

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 10, 2021**

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 15, 2021 and the Randolph Reporter on January 21, 2021 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

Jennifer Antoncich	Yes	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Arrived at 8:12 p.m.
Peter Bruseo	Absent	Jennifer Waters	Yes
Brian Homeyer	Arrived at 8:12 p.m.		

4. Executive Session

On the motion of Jennifer Antoncich seconded by Katie Bartnick at 6:36 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: Jennifer Waters

Motion of: Katie Bartnick

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

5. Regular Session – 7:07 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 **regular session minutes** of the meeting held on **April 26, 2021**.

Motion of: Jennifer Waters

Motion of: Katie Bartnick

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

9. **Correspondence**

10. **Superintendent's Report**

11. **Presentations / Report**

- Student Data presentation - Mr. Zygmunt
- Presented Cali Report
- Plan for outdoor graduation on June 15th with a rain date of June 16th
- Annual Kickball game

12. **Business Administrator's Report**

13. **Public Discussion**

14. **FINANCE**

Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement with Sussex County Regional Cooperative** for Transportation Services for Special Education, Public/Private School, and Field trips, as needed for the 2021-2022 school year.
- b. RESOLVED, that the Board of Education authorize the Business Administrator to solicit Request for **Proposals for Professional Development services for Readers Writers Workshop** for the 2021-2022 school year.
- c. **RESOLVED**, pursuant to N.J.A.C. 6A:23A-14.1(h). the Board of Education approves the withdrawal of funds in the amount of not to exceed \$27,250 from the **Capital Reserve Account** to be transferred to the capital outlay account to fund predevelopment and other costs associated with architects, lawyers, and construction managers for school facilities projects included in the long-range facilities plan. Such transferred funds may be reimbursed to the general fund if the Board issues tax-exempt school bonds or notes (the "Obligations") that will be used to permanently finance the various school projects (the "Projects") set forth in any proposal submitted to and approved by the voters at any election.

- d. RESOLVED, that the Board of Education renews **Canfield Kids** as the **provider of the Before and After Care Services only for the 2021-2022 school year** per the terms of its proposal and subject to a contractual agreement.
- e. WHEREAS, the Mine Hill Board of Education provided Dover Board of Education with two instructional classrooms (126 & 129) for their Preschool Educational program beginning in the 2020-21 school year;

RESOLVED, that the Mine Hill Township Board of Education accepts the recommendation of the Business Administrator and approves the renewal of the **2021-2022 school year contract with the Dover Board of Education** at a monthly payment of \$1,500 per classroom plus an additional \$5,000 administrative fee for a total yearly cost not to exceed \$35,000.

- f. WHEREAS, that at the request of the Administration the Mine Hill Township Board of Education has recommended a renewal with **ESMER PS for payroll services for the 2021-2022 school year** at a monthly rate of \$2,000.00;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education contract for the Payroll Services with **ESMER PS** in the total contract lump sum of \$24,000.00. Funds available in account #11.000.251.500.00.490.

- g. RESOLVED, that the Board of Education approves the renewal of the Food Services Management Company contract with **Maschio's Food Services, Inc, the district's Food Service Management Company for the 2021-2022 school year** as follows:

Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$8,080.00. The Management fee shall be payable in monthly installments of \$808.00 per month commencing on September 1, 2021 and ending on June 30, 2022.

Guarantee No/Cost/Breakeven: Maschio's guarantees a return profit of \$1,000.00. Maschio's will subsidize for any amount less than the guarantee.

- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2021-2022 Shared Services Agreement between Roxbury Township Public Schools and the Mine Hill Board of Education for Custodial Services** in the amount of \$243,926.74.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract with **Systems 3000, the district Payroll, Fund Accounting and Personnel Information System, for the 2021-2022 school year** in the amount of \$21,636.00. The district used the Comparable Process to ensure the district received a fair and competitive price.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **appointment of Dr. Brent Forward, MD School Physician**, at a rate of \$3,500.00 annually for the **2021-2022 school year**. To be paid out of account **11.000.213.300.00.000**.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Machado Law Group for Legal Services for the 2021-2022 school year** at an hour rate of \$180.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.331.00.400**.

- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Schenck, Price, Smith & King for Legal Services for the 2021-2022 school year** at an hourly rate of \$180.00 for Partners and Counsel, \$175.00 Associates. Work done by paralegals and law clerks shall be billed at the hourly rate of \$125.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.331.00.400**.
- m. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Di Cara Rubino Architects as Architect of Record for the 2021-2022 school year**. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.334.00.400**.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Lerch, Vinci & Higgins, LLP as Auditor for the 2021-2022 school year** at a rate of \$24,000.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.332.00.450**.
- o. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Strauss-Esmay Associates Policy Consultant Services for the 2021-2022 school year** at a rate of \$4,635.00. To be paid out of account **11.000.230.339.00.450**.
- p. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Physical Therapy Services with Elissa Rael** at the rate of \$75.00 per hour **for the 2021-2022 school year**. Services will be provided for 4.5 hours/week for 36 weeks not to exceed \$12,150.00. Services for ESY will be provided for 2 hours/week not to exceed \$600.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.000.216.320.00.109**.
- q. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Occupational Therapy Services with PG Chambers** at a rate of **\$94.00 per hour for the 2021-2022 school year**. Services will be provided for 11 hours/week for 36 weeks not to exceed \$37,224.00. Services for ESY will be provided for 3 hours/week for 4 weeks not to exceed \$1,128.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of **account 11.000.216.320.00.109**.
- r. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Behaviorist Services** at a BCBA level with **Michelle Lawton** at a rate of **\$125.00 per hour for the 2021-2022 school year including ESY**. Services will be provided for 240 hours not to exceed \$30,000.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). . To be paid out of account **11.00.216.320.00.109**.
- s. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Behaviorist Services** at a BCABA level with **Colleen Lonergan** at a rate of **\$65.00 per hour for the 2021-2022 school year including ESY**. Services will be provided for 144 hours not to exceed \$9,360.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.00.216.320.00.109**.

- t. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Speech Services with Jump Ahead Pediatrics, LLC at a rate of \$72.00 per hour for the 2021-2022 school year.** Services will be provided for 23 hours/week for 36 weeks not to exceed \$59,616.00. Services for ESY will be provided for 5.5 hours/week for 4 weeks not to exceed \$1,584.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11).

- u. WHEREAS, the Board of Education previously approved at the April 26, 2021 board meeting the purchase of **Technology for staff upgrades** (Desktops, Monitors, Chromebooks, Chromebook Cases, Laptops, Warranty and Licenses) as previously approved in the technology Plan,

WHEREAS, Purchase will include 38 Lenovo Systems, 38 Monitors, 38 Chromebooks, Licenses, Warranty, 38 Adapters, 38 Google Chrome Education Upgrade, 38 Webcams, 5 Thinkbooks, Warranty and 5 8 GB Modules,

RESOLVED, that the Board of Education previously approved the purchase through CDW-G in the amount of \$59,164.18, since receiving the original quote the price has increased to \$62,215.05 through State NJ State Approved Co-op #- 65MCESCCPS Contract for Technology Supplies and Services #ESCNJ18/19-03(18/19-03). Account # 11.190.100.610.50.518.

- v. WHEREAS, on June 3, 2019 the Mine Hill Township Board of Education approved the contract with **Jersey State Controls for Direct Digital Controls and/or HVAC Service Work** for the 2019-2020 and 2020-2021 school years,

WHEREAS, as per the contract the Mine Hill Township may renew at the Boards discretion for two (2) additional one (1) year terms, subject to the provisions of N.J.S.A 18A:18A-42(o),

WHEREAS, at the request of the Administration the Mine Hill Township Board of Education has expressed interest in the renewal of the **Jersey State Controls contract for the 2021-2022 school year** at the contract price increase no greater than 1% based on the Current Index Rate

RESOLVED, that the Mine Hill Township Board of Education approve Jersey State Controls contract for Direct Digital Controls and/or HVAC Service Work for the 2021-2022 school year at the current rates:

School Year	Labor Rate Per Hour M-F 7:00 am-4:30pm	Labor Rate Per Hour Saturday	Labor Rate Per Hour Sunday or Holidays	*Discount (-) from List Price on Parts %*
2021-2022	\$141.00	\$212.00	\$280.00	45%

Motion of: Jennifer Waters

Motion of: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
4-0	Yes	Yes	Absent	Absent	Yes	Absent	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 accepts the recommendation of the Superintendent and approves the **resignation of Marissa Conroy, Paraprofessional** effective May 14, 2021.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the creation of **one new FTE position for a Technology Coordinator/Supervisor.**
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the creation of **one position for a Technology Support Specialist summer assistant.**
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the creation of **one position for a summer clerical assistant.**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Danielle Jackson, as a 1:1 Instructional Aide**, effective May 17, 2021, 5.8 hours per day at an annual pro-rated salary of \$12,737.00, no benefits for the 2020-21 school year.
- f. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of tenured certificated staff for the 2021-2022 school year** as follows:

