

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
September 28, 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, 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	Arrived at 6:42	Srinivasa Rajagopal	Absent
Peter Bruseo	Arrived at 6:42	Jennifer Waters	Yes
Brian Homeyer	Yes		

4. Executive Session

On the motion of Diane Morris seconded by Brian Homeyer 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 – 6:59 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 **August 31, 2020**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **August 31, 2020**.

Motion of: Brian Homeyer

Motion of: Jennifer Waters

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

9. Correspondence – N/A

10. Superintendent's Report

- Mine Hill Newsletter sent out welcoming everyone back.
- Custodians continue their cleaning protocol throughout the school.
- Large number of students are virtual, so the school district has been able to accommodate 5 days a week in some grades.
- May be able to expand grades 2 and 3 to five days a week. Purchasing protective barriers for the classrooms.
- Currently no health events at the school.
- Surveys will be sent out to Teachers and Parents.
- Board retreat scheduled for October 5, 2020.
- School Safety Team had a meeting September 23, 2020. Meeting is mandatory in order to discuss HIB self-assessment.
- Trunk a Treat cancelled.

11. Presentations / Report

12. Business Administrator's Report

- Playground mulch removal, installation and edging scheduled to be installed the week of October 5th.
- School district received September 2020 Tax Payment. We are scheduled to receive October payment on November 7, 2020. Town has been great sending us notifications ahead of time of when we will be getting our payments.
- Mine Hill qualified for our FY 19-20 Safety Incentive Program Award. We will receive a credit of \$2,500 towards our FY 20-21 assessment and we get our annual acknowledgment plaque.

13. Public Discussion

- Cindy Pyrzynski thanked the Board for the staff breakfast.

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 **August 2020 payroll** in the amount of \$98,794.58 (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 \$410,667.65.

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)	\$257.82
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of July and August**, 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 July and August** 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 **Dover Board of Education tuition charges for the 2020-2021 school year Mine Hill Enrollment**:

REGULAR EDUCATION	STUDENT COUNT	PRELIMINARY TUITION RATE	TOTAL TUITION PER GRADE/PROGRAM
Dover Middle School – Grade 7	24	\$10,790.00	\$258,960.00
Dover Middle School – Grade 8	27	\$10,790.00	\$291,330.00
Total MS	51		\$550,290.00
Dover High School – Grade 9	12	\$11,637.00	\$139,644.00
Dover High School – Grade 10	15	\$11,637.00	\$174,555.00
Dover High School – Grade 11	27	\$11,637.00	\$314,199.00
Dover High School – Grade 12	35	\$11,637.00	\$407,295.00
Total HS	89		\$1,035,693.00

SPECIAL EDUCATION			
Dover Middle School			
LLD	4	\$26,344.00	
BD	N/A		-0-
RC	N/A		-0-
Dover High School			
LLD		\$26,344.00	
BD (No in District Program)	N/A		--
RC	-----		
Resource Room (\$5,668 annual tuition/ student @ 4 estimated students)			--
Total 2020/2021 Tuition (subject to Tuition Adjustment in 21-22)			\$1,691,359.00
Tuition Adjustment 2018-2019			\$ (199,199.00)
GRAND TOTAL 2020-2021			\$1,492,160.00

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the agreement for **Horizon Healthcare Staffing** (aka Home Care Therapies, LLC) for substitute Paraprofessionals and non-medical personnel for the 2020-2021 school year on an as-needed and as-requested basis at the hourly rate of \$26/hour as per the contract which shall remain on file in the business office.

- f. WHEREAS, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the Mine Hill Board of Education hereafter referred to as "Educational Facility" has determined that membership in the **School Alliance Insurance Fund**, hereinafter referred to as "Fund" is in the best interest of the Educational Facility; and

WHEREAS, the Educational Facility agrees to be a member of the Fund for a period of three (3) years, effective July 1, 2020, said membership to terminate on July 1, 2023 at 12:01 a.m. standard time; and

WHEREAS, the Educational Facility has never defaulted on claims if self-insured and has never been canceled for non-payment of insurance premiums for two (2) years prior to execution of this Resolution; NOW THEREFORE, BE IT RESOLVED that the Educational Facility does hereby agree to join the Fund and is/are afforded the following coverages:

