

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
March 18, 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. Roll Call

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

4. 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.

5. Regular Session

On the motion of _____ seconded by _____ at _____ p.m., the board returns to the regular session meeting.

6. Flag Salute

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **March 4, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 4, 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

- Preliminary Budget Presentation

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 **February 2019 payrolls** in the amount of \$325,864.54 (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 \$462,386.10.

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)	\$3883.07
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 February**, 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 February** are in agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Treasurer and Board Secretary 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 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. Preliminary Budget Resolutions

BE IT RESOLVED, that the **tentative budget** be approved for the **2019-2020 school year** using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2019-2020 TOTAL EXPENDITURES	\$11,101,729	\$215,096	\$199,890	\$11,516,715
LESS: ANTICIPATED REVENUES	\$4,004,613	\$215,096	\$13,772	\$4,233,481
TAXES TO BE RAISED	\$7,097,116	\$0	\$186,118	\$7,283,234

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Educational Media Center at Canfield Avenue School, 42 Canfield Avenue, Mine Hill, New Jersey 07803 on April 24, 2019 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2019-2020 School Year.

AND 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:

AND BE IT FURTHER, 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

WHEREAS, the tentative budget includes the following appropriations:

Architecture/Engineering	\$5,000
Legal	\$15,000
Audit	\$22,000
Physician	\$4,000
TOTAL	\$46,000

Be it further resolved, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital projects and the withdrawal of \$994,500.00 from the Capital Reserve to provide funding for the HVAC Upgrade for the 2019-2020 school year;

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 2019-2020 school year.

RESOLVED, to approve the tuition rates for the 2019-2020 school year as follows:

Preschool/K	\$12,742
Grades 1-5	\$15,953
Grades 6-8	\$15,910
Special Education MD	\$53,989

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 **United States Fistball Association** President, Bob Feid, to conduct a free Fistball demonstration during physical education classes.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the Educational Services Commission of Morris County to provide **Educational, Psychological and Social Assessments** for Student ID: 2352695053, at a rate of \$380.00 each for a total of \$1,140.00, as per Dover's CST.

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

New Personnel employment appointments are contingent upon the required stated 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.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Jennifer Ellis** as a **substitute nurse** at a rate of \$150/day for the 2018-2019 school year.

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 approves the following **Policy for adoption**:

<u>Policy #</u>	<u>Policy Title</u>
7461	District Sustainability

- b. RESOLVED, that the Board of Education approves the following **Policy for revision**:

<u>Policy #</u>	<u>Policy Title</u>
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

- 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/ Lodging/ Meals/Misc.	Travel	Estimated Total Expense
6/4-19 to 6/7/19	Carolina Rodriguez	NJASBO 2019 Conference Atlantic City, NJ	\$275.00	\$106.18	\$882.52

- d. RESOLVED, that the Board of Education authorizes the Affirmative Action Team to conduct a needs assessment and develop a **Three-Year Comprehensive Equity Plan**.

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*

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

19. MHEF Report *Peter Bruseo, Dina Mikulka*

20. Liaison to the Mine Hill Township Report

21. Community Committee Report

22. Old Business

23. New Business

24. Public Discussion

25. 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

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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.

26. 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	Dina Mikulka	Diane Morris	Jennifer Waters

27. 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