

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
October 29, 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 |
|----------------|----------------|--------------|--------------|--------------|---------------|--------------|-----------------|
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7. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **September 24, 2018**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **September 24, 2018**.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka | Brianna O'Brien |
|----------------|----------------|--------------|--------------|--------------|---------------|--------------|-----------------|
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8. Correspondence

9. Superintendent's Report

10. Presentations / Reports

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 **September 2018 payrolls** in the amount of \$329,131.12 (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 \$456,538.29.

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) | \$630.17 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of August and September**, 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 August and September** 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. WHEREAS, the Board of Education of Mine Hill in the County of Morris, New Jersey (the“Board”), desires to proceed with a school facilities project consisting generally of: Roof Replacement at Canfield Avenue School; State Plan #3240-030-19-1000

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MINE HILL TOWNSHIP IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

- Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated “Other Capital” and the Board is not seeking state funding.
- Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.
- Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.
- Section 4. This resolution shall take effect immediately.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Interim Executive County Superintendent of Schools for the 2017-2018, 2018-2019 and 2019-2020 school years.

Motion of: _____ Seconded by: _____

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|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|----------------------------|
| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka | Brianna O'Brien |
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14. INSTRUCTION & CURRICULUM

Committee of a whole

- a. 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:

| Local ID | School | School Year Tuition | Dates | Contract send to BOE |
|------------|---------|---------------------|-------------------------|----------------------|
| 7260678112 | Windsor | \$52,540.00 | 10-22-2018 to 6-25-2019 | X |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve the application and accept the **2018-2019 IDEA** grants as listed below. (Application available or review in the business office)

| <u>IDEA</u> | <u>Amount</u> |
|-------------|---------------|
| Basic | \$103,285 |
| Preschool | \$3,281 |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve and accept the *revised* funds available through the **Elementary and Secondary Education Act (ESEA)** application for the **2018-2019** grants as listed below. (Application available or review in the business office)

| <u>Title IA</u> | <u>Title IIA</u> |
|-----------------|------------------|
| \$94,999 | \$16,810 |

- d. 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 ID | School | School Year Tuition | Dates | Aides or Services | Contract send to BOE |
|------------|---------------|---------------------|--------------------|-------------------|----------------------|
| J.A.M. | Wharton PRIDE | \$49,517 | 9/4/18 to 6/30/19 | \$12,528 | X |
| 9928903247 | Morris Plains | \$18,298 | 9/6/18 to 11/18/18 | | X |
| 1508990572 | Morris Plains | \$17,907 | 9/6/18 to 11/18/18 | \$520 | X |

Motion of: _____ Seconded by: _____

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|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|----------------------------|
| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka | Brianna O'Brien |
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15. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave** for employee #4403 as follows:
 February 4, 2019 through February 22, 2019, paid accumulated sick days,
 February 25, 2019 through June 30, 2019, unpaid leave (benefits to be paid by the employee) pursuant to the Federal Family Leave Act and the NJ Family Leave Act.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2018-2019 school year** as indicated below at the following rates:

Teacher Certificate: \$95/day
 Substitute Credentials: 90/day
 Aide: \$70/day

| SUBSTITUTE'S NAME | TEACHER CERT. | SUB CRED. | AIDE |
|-------------------|---------------|-----------|------|
| Justin Mackowiak | | X | |
| Jennifer Ondish | X | | |
| Jill Ruffino | X | | X |
| Gina Tupaczewski* | X | | |

*Effective October 9, 2018

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment for Ivonne Martinez** from a BA 18 Step C, with a salary \$55,735.00 to a BA 24 Step C, with a salary of \$56,010.00 effective October 30, 2018.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Jennifer Aguirre**, County College of Morris student, **to observe one class** in Mr. Suarez's fourth grade classroom.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Melissa Kenny and Lansing Holman** as a **STEP Mentors** for the 2018-19 school year, for 1 hour/week for 30 weeks at a rate of \$33.30/hour.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Lu Olivo as a Jump Ahead Advisor** for the 2018-19 school year, for .50 hours per week for 30 weeks at a rate of \$33.30/hour.

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka | Brianna O'Brien |
|----------------|----------------|--------------|--------------|--------------|---------------|--------------|-----------------|
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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 **Travel, Conference and Workshops** listed below:

| Date(s) | Employee | Conference/Workshop Location | Registration | Mileage | Estimate Total Expense |
|----------|----------------|------------------------------|--------------|---------|------------------------|
| 10-25-18 | Susan Charlton | Novel Engineering Randolph | \$156.00 | \$2.17 | \$158.17 |

Motion of: _____ Seconded by: _____

| Roll Call Vote | Katie Bartnick | Karen Bruseo | Peter Bruseo | Jill Del Rio | Bridget Mauro | Dina Mikulka | Brianna O'Brien |
|----------------|----------------|--------------|--------------|--------------|---------------|--------------|-----------------|
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17. BUILDINGS & GROUNDS *Katie Bartnick, Peter Bruseo, Bridget Mauro*

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

| Organization | Purpose | Room Needed | Dates |
|--------------|---------------------------|-------------|-------------------|
| Soccer | Closing Ceremony | Gym | 11-16-18 |
| Basketball | Basketball Practice/Games | Gym | 11-1-18 to 3-5-19 |
| Wharton PD* | Police Tactical Training | Gym | 12-15-18 |

**Pending Insurance Certificate*

Motion of: _____ Seconded by: _____

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