

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
June 25, 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 5, 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 **June 4, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **June 4, 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

9. Superintendent's Report

10. Presentations / Reports

- Active shooter

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 **June 2018 payrolls** in the amount of \$393,040.95 (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA), plus the **payment of bills** from the General Operating Account, in the amount of \$454,187.68.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of April**, 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 **months of April** 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 accepts the recommendation of the Business Administrator and approves the establishment of the Mine Hill Township School District **Petty Cash for the 2018-2019** in the amount of \$750.00, with the approved signatures of the Superintendent and the Business Administrator.

- e. WHEREAS, 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.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Schenck, Price, Smith & King, LLP** as Attorneys for the 2018-2019 school year.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Bidding/Purchasing contract between Educational Services Commission of Morris County and the Mine Hill Township Board of Education for 2018-2019 school year**, which is made part of this resolution by reference, and recommends authorizing the Business Administrator to execute the contract in the amount of \$2,940.00.

- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Health and Environmental Safety Services Agreement between Educational Services Commission of Morris County and the Mine Hill Township Board of Education for 2018-2019 school year**, which is made part of this resolution by reference, and recommends authorizing the Business Administrator to execute the contract in the amount of \$2,450.00.

- i. **WHEREAS**, the Mine Hill Township Board of Education conducted a quotation request for HVAC Management System Controls Upgrade;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education award the contract for the HVAC Management System Controls Upgrade to **Jersey State Controls**, in the total contract lump sum of **\$35,100** with alternate pricing of installation of new valves of \$920 each, leak detection sensors in condensate fan of \$155 each and furnish/change of UV filter of \$65 each if required. Funds are budgeted and available in account 11.000.261.420.00.500.

- j. **WHEREAS**, the Mine Hill Township Board of Education conducted a comparable process and obtain quotations for **Board Certified Behavior Analyst (BCBS)**,

NOW, THEREFORE BE IT RESOLVED, based on the recommendation of the Child Study Team and the Administration that the Mine Hill Township Board of Education award the contract for the Board Certified Behavior Analyst to **Michelle Lawton**, at an hourly amount of \$125 per hour not to exceed 250 hours for the period of 7/2/2018 to 6/30/2019.

- k. **WHEREAS**, the Mine Hill Township Board of Education conducted a comparable process and obtain quotations for **Registered Behavior Tech (RBT)**,

NOW, THEREFORE BE IT RESOLVED, based on the recommendation of the Child Study Team and the Administration that the Mine Hill Township Board of Education award the contract for the Registered Behavior Tech to **Colleen Lonergan**, at an hourly amount of \$55 per hour not to exceed 144 hours for the period of 9/1/2018 to 6/30/2019.

- l. **WHEREAS**, the Mine Hill Township Board of Education conducted a Competitive Contracting for Speech Services,

NOW, THEREFORE BE IT RESOLVED, based on the recommendation of the Child Study Team and the Administration that the Mine Hill Township Board of Education award the contract for Speech Services to **J & B Therapy, LLC**, at a cost of \$82.00 per hour for Speech Therapy and \$405.00 for Speech Evaluation for the 2018-2019 School Year.

- m. **RESOLVED**, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2017 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>
15133	\$550.00	6/27/17
15105	\$85.00	6/27/17
14778	\$550.00	2/27/17
15126	\$1125.00	6/27/17
15126	\$656.26	6/27/17
15126	\$906.26	6/27/17
15126	\$296.88	6/27/17

Motion by: _____ 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 following **Title Programs for the 2018-2019** school year:

Position	Name	Hours	Compensation	Program
Program Administrator	Adam Zygmunt	2018-19 school year	\$4,143.00	Title I
Program Administrator	Adam Zygmunt	2018-19 school year	\$765.00	Title IIA
Jump Ahead Supervision	Lilly Conroy	1.25 hrs/week for 30 weeks	\$16.17/hour	Title I
Reading Teacher	Beth Ondish	2018-19 school year	\$54,910.00 + \$17,022 TPAF	Title I
Parent Meeting's	Beth Ondish	Fall 1 hour & Spring 1 hour	\$33.30/hour	Title I

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2018-2019 school year** including the **extended school year program**:

Student SID	School	School Year Tuition including ESY if applicable	Dates	Aides or Services	Contract send to BOE
3882306147	PRIDE-Wharton	** Attending ESY	7/1/2018-6/30/2019	**Aide	
3449821640	PALS-Rockaway	*\$49,658.00 Attending ESY	7/1/2018-6/30/2019	N/A	
2578726927	PALS-Rockaway	*\$8,590.00 Attending ESY Only	7/1/2018-8/3/2018	N/A	
5010210394	Sage Day School	\$63,625.00 Attending ESY	7/1/2018-6/30/2019	N/A	X
2874589379	Commission for the Blind	*\$1,900.00	9/1/2017-6/30/2017	N/A	
1515495106	Inclusive Learning Academy	*\$84,000.00 Attending ESY	7/1/2018-6/30/2019	N/A	X
5289292688	Spectrum 360	*\$75,306.88 Attending ESY	7/1/2018-6/30/2019	Aide ESY & SY \$30,305.00	
6619824750	New Beginnings	\$76,071.96 Attending ESY	7/1/2018-6/30/2019	Aide ESY & SY \$41,976.00	X
3206091314	Developmental Learning Center, Warren	\$107,339.00 Attending ESY	7/1/2018-6/30/2019	Aide ESY & SY \$81,535.50 Add'l Related Services \$18,240.00	X
2037658652	Shepard School	\$52,736.94	9/1/2018-6/30/2019	N/A	X
3258911802	Shepard School	\$61,382.34 Attending ESY	7/1/2018-6/30/2019	N/A	X
4108640816	Morris Knolls High School MD Program	*\$38,794.00 Attending ESY	7/1/2018-6/30/2019	Aide *\$25,890.00	
3601487446	Morris Knolls High School LLD Program	*\$35,092.00 Attending ESY	7/1/2018-6/30/2019	Aide *\$25,890.00	
5802441844	East Mountain School	\$77,506.80 Attending ESY	7/1/2018-6/30/2019	N/A	X
1928698773	Lakeland Andover School	\$55,800.00	9/1/2018-6/30/2019	N/A	X

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

**indicates that no contract or verbal confirmation of tuition or related services charges has been received yet

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Canfield Avenue School, Mine Hill School District entering into a **consortium with the Wharton School District for Title III funds** for the 2018-2019 school year.

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 appointment of **Claire Friedland, as a full-time 3rd grade Teacher**, BA Step E, at an annual salary of \$56,210.00 with benefits, for the 2018-2019 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Amanda Mrasz, as a full-time 4th grade Teacher**, BA Step A, at an annual salary of \$53,910.00 with benefits (waived), for the 2018-2019 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Michelle Bacchetta, as a leave replacement teacher**, BA Step A, at a pro-rated salary of \$53,910.00, benefits (waived), for the beginning of the 2018-19 school year through December 18, 2018.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment to **Adam Zygmunt**, in the amount of \$2,500 for completing his **merit goal** as per his 2017-2018 employment contract.
- e. RESOLVED, that the Board of Education approves payment to **Lee Nittel**, for completing his **merit goals** as per his 2017-2018 employment contract as follows:

Improve Central Office Efficiency, record keeping, and compliance by automating district wide processes for staff absences, professional development, teacher recruitment and retention, and staff evaluation: \$3258

Begin the process towards future ready certification through the NJ Future Ready Schools initiative: \$3258

Increase in professional development focused on innovative teaching Strategies that incorporate student-led instruction, self-assessment, technology and increased problem solving skills: \$4341

Continued open communication with the Mine Hill Learning Community, Developed and distributed quarterly electronic newsletters, maintain a professional blog and parent forums: \$4341

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Family Leave** for employee #: 4248 on or before September 10, 2018 through October 5, 2018.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following teachers to participate in the 2018-2019 for up to six (6) day's per teacher for the **Learner Active Technology Infused Classroom (LATIC) training**:

Diana Carroll, Ruthie Champagne, Susan Charlton, Jessica Cicchino, Susan Day,
 Claire Friedland, Melissa Gusterovic, Jessica Gutwein, Tabitha Hertz,
 Lansing Holman, Melissa Kenny, Matthew Martyniuk, Karyl Meehan,
 Amanda Mrasz, Lu Olivo, Margaret Nunnermacker, Robby Suarez

