

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
November 30, 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	Absent	Srinivasa Rajagopal	Yes
Peter Bruseo	Absent	Jennifer Waters	Yes
Brian Homeyer	Yes		

4. Executive Session

On the motion of Srinivasa Rajagopal seconded by Jennifer Waters at 6:35 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.

Motion of: Brian Homeyer

Motion of: Katie Bartnick

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

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 **October 26, 2020**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **October 26, 2020**.

Motion of: Jennifer Waters

Motion of: Brian Homeyer

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

9. **Correspondence**

10. **Superintendent’s Report**

11. **Presentations / Report**

- Preliminary Election Results
 Brian Homeyer: 1,304 votes
 Peter Bruseo: 1,318 votes
 Total Write Ins: 54 votes

Statement of Declaration

A STATEMENT of Determination of the **BOARD OF CANVASSERS**, relative to a School Board Election held in the County of Morris, State of New Jersey, for the election of School Board Members for the Municipality of **MINE HILL TOWNSHIP** on the **3rd day of November, 2020**.

The Board does determine that at the said election:

Brian Homeyer	Member of the Board of Education	3 Year Term
Peter Bruseo	Member of the Board of Education	3 Year Term
Jennifer Antoncich	Member of the Board of Education	2 Year Term

- Assessment Presentation – Mr. Zygmunt

12. Business Administrator’s Report

- Facility Assessment List provided to the Buildings and Grounds Committee for review. Business Administrator will provide the list to the Whole Board.
- October Tax Levy Payment received on November 7, 2020.
- Tentative Budget Calendar will be presented at the December Board Meeting.
- Discussion of the Final Election Results.
- Security Vestibule status update.

13. Public Discussion

- Michelle Eastman- Commented regarding the email that was sent out by Administration in regard to outbreak throughout the school and reasoning behind the Administration request to require Teachers to still be in the building.
- Cindy Pyrzynski- Commented regarding the email and the wording used in the email that was sent out by Administration stating outbreak. Statement made in regard to payroll being delayed.

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 **October 2020 payroll** in the amount of \$328,630.41 (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 \$675,173.19.

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)	\$0.00

- b. RESOLVED, that on November 18, 2020 the Business Administrator/Purchasing Agent declared an **Emergency Contract** situation due to no heat in the Orange Hallway (Rooms 126, 129, 128 & 131) and having to replace two (2) circulator pumps (Pump 1 & Pump 2) at an estimated cost of \$20,535.90

As per 18A:18A-7 and in accordance with N.J.A.C 5:34-6.1 the Board of Education at its next regular Board of Education Public Meeting, shall review and acknowledge the emergency purchases. A copy of the contract/agreements and requisition will be filed with the State and County by the Board Secretary/School Business Administrator.

- c. WHEREAS, as per section 6A:23A-14.2d the Board of Education may withdraw by resolution funds from the **Maintenance Reserve** account and appropriate the funds into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility,

WHEREAS, on November 18, 2020 the Business Administrator/ Purchasing Agent declared an emergency due to the need of the replacement of two (2) circulator pumps (Pump 1 & Pump 2) in order to bring in heat to classrooms 126, 129, 128 & 131,

RESOLVED, that the Board of Education approve the transfer from the Maintenance Reserve into the required maintenance Account the amount of \$20,535.90.

- d. RESOLVED, that the Mine Hill Board of Education approves the submittal of the grant application for the **School Security Grant** in the amount of \$20,000; project proposal submitted and completed by Hunter Technologies budgeted at \$33,758.96 and paid out of local funds during the 2018-19 school year.

Motion of: Srinivasa Rajagopal

Motion of: Brian Homeyer

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

15. INSTRUCTION & CURRICULUM

Committee of a whole

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 approves the recommendation of the Superintendent and accepts the **resignation** of employee #4392, Instructional Aide, effective November 20, 2020.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Tara Dyson, as an Instructional Aide**, effective November 20, 2020, 5.8 hours per day at an annual pro-rated salary of \$14,375.00, no benefits for the 2020-21 school year. Account #: 11.213.100.106.00.100.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Marisa Conroy, as an Instructional Aide**, effective December 14, 2020, 5.8 hours per day at an annual pro-rated salary of \$12,737.00, no benefits for the 2020-21 school year. Account #: 11.213.100.106.00.100.
- d. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Yana Faynshteyn, Special Education Teacher, as a leave replacement teacher** for employee #4205, effective December 1, 2020, MA Step 1 \$59,653.00, pro-rated, being offered single benefits. Account #: 11.212.100.101.00.101.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave for employee #4390** to commence on May 17, 2021 through October 4, 2021 using 50 accumulated days. Pursuant to the Federal Family Leave Act and the NJ Family Leave Act an unpaid leave to commence on October 5, 2021 through June 30, 2022. (Benefits to be paid by the employee).
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statute and code for

