

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
May 13, 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 - _____ p.m.

6. Flag Salute

7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **April 24, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **April 24, 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

- Retirement letter from Charlene Leary

9. Superintendent's Report

10. Presentations / Reports

- Student LATIC presentation's, Mrs. Bochicchio, Ms. Day and Mr. Holman
- Strategic Planning, Patrick Fennell

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 **April 2019 payrolls** in the amount of \$326,361.57 (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 \$602,543.29.

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)	\$65.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **donation from the Mine Hill Township PTA** to the 6th grade class of 2019, in the amount of \$2,000.00, to be deposited in the student activities account.
- c. BE IT RESOLVED, that the Board of Education of Mine Hill upon the recommendation of the Business Administrator approves the renewal of the Food Service Management Company base year contract with **Maschio's Food Services, Inc.**, the district's Food Service Management Company for the 2019-2020 school year as follows:

Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$7,096.00. The management fee shall be payable in monthly installments of \$709.60 per month commencing on September 1, 2019 and ending on June 30, 2020.

Guarantee No/Cost/Breakeven: Maschio's guarantees a no cost or break even food service operation, including the management fee. In the event that the program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred with the conditions as included in the contract, which shall remain on file in the business office and is made a part of the official minutes of the meeting.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2019-2020 school year contract with academies operated by the Morris County Vocational School District** for educational services available as follows:

Denville Campus (Academies Full-time and Share-time)
 Athletic Training and Physical Therapy (AT/PT), Roxbury
 VPA Dance Academy, Morris Knolls
 Performing Arts (Vocal and Theatre), Denville (11th & 12th) & Morris Knolls (9th & 10th)
 Biotechnology Academy; Mt. Lakes
 Environmental Science; Jefferson
 Math, Science and Engineering Academy; Morris Hills

Based on a per pupil **tuition charge** as listed below:

	<u>Regular Ed.</u>	<u>Special Ed.</u>
Full-time Students	\$9,000	\$10,900
Share-time Students	\$4,450	\$ 5,400

- e. 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 **IDE - 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. The Superintendent hereby recommends the purchase of the following:

- A. One IDE Corp. consultant will facilitate a 6 day Learner Active, Technology-Infused Classroom workshop for up to 16 teachers
 - a. Summer LATIC Workshop 6 days @ \$1,895/day \$11,370
- B. One IDE Corp. consultant will provide 21 days of coaching during the 2019-20 school year
 - a. Total of 21 days @ \$1,840/day/consultant \$39,795
- C. One IDE Corp. consultant will provide 4 days of Lab Classroom Coaching
 - a. Lab Classroom Coaching 4 days @ \$1,895/day \$7,580

The Board authorizes the purchase of the above goods, materials and services from: Innovative Designs for Education, 545 Island Road, Suite 3A, Ramsey, NJ 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 \$58,745 which is funded from Account Number 11.000.223.320.00.300.

The term of contract for this purchase is from the award of contract for the School Year 2019-20.

- f. WHEREAS, the following participation in **Joint Transportation Agreement with Sussex County Regional Transportation** for the 2019-2020 school year as follows:

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 Township Board of Education that pursuant hereto the President and Secretary of the Mine Hill Township 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 Township 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 Township 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 two percent (2.0%) of the Mine Hill Township 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 2019-2020 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>
2.0% Administrative Fees	07/31/19
(100% of estimated fees)	
Initial Deposit.....	07/31/19
(20% of estimated charges)	
20% of current annual charges	10/31/19
20% of current annual charges	12/31/19
20% of current annual charges	02/29/20
20% of current annual changes	04/30/20
June - plus or minus final adjustments	
*All 2019 summer routes shall be billed upon completion of transportation.	

