

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
February 24, 2020**

**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 11, 2020 and the Randolph Reporter on January 16, 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	Yes	Diane Morris	Yes
Karen Bruseo	Yes	Srinivasa Rajagopal	Absent
Peter Bruseo	Yes	Jennifer Waters	Yes
Frank Dugan	Absent		

**4. Executive Session**

On the motion of Jennifer Waters seconded by Katie Bartnick at 6:40 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) 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

**5. Regular Session – 7:05 p.m.**

**6. Flag Salute**

**7. Mission and Vision**

**Vision**

*We envision all learners maximizing their potential to be innovators, global thinkers, and lifelong learners.*

**Mission**

*Through a variety of learning experiences, Canfield Avenue School students will be challenged to maximize their potential in a nurturing and supportive learning environment.*

**8. Approval of Minutes**

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held **January 27, 2020.**
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 27, 2020.**

Motion of: Karen Bruseo

Motion of: Jennifer Waters

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Yes	Absent	Yes	Absent	Yes

**9. Correspondence**

- Retirement Letter – Employee #4241

**10. Superintendent’s Report**

- Artist in Residence: This year the Canfield Avenue School will be brining in Bash the Trash. The organization comes in for a week and work with students to work on using recycle items to create instruments. Program will be done in the spring will all of the grade levels and at the end and assembly will be done.
- Dr. Seuss Birthday is coming up in March along with read across America week.
- Agenda has three years of calendar for approval.
- Superintendent and Principal attended an Equity Workshop held specifically for lighthouse districts. March 3<sup>rd</sup> the Canfield Avenue School will be hosting prospective lighthouse visitors.
- March 9, 2020 there will be a Professional Development Day for Teachers and Patrick Fennel will be presenting on Culture and Climate.

**11. Presentations / Report**

- Ms. Martinez (Spanish Teacher) presented on the “I can do it” video.
- Ms. Mrasz (4<sup>th</sup> Grade Teacher) presented on the “Wax Museum”.

**12. Business Administrator’s Report**

- Quarterly transfer report
- Preliminary budget discussion with the Board
- Negotiation Meeting scheduled for February 26 at 6:00 p.m.
- Completion of the Personal disclosure form by Board Members

**13. Public Discussion**

- Nancy Gulley – Intro the Wood Play
- Cindy Pyrzynski – How much of the total budget is salaries? Rock wall.

**14. FINANCE**

*Srinivasa Rajagopal, Karen Bruseo, Diane Morris*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **January 2020 payroll** in the amount of \$326,129.96 (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 \$1,102,695.70.

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)	\$5,031.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of January**, 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 January** 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. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2020-2021 Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.

Motion of: Karen Bruseo    Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0 3-0 (AIL check)	Yes	Yes Abstain ck#20995	Yes Abstain ck#20995	Absent	Yes	Absent	Yes

**15. CURRICULUM & INSTRUCTION**

*Committee of a whole, Chairperson: Frank Dugan*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the collaboration with the **Essex Regional Educational Services Commission for the McKinney-Vento Education of Homeless Children and Youth Program for the 2019-2020** school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2020 Artist in Residence, Bash the Trash Environmental Arts, LLC** to provide 12 classroom instrument building sessions, final rehearsal, and single culminating performance in the amount of \$4,300.00.
- c. WHEREAS, on June 24, 2019, the **out of district** placement for Student ID: 4793055462 was approved for the 2019-20 school year at Mountain View Elementary School with a tuition amount of \$50,598.80;

BE IT FURTHER RESOLVED, that the **out of district** placement was terminated on February 6, 2020;