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018 Extended School Year staff**, Monday through Thursday, July 2, 2018 to July 26, 2018, for up to four (4) hours per day, as follows:

Employee	Position	Compensation
Ruthie Champagne	Teacher	\$33.30/hour
Noreen Vetter	Nurse	\$33.30/hour
Margaret Nunnermacker	Substitute Teacher	\$33.30/hour

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **2018 Extended School Year aides** from July 2, 2018 to July 26, 2018, Monday through Thursday, three and one half (3.5) hours per day, as follows:

Employee	Position	Compensation
Margaret Nunnermacker	Aide	\$12.00/hour
Jodi Cullen	Aide	\$21.02/hour
Kelsey Alpaugh	Substitute Aide	\$12.33/hour

- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **stipend positions for the 2018-2019** school year:

Position	Name	Hours	Compensation
Accelerated Reader 1-3	Margaret Nunnermacker		\$699.83
Accelerated Reader 4-6	Jill Ramacciotti		\$699.83
Aesop Coordinator	Angela Sabatino		\$2,568.75
Afterschool Detention Monitor	Melissa Kenny	As needed	\$25.61/hr
Afterschool Detention Monitor	Lu Olivo	As needed	\$25.61/hr
After School Supervision (sheds)	Lansing Holman	Up to 1.5 hrs/wk	\$25.61/hr
After School Supervision (pick up line)	Cindy Pyrzynski	Up to 1.5 hrs/wk	\$25.61/hr
Breakfast Supervision (8-8:15)	Ruthie Champagne	Up to 1.25 hrs/wk	\$25.61/hr
Curriculum Coordinator Math/Science - Grades K-3	Jessica Cicchino		\$2,856
Curriculum Coordinator ELA/Social Studies - Grades K-3	Melissa Gusterovic		\$2,856
Curriculum Coordinator Math/Science - Grades 4-6	Robby Suarez		\$2,856
Curriculum Coordinator ELA/Social Studies - Grades 4-6	Jill Ramacciotti		\$2,856
Curriculum Coordinator Specials - Grades K-6	Cindy Pyrzynski		\$2,856
Memorial Day Parade	Mark Richardson	Up to 3 hours	\$33.30/hour
Musical Director of the Play	Mark Richardson		\$1,248.48
Assistant Director of the Play	Robby Suarez		\$624.24
Safety Patrol Advisor	Susan Day		\$25.61/hour not to exceed \$3,766 split between 2 advisors
Safety Patrol Advisor	Melissa Gusterovic		\$25.61/hour not to exceed \$3,766 split between 2 advisors

Service Club Advisor	Ruthie Champagne		\$419.90
Sixth Grade Advisor	Danielle Wilson		\$1,085.14
Student Council Advisor	Jessica Cicchino		\$364.14
Student Council Advisor	Jennifer Ludwig		\$364.14
Teacher in Charge	Lauren Snarski	As needed	\$104.04/day or \$52/half day
Transportation Coordinator	Angela Sabatino		\$4,932.00
Yearbook Advisor	Tabitha Hertz		\$699.83
Yearbook Advisor	Mark Richardson		\$699.83

- k. RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school Title Programs for the 2018-2019** school year:

Position	Name	Hours	Compensation	Program
Jump Ahead Coordinator	Susan Day	5.0 hours	\$33.30/hour	Title I
Jump Ahead Substitute	Cindy Pyrzynski	As needed	\$33.30/hour	Title I
Jump Ahead	Susan Charlton	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Jessica Cicchino	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Susan Day	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Melissa Gusterovic	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Karyl Meehan	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Theresa Steele	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
Jump Ahead	Danielle Wilson	.50 hrs/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Ruthie Champagne	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Susan Day	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Jennifer Ludwig	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Cindy Pyrzynski	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Jill Ramacciotti	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Mark Richardson	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Lauren Snarski	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Theresa Steele	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Jeff Steidl	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Robby Suarez	1 hr/week for 30 weeks	\$33.30/hour	Title I
STEP Mentor	Danielle Wilson	1 hr/week for 30 weeks	\$33.30/hour	Title I

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 approves the following **Policies for Second Reading:**

Policy #
6620

Title
Petty Cash (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. 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:

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

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)

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- 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