2. The Sussex County Regional Transportation Cooperative will provide the following services:
 - a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time; (see “Attachment A” for cost calculations);
 - b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Transportation Cooperative for DRTRS reporting deadlines;
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. timely review and revision of routes;
 - f. provide transportation within three days or sooner after receipt of the formal written request;
 - g. timely submission of contracts, renewals or addenda to the county office for approval.

3. The Mine Hill Township Board of Education will provide the Sussex County Regional Transportation Cooperative with the following:
 - a. 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 Township Board of Education Secretary or other designated district personnel;
 - b. 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 Township Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
 - c. 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 Township Board of Education.

5. Length of Agreement – This agreement and obligations and requirements herein shall be in effect between July 1, 2019 and June 30, 2020.

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 (2.0%) of the Mine Hill Township Board of Education's actual cost paid for transportation of students to Athletic Events and Extra-Curricular/Field Trip Transportation.

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.
- g. RESOLVED, that the Board of Education authorize the Business Administrator to solicit pricing through **Competitive Contracting for Speech Services** for the 2019-20 school year.
 - h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement with Rockaway Township BOE for Transportation Services for field trips** for the 2019-2020 school year.
 - i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the renewal of **Student Accident Insurance** for the period of **September 1, 2019 to August 31, 2019**, through Bob McCloskey Insurance, at the annual premium of \$103.00 for Around-the-Clock Coverage, \$20.00 for At-School Coverage, and \$12.00 for Dental Coverage.

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 **parent volunteers to assist with the mural** being painted by the students and the Artist in Residence. (List of volunteers available in the business office.)

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 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.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Charlene Leary, Paraprofessional**, effective July 1, 2019, for the purpose of retirement.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of tenured and non-tenured certificated staff for the 2019-2020 school year** as follows:

Tenured Staff	Certification
Janice Bochicchio	Elementary School Teacher
Susan Charlton	School Librarian, Educational Media Specialist/Gifted & Talented
Susan Day	Elementary School Teacher
Michelle Eastman	Elementary School Teacher in Grades K-6, Teacher of the Handicapped
Marisa Graney	Elementary School Teacher, Teacher of Students with Disabilities
Tabitha Hertz	Elementary School Teacher, Teacher of the Handicapped
Lansing Holman	Teacher of the Handicapped
Melissa Kenny	Elementary School Teacher
Kay Kim	Elementary School Teacher
Jennifer Ludwig	Teacher of Preschool Through Grade 3, Elementary School Teacher
Matthew Martyniuk	Elementary School Teacher with Subject Matter Preparation: Science I
Karyl Meehan	Elementary School Teacher
Margaret Nunnermacker	Elementary School Teacher, Teacher of the Handicapped
Lucrezia Olivo	Elementary School Teacher, Teacher of the Handicapped
Lyndsee Olivo	Elementary School Teacher
Beth Ondish	Elementary School Teacher, Teacher of the Handicapped
Cindy Pyrzynski	Teacher of Physical Education
Dorothy Quinn	Elementary School Teacher
Jill Ramacciotti	Elementary School Teacher with Subject Matter Preparation: Language
Mark Richardson	Teacher of Music
Amanda Riley	Elementary School Teacher in Grades K-6
Lauren Snarski	School Counselor
Theresa Steele	Elementary School Teacher with Subject Matter Preparation: Mathematics
Jeffrey Steidl	Teacher of Health and Physical Education
Robby Suarez	Elementary School Teacher in Grades K-6
Noreen Vetter	School Nurse
Danielle Wilson	Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of S.S.

