

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
December 21, 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 7:10 p.m.	Srinivasa Rajagopal	Yes
Peter Bruseo	Arrived 7:10 p.m.	Jennifer Waters	Absent
Brian Homeyer	Yes		

**4. Executive Session – N/A**

**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 on **November 30, 2020**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **November 30, 2020**.

Motion of: Diane Morris

Motion of: Katie Bartnick

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

9. **Correspondence**

10. **Superintendent's Report**

- Superintendent presented video created by Dover Middle School Principal to showcase Middle School.

11. **Presentations / Report**

- The Mine Hill Township Board of Education Recognized Mrs. Karen Bruseo for her dedication and devotion to the children of Mine Hill. The entire community is thankful for her endless time, significant contributions, and love of children. Her efforts have made Mine Hill a better place to live and learn.
- Board Self Evaluation presented by Charlene Peterson

12. **Business Administrator's Report**

- Tentative BOE meeting schedule for 2021

13. **Public Discussion**

- Cindy Pyrzynski – Thankful for Administration taking into consideration the staff and sending out a survey for the Snow Day. Holiday Trivia had 90 people in attendance.
- Michelle Eastman – Snow Day student report.
- Brett Coronado – Tax payment status.

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 **November 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 \$761,330.66.

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 the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of October and November 2020**, 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 October and November 2020** 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 Superintendent and Business Administrator to approve Mine Hill Township Board of Education to participate in a demographic study with the Dover Board of Education at a cost of \$580.00, being conducted by **Statistical Forecasting, LLC**.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **tentative Budget calendar for the 2021-2022** budget.

Motion of: Karen Bruseo

Motion of: Srinivasa Rajagopal

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

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **proposal for referendum services** for Mine Hill Board of Education from Di Cara Rubino Architects in the amount not to exceed \$21,250 for Pre-Referendum services and reimbursable costs not to exceed \$6,000.

Motion of: Katie Bartnick

Motion of: Srinivasa Rajagopal

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

## 15. INSTRUCTION & CURRICULUM

*Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves pursuant to the Mine Hill Township Board of Education Policy 5119, the following student(s) to **attend Roxbury High School as a Mine Hill Township Board of Education paid tuition student**, September 2021 through June 2025.

SID Number	Roxbury Seat	Results
7561895747	First	Attending
1277325814	Second	Waitlist
4072573228	Third	Waitlist
2377990581	Fourth	Waitlist
9621438458	Fifth	Waitlist
8134363883	Sixth	Waitlist
7977977580	Seventh	Waitlist

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **donation of two (2) tablets from MobyMax** to be utilized in the Resource 1-3 room and the Reading program.

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	Yes	Absent

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 a **Family Leave for employee #4404** to commence on or before April 11, 2021 through June 30, 2021. Pursuant to the Federal Family Leave Act and the NJ Family Leave Act leave the leave will continue and commence on September 7, 2021 through November 2, 2021 using 40 accumulated personal days.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Michelle Eastman as the Accelerated Reader Coordinator** for grades 1-6 replacing Margaret Nunnermacker, at the contractual rate of \$717.33 for the 2020-2021 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Mark Richardson as the Musical Director of Play** at the contractual rate of \$1,279.69 and **Robby Suarez as the Assistant Director of Play** at the contractual rate of \$639.85 for the 2020-2021 school year.

Motion of: Srinivasa Rajagopal

Motion of: Katie Bartnick

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

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole

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

<u>Policy #</u>	<u>Policy Title</u>
2624	Grading System

- b. RESOLVED, that the Board of Education approves the following **Policies for Second 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)

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

<u>Reg #</u>	<u>Regulation Title</u>
2624	Grading System

d. 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:

- Item**
- Heat pump #1 – 2020183028
  - Heat pump #2 – 638336
  - Smart Boards – 10
  - Dell Computers – 15
  - Dell/HP Monitors – 16
  - Dell Keyboards - 20

e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **NJSAC District Performance Review** for 2020-2021 school year. (Available for review in the business office)

Motion of: Srinivasa Rajagopal

Motion of: Katie Bartnick

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

**18. BUILDING & GROUNDS**  
Facilities Assessment Report

*Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo*

**19. Presidents Report**

Mine Hill Board President spoke to the Dover Board President regarding the revised shared services agreement. Agreement will be provided to Dover’s attorney for review and will be discussed after the Holidays.

**20. Dover Report**

*Katie Bartnick, Brian Homeyer, Diane Morris*

Dover Board of Education acknowledge receipt of the revised shared service agreement provided by Mine Hill Board President. Dover Board of Education will be starting a Career Technical Program for 10<sup>th</sup> and 11<sup>th</sup> graders.

**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** – N/A
- 27. **Executive Session** – N/A
- 28. **Return to Public Session** – N/A
- 29. **Adjournment**

On the motion of Diane Morris seconded by Katie Bartnick, the board adjourns the meeting at 8:44 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	Yes	Absent

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez

Business Administrator/Board Secretary