

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
July 24, 2023**

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 16, 2023, and the Randolph Reporter on January 19, 2023, 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	Arrived at 7:15 a.m.	Diane Morris	Absent
Katie Bartnick	Yes	Srinivasa Rajagopal	Yes
Peter Bruseo	Yes	Jennifer Waters	Yes
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 **June 26, 2023**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **June 26, 2023**.

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
YES	Absent	X		X	Absent	X	X
NO							
ABSTAIN			X				

9. Correspondence – N/A

10. Superintendent’s Report

11. Presentations / Reports

12. Business Administrator’s Report

- NJ School Board Conference October 23-26
- Mine Hill Parade T-shirts

13. Public Discussion

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **June 2023 payroll** in the amount of \$451,686.32, (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 \$122,656.38;

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)	\$403.83
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 month of June 2023**, 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 **month of June 2023** 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 **Shared Services Agreement, Addendum, and Invoice for the Bidding/Purchasing Program contract** in the amount of \$3,080.40 with **Educational Services Commission of Morris County** for the 2023-2024 school year. **Acct#11.000.251.592.00.490**

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Environmental Safety Services Agreements contract** in the amount of \$2,550.00 **with Educational Services Commission of Morris County** for the 2023-2024 school year.
Acct#11.000.262.300.00.100

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2023-2024 Shared Services Agreement between Roxbury Township Public Schools and the Mine Hill Board of Education for Maintenance Services** at an hourly rate of \$73.00 per hour, for Sundays and/or holidays, the rate will not exceed \$97.00 per hour. Parts for repairs will be acquired by Roxbury and will be billed to Mine Hill with a 5% administrative fee. (Maintenance services include general maintenance, landscaping, grounds, electrical, HVAC, and plumbing. Electrician, HVAC technician and plumber provided by Roxbury are all licensed).
Acct#11.000.261.420.00.100

- g. RESOLVED, that the Mine Hill Township Board of Education approve **Phoenix Advisors, LLC** to serve as our Continuing Disclosure Agent and Municipal Advisor to the Mine Hill Township School District. **Acct#11.000.251.500.00.490**

- h. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approve the renewal of **Student Voluntary Accident Insurance** for the period of September 1, 2023 to August 31, 2024, through T.L. Groseclose Associates, Inc. at the annual rates: \$10.50 for school time only coverage, \$72.00 for 24 hour coverage and \$12.00 for Dental Coverage.

- i. WHEREAS, **Lanyi and Tevald Inc. has submitted a change order No. GC-02 to change the tile size PCO-4** in the amount of \$10,146.35 and to **install a main shut off water valve for the school building PCO-5** in the amount of \$2,171.00. The following items shall be deducted from Allowance #1 (actual balance on Allowance #1 before this deduction is \$95,383.10 and after is \$83,065.75);

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order **GC-02 PCO-4 & PCO-5**.

- j. WHEREAS, **Lanyi and Tevald Inc. has submitted a change order No. GC-03 to fix classroom light fixture replacement PCO-6** in the amount of \$41,035.00, to **fix corridor light fixture and ceiling replacement PCO-7** in the amount of \$46,858.36 and **reject Code Upgrades PCO_8** in the amount of \$41,340.00. The cost of PCO-6 \$41,035.00 and partial of PCO-7 \$42,030.75 shall be deducted from Allowance #1 (actual balance on Allowance #1 before this deduction is \$83,065.75 and after is \$0.00) The cost of the remaining PCO-7 shall be deducted from Allowance #6 (actual balance on Allowance #6 before deduction is \$20,000.00 and after is \$15,172.39)

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order **GC-03 PCO-6, PCO-7 and reject PCO-8**.

- k. WHEREAS, **Panoramic Window & Door Systems, Inc. has submitted a change order No. GC-03** for labor and material to remove and replace existing door, frame, and hardware at exit #14 in the amount of \$17,650.00. The following item shall be deducted from Allowance #1 (actual balance on Allowance #1 before this deduction is \$13,408.00). The remaining balance of \$4,242.00 will be added to the contract sum making new contract amount a total of \$771,742.00,

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-03.