Non-Tenured Staff	Tenured Date	Certification
Diana Carroll	2-17-2020	Teacher of Preschool Through Grade 3
Jessica Cicchino	9-2-2019	Elementary School Teacher in Grades K-6
Claire Friedland	8-30-2022	Teacher of Preschool Through Grade 3
Melissa Gusterovic	9-2-2019	Elementary School Teacher in Grades K-6
Jessica Gutwein	9-1-2020	Elementary School Teacher in Grades K-6
Ivonne Martineez	1-5-2020	Teacher of Spanish, Teacher of English as a Second Language
Amanda Mrasz	8-30-2022	Elementary School Teacher in Grades K-6, Teacher of Students w/Disabilities
Cortney Smith	9-2-2020	Teacher of Art

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Support Staff for the 2019-2020 school year** as follows:

Staff Member	Position
Stephanie Alfieri	Para-Professional Aide
Kelsey Alpaugh	Para-Professional Aide
Jodianne Cullen	Para-Professional Aide
Lisa Lardieri	Para-Professional Aide
Kathleen Mury	Para-Professional Aide
Lois Rehling	Para-Professional Aide
Lisa Van Ness	Para-Professional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Linda Slahor	Cafeteria Aide

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full time Administrative Staff for the 2019-2020 school year** as follows:

Name	Position
Lee Nittel	Superintendent
Carolina Rodriguez	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Angela Sabatino	Administrative Assistant to the Superintendent; Secretary to the Board Secretary
Debra Hanley	Administrative Assistant to the Business Administrator
Lori Bullock	Administrative Assistant to the Principal
Lourdes Conroy	Main Office Secretary
Zorina Munson	Secretary to the Child Study Team (F/T - 10 months)
Jeff Oster	Attendance/Bonded Security Officer
Lisa Palmieri	Treasurer

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Nicole Versandi**, a student of New Jersey City University (NJCU), **to conduct 50 classroom observation hours** with Miss Cicchino, as per college requirements.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Tyler Kozimor** as a **Certified Teacher Substitute** at a rate of \$95/day for the 2018-19 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, upon the recommendation of the Superintendent and approves the following items go to **bid with Gov Deals** and if not sold to be recycled:

<u>Item</u>	<u>Quantity</u>
Cisco Phones	56

- b. 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 /Meals	Lodging/ Travel/ Tolls	Estimate Total Expense
5/15-17/2019	Lee Nittel	NJASA/NJAPSA 2019 Spring Leadership Conference Atlantic City, NJ	\$550.00 \$165.00	\$237.26 \$86.80 \$25.00	\$1,064.06
8/12-15/2019	Mark Richardson	Conversation Solfege Levels 1 & 2 Course Bellmawr, NJ	\$300.00	\$245.77	\$545.77

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the submission of the proposed **Three-Year Comprehensive Equity Plan** to the County Office of Education.

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. WHEREAS, the Mine Hill Board of Education needs to approve the submission of the **Lead Testing Program Statement of Assurance**, and
1. WHEREAS, the school district, charter school, renaissance school, jointure commission, educational services commission, approved private school for students with disabilities acting under contract to provide educational services on behalf of New Jersey public school districts, state-funded early childcare facilities pursuant to *N.J.A.C. 6A:13A*, and receiving schools as defined by *N.J.A.C. 6A:14-7.1(a)* (hereinafter collectively referred to as “District”), has reviewed the amendments to *N.J.A.C. 6A:26* requiring immediate testing for lead in drinking water and provides assurance that the development and implementation of a testing program has been completed in accordance with the technical guidelines established by the NJ Department of Environmental Protection as evidenced by our completion of the attached Program Checklist, that all notifications of test results were provided consistent with this subchapter, and that alternate drinking water continues to be made available to all students and staff.
 2. The District will continue to fully implement the *N.J.A.C. 6A:26-12.4* regulations.
 3. The District will maintain compliance with all applicable laws, codes, and regulations governing the provision of potable drinking water and testing of drinking water for lead including, but not limited to: *N.J.A.C. 6A:26-12.4*; *the Safe Drinking Water Act*; *N.J.S.A. 58:12A-1 et.seq.* and the rules promulgated pursuant thereto; *N.J.A.C. 7:10* and *N.J.A.C. 6A:26-6*, Planning and Construction Standards for School Facilities.

Motion of: _____ Seconded by: _____

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

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. 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