

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 27, 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 April 30, 2020 and the Randolph Reporter on May 7, 2020 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	Yes
Peter Bruseo	Absent	Jennifer Waters	Arrived at 6:55p.m.

4. Executive Session

On the motion of Karen Bruseo seconded by Katie Bartnick at 6:41 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) 8. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

5. Regular Session – 7:00 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 **May 11, 2020.**
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **May 11, 2020.**

Motion of: Katie Bartnick

Motion of: Srinivasa Rajagopal

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
4-0	Yes	Yes	Absent	Yes	Yes	Absent

9. Correspondence

10. Superintendent’s Report

- Virtual Field Day
- Status of closing of school
- Virtual Graduation
- Reopening Committee Meeting
- Canfield Avenue school on NJTV presented one of Mr. Richardson lesson on Tv on May 22
- End of year student material pickup and 6th grade chrome book drop-off

11. Presentations / Report

- Facility Assessment Report

12. Business Administrator’s Report

- HVAC Status
- Room 200 Status
- Music Room HVAC CO#3
- April Tax Payment received, will be receiving May Tax Payment in the beginning of June. Forwarded over to the Town of Mine Hill the essential estimated amount needed to for the school district to run through August 2020.
- FEMA Application
- CARES Application

13. Public Discussion

- Cindy Pyszynski: Discussed trivia night and virtual field day.
- Robby Suarez: Thanked the Board for attending virtual events.

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 **April 2020 payroll** in the amount of \$314,875.16 (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 \$461,868.25.

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)	\$618.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of April**, 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 April** 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. WHEREAS, the Mine Hill Board of Education conducted a public Request for Proposal opening for the award of Professional Development in Reading Workshop;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education award the contract for the Professional Development in Reading Workshop to **Berit Gordon, Literacy Consultant** with a fee proposal of a daily rate of \$1,800.00 for a total of 9 days not to exceed \$16,200.00 for the 2020-2021 school year. *(At this time employment and payment are contingent upon the status of school closures, enrollment numbers and state funding).*

- e. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approve the following vendors for **E-Rate Services beginning May 1, 2020 through September 30, 2022** as follows:

Vendor	Service	Amount
New Era	Data Network Equipment, Related Services, Components, Accessories & Professional Services	\$9,295.74
New Era	Cisco Smartnet/Base Renewals	\$1,981.92
Relcomm	Wireless Access Point Subscription Renewals Equipment and Professional Services	\$4,100.58

- f. RESOLVED, Resolved, that the Board of Education authorizes the Business Administrator to **increase appropriation for legal fees** for the 2019-2020 school year from \$25,000.00 to \$40,000.00 as per 6A:23A-5.2. The increase is due to Negotiations, Personnel items and COVID-19 related issues.
- g. WHEREAS, on March 17, 2020 due to the Mine Hill Township Board of Education closure as a result of the COVID-19 virus, it was necessary to establish an emergency agreement to facilitate the feeding of students as required by the NJDOE directive,

WHEREAS, the district submitted an application to offer a **Seamless Summer Option (SSO)** with the NJ Department of Agriculture. This is a separate and distinct program compared to the traditional contract in place between Maschio’s and the District, therefore an emergency procurement and contract modification due to the Coronavirus was warranted,

THEREFORE, let it be resolved that the Mine Hill Township Board of Education approve the Emergency Procurement Request to include the addition of the Seamless Summer Option (SSO) for the period of March 17, 2020 to March 20, 2020.

- h. WHEREAS, on May 20, 2020 the Mine Hill Township Board of Education conducted a **Request for Proposal (RFP) for the management of school food services** for the start date July 1, 2020 through June 30, 2021,

WHEREAS, **Maschio’s Food Services, Inc.** was the only vendor to submit a proposal for the services requested,

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent, the Board approve the following Request for Proposal:

Type of Contract	Company	Purpose	Cost	Other Quotes
Food Service Management Fee	Maschio’s Food Service	Provide management services for district food service program with a guarantee profit of \$1,000. Maschio’s will subsidize for any amount less than the guarantee. (7/1/2020-6/30/2021)	\$8,000 yearly Management Fee	N/A

Motion of: Karen Bruseo Seconded by: Srinivasa Rajagopal

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

15. INSTRUCTION & CURRICULUM *Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2020-21 Extended School Year program** to tentatively begin on Monday, June 22, 2020 and end on Thursday, July 16, 2020.

The ESY program will run Monday through Thursday each week. Pending registration response, there will be two (2) session; grades K-2 will be held from 9:00 a.m. to 11:00 a.m., grades 4-6 will be held from 11:00 a.m. to 1:00 p.m. contingent upon registration applications.

The educational component of the ESY program will be held through distance learning and related services will be provided through tele practice.

Motion of: Katie Bartnick Seconded by: Karen Bruseo

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

16. PERSONNEL

Committee of a whole

- a. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approve a one-time payout of up to five (5) additional vacation days for twelve-month full-time employee's due to the COVID-19 circumstances.
- b. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approve a one-time payout of up to five (5) additional vacation days for Mr. Adam Zygmunt due to the COVID-19 circumstances.

Motion of: Srinivasa Rajagopal Seconded by: Jennifer Waters

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

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole

- a. WHEREAS, the NJDOE asked 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 recommended 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 **Revised Mine Hill Township School District Health-Related Closure Plan and checklist**, re-submitted to the NJDOE for final approval.

Motion of: Jennifer Waters Seconded by: Katie Bartnick

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

18. BUILDING & GROUNDS

Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo

- a. WHEREAS, DiCara Rubino conducted a presentation of the final facility assessment, and

WHEREAS, as part of the presentation the district made copies available of the facility assessment report to the Board of Education and to the public,

NOW THEREFORE BE IT RESOLVED, that the Board of Education approve the **Facility Assessment Report** dated April 20, 2020 project number 3603.

Motion of: Katie Bartnick Seconded by: Karen Bruseo

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

19. Presidents Report

Participated in the reopening committee. Will be speaking at the 6th grade moving up virtual ceremony.

20. Dover Report

Katie Bartnick, Diane Morris, Karen Bruseo

Discussed the possibility of Dover and Mine Hill adding links to existing websites to connect the schools. It was requested that the new Middle School Principal from Dover forward information to upcoming Mine Hill 7th grade parents.

21. MHEF Report

Katie Bartnick, Jennifer Waters

N/A

22. Liaison to the Mine Hill Township Report

Karen Bruseo, Jennifer Waters

Meeting was attended by Mrs. Bruseo. Town discussed the possibility of not receiving their State Aid, if so, they would need to increase taxes to about \$225 per household. June 18 the Town will adopt their budget. Mrs. Bruseo confirmed that this year the Town will not include the school dumpster in the garbage bid.

23. Community Committee Report

Katie Bartnick, Karen Bruseo, Diane Morris

N/A

24. Old Business

N/A

25. New Business

Mrs. Bartnick stated that the NJ School Board login was not working and could not log in.

26. Public Discussion

N/A

27. Executive Session

28. Return to Public Session - 10:00 p.m.

29. Adjournment

On the motion of Karen Bruseo seconded by Katie Bartnick, the board adjourns the meeting at 10:00 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez

Board Secretary/Business Administrator