will be invoiced on a monthly basis September – June.

June will include any plus or minus final adjustments.

*All 2018 summer routes shall be billed upon completion of transportation.

2. The Sussex County Regional Transportation Cooperative will provide the following services:
- routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - computer print-outs of student lists for all routes coordinated by the Sussex County Regional Transportation Cooperative for DRTRS reporting deadlines;
 - all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - timely review and revision of routes;
 - provide transportation within three days or sooner after receipt of the formal written request;
 - timely submission of contracts, renewals or addenda to the county office for approval.
3. The Mine Hill Board of Education will provide the Sussex County Regional Transportation Cooperative with the following:
- requests for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by Mine Hill Board of Education Secretary or other designated district personnel;
 - withdrawal for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by the Mine Hill Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
 - strict adherence to the above payment schedule.

4. Additional Cost – all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals, change in number of children being transported on each route, or change in mileage during the year, will be borne by the Mine Hill Board of Education.
5. Length of Agreement – This agreement and obligations and requirements herein shall be in effect between July 1, 2018 and June 30, 2019.
6. It is a condition of this agreement that it shall automatically be renewed annually without amendment and may not be terminated without a notice by certified mail; return receipt requested having been delivered to the Secretary of either party hereto at least 180 days before June 30 of any year. In the event this agreement is renewed, the consideration to be paid to the Sussex County Regional Transportation Cooperative set forth in Paragraph 1 hereof, shall be revised to equal four percent (4.0%) of the Mine Hill Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, and other school students to specific destinations during the prior year.
7. The Hopatcong Board of Education under the name of Sussex County Regional Transportation Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Transportation Cooperative is otherwise noticed in writing to delete the pupil from the assigned route.
8. Entire Agreement – This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
9. It is a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Regional Transportation Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.

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

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Out-of-District Special Education Tuition Contract Agreement with Rockaway Board of Education** for student 3449821640 commencing on March 13, 2018 through June 30, 2018. The tuition in the amount of \$19,936.00 is to be pro-rated from the start date of Tuesday, March 13, 2018.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Social Strides to provide up to 25 hours of behavioral services** for the 2017-18 school year for student 9967393458, at the contracted rate of \$105.00 per hour for a total not to exceed \$2,625.00.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Educational Services Commission to provide Educational, Social and Psychological evaluations** for student 3601487446, at the rate of \$380.00 per evaluation for a total not to exceed \$1,140.00 as per the Dover Child Study Team.

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

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the increase of hours for **Lisa Van Ness, Instructional Aide**, from 3.5 to 5.8 hours per day at the annual salary of \$12,736.80 pro-rated, no benefits, effective April 16, 2018 through June 30, 2018.
- b. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the **resignation of Scott Ronay, MD Teacher**, effective June 30, 2018.

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

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM coordinator, Mr. Zygmunt in coordination with Mr. Castano, Mrs. Rodriguez and Mr. Nittel. No changes were made to the IPM plan and the recommendation is made to accept and implement the IPM plan for the 2018-2019 school year.
- b. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items go to **bid with Gov Deals**
- i. Library Metal Shelving
 - ii. One (1) Laminator
 - iii. Six (6) Dell Desktop Computers
- c. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the disposal of the following items:
- i. One (1) 1980 upright Piano-tag #: 2543 (Previously listed on Gov Deals but no bid)

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

<u>Policy #</u>	<u>Policy Title</u>
5756	Transgender Students

- e. 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/Lodging/Meals/Misc.	Travel/Parking/Tolls	Estimated Total Expense
6/8/18	Beth Ondish	Dyslexia Workshop Parsippany, NJ	\$199.99	\$8.93	\$208.92

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

<u>Policy #</u>	<u>Policy Title</u>
5756	Transgender Students

Motion of: _____ Seconded by: _____

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

17. BUILDINGS & GROUNDS *Katie Bartnick, Peter Bruseo, Bridget Mauro*

18. Dover Report *Peter Bruseo*

19. MHEF Report *Peter Bruseo, Dina Mikulka*

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 meeting in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select on 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 and 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 category(s) . 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.

Motion of: _____ Seconded by: _____

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