Tenured Staff	Certification
Janice Bochicchio	Elementary School Teacher
Diana Carroll	Teacher of Preschool Through Grade 3
Susan Charlton	School Librarian, Educational Media Specialist/Gifted & Talented
Jessica Cicchino	Elementary School Teacher in Grades K-6
Susan Day	Elementary School Teacher
Michelle Eastman	Elementary School Teacher in Grades K-6, Teacher of the Handicapped
Marisa Graney	Elementary School Teacher, Teacher of Students w/Disabilities
Melissa Gusterovic	Elementary School Teacher in Grades K-6
Tabitha Hertz	Elementary School Teacher, Teacher of the Handicapped
Jessica Gutwein	Elementary School Teacher in Grades K-6
Lansing Holman	Teacher of the Handicapped
Melissa Kenny	Elementary School Teacher
Kay Kim	Elementary School Teacher
Jennifer Ludwig	Elementary School Teacher
Ivonne Martinez	Teacher of Spanish, Teacher of English as a Second Language
Matthew Martyniuk	Elementary School Teacher with Subject Matter Preparation: Science I
Karyl Meehan	Elementary School Teacher
Lyndsee Olivo	Elementary School Teacher
Beth Ondish	Elementary School Teacher, Teacher of the Handicapped
Cindy Pyrzynski	Teacher of Physical Education
Dorothy Quinn	Elementary School Teacher
Mark Richardson	Teacher of Music
Cortney Smith	Teacher of Art
Lauren Snarski	School Counselor
Theresa Steele	Elementary School Teacher with Subject Matter Preparation: Mathematics
Jeffrey Steidl	Teacher of Health and Physical Education
Robby Suarez	Elementary School Teacher in Grades K-6
Noreen Vetter	School Nurse
Danielle Wilson	Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of S.S.

- g. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of non-tenured certificated staff for the 2020-2021 school year** as follows:

Non-Tenured Staff	Tenured Date	Certification
Jessica Asaro	9-2-2024	Elementary School Teacher in Grades K-6
Claire Friedland	8-30-2022	Teacher of Preschool Through Grade 3
Amanda Mrasz	8-30-2022	Elementary School Teacher in Grades K-6, Teacher of Students w/Disabilities
Kellie Savona	9-2-2024	Elementary School Teacher in Grades K-6
Nicole Torrey	9-2-2024	Elementary School Teacher in Grades K-6

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Support Staff for the 2021-2022 school year** as follows:

Staff Member	Position
Kelsey Alpaugh	Paraprofessional Aide
Mike Cannon	Paraprofessional Aide
Jodianne Cullen	Paraprofessional Aide
Tara Downey	Paraprofessional Aide
Tara Dyson	Paraprofessional Aide
Danielle Jackson	Paraprofessional Aide
Lisa Lardieri	Paraprofessional Aide
Kathleen Mury	Paraprofessional Aide
Lisa Van Ness	Paraprofessional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Linda Slahor	Cafeteria Aide

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full-time Administrative Staff for the 2021-2022 school year** as follows:

Employee Name	Position
Lee Nittel	Superintendent
Carolina Rodriguez	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Lori Bullock	Administrative Assistant to the Principal
Lourdes Conroy	Main Office Secretary
Debra Hanley	Administrative Assistant to the Business Administrator
Zorina Munson	Secretary to the Child Study Team (F/T – 10 months)
Lisa Palmieri	School Treasurer
Angela Sabatino	Administrative Assistant to the Superintendent; Secretary to the Board Secretary

- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Mathew Bruhm as the **Technology Coordinator/Supervisor** effective July 1, 2021 through June 30, 2022 at the rate of \$58,500.00 plus benefits.

Motion of: Jennifer Antoncich

Motion of: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
4-0	Yes	Yes	Absent	Absent	Yes	Absent	All - Yes e. Abstained h. abstained from Danielle Jackson

17. POLICY, OPERATIONS & PUBLIC RELATIONS*Committee of a whole*

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

Item

49" Essential Commercial TV

Motion of: Katie Bartnick

Motion of: Jennifer Waters

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

18. BUILDING & GROUNDS*Pete Bruseo, Brian Homeyer, Jennifer Waters*

N/A

19. Presidents Report

N/A

20. Dover Report*Katie Bartnick, Brian Homeyer, Srinivasa Rajagopal*

Dover Board of Education discussed and presented their Budget for the 21-22 School Year. State Aid increase of 3% and a 2% Tax Levy increase.

21. MHEF Report*Jennifer Antoncich, Katie Bartnick*

Waiting for scholarship applications.

22. Liaison to the Mine Hill Township Report*Jennifer Antoncich, Jennifer Waters*

The discussion of possibility of installing a soccer field that will be funded by the Mine Hill Township.

23. Community Committee Report*Katie Bartnick, Brian Homeyer, Diane Morris*

N/A

24. Old Business – N/A**25. New Business**

Senior awards ceremony June 10th. Reported the Dover Covid cases since April 12, 2021.

26. Public Discussion – N/A**27. Executive Session – Superintendent evaluation**

On the motion of Diane Morris seconded by Jennifer Waters at 8:11 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)

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- 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

Page 8 of 9

MINUTES: Regular Meeting – May 10, 2021

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- 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.

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Motion of: Jennifer Waters

Motion of: Katie Bartnick

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

28. Return to Public Session – 9:07 p.m.

29. Adjournment

On the motion of Katie Bartnick seconded by Jennifer Antoncich, the board adjourns the meeting at 9:08 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez, RSBA
Board Secretary