

**MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
December 20, 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, the Randolph Reporter on January 21, 2021. 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 | Yes |
| Peter Bruseo | 6:42 p.m. | Jennifer Waters | Yes |
| Brian Homeyer | Absent | | |

4. Executive Session

On the motion of Katie Bartnick seconded by Srinivasa Rajagopal 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: Katie Bartnick

Seconded by: Pete Bruseo

| Roll Call Vote | Jennifer Antoncich | Katie Bartnick | Peter Bruseo | Brian Homeyer | Diane Morris | Srinivasa Rajagopal | Jennifer Waters |
|----------------|--------------------|----------------|--------------|---------------|--------------|---------------------|-----------------|
| 6-0 | Yes | Yes | Yes | Absent | 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 **November 29, 2021**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **November 29, 2021**.

Motion of: Katie Bartnick

Seconded by: Pete Bruseo

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

9. **Correspondence**

10. **Superintendent’s Report**

- Dover forum update
- Updated quarantine procedures
- HIB School Self-Assessment
- Interest survey will be sent to parents
- Covid status

11. **Presentations / Report**

- Audit Report – fiscal year ending June 30, 2021.

12. **Business Administrator’s Report**

- Revision of Canfield Kids Contract fee.
- LED sign status
- Bond Referendum status
- Architect fees for Bond Referendum Projects
- ARP IDEA information

13. **FINANCIAL Discussion** *Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **November 2021 payroll** in the amount of \$344,663.26, (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 \$363,641.29;

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) | \$680.00 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Proposal for Professional Services for Partial Window Replacement** and miscellaneous work associated with the project. At this time, we estimate the cost of construction to be approximately \$518,000. Architectural fee not to exceed \$59,000 to be paid out of Bond Referendum 2021, account #: 30.000.400.334.04.553.

FEE PROPOSAL:

The fee for professional services as outlined above will be a lump sum of \$54,000.00 with the following breakdown:

| | |
|----------------------------------|--------------|
| A. Design Development. | \$16,000.00 |
| B. Construction Documents. | \$22,000.00 |
| C. Bidding& Award | \$ 5,000.00 |
| D. Contract Administration | \$ 11,000.00 |

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Reimbursable Expenses \$ 5,000.00 (Budgeted)

- c. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Proposal for Professional Services for Partial Roof Replacement**. The scope of work will be to prepare construction documents and contract administration services for the partial re-roofing work consisting of approximately 21,515 SF of roof area. As indicated on the attached roof plan, the replacement will be a 3-ply built-up roofing system with a 25-year, no-dollar limit roof warranty. Di Cara | Rubino Architects understands that the work is scheduled for summer of 2022.

At this time, our opinion of probable construction cost is \$710,000.00. Architectural fee not to exceed \$80,000 to be paid out of Bond Referendum 2021, account #: 30.000.400.334.07.553.

FEE PROPOSAL:

The fee for professional services as outlined above will be a lump sum of \$75,000.00 with the following breakdown:

| | |
|----------------------------------|--------------|
| A. Design Development. | \$22,500.00 |
| B. Construction Documents. | \$33,500.00 |
| C. Bidding& Award | \$ 4,000.00 |
| D. Contract Administration | \$ 15,000.00 |

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Reimbursable Expenses \$ 5,000.00 (Budgeted)

- d. WHEREAS, the NJDOE announced an emergent and **Capital Maintenance** needs grant to provide funding for projects related to emergent and capital maintenance needs, especially for facilities costs to address COVID-19 concerns,

WHEREAS, the Mine Hill Board of Education is due to receive a total of \$7,494.00 for which funds can be used to offset appropriate project costs incurred this fiscal year,

WHEREAS, the Mine Hill Board of Education will utilize funds to address HVAC units that need replacement parts and or service,

RESOLVED, that the Board of Education approve the submission of the Certification stating that the funds provided will be used by the district to purchase replacement parts and or service for HVAC units.

