

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
January 28, 2019**

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 on January 25, 2019 and the Randolph Reporter on January 24, 2019 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		Dina Mikulka	
Karen Bruseo		Diane Morris	
Peter Bruseo		Jennifer Waters	
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** _____ p.m.

7. **Approval of Minutes**

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **December 17, 2018**.
- b. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **January 21, 2019**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 17, 2018**.
- d. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 7, 2019**.
- e. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 21, 2019**.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters

8. **Correspondence**

9. **Superintendent's Report**

10. **Presentations / Reports**

11. **Business Administrator's Report**

12. **Public Discussion**

13. **FINANCE** *Karen Bruseo, Jill Del Rio, Dina Mikulka*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **December 2018 payrolls** in the amount of \$358,722.56 (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 \$569,448.22.

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)	\$2,297.50

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December**, 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 December** 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 extend the contract with **ESMER PS for payroll services** for the 2018-19 school year as per 18A:18A-42 for a flat monthly rate of \$1,950.00 with the same terms and condition.
- e. RESOLVED, that the Board of Education approves the **Horizon Dental Plan renewal contract for the period of 02/01/2019 to 01/31/2020**, renewal summary of rates as follows:

Coverage Type	Current Rate	Renewal Rate	Change in Premium
Single	\$41.25	\$42.49	\$1.24
2 Adults	\$82.48	\$84.95	\$2.47
Family	\$131.99	\$135.95	\$3.96
Parent/Child	\$76.30	\$78.59	\$2.29

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves amending the **Long Range Facility Plan** for the Mine Hill Township Board of Education, to include the following potential projects:

Partial Roof Replacement	\$510,000
HVAC	\$2,099,500
Courtyard Paving	\$617,500
Parking Lot Repaving	\$392,400
Security Vestibule	\$65,000
TOTAL	\$3,684,400

- g. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, NJEdge.Net, Inc., hereinafter referred to as the "Lead Agency" has offered voluntary participation in the **EdgeMarket Cooperative Pricing System** for the purchase of goods and services;

WHEREAS, the governing body of Mine Hill Township Board of Education, situated in the County of Morris, State of new Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED, this resolution shall be known and may be cited as the EdgeMarket Cooperative Pricing Resolution of the Mine Hill Township Board of Education.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, Carolina Rodriguez, Business Administrator of the Mine Hill Township Board of Education on behalf of the Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

- h. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR)** and the Auditor's Management Report on Administrative Findings-Financial, Compliance and Performance for the fiscal year ending June 30, 2018; and

WHEREAS, the Auditor conducted an exit conference with the administration and presented to the Board of Education; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings-Financial, Compliance and Performance for the fiscal year ending June 30, 2018 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Comprehensive Annual Financial Report and Auditor's Management Report, which is attached to and made a part of this record.

- i. WHEREAS, on January 17, 2019 the Mine Hill Township Board of Education conducted a public bid opening for the award of **partial roof replacement** at Canfield Avenue School which yielded the following for consideration:

Contractor	Base Bid	Alternate #1	Total Bid
Northeast Roof Maintenance	\$392,000	\$(2,000)	\$390,000
Billy Contracting	\$453,000	\$12,000	\$465,000
Patwood	\$457,900	\$17,550	\$475,450

AND;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

WHEREAS, the apparent low bidder, Northeast Roof Maintenance has notified and requested withdraw from the bid based on omissions and errors in the preparation of the bid estimate;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education award the contract for the partial roof replacement at Canfield Avenue school to Billy Contracting and Restoration in the total contract lump sum of \$465,000.00.

- j. RESOLVED, that the Board of Education withdraw from its capital reserve pursuant to N.J.S.A.6A:23A-14.1(h)1 for transfer to the **2018-2019 Capital Outlay** account for Alternate 1 and actual project cost differential from estimated in the amount of \$24,676.00.
- k. WHEREAS, the Mine Hill Board of Education, pursuant to N.J.S.A. 18:18A-1 (et. seq.) advertised for sealed bids for **Automatic Temperature Control System and HVAC Services**; and