- ☐ Workers' Compensation
- ☐ Supplemental Indemnity - Workers' Compensation
- ☒ Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability

- ☒ Excess Liability (AL/GL)
- ☒ School Leaders Professional Liability
- ☒ Excess Liability (SLPL)
- ☐ Student Accident
- ☐ Foreign Travel Liability

BE IT RESOLVED, that the Educational Facility's Business Official, Carolina Rodriguez, is hereby appointed as the Educational Facility's Fund Commissioner; and

BE IT FURTHER RESOLVED that the Educational Facility's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership of the Fund as are required by the Fund's bylaws and to deliver same to Administrator of the Fund with the express reservation that said documents shall become effective only upon the Educational Facility's admission to the Fund.

- g. WHEREAS, the Arthur J. Gallagher Risk Management Services, Inc./George Morville (Educational Facility") has resolved to join the **School Alliance Insurance Fund ("SAIF")** following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED, that the Mine Hill Board of Education, does hereby appoint Arthur J. Gallagher Risk Management Services, Inc./George Morville as its Risk Management Consultant in accordance with the Fund's Bylaws.

- h. WHEREAS, as a result of the COVID-19 virus the district submitted an application to offer a **Seamless Summer Option (SSO)** with the NJ Department of Agriculture on March 17, 2020. 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.

WHEREAS, on September 11, 2020 the district was approved for a waiver to continue the Seamless Summer Option (SSO) through December 31, 2020.

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) beginning September 14, 2020.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **purchase of the following** as previously approved in the Tech Plan:

- a. Purchase through Dell EMC of NJ for 5 spare laptops for substitutes due to COVID-19 in the amount of \$5,425.80 through State contract INJCP M0483/19TELE00656. Account #: 11.190.100.610.50.518
- b. Purchase through CDW-G for 85 touchscreen Chromebooks for Kinder-1st grade in the amount of \$35,728.90 through the Educational Services Commission of NJ 65MCESCCPS #ESCNJ18/19-03. Account #: 11.190.100.610.50.518
- c. Purchase through CDW-G for 120 Chromebooks for 3rd & 4th grade in the amount of \$39,285.60 through the Educational Services Commission of NJ 65MCESCCPS #ESCNJ18/19-03. Account #: 11.190.100.610.50.518
- d. Purchase through Apple for 1 Principal Computer in the amount of \$2,327.99 through the Educational Services Commission of NJ 65MCESCCPS #ESCNJ18/19-67. Account #: 12.000.240.730.00.000
- e. Purchase through Apple for 1 Superintendent Computer in the amount of \$2,963.00 through the Educational Services Commission of NJ 65MCESCCPS #ESCNJ18/19-67. Account #: 12.000.230.730.00.000
- j. WHEREAS, the Mine Hill Board of Education will be providing Dover Board of Education with two instructional classrooms (127 & 129) for their Preschool Educational program beginning in the 2020-21 school year;

WHEREAS, due to COVID-19 Dover Board of Education has opted for virtual instruction therefore they have not occupied the instructional space offered to them at this point in time. Both administrative teams have mutually agreed that while virtual learning is in session at Dover Board of Education the monthly fee for classrooms 127 & 129 will be a fee of \$1500/month until they resume in person learning.

RESOLVED, that the Mine Hill Township Board of Education accepts the recommendation of the Business Administrator and approves the **2020-2021 school year contract with the Dover Board of Education** at a monthly payment of \$1500 per classroom plus an additional \$5,000 administrative fee for a total yearly cost not to exceed \$35,000.

Motion of: Karen Bruseo

Motion of: Brian Homeyer

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

15. INSTRUCTION & CURRICULUM

Committee of a whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract for **Behaviorist Services** at a BCABA level with **121 Learning Works** at a rate of \$125.00 per hour for the 2020-2021 school year. Services will be provided for 32 hours not to exceed \$4,000.00. Comparable Process Procurements Method. To be paid out of account 11.000.216.320.00.109. (At this time employment and payment are contingent upon the status of school closures, enrollment numbers and state funding).

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2020-2021 school year**, as per Dover's CST.