- e. WHEREAS, the Board of Education renewed **Canfield Kids 2021-2022 contract** for the Before and After Care Services on May 10, 2021 with occupancy fee of \$10,000.00, which shall be paid in ten (10) \$1,000.00 installments on the 1st of each month,

WHEREAS, Canfield Kids has requested a modification to the agreement’s occupancy fee due to low enrollment,

RESOLVED, that the Board of Education approve the waiving of the occupancy fee until further notice. Occupancy fee will be re-evaluated in April 2022 to determine the program status for the subsequent school year.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to submit the application and accept the **ARP IDEA Fund** in the following amounts:

| ARP Basic | ARP Preschool |
|-----------|---------------|
| \$16,241 | \$1,382 |

Motion of: Srinivasa Rajagopal

Seconded by: Katie Bartnick

| Roll Call Vote | Jennifer Antoncich | Katie Bartnick | Peter Bruseo | Brian Homeyer | Diane Morris | Srinivasa Rajagopal | Jennifer Waters |
|----------------|--------------------|----------------|--------------|---------------|--------------|---------------------|-----------------|
| 6-0 | Yes | 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 **out of district placement for the 2021-2022 school year** as follows:

| Student | School District | School Year Tuition | Dates | Aides/Services |
|------------|---|---------------------|-----------------------|------------------|
| 9366256175 | Rockaway Borough PALS Program | \$29,909.60 | 12/1/2021 – 6/30/2022 | \$6,458.90 |
| 8350781751 | Hand Over Hand at Little Learner Academy | \$16,200.00 | 1/6/2022 – 6/30/2022 | 1:1 Nurse TBD |

Motion of: Pete Bruseo

Seconded by: Katie Bartnick

| Roll Call Vote | Jennifer Antoncich | Katie Bartnick | Peter Bruseo | Brian Homeyer | Diane Morris | Srinivasa Rajagopal | Jennifer Waters |
|----------------|--------------------|----------------|--------------|---------------|--------------|---------------------|-----------------|
| 6-0 | Yes | Yes | Yes | Absent | Yes | Yes | 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 accept the recommendation of the Superintendent and approves the **resignation of Michael Cannon, Instructional Aide**, effective January 3, 2022.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Ashley Chaladoff, Certified Teacher, BA Step 2**, for the 2021-22 school year effective January 3, 2022 (pending release by current district of employment) through June 30, 2022, at a salary of \$56,765.00 pro-rated, with benefits.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Jobetsie Hernandez, Instructional Aide**, for the 2021-22 school year effective January 3, 2022, at a salary of \$15,747.00 pro-rated, no benefits.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Vincent DeCicco, Cafeteria Aide**, 1.5 hours per day for the 2021-22 school year effective January 3, 2022, at a salary of \$4,073.00, pro-rated, no benefits.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Amirah Ibrahim, a student at Centenary University**, to conduct seven weeks of clinical experience and student teaching with Mr. Holman beginning January 3, 2022.

Motion of: Jennifer Antoncich

Seconded by: Katie Bartnick

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

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole

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

| <u>Policy #</u> | <u>Policy Title</u> |
|-----------------|--|
| 1648.14 | Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M) |

- b. To approve the submission of the **2020-21 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 2020-2021 school year.

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

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

18. BUILDING & GROUNDS

Pete Bruseo, Brian Homeyer, Jennifer Waters

- a. 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 | Travel | Estimate Total Expense |
|-------------------|-------------------|--|--------------|----------|------------------------|
| 12/14/21 – 5/5/22 | Matthew Martyniuk | PRISM Climate Control Summit, Bloomfield | \$50.00 | \$126.42 | \$176.42 |

Motion of: Pete Bruseo

Seconded by: Katie Bartnick

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

19. Presidents Report

- Bond documents executed
- Attended the Dover and Mine Hill parent forum
- Dover going through bond referendum

20. Dover Report

Katie Bartnick, Brian Homeyer, Srinivasa Rajagopal

- Dover Board of Education held a special session December 7th
- Building a new Middle School, additions to the High School to accommodate enrollment
- Dover Board of Education Bond Referendum tax impact

21. MHEF Report

Jennifer Antoncich, Katie Bartnick

- Canfield Kids to continue the Before and After School program in January through the end of the school year.

22. Liaison to the Mine Hill Township Report

Jennifer Antoncich, Jennifer Waters

N/A

23. Community Committee Report

Katie Bartnick, Brian Homeyer, Diane Morris

N/A

24. Old Business

25. New Business

- There will be no random selection held for the Roxbury High School paid tuition students as there are no seats available for the 2022-23 school year.

26. Public Discussion

27. Executive Session – N/A

28. Return to Public Session – N/A

29. Adjournment

On the motion of Katie Bartnick seconded by Srinivasa Rajagopal, the board adjourns the meeting at 8:08 p.m.

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

Respectfully submitted,

C. Rodriguez

Carolina Rodriguez, RSBA
Board Secretary