

MINE HILL BOARD OF EDUCATION
AGENDA
REGULAR MEETING
April 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 **March 16, 2020**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 16, 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

- Final Budget Presentation FY 2020-2021

12. Business Administrator's Report

- Additional Board Meeting – Wednesday, May 27, 2020

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 **March 2020 payroll** in the amount of \$322,844.68 (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 \$792,285.22.

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)	\$4,738.25

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of February and March**, 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 February and March** 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. Adoption of 2020-2021 Final Budget

BE IT RESOLVED, that the Mine Hill Board of Education approves the **2020-2021 school district budget** submission as follows:

General Fund	\$11,338,785
Special Revenue	\$215,096
Debt Service Fund	\$196,622
TOTAL	\$11,750,503

FURTHER RESOLVED, that the following General Fund and Debt Service tax levies be approved to support the 2020-2021 budget:

Current Expense Tax Levy	\$7,213,972
Debt Service Tax Levy	\$196,622
TOTAL	\$7,410,594

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

WHEREAS, N.J.A.C 6A:23B-1.1 et seq. 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

WHEREAS, 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

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., 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 Form:

FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C 6A:23B-1.2(b), to a maximum expenditure of \$18,400 for all staff and board members,

WHEREAS, N.J.A.C. 6A:23a:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

FURTHER RESOLVED, in accordance with N.J.A.C. 6A:23a:5.2 (a) the maximum dollar limit for public relations and professional services listed below for the 2020-2021 school year:

Architecture/Engineering	\$5,000
Legal	\$15,000
Audit	\$23,500
Physician	\$4,000
TOTAL	\$47,500

BE IT FURTHER RESOLVED, that the Mine Hill Township Board of Education, in the county of Morris, New Jersey approves the following capital projects and the withdrawal of \$1,105,000 from the Capital Reserve to provide funding for the HVAC Upgrade for the 2020-2021 school year;

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Mine Hill Township Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2020-20201 school year.

RESOLVED, to approve the tuition rates for the 2020-2021 school year as follows:

Preschool/Kindergarten	\$14,854
Grades 1-5	\$16,804
Grades 6-8	\$16,100
Special Education MD	\$42,857

- e. RESOLVED, that the Board of Education approves the **2020-2021 schedule of tax payments** as follows:

**BOARD OF EDUCATION - TOWNSHIP OF MINE HILL
SCHOOL TAX PAYMENT SCHEDULE 2020-2021**

	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2020	\$601,164.33		\$601,164.33
AUGUST 2020	\$601,164.33	\$3,311.00	\$604,475.33
SEPTEMBER 2020	\$601,164.33		\$601,164.33
OCTOBER 2020	\$601,164.33		\$601,164.33
NOVEMBER 2020	\$601,164.33		\$601,164.33
DECEMBER 2020	\$601,164.33		\$601,164.33
JANUARY 2021	\$601,164.33	\$193,311.00	\$794,475.33
FEBRUARY 2021	\$601,164.33		\$601,164.33
MARCH 2021	\$601,164.33		\$601,164.33
APRIL 2021	\$601,164.33		\$601,164.33
MAY 2021	\$601,164.33		\$601,164.33
JUNE 2021	\$601,164.33		\$601,164.33
TOTAL	\$7,213,972.00	\$196,622.00	\$7,410,594.00

- f. RESOLVED, that the Board of Education authorizes the Business Administrator to **cancel outstanding checks** issued prior to July 1, 2019 in the aggregate amount of \$1,939.03.

<u>Check #</u>	<u>Amount</u>
530128	\$439.03
17432	\$500.00
17456	\$500.00
17462	\$500.00

- g. RESOLVED, that the Board of Education renews **Canfield Kids** as the **provider of the Before and After Care Services only for the 2020-2021 school year** per the terms of its proposal and subject to a contractual agreement.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2020-2021 Professional Support/Non-Public Services Agreement with Non-Public Chapters 192-193 Addendum-Supporting Documents** between the Mine Hill Township Board of Education and the Educational Services Commission of Morris County along with the "Rates of Services" for the 2020-2021 school year. (Pending receipt of contract agreement)
- i. WHEREAS, on April 30, 2018, the Board of Education accepted and approved the 5 year joint Transportation Agreement between the **Roxbury Township Board of Education and the Mine Hill Township Board of Education**, to provide transportation for Mine Hill resident students attending Dover High School, Dover Middle School, Mine Hill lottery students attending Roxbury High School, Mine Hill Choice students attending Roxbury High School and Eisenhower Middle School and various Field Trips;

WHEREAS, the **transportation rates for the 2020-2021 school year** are listed at the sum specified herein which may be adjusted based on changes to the route.

