

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REORGANIZATION MEETING**  
**January 6, 2020**

**1. Opening Statement**

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 7:00 p.m. on Monday, January 6, 2020, by Business Administrator/Board Secretary, Carolina Rodriguez. Adequate notice of the date and time for this meeting was advertised in the Daily Record on November 30, 2019 and the Randolph Reporter on December 5, 2019 in compliance with the Open Public Meetings Act.

**REORGANIZATION MEETING OF THE**  
**MINE HILL TOWNSHIP BOARD OF EDUCATION**

2. Business Administrator, Carolina Rodriguez, will report the results of the annual school election held on November 5, 2019, as follows:

For Seats on the Board of Education:

| <b>Candidate for Three Year Term</b> |
|--------------------------------------|
| Frank Dugan – 3 year term            |
| Srinivasa Rajagopal – 3 year term    |

3. School Business Administrator/Board Secretary, Carolina Rodriguez, will administer the Oath of Allegiance to the newly elected Board Members.

**4. Roll Call**

| <b>Board Member</b> | <b>Term Expires</b> | <b>Roll Call</b> | <b>Board Member</b> | <b>Term Expires</b> | <b>Roll Call</b> |
|---------------------|---------------------|------------------|---------------------|---------------------|------------------|
| Katie Bartnick      | 2021                |                  | Diane Morris        | 2021                |                  |
| Karen Bruseo        | 2020                |                  | Srinivasa Rajagopal | 2022                |                  |
| Peter Bruseo        | 2020                |                  | Jennifer Waters     | 2021                |                  |
| Frank Dugan         | 2022                |                  |                     |                     |                  |

This meeting was called to order at \_\_\_\_\_ p.m. by Carolina Rodriguez, Business Administrator/Board Secretary.

**5. Flag Salute**

**6. Election of President**

The Board Secretary declares nominations are in order for the position of President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

\_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

| <b>Vote for President</b> | <b>Katie Bartnick</b> | <b>Peter Bruseo</b> | <b>Frank Dugan</b> | <b>Diane Morris</b> | <b>Srinivasa Rajagopal</b> | <b>Jennifer Waters</b> | <b>Karen Bruseo</b> |
|---------------------------|-----------------------|---------------------|--------------------|---------------------|----------------------------|------------------------|---------------------|
| Name:                     |                       |                     |                    |                     |                            |                        |                     |
| Name:                     |                       |                     |                    |                     |                            |                        |                     |

Election Results:

\_\_\_\_\_ is elected President of the Mine Hill Township Board of Education.

**7. Board President Takes Chair**

**8. Election of Vice President**

The President declares nominations are in order for the position of President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

\_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

| Vote for<br>Vice President | Katie<br>Bartnick | Peter<br>Bruseo | Frank<br>Dugan | Diane<br>Morris | Srinivasa<br>Rajagopal | Jennifer<br>Waters | Karen<br>Bruseo |
|----------------------------|-------------------|-----------------|----------------|-----------------|------------------------|--------------------|-----------------|
| Name:                      |                   |                 |                |                 |                        |                    |                 |
| Name:                      |                   |                 |                |                 |                        |                    |                 |

Election Results:

\_\_\_\_\_ is elected Vice President of the Mine Hill Township Board of Education.

**9. Board Vice President takes Chair**

**10. Reorganization Action Items**

a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics:**

1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

| Month     | Meeting Date(s)   |
|-----------|---|
| January   | Monday, January 6, 2020 - Reorganization; and<br>Monday, January 27, 2020 |
| February  | Monday, February 24, 2020   |
| March     | Monday, March 16, 2020  |
| April     | Wednesday, April 27, 2020 – Budget Public Hearing & Adoption              |
| May       | Monday, May 11, 2020  |
| June      | Monday, June 1, 2020; and<br>Monday, June 29, 2020                        |
| July      | Monday, July 27, 2020   |
| August    | Monday, August 31, 2020   |
| September | Monday, September 28, 2020  |
| October   | Monday, October 5, 2020 – Board Retreat;<br>Monday, October 26, 2020      |
| November  | Monday, November 30, 2020   |
| December  | Monday, December 21, 2020   |

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record and the Randolph Reporter as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote**.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments**:

| Assignments  | Member(s) Assigned |
|--|--------------------|
| Building & Grounds Committee                                       |                    |
| Curriculum & Instruction Committee                                 |                    |
| Finance Committee  |                    |
| Personnel Committee  |                    |
| Policy, Operations and Public Relations Committee                  |                    |
| Delegates to NJSBA and Morris County School Boards Association (2) |                    |
| Mine Hill Educational Foundation Liaison (2)                       |                    |
| Mine Hill – Dover Committee (3)                                    |                    |
| Liaison to the Mine Hill Township (2)                              |                    |
| Educational Services Commission of Morris County (2)               |                    |

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- j. The Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates Carolina Rodriguez, School Business Administrator, Board Secretary, as the **Purchasing Agent** for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed the aggregate in a contract year the total sum of \$40,000 (bid threshold) without public advertising for bids.

FURTHERMORE, Carolina Rodriguez is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

FURTHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the threshold of \$40,000.00.

- k. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.

- I. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

| Lakeland Bank                                       | Signatories   |
|---|---|
| General Fund  | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| Payroll Agency                                      | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| Net Payroll   | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| Cafeteria (Food Services)                           | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| SUI Trust Fund                                      | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| Canfield Avenue School (Student Activities) Account | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |
| New Jersey Cash Management                          | _____, Board President, Carolina Rodriguez, BA and Lee Nittel, Superintendent |

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

| Roll Call<br>Vote | Katie<br>Bartnick | Karen<br>Bruseo | Peter<br>Bruseo | Jill<br>Del Rio | Dina<br>Mikulka | Diane<br>Morris | Jennifer<br>Waters |
|-------------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
|                   |                   |                 |                 |                 |                 |                 |                    |

**REGULAR MEETING OF THE MINE HILL TOWNSHIP  
BOARD OF EDUCATION**

11. Correspondence
12. Superintendent's Report
13. Business Administrator's Report
14. Public Discussion
15. FINANCE
16. INSTRUCTION & CURRICULUM
17. PERSONNEL
18. POLICY / OPERATIONS / PUBLIC RELATIONS
19. BUILDINGS & GROUNDS

**20. Dover Report**

**21. MHEF 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:

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one 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 an 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 categories \_\_\_\_\_. 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<br>Vote | Katie<br>Bartnick | Peter<br>Bruseo | Frank<br>Dugan | Diane<br>Morris | Srinivasa<br>Rajagopal | Jennifer<br>Waters | Karen<br>Bruseo |
|-------------------|-------------------|-----------------|----------------|-----------------|------------------------|--------------------|-----------------|
|                   |                   |                 |                |                 |                        |                    |                 |

**27. Adjournment**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_\_ p.m. the Board returns to the regular session meeting.