

**MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
January 27, 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, 2019 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		Diane Morris	
Karen Bruseo		Srinivasa Rajagopal	
Peter Bruseo		Jennifer Waters	
Frank Dugan			

4. Executive Session

On the motion of _____ seconded by _____ at _____ 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) _____. It may be adjourned while business is conducted in public then reconvened after public business has been completed.

5. Regular Session - _____ 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 **December 16, 2019**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 16, 2019**.

Motion of: _____

Motion of: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

- c. RESOLVED, that the Board of Education approves the **reorganization minutes** of the meeting held on **January 6, 2020**.

Motion of: _____

Motion of: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

9. Correspondence

10. Superintendent's Report

11. Presentations / Report

- Jim Shoop
- Audit Report – fiscal year ending June 30, 2019

12. Business Administrator's Report

13. Public Discussion

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 **December 2019 payroll** in the amount of \$356,876.08 (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 \$612,796.17.

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)	\$2035.19

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of December**, 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 December** 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. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report** on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2019; and

WHEREAS, the Auditor conducted an exit conference with the administration; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2019 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

- e. WHEREAS, the Board of Education has undertaken three **capital projects** for the renovation of the Janitorial Closet/Bathroom, **green hallway HVAC Project and NJ Clean Energy**; and

WHEREAS, all projects are complete;

NOW, THEREFORE BE IT RESOLVED, that the unexpended balance of \$198,324 for the projects listed above be canceled and transferred to the Boards General Fund, Capital Reserve Account.

- f. Resolved, that the Board of Education authorizes the Business Administrator to **increase appropriation for legal fees** for the 2019-2020 to \$25,000.00 as per 6A:23A-5.2. Increase is due to Negotiations and Personnel items.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

15. CURRICULUM & INSTRUCTION

Committee of a whole, Chairperson: Frank Dugan

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Homebound Instruction** for Student ID #: 6647263691, Monday through Friday, 1 hour per day at a rate of \$55.00 per hour as per Dover CST.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Educational Services Commission of Morris County to provide homebound instruction** for Student ID #: 3449821640, Monday through Friday, 2 hours per day at a rate of \$72.00 per hour.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Platt Psychiatric Associates to provide a Psychiatric Evaluation** for Student ID: 3449821640, at the rate of \$800.00, as per CST.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Dr. Lee Suckno to provide a Psychiatric Evaluation** for Student ID: 5010210394, at a rate of \$600.00, as per Dover's CST.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Hillmar, LLC to provide Psychological and Occupational Therapy Evaluations** for Student ID: 5010210394, at the rate of \$410.00 each for a total amount of \$820.00, as per Dover's CST.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Educational Services Commission of Morris County to provide a Speech Evaluation** for Student ID: 5010210394, at a rate of \$384.00, as per Dover's CST.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Dr. Lee Suckno to provide a Psychiatric Evaluation** for Student ID: 8442429744, at a rate of \$600.00, as per Dover's CST.

- h. WHEREAS, on June 24, 2019, the **out of district educational services** for Student ID: 6619824750 was approved for the 2019-20 school year with a tuition amount of \$76,928.44 plus an aide at \$43,460.00;

BE IT FURTHER RESOLVED, that commencing on January 2, 2020, it was determined that the student no longer requires a personal aide;

THEREFORE, BE IT RESOLVED, that the tuition for the remainder of the school year is \$41,730.05.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

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 **salary adjustment** for **Ivonne Martinez** from MA +6 Step D, with a salary of \$60,788 to MA +12 Step D, with a salary of \$61,200 effective February 1, 2020.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for **Robby Suarez** from a BA +24 Step E, with a salary of \$57,950 to BA +30 Step E, with a salary of \$58,225 effective February 1, 2020.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **salary adjustment** for **Tabitha Hertz** from an MA +30 Step J, with a salary of \$71,423 to an MA +36 Step J, with a salary of \$71,835 effective February 1, 2020.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the **2019-2020 school year** as indicated below at the following rates:
Certified Teacher: \$95/day
Substitute Credentials: \$90/day
Aide: \$70/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CERT.	AIDE	NURSE
Tara Dyson		X	X	
Tara Epsky		X	X	
Valerie Miko	X		X	
Lindsay Roller*	X		X	

**Pending final paperwork*

- e. WHEREAS, on December 16, 2019, Nicole Versandi was appointed as a leave replacement teacher for employee #4251 at a rate of \$54,750, pro-rated, no benefits;

NOW BE IT RESOVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Nicole Versandi** as a **long-term substitute through June 30, 2020**, BA Step A \$54,750, pro-rated with the option of single coverage health benefits in the HMO 2035# 055 plan or equivalent of lowest cost plan.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Stephanie Alfieri** as an Instructional Aide effective January 16, 2020.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Medical Leave** for employee number 4241 beginning January 16, 2020 through June 30, 2020 using accumulated sick days.

RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Stephanie Alfieri** as a **long-term substitute** January 16, 2020 through June 30, 2020, BA Step A \$54,750.00, pro-rated with the option of single coverage health benefits in the HMO 2035# 055 plan or equivalent of lowest cost plan.

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Rhett Munson** as an **Instructional Aide** January 16, 2020 through June 30, 2020, at a rate of \$13,447.00, pro-rated, no benefits.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Ivonne Martinez** and **Robby Suarez for Translation Services** as needed beyond the regular school day at the hourly rate of \$33.30 for the 2019-2020 school year.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

17. POLICY, OPERATIONS & PUBLIC RELATIONS

Committee of a whole, Chairperson: Frank Dugan

- 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	Meals	Estimated Total Expense
1/30-31/20	Lee Nittel	Techspo	\$475.00	\$138.30	\$99.00	\$712.30
3/20/20	Susan Charlton	NJACG Conference 2020	\$159.00	\$35.91	N/A	\$194.91

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

18. BUILDINGS & GROUNDS*Jennifer Waters, Srinivasa Rajagopal, Peter Bruseo*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2019-20 Use of Facilities** as follows:

Organization	Purpose	Room Needed	Dates
Mine Hill First Aid Squad	King of the Hill Car Show	Gym, parking lot (copy room w/sink)	5/16/2020 Rain date: 5/17/2020

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

19. Presidents Report**20. Dover Report***Katie Bartnick, Diane Morris, Karen Bruseo***21. MHEF Report***Katie Bartnick, Jennifer Waters***22. Liaison to the Mine Hill Township Report***Karen Bruseo, Jennifer Waters***23. Community Committee Report***Katie Bartnick, Karen Bruseo, Diane Morris***24. Old Business****25. New Business**

- a. BE IT RESOLVED, that at the Board of Education Retreat held on October 7, 2019, the **Board of Education** adopts the following **Goals for the 2019-20** school year;

Culture and Climate

Develop and implement a school-wide Social Emotional Character Development program that positively impacts the mental health of students and teachers by the 2021-22 academic year.

Student Achievement

75% or more of CAS teachers will reach the “engaged use” level of IXL diagnostic tools in mathematics to help create personalized action plans in an effort to increase individualized student growth by June 2020.

Develop a STEAM Lab and curriculum that brings together science, technology, engineering, arts, and math by the 2021-2022 school year.

Finance/Facilities

Develop a five-year facility plan based on a professional facility assessment which will be shared with the entire community by June 2020.

Technology

Maximize and support technology use in school and at home by establishing a baseline of usage via ClassLink Analytics and develop a plan to increase professional development and parent training by August 2020.

Board Goals

- Complete Board self-evaluation and accumulate 6 points in year 2 of 4 toward NJSBA Board certification.
- Increase parent involvement activities.
- Raise public awareness and appreciation for the district.

BE IT FURTHER RESOLVED, that the Board of Education would like to also adopt the **Vision and Mission Statement:**

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.

- b. WHEREAS, The New Jersey School Boards Association has declared January 2020 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Mine Hill Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Mine Hill Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs, and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments;
Now, therefore, be it

RESOLVED, that the Mine Hill Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2020 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, that the Mine Hill Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

Motion of: _____ Seconded by: _____

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

26. Public Discussion

27. Executive Session

28. Return to Public Session - _____ p.m.

29. Adjournment

On the motion of _____ seconded by _____, the board adjourns the meeting at _____ p.m.

Roll Call Vote	Katie Bartnick	Karen Bruseo	Peter Bruseo	Frank Dugan	Diane Morris	Srinivasa Rajagopal	Jennifer Waters