

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
March 16, 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	Present	Diane Morris	Present
Karen Bruseo	6:35 p.m.	Srinivasa Rajagopal	Present
Peter Bruseo	6:35 p.m.	Jennifer Waters	Present
Frank Dugan	Absent		

4. Executive Session

On the motion of Katie Bartnick seconded by Srinivasa Rajagopal at 6:34 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 – 7:06 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 on **February 24, 2020**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **February 24, 2020**.

Motion of: Karen Bruseo

Motion of: Srinivasa Rajagopal

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes

9. Correspondence - N/A

10. Superintendent's Report

- a. Due to COVID19 all school will have been closed by Wednesday. All staff and students are getting ready for leave. District is providing an estimated of 25 computers to families in need. Light-path will not be charging the district for providing internet services for a timeframe of four months. District will be providing Free meals to all of our Free and Reduced students even though our district does not qualify for reimbursement. District's main priority is making sure the students are getting an adequate meal.

11. Presentations / Report

- Charlene Peterson – to be rescheduled

12. Business Administrator's Report

- Preliminary Budget Presentation

13. Public Discussion

- Cindy Pyrzynski – Playground mulch discussion.
- Sam Morris – FY 20-21 Preliminary Budget discussion.

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 **February 2020 payroll** in the amount of \$324,580.54 (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 \$843,794.52.

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)	\$1,529.50

b. Preliminary Budget Resolutions

BE IT RESOLVED, that the **tentative budget** be approved for the **2020-2021 school year** using the 2020-2021 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
2020-2021 TOTAL EXPENDITURES	\$11,338,785	\$215,096	\$196,622	\$11,750,503
LESS: ANTICIPATED REVENUES	\$4,124,813	\$215,096	\$0	\$4,339,909
TAXES TO BE RAISED	\$7,213,972	\$0	\$196,622	\$7,410,594

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 27, 2020 @ 7:00 p.m. for the purpose of conducting a public hearing on the budget for 2020-2021 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 \$18,400 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	\$23,500
Physician	\$4,000
TOTAL	\$47,500

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 \$1,105,000 from the Capital Reserve to provide funding for the HVAC Upgrade for the 2020-2021 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 2020-20201 school year.

RESOLVED, to approve the tuition rates for the 2020-2021 school year as follows:

Preschool/K	\$14,854
Grades 1-5	\$16,804
Grades 6-8	\$16,100
Special Education MD	\$42,857

- c. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the cooperative purchasing with **Hertz Furniture** through contract number ESCNJ (formerly MRESC) 17/18-16 for the purpose of purchasing furniture for the Mine Hill Township Board of Education for the school year 2019-2020 Acct#11.190.100.610.50.510.
- d. RESOLVED, that the Mine Hill Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects proposal for Additional Services for HVAC Upgrades** – Unit Ventilator in Music Room as per fee proposal listed below:

I. SCOPE OF SERVICES:

A. Revised Construction Documents:

- 1. Revise construction documents to reflect the additional unit ventilator in the music room.
- 2. Submit updated plans for local code review.

II. FEE:

The fee to perform the additional services as outline in this proposal is as follows:

Revised Construction Documents..... \$5,500.00 (Lump Sum)

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense. At this time, we anticipate reimbursable costs for this project not to exceed \$1,000.00.

- e. WHEREAS, **Thassian Mechanical Contracting Inc.** has submitted a **change order** GC-01 to provide additional BMS controls to be installed to existing equipment located in the boiler room. The total amount of \$17,569.70 is to be deducted from the allowance amount of \$30,000.00 leaving \$12,430.30 allowance remaining.

WHEREAS, Di Cara Rubino Architects has reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approve changed order GC-01.

- f. RESOLVED, that the Board of Education authorize the Business Administrator on behalf of the Mine Hill Township Board of Education (Canfield Avenue School) to enter into the **New Jersey Cooperative Purchasing Alliance Cooperative Pricing Agreement** Resolution #858-19;

WHEREAS, the County of Bergen, hereinafter referred to as the “Lead Agency” has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04-a Cooperative Pricing System for the purchase of goods and services:

WHEREAS, on March 16, 2020 the governing body of the Mine Hill Township Board of Education County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

Now, Therefore Be It Resolved as follows:

Title

This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Mine Hill Township Board of Education,

Authority

Pursuant to the provisions of N.J.S.A 40A:11-11(5), the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

Contracting Unit

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A 40A:11-1 et seq) and all other provisions of the revised statutes of the State of New Jersey.