WHEREAS, in accordance with that advertisement, the bids were received, publicly opened and read aloud in the Business Office in the Canfield Avenue School, 42 Canfield Avenue on January 15, 2019; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-22 and 18A:18A-36, the Board of Education must either award or reject all bids within sixty (60) days of the opening of the bids, subject to certain exceptions; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(d), a Board of Education may reject all bids for a given project when, after further review, it seeks to substantially revise the bid specifications for the Project; and

WHEREAS, after a full and comprehensive review of the Project and the bids received in response to the advertisement for bids, and upon consideration by the Board of Education and District Administration, the Board of Education has determined to substantially revise the specifications for the Project in order to clarify its service contract needs and the basis for which the project will be awarded, and to require additional trade classifications in order to perform work on the District's control systems;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby rejects all bids received for the Project; and be it further

RESOLVED, that the Board of Education hereby authorizes the immediate rebid of the Project in order to more accurately reflect the Project's scope, which shall include revised bid specifications that expand upon the items set forth herein.

- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **cooperative purchasing with CDW-G** through contract number ESCNJ 18/19-03 for the purpose of purchasing Technology Supplies and Services for the Mine Hill Township Board of Education for the school year 2018-2019.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters

14. INSTRUCTION & CURRICULUM

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-2019 proposed field trips** listed below:

Grade	Date	Destination
G & T Students	3/6/19	Morristown Unitarian Fellowship Learning Carnival*

**Parents paying admission fee and transporting their student*

- b. RESOLVED, that the Mine Hill Township Board of Education, pursuant to N.J.S.A. 18A:18A-2 (cc) and N.J.A.C. 5:34-9.1 et seq., and based upon the recommendation of Mr. Lee Nittel, Superintendent, who certifies the need to purchase the **IDEA-Innovative Designs for Education** program as follows:

The IDE Portal will be utilized in conjunction with the Learner-Active, Technology-Infused Classroom (LATIC) to provide resources for teachers that will enhance the learning experience for their students. It is the only online subscription source for this type of material. Teachers will have access to instructional resources that support standards-based classrooms and our teacher-evaluation model.

In addition, teachers will be able to obtain and share problem-based learning units with others throughout the country. Although eight teachers will participate in cohort one, all of our teachers will have access to the IDE Portal hereby recommends the purchase of the following:

A. Lab Classroom Training \$7,360.00

The Board authorizes the purchase of the above goods, materials and services from: Innovative Designs for Education, 545 Island Road, Ramsey, New Jersey 07446.

Mr. Nittel has certified that the goods and services offered are of a proprietary and copyrighted nature to be used as a supplement in lieu of textbooks or reference materials and therefore, is an exception to bidding—N.J.S.A. 18A:18A-5(a)(5) and N.J.S.A. 18A:18A-2(r).

The total amount of the purchase including shipping and handling is \$7,360.00 which is funded/budgeted from Account Number 11.000.223.320.00.300. The term of contract for this purchase is from the award of contract through June 30, 2019.

- c. 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** as follows:

Student	School District	School Year Tuition	Dates	Aides or Services	Contract send to BOE
8733877891	Morris Plains	\$4,263.36	9/6/18 to 11/19/18	N/A	X
4793055462	Mt. Olive	\$22,804	1/7/19 to 6/30/19	\$12,770	

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters

15. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation** of employee #4384, Instructional Aide, effective February 16, 2019.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Tara Downey as an Instructional Aide**, for 5.8 hours per day at the annual salary of \$12,736.80 pro-rated, no benefits, Effective February 16, 2019 through June 30, 2019.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Ivonne Martinez from a BA +24 Step C, with a salary of \$56,010.00 to a MA Step C, with a salary of \$59,035.00 effective February 1, 2019.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for Robby Suarez from a BA +18 Step D, with a salary of \$56,335.00 to a BA +24 Step D, with a salary of \$56,610.00 effective February 1, 2019.
- e. WHEREAS, under the **Family and Medical Leave Act (FMLA)** requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees to care for oneself, the employee's spouse, son, daughter or parent, who has a serious health condition;

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves the recommendation of the Superintendent and accepts the letter from employee #4241, effective January 7, 2019 for the purpose of **Intermittent Family Leave Care**.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Maryann Kudlacik-Kawi as a certified **Substitute Teacher** for the 2018-2019 school year at a rate of \$95/day.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters

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 **2018-2019 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Available for review in the business office).
- b. RESOLVED, that the Board of Education accepts the recommendation of Superintendent and approves the **2019-2020 school year calendar**. (Available for review in the business office).
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **2019-2020 twelve month employee calendar**. (Available for review in the business office).
- d. RESOLVED, that the Board of Education, accepts the recommendation of the Superintendent and approves the **2018-19 District Goals** as follows:
 - Continue the development of contemporary learning spaces for students and staff.
 - Continue to work toward earning the Future-Ready Schools certification.
 - Increase communication with district stakeholders.
 - Use data to increase student performance and guide instruction.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2018-19 Board Goals** as follows:
 - Training to develop a plan to earn NJSBA's Board Certification within three years.
 - Increase community/stakeholder participation.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **disposal of the following non-operational equipment:**

- Cisco 7942 IP Phones - 2
- Netgear Prosafe 48 Port Switches - 6
- Dell Optiplex 780 -1
- HP Laser Jet P2035 Printer - 1
- Dell Monitor - 1
- Box of misc. cables

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

<u>Policy #</u>	<u>Policy Title</u>
0141.1	Board Member and Term - Sending District (Revised)
0141.2	Board Member and Term - Receiving District (Revised)
2415.06	Unsafe School Choice Option (M) (Revised)
2422	Health and Physical Education (M) (Revised)
2431.3	Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Revised)
2610	Educational Program Evaluation (M) (Revised)
5111	Eligibility of Resident/Nonresident Students (M) (Revised)
5330.04	Administering an Opioid Antidote (M) (Revised)
5337	Service Animals (Revised)
5600	Student Discipline/Code of Conduct (M) (Revised)
5611	Removal of Students for Firearms Offenses (M) (Revised)
5612	Assaults on District Board of Education Members or Employees (M) (Revised)
5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
5756	Transgender Students (M) (Revised)
7440	School District Security (M) (Revised)
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M) (Revised)
8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
8860	Memorials (Revised)

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

<u>Reg #</u>	<u>Regulation Title</u>
2460.8	Special Education - Free and Appropriate Public Education (M) (Revised)
5111	Eligibility of Resident/Nonresident Students (M) (Revised)
5330.04	Administering an Opioid Antidote (M) (New)
5530	Substance Abuse (M) (Revised)
5600	Student Discipline/Code of Conduct (M) (Revised)
5611	Removal of Students for Firearms Offenses (M) (Revised)
5612	Assaults on District Board of Education Members or Employees (M) (Revised)
5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
7440	School District Security (M) (Revised)
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M) (Revised)

- i. **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	Estimated Total Expense
2/28/19	Michelle Eastman	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Claire Friedland	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Amanda Mrasz	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Jill Ramacciotti	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
2/28/19	Robby Suarez	Strategies & Structures for Teaching Reading & Writing Livingston, NJ	\$249.00	\$10.04	\$259.04
3/9/19; 3/10/19; 3/16/19; 3/30/19	Mark Richardson	First Steps in Music Course Montclair, NJ	\$300.00	\$71.67	\$371.67
3/30/19	Noreen Vetter	NJSSNA Spring Conference Princeton, NJ	\$199.00	\$29.64	\$228.64
3/22/19	Susan Charlton	NJAGC Conference West Windsor, NJ	\$199.00	\$31.81	\$230.81
5/13-15/19	Beth Ondish	Wilson Reading System	\$875.00	\$96.90	\$971.90

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Jill Del Rio	Dina Mikulka	Diane Morris	Jennifer Waters

17. BUILDINGS & GROUNDS *Peter Bruseo, Jennifer Waters, Karen Bruseo*

- a. **RESOLVED**, that the Board of Education accepts the recommendation of the Superintendent and approves the **Use of Facilities** as follows:

Organization	Purpose	Room(s) Needed	Dates
Wharton Area Little League	Baseball & Softball Practice/Games	Gym & Field	3/18/19-6/22/19
Mine Hill First Aid Squad	King of the Hill Car Show	Gym, Parking lot, Copy room (for sink)	5/18/19 Rain date: 5/19/19

18. Dover Report *Jill Del Rio, Diane Morris*

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	Dina Mikulka	Diane Morris	Jennifer Waters

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	Dina Mikulka	Diane Morris	Jennifer Waters

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	Dina Mikulka	Diane Morris	Jennifer Waters