Student	School District	School Year Tuition	Dates	Aides or Services	Contract to BOE
7260678112	Bonnie Brae	\$10,080.00	7/1/20 – 8/30/20	N/A	X
7260678112	Bonnie Brae	\$1,680.00	9/1/20 – 9/4/20	N/A	X
6647263691	Essex Valley School	\$74,730.60	9/1/20 - 6/30/21	N/A	X
5802441844	Essex Valley School*	\$74,730.60	9/1/20 - 6/30/21	N/A	X

*Approved on 7/27/20 at a high tuition rate

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2020-2021 school year** as follows:

Student	School District	School Year Tuition	Dates	Aides or Services	Contract to BOE
3449821640	Mount Carmel Guild Academy	\$54,900.00	9/1/20 - 6/30/21	\$22,140.00	X

Motion of: Karen Bruseo

Motion of: Brian Homeyer

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	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 **Amanda Mrasz as the 6th grade advisor** at the stipend amount of \$1,112.27 for the 2020-21 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Mary Ellen Hackett as a substitute certified teacher for the 2020-2021 school year**.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2020-2021 Merit Goals for Carolina Rodriguez**, as per her contract. (Available for review in the Business Office)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **staff members as STEP Mentors** for up to 1 hour/week not to exceed 30 weeks at a rate of \$37.00/hour for the 2020-21 school. To be paid out of Account #: 20-231-100-101-50-100 (Title I).

Mrs. Bochicchio, Mrs. Day, Mr. Holman, Mrs. Kenny, Miss Ludwig,
Mrs. Pyrzynski, Mr. Richardson & Mrs. Snarski

Motion of: Jennifer Waters

Motion of: Karen Bruseo

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

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole

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

<u>Policy #</u>	<u>Policy Title</u>
2464	Gifted and Talented Students

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

<u>Policy #</u>	<u>Policy Title</u>
0155.1	Board Member Participation at Board Meetings Using Electronic Device

- c. To approve the submission of the **2019-20 Harassment, Intimidation and Bullying (HIB) School Self-Assessment for Determining Grades and a Statement of Assurances**.
WHEREAS, the Mine Hill Board of Education is required to submit an HIB Self-Assessment and a Statement of Assurances to the NJ Department of Education as required under the Anti-Bullying Bill of Rights Act (P.L. 2010, c. 122); and,

WHEREAS, copies of said Self-Assessment and Statement of Assurances are available for review upon request in the business office.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education herewith approves submission of the HIB Self-Assessment for Determining Grades, and Statement of Assurances, to the NJ Department of Education for the 2019-2020 school year.

Motion of: Katie Bartnick

Motion of: Brian Homeyer

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

18. BUILDING & GROUNDS

Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo

N/A

19. Presidents Report

- Dover continued the SRO officer discussion.
- Letter sent from the Mine Hill Board of Education addressing the Dover SROs was read through public comments. Unfortunately, letter was not read fully due to the fact that it was cut off at the three-minute mark. Mine Hill Board President will follow up with Dover Board President to make sure that the letter is read completely at the next Dover Board meeting.

20. Dover Report

Katie Bartnick, Diane Morris, Karen Bruseo

- Discussed letters sent by parents addressing SRO officers and the continuation of sports during COVID-19.
- Dover receiving Digital Divide Grant Funds. With these funds Dover will be providing hot spots to students on a need basis for 12 months.

- Programs like the Tiger Rap were eliminated but may be reinstated by the end of October.
- Dover Superintendent Merit Pay discussion.
- Making another decision on the SRO and talking about a possible class three retiree.
- Dover is wanting to set up a meeting in October with the Community Committee with Dover and Mine Hill to build a relation with the Mine Hill School District.

21. MHEF Report

Katie Bartnick, Jennifer Waters

N/A

22. Liaison to the Mine Hill Township Report

Karen Bruseo, Jennifer Waters

- Town clerk, Amanda Macchia has left, and Marcia Istvan is the new town clerk.
- No soup sampler
- The town will possibly hold a tree lightning, Halloween parade and trick or treating.

23. Community Committee Report

Katie Bartnick, Karen Bruseo, Diane Morris

24. Old Business

- Canfield Kids before and after school programs are closed for the time being.

25. New Business

26. Public Discussion – N/A

27. Executive Session – N/A

28. Return to Public Session – N/A

29. Adjournment

On the motion of Karen Bruseo seconded by Brian Homeyer, the board adjourns the meeting at 7:56 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez

Business Administrator/Board Secretary