Effective Date

This resolution shall take effect immediately upon passage.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **purchase of 20 computers** as previously approved in the Tech Plan (15 lab computers and 5 secretaries).
- a. Purchase through MRA International in the amount of \$20,997.14 through Bergen County Cooperative Bid #19-34 Resolution #858-19. Account #: 11.190.100.610.50.518
 - b. Purchase through MRA International in the amount of \$11,094.50 through NJ-NASPO Value Point MNNVP-133 (89974). Account #: 11.190.100.610.50.518

- h. WHEREAS, the Board of Education had several meetings with vendors and presentations in order to determine the type of **digital sign** to be purchased;

WHEREAS, the Board of Education solicited quotes for the purchase of a digital sign to be placed on Board property;

WHEREAS, the Board of Education received quotes from two vendors KC Sign & Awnings in the amount of \$39,495.00 and JW Sales Associates LLC in the amount of \$37,756.00.

WHEREAS, based on the information submitted, **KC sign & Awnings** included a 7-year manufacturer's Warranty on Parts and Labor while JW Sales Associates, LLC included a 5 Year Warranty on Parts and 1 year on Labor,

WHEREAS, the Board of Education and the Administration recommended the approval of KC Sign & Awnings,

RESOLVED, that the Board of Education approves the proposal from KC Sign & Awnings in the amount of \$39,495.00 for the purchase of a new digital sign to be place on Board property using Account #: 12.000.261.730.00.000.

Motion of: Karen Bruseo Seconded by: Srinivasa Rajagopal

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Absent	Yes	Yes	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 **out of district placement** to Bonnie Brae School for Student ID: 7260678112 commencing on October 31, 2019, continuing through the remainder of the school year at a prorated tuition cost of \$58,220.00. As per Dover's CST.

Motion of: Srinivasa Rajagopal Seconded by: Karen Bruseo

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Absent	Yes	Yes	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 placement of **Leah Charles, a student enrolled in the Master of Arts in School Counseling** at Centenary University to conduct fifty hours of supervised practicum with Mrs. Snarski.

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
6-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole; Chairperson: Frank Dugan

- a. WHEREAS, the NJDOE is asking each school district to develop a preparedness plan for the provision of home instruction to students in the event of a closure,

WHEREAS, the DOE is recommending the preparedness plan of each school district should also address the provision of appropriate special education and other services to students with disabilities and the provision of school nutrition benefits or services to eligible students, according to the DOE,

THEREFORE, BE IT RESOLVED, that the Board of Education accepts and approves the **Mine Hill Township School District Health-Related Closure Plan** to be submitted to the NJDOE for final approval.

- b. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P0152	Board Officers (Revised)
P1581	Domestic Violence (M) (Revised)
P2422	Health and Physical Education (M) (Revised)
P3421.13	Postnatal Accommodations (New)
P4421.13	Postnatal Accommodations (New)
P5330	Administration of Medication (M) (Revised)
P7243	Supervision of Construction (M) (Revised)
P8210	School Year (Revised)
P8220	School Day (Revised)
P8462	Reporting Potentially Missing or Abused Children (M) (Revised)

- c. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Regulation #</u>	<u>Regulation Title</u>
R1581	Domestic Violence (M) (New)
R5330	Administration of Medication (M) (Revised)
R8220	School Closings (Revised)

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

Organization	Purpose	Room(s) Needed	Date(s)
Wharton Area Little League	Baseball/Softball practices & games	Gym: Mon-Fri when available Outside field: Mon-Sat when available	3/18/20 – 4/24/20 3/18/20 – 6/19/20

* Contingent on school being open

Motion of: Diane Morris Seconded by: Srinivasa Rajagopal

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes

18. Presidents Report

19. Dover Report *Katie Bartnick, Diane Morris, Karen Bruseo*
N/A

20. MHEF Report *Katie Bartnick, Jennifer Waters*
N/A

21. Liaison to the Mine Hill Township Report *Karen Bruseo, Jennifer Waters*
N/A

22. Community Committee Report *Katie Bartnick, Karen Bruseo, Diane Morris*
N/A

23. Old Business
• LED Sign Policy and Town Donation Discussion

24. New Business
• Strategic Plan Discussion

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 Srinivasa Rajagopal, 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
6-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Business Administrator/Board Secretary