

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
March 21, 2022**

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 March 1, 2022, and the Randolph Reporter to be advertised on March 3, 2022 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

Board Member	Roll Call	Board Member	Roll Call
Jennifer Antoncich	Yes	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Yes
Peter Bruseo	Arrived @ 7:04 pm	Jennifer Waters	Yes
Brian Homeyer	Yes		

4. Executive Session

On the motion of Jennifer Waters seconded by Srinivasa Rajagopal 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 meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one 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 an 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 categories _____. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

5. Regular Session – 7:02 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 **February 22, 2022**.

Motion of: Brian Homeyer 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	Absent	Yes	Yes	Yes	Yes

9. Correspondence – N/A

10. Superintendent's Report - Performance

11. Presentations / Reports

- Student Presentation – Dress Code
- Resolved, that the Board of Education requests that the Superintendent review the current dress code

Motion of: Brian Homeyer 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	Absent	Yes	Yes	Yes	Yes

12. Business Administrator's Report

- Preliminary Budget Presentation for the 22-23 school year

13. Public Discussion

- Brett Coronado– 22-23 Budget
- Robby Suarez – 22-23 Budget account code breakdown
- Jennifer Mannhertz – Sponsoring assembly “Bash the Trash”
- Cindy Pyrzynski– Opening of water fountains and recognition for the Boards donation towards the Scholarship foundation.

14. FINANCE *Srinivasa Rajagopal, Jennifer Waters, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **February 2022 payroll** in the amount of \$341,273.06, (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 \$910,250.31;

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)	\$3113.20

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of January and February 2022**, 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 January and February 2022** 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 proposal for additional services pertaining to a **unit ventilator replacement in room 208**. The additional services will include revised construction documents for the removal and replacement of the heating only unit ventilator with a new heating/cooling vertical-type unit ventilator.

I. SCOPE OF SERVICES:

A. Revised Construction Documents:

- 1. Revise construction documents to reflect the additional unit ventilator in the room 208
- 2. Submit updated plans for local code review

II. FEE:

The fee to perform the additional services as outlined in this proposal is as follows:

Revised Construction Documents.....\$6,500.00 (Lump Sum)

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. At this time, we anticipate reimbursable costs for this project not to exceed \$1,000.00.

e. ADOPT THE TENTATIVE BUDGET

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit to

the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 8A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2022-2023 Total Expenditures	\$10,974,980	\$954,402	\$294,661	\$12,224,043
Less: Anticipated Revenues	\$3,655,473	\$954,402	\$92,980	\$4,702,855
Taxes to be Raised	\$7,319,507	\$0	\$201,681	\$7,521,188

And, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND a public hearing on the budget for the 2022-2023 school year will be held at 42 Canfield Avenue, Mine Hill NJ 07803 on April 25, 2022, at 7pm.

MAXIMUM TRAVEL

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$20,700 for the 2022-2023 school year. The maximum travel expenditure amount for the 2021-2022 is \$17,652, of which, \$00.00 has been spent and \$3,025 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$20,700 for all staff and board members for the 2022-2023 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

- f. RESOLVED, that the Board of Education authorize the Business Administrator to **solicit bids for the Security Vestibule.**
- g. WHEREAS, the Mine Hill Board of Education solicited bids through the E-Rate process for 10 wireless access points, 10 licenses and professional services,

WHEREAS, E-rate Consulting has reviewed all vendor submissions provided in response to FCC form 470#220017296 and determined that three responsible bids were received,

THEREFORE, the district has procured the purchase of access points from HighPoint Solutions for a total cost of \$13,024.87,

RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approve HighPoint Solutions for E-Rate Services not to exceed \$13,024.87. (Term of contract April 1, 2022 to September 30, 2024)

Motion of: Srinivasa Rajagopal Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antonich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	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	Contract to BOE
5802441844	Lakeland Andover	\$22,100.00	3/1/22 - 6/30/22	N/A	X
3489687404	Lakeland Andover	\$22,425.00	2/28/22 - 6/30/22	N/A	X
TBD	Celebrate the Children	\$74,160.00*	3/28/22 – 6/30/22	\$27,000*	X