Waiver of Coverage for all health benefits during the 2020-2021 school year to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be paid December 2020	Amount to be paid June 2021	Total Amount to be paid
Carroll, Diana	\$2,000.00	\$2,000.00	\$4,000.00
Eastman, Michelle	\$2,000.00	\$2,000.00	\$4,000.00
Mrasz, Amanda	\$1,250.00	\$1,250.00	\$2,500.00
Munson, Zorina	\$2,000.00	\$2,000.00	\$4,000.00
Ondish, Beth	\$2,000.00	\$2,000.00	\$4,000.00
Snarski, Lauren	\$2,000.00	\$2,000.00	\$4,000.00

- g. RESOLVED, that the Board of Education approves the recommendation of the Superintendent and approves the appointment of Christina Romagnoli, **NJ Substitute Certified Teacher** at a rate of \$95/day, for the 2020-21 school year.

Motion of: Jennifer Waters Motion of: Katie Bartnick

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

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole

- a. 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 October 30, 2020 the district was approved for a waiver to continue the Seamless Summer Option (SSO) through June 30, 2021.

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.

- b. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following items go to **bid with Gov Deals** and if not sold to be donated and/or disposed of:

<u>Item</u>	<u>Quantity</u>
Cannon Fax Machine	1
Fax Cartridge	3

- 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	Mileage	Estimate Total Expense
11/9/20 – 4/26/21	Lee Nittel	The Power of Legal Information - Practical Issues to keep School Administrators, Virtual & Trenton, NJ	\$400.00	\$84.00	\$484.00

Motion of: Brian Homeyer

Motion of: Katie Bartnick

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

18. BUILDING & GROUNDS

Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo

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

<u>Policy #</u>	<u>Policy Title</u>
P1620	Administrative Employment Contracts (M) (Revised)
P1648	Restart and Recovery Plan (M) (Revised)
P1648.02	Remote Learning Options for Families (M) (New)
P1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)
P2431	Athletic Competition (M) (Revised)
P2464	Gifted and Talented Students (M) (Revised)
P5330.05	Seizure Action Plan (M) (New)
P6440	Cooperative Purchasing (M) (Revised)
P6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
P7440	School District Security (M) (Revised)
P7450	Property Inventory (M) (Revised)
P7510	Use of School Facilities (M) (Revised)
P8420	Emergency and Crisis Situations (M) (Revised)
P8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

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

<u>Regulation #</u>	<u>Regulation Title</u>
R2431.1	Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
R5330.05	Seizure Action Plan (M) (New)
R6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
R7440	School District Security (M) (Revised)
R7510	Use of School Facilities (M) (Revised)

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
5-0	Yes	Absent	Absent	Yes	Yes	Yes	Yes

19. Presidents Report

- Charlene Peterson will be attending the December 21, 2020 Board Meeting to present the results of the Board self-evaluations.
- Would like to thank the Mayor Mr. Morris for including the Canfield Avenue in the Town’s newsletter.
- Status on Board Member training.

20. Dover Report

Katie Bartnick, Diane Morris, Brian Homeyer

- Dover Board of Education conducted two Board Meeting for a presentation on anti-racism and discuss HIB, COVID, new phone system, new CTE program, distribution of new iPads and hotspots for students and the meeting held with representatives from the Mine Hill Board of Education.

- 21. **MHEF Report** *Katie Bartnick, Jennifer Waters*
N/A
- 22. **Liaison to the Mine Hill Township Report** *Karen Bruseo, Jennifer Waters*
N/A
- 23. **Community Committee Report** *Katie Bartnick, Karen Bruseo, Diane Morris*
N/A
- 24. **Old Business** - N/A
- 25. **New Business** – N/A
- 26. **Public Discussion**
 - Brett Coronado – November 2020 Tax Levy Payment will go out this week.
- 27. **Executive Session** – N/A
- 28. **Return to Public Session** – N/A
- 29. **Adjournment**

On the motion of Jennifer Waters seconded by Srinivasa Rajagopal, the board adjourns the meeting at 8:47 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez
Business Administrator/Board Secretary