- I. RESOLVED, That the Board of Education approves a budget amendment for the **23-24 SY to include the Maintenance of Equity (MOE) Funds** received into the adjusted appropriation Acct#11.130.100.101.16.100 for a total of \$24,648.00.
- m. WHEREAS, **Lanyi and Tevald Inc. has submitted a change order No. GC-04** to provide a replacement fan and an adapter curb in the amount of \$2,800.00. The following item shall be deducted from Allowance #6 (actual balance on Allowance #1 before this deduction is \$15,172.39),

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-04.

Motion of: Jennifer Antoncich

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	X	X	Absent	X	X
NO							
ABSTAIN							

15. INSTRUCTION & CURRICULUM

Committee of a Whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to submit and accept the application through the **Elementary and Secondary Education Act (ESEA) for the 2023-2024 school year** as listed below. (Application available in the business office)

<u>ESSA</u>	<u>Amount</u>
Title 1	\$67,192
Title IIA	\$18,948
Title III	\$ 3,494*
TOTAL	\$89,634

**Consortium with Lincoln Park who will receive the Title III funds.*

- b. 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 project**, 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.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **updated and revised grade 5/6 Art curriculum** to align with the new 2020 Fine Arts standards.

Motion of: Katie Bartnick

Seconded by: Jennifer Antoncich

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	X	X	Absent	X	X
NO							
ABSTAIN							

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 **Amanda Mrasz, Melissa Kenny, Danielle Jackson, Michelle Eastman, Hannah Gurmankin and Mary Corro for translation services (if needed)** to attend **Summer 2023 CST meetings** as needed at the hourly rate of \$38.00 as per contract.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the resignation of **Jobetsie Hernandez, Paraprofessional** effective July 12, 2023.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school Title Programs for the 2023-2024** school year:

Position	Name	Hours	Compensation	Program
Program Administrator	Adam Zygmunt		\$3,360.00	Title I
Program Administrator	Adam Zygmunt		\$948.00	Title II
Reading Teacher	Beth Ondish		\$63,340.00 + benefits	Title I
Parent Meeting's	Beth Ondish	1 hour fall & spring	\$38.00/hour	Title I

Motion of: Peter Bruseo

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	X	X	Absent	X	
NO							
ABSTAIN							X

17. POLICY / OPERATIONS / PUBLIC RELATIONS *Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **disposal of the following non-operational equipment:**

- Sanitaire Vacuum
- Windsor Dominator floor scrubber
- Ariens Ax306 snowblower
- Snapper snowblower
- Two (2) Elite salt spreaders
- Chapin salt spreader
- Karcher walk-behind scrubber
- Chariot 2 ride-on burnisher
- Pioneer Eclipse walk-behind burnisher
- Three (3) Sanitaire vacuums
- Two (2) Nobles Vacuums

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM Coordinator, Mr. Zygmunt in coordination with Mr. Marini, Mrs. Rodriguez and Mr. Nittel. No changes were made to the IPM plan and the recommendation is made to accept and implement the IPM plan for the **2023-24 school year**. (Available for review in the principal’s office).
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24 District Emergency Plan**. (Available for review in the principal’s office)
- d. RESOLVED, that the Board of Education approves the following Policy for First Reading:

<u>Policy #</u>	<u>Policy Title</u>
2419	School Threat Assessment

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
YES	X	X	X	X	Absent	X	X
NO							
ABSTAIN							

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

19. **Presidents Report**
N/A

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

- Board meeting held on June 27, 2023. Items discussed: Hiring of New Business Administrator, Hiring Diverse staff, new sub rates and various other items.

21. **MHEF Report** *Katie Bartnick, Jennifer Antoncich*

- Canfield Kids enrollment.

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

23. **Community Committee Report**

- Mine Hill Float status.

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 Srinivasa Rajagopal seconded by Brian Homeyer at 7:50 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
YES	X	X	X	X	Absent	X	X
NO							
ABSTAIN							

Respectfully submitted,

Carolina Rodriguez

Carolina Rodriguez, SBA
Board Secretary