**The tuition rate will be prorated*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2021-2022 proposed field trip** listed below:

Grade	Destination
1 st Grade	Turtleback Zoo, West Orange

- c. RESOLVED, that the Board of Education accept the recommendation of the Superintendent for the Mine Hill School District's intent to collaborate with the applicant, Essex Regional Ed Services Commission, on the **McKinney-Vento Education of Homeless Children and Youth program**, if awarded, as follows:

- 1) Utilize resources and information provided by the lead applicant to support the federal and state required supplemental academic and support services to identified homeless children and youth;
- 2) Participate in partnerships with local, county, and regional non-educational agencies (e.g., community-based organizations, social service organizations, faith-based institutions) established by the lead applicant, if awarded, in providing supplemental services;

- 3) Provide district level data to support the lead applicant in identifying the academic and non-academic needs of homeless students for reporting to the NJDOE; and
- 4) Address the academic, non-academic and emergent needs of homeless children and youth.

Motion of: Jennifer Antoncich

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antonicich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

16. PERSONNEL

Committee of a Whole

- a. 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 2021-2022 school year** to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be paid December 2021	Amount to be paid June 2022	Total Amount to be paid
Ashley Chaladoff	-0-	\$1,250.00	\$1,250.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the **2021-2022 school year** as indicated below at the following rates:

Certified Teacher: \$130/day

Substitute Credentials: \$105/day

Aide: \$87/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CERT.	AIDE
Kacie Neilson	X		X

Motion of: Jennifer Waters

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antonicich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

17. POLICY / OPERATIONS / PUBLIC RELATIONS

Committee of a Whole 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>
2415.05	<i>Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)</i> <i>Revised</i>
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) Revised
2622	Student Assessment (M) (Revised)
3233	Political Activities (Revised)
5541	Anti-Hazing (M) (New)
8465	Bias Crimes and Bias-Related Acts (M) (Revised)
9560	Administration of School Surveys (M) (Revised)

- b. 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 / Tolls	Lodging / Meals	Estimated Total Expense
6/6/22 - 6/10/22	Carolina Rodriguez	NJASBO Annual Workshop, Atlantic City	\$275.00	\$108.00	\$509.79	\$892.79

Motion of: Katie Bartnick Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14a – 2415.05 Tabled	Yes	Yes	Yes	Yes	Yes	Yes	Yes

18. BUILDINGS & GROUNDS *Srinivasa Rajagopal, Pete Bruseo, Brian Homeyer*

For information purposes the following facility use application was received.

Organization	Purpose	Room Needed	Dates
Wharton Little League	Games and Practices	Field	March – August 2022 Monday-Friday 5pm - Dusk Saturday 8am – 12 pm

19. Presidents Report

- Recommended that once budget is approved by the County a letter be sent out to the taxpayers letting them know about the proposed no tax increase for the 22-23 school year budget.

20. Dover Report *Diane Morris, Katie Bartnick, Brian Homeyer*

Meeting was held on March 15, 2022, items discussed: Audit conducted of special ed, enrollment increase, increase in staffing and transportation, below adequacy number, no tax increase, student safety data report, Bond Referendum, new VP of the Middle School, Google sheet for public comments at board meeting, school play, spaghetti dinner.

21. MHEF Report *Katie Bartnick, Jennifer Antoncich*

Canfield Kids will be renewing license in April 2022.

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

Items that will be addressed by the Mine Hill Township: scheduling of meeting for the soccer field, gravel lot repair, repair of conner of baker entrance, new curbing by school and speed limit adjustment.

23. Community Committee Report

Items that were discussed by the Mine Hill Community Committee: Mine Hill Day and 100th Anniversary.

24. Old Business – N/A

25. New Business

Board of Education basket donation for the Tricky Tray.

26. Public Discussion

27. Executive Session – N/A

28. Return to Public Session – N/A

29. Adjournment

On the motion of Brian Homeyer seconded by Katie Bartnick at 8:54 p.m. the Board returns to the regular session meeting.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

Carolina Rodriguez

**Carolina Rodriguez, RSBA
Board Secretary**