THEREFORE, BE IT RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Montgomery Academy as the new out of district placement commencing on February 20, 2020 and continuing through the end of the school year at the prorated cost of \$29,367.36.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement** to Mount Carmel Guild Academy for Student ID: 3449821640 commencing on January 27, 2020 and continuing through the remainder of the school year at a prorated tuition cost of \$28,670.00 and the prorated cost of the aide in the amount of \$7,990.00.
- e. RESOLVED, that Board of Education accepts the recommendation of the Superintendent and approves **Homebound Instruction** for Student ID #: 8442429744, 10 hours per week at a rate of \$32.39 per hour as per Dover CST.
- f. WHEREAS, on January 27, 2020, the **Psychological and Occupational Therapy Evaluations** for Student ID #: 5010210394 were approved at a rate of \$410 per evaluation for a total cost of \$820.00;

THEREFORE, BE IT RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Hillmar, LLC to provide Psychological and Occupational Therapy Evaluations** for Student ID #: 5010210394, at the rate of \$425.00 each for a total amount of \$850.00, as per Dover’s CST.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Roxbury Board of Education** to provide transportation at a rate of \$67.50/hour to transport our 6<sup>th</sup> grade teachers and students to Dover Academy Street School on March 10, 2020, to preview the High School Musical “Into the Woods”.

Motion of: Katie Bartnick      Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Yes	Absent	Yes	Absent	Yes

**16. 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 employee #4241**, effective July 1, 2020, for the purpose of retirement.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Ashley Halady, a student at Morris County School of Technology** for seventy hours of classroom observations with Mr. Richardson and Fourth grade.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Michelle Eastman as the ELA/S.S. Grades 4-6 Curriculum Coordinator**, replacing Jill Ramacciotti for the stipend position at the pro-rated amount of \$1,428.00 for the remainder of the 2019-2020 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of Cindy Sullivan, **substitute Aide** at the rate of \$70/day for the 2019-2020 school year.

Motion of: Jennifer Waters      Seconded by: Katie Bartnick

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Yes	Absent	Yes	Absent	Yes

**17. POLICY, OPERATIONS & PUBLIC RELATIONS**

*Committee of a whole, Chairperson: Frank Dugan*

- a. RESOLVED, that the Board of Education accepts the recommendation of Superintendent and approves the **2020-21, 2021-22, and 2022-23 school year calendars**.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **2020-21, 2021-22, and 2022-23 twelve-month employee calendars**.
- 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
6/2-6/5/2020	Carolina Rodriguez	NJASBO Annual Conference, Atlantic City	\$275.00 \$311.25* \$231.00	\$97.30	\$914.55

*\*Lodging paid directly to the vendor via purchase order*

Motion of: Peter Bruseo      Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Yes	Absent	Yes	Absent	Yes

**18. Presidents Report**

- Superintendent evaluation process will be presented by Charlene Peterson on March 16, 2020.
- Board President and Superintendent met with the Mayor of Mine Hill to discuss the pending housing request and units on Hurds Street to discuss how the 50 units will affect the School District.

**19. Dover Report**

*Katie Bartnick, Diane Morris, Karen Bruseo*

- Dover Board of Education meeting was attended by the President of the Mine Hill Board of Education.
- OPRA request for Dover Board of Education emails was discussed.
- Vaping discussion.

**20. MHEF Report**

*Katie Bartnick, Jennifer Waters*

- MHEF Committee met up with Mr. Morris and discussed different ways to fund the school.

**21. Liaison to the Mine Hill Township Report**

*Karen Bruseo, Jennifer Waters*

- Mrs. Bruseo attended first meeting of the month and Ms. Waters attended the second meeting. Discussion on the equipment being replaced.

**22. Community Committee Report**

*Katie Bartnick, Jennifer Waters, Diane Morris*

- Discussion on what the Community can do with the town turning 100 in the year 2023.

**23. Old Business – N/A**

**24. New Business – N/A**

**25. Public Discussion – N/A**

**26. Executive Session – N/A**

**27. Return to Public Session – N/A**

**28. Adjournment**

On the motion of Karen Bruseo seconded by Katie Bartnick, the board adjourns the meeting at 8:32 p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Yes	Absent	Yes	Absent	Yes

Respectfully submitted,

*Carolina Rodriguez*

Carolina Rodriguez

Business Administrator/Board Secretary