- i. 2 - Dover High School routes - \$35,195.10 per route
- ii. 1 - Dover Middle School route - \$34,144.50
- iii. 1 - Roxbury High School Choice route - \$11,774.00
- iv. 1 - Eisenhower Middle School Choice route - \$5,887.00
- v. 1 - Dover High School late route - \$18,910.80
- vi. 1 - Dover Middle School late route - \$18, 910.80
- vii. Field Trip hourly rate of \$65.00
- viii. 4% Administrative fee

- j. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2020-2021 Shared Services Agreement** between Morris Hills Regional District and the Mine Hill Board of Education for **Child Study Team Services** in the amount of \$122,041.00.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the establishment of the Mine Hill Township School District **Petty Cash for the 2020-2021 school year** in the amount of \$750.00, with the approved signatures of the Superintendent and the Business Administrator.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement** between the **Chester Board of Education and the Mine Hill Board of Education for Technical Support Services** in the amount of \$68,000.00 per year for one (1) technician, three (3) days per week for 7.25 hours per day for the 2020-2021 school year. Support services needed outside of the three days per week for special projects or emergencies would be billed at an hourly rate depending on the level of support needed. Support Services needed outside of the three day per week will be billed at the following: Level 1/Level 2 OT will be billed at \$68/ hour and emergency call-ins will be billed at \$90/hour. Technology Director OT will be billed at \$150/hour and emergency call-ins will be billed at \$200/hour.
- m. RESOLVED, that the Board of Education authorize the Business Administrator to extend the terms of agreement with **E-Rate Consulting** for a period of two years expiring June 30, 2022 for E-Rate consulting and process management services.
- n. 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 2020-2021 school year.
- o. RESOLVED, that the Board of Education authorize the Business Administrator to solicit **Request for Proposals for management of school food services** for the 2020-2021 school year.
- p. RESOLVED, that the Board of Education authorize the Business Administrator to solicit **Request for Proposals through Competitive Contracting for Speech Services** for the 2020-2021 school year.
- q. 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 2020-2021 school year** at the current contract price of a monthly rate of \$1,989.00;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education renew the contract for the Payroll Services with **ESMER PS** in the total contract lump sum of \$23,868.00, which equates to a 2% increase from the 2019-2020 contracted rate.

- r. RESOLVED, that the Board of Education authorize the Business Administrator to approve **Di Cara Rubino Architects Proposal for Professional Services for Security Vestibule** as per the proposal listed below:

I. SCOPE OF SERVICES:

A. Preparation of NJDOE Project Application

- Di Cara | Rubino Architects will prepare necessary documents to submit the proposed improvement to the NJDOE including application, cost estimate, and schematic plans

B. Construction Documents

- Prepare architectural documents consisting of plans, details, elevations, sections, and specifications
- Submit plans for local code review and approval
- Prepare bid forms

C. Bidding & Award

- Prepare all documents for bidding
- Review all Requests for Information (RFI)
- Issue addenda, if required, during the bidding period
- Attend mandatory pre-bid conference to answer contractor questions about the proposed project
- Conduct bid opening
- Review bids and provide analysis of bids to the Board of Education
- Coordinate with Board Attorney

D. Contract Administration (CA) During Construction

- Attend scheduled meetings, including pre-construction conference, project meetings, and site visits to review the progress of the work, to monitor that the project is moving along according to the schedule, as well as in accordance with the plans and specifications
- Basic services include one (1) site visit every two weeks, including attendance at bi-weekly job meetings
- Review and respond to request for clarification/interpretation, and other issues and concerns of the contractors
- Review shop drawings
- Review and approve applications for payment
- Prepare punch list and project close-out documentation
- Review progress of work and project schedule

(The architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.)

II. FEE PROPOSAL:

The fees for professional services as outlined above are as follows:

Basic Services

A. Preparation of NJDOE Project Application	\$ 1,500.00
B. Construction Documents.	\$ 7,500.00
C. Bidding & Award	\$ 800.00
D. Contract Administration	\$ 6,200.00
Total Basic Services	\$16,000.00

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, 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 \$1,500.00.***

Exclusions:

The following services are excluded from the firm's basic services:

- Structural engineering
- Environmental engineering
- Identification and/or abatement of asbestos or any other hazardous materials
- Surveys
- Testing
- Filing fees, permits, and applications
- LRFP Amendment
- Additional services required by Contractors' non-performance
- New foundations

- s. WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the **Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies;** and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public-school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes; e.g., municipal, school, county, fire district and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Mine Hill Township Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the Mine Hill Township Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the Mine Hill Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

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 **Robby Suarez to conduct 300 hours of the Principal's internship** with Mr. Zygmunt during the summer of 2020 as required for completion of the master's degree in Educational Leadership at Montclair State University. (This is a non-paid internship on his own time)

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Danielle Jackson**, Caldwell University student, to conduct her **fall practicum and spring student teacher** during the 2020-21 school year with Miss Friedland.
- b. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Rhett Munson for clerical work** for the 2020-21 school year at a rate of \$13.05 per hour.

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 approves the following **Policies** for **Second Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P0152	Board Officers (Revised)
P1581	Domestic Violence (M) (Revised)
P2422	Health and Physical Education (M) (Revised)
P3421.13	Postnatal Accommodations (New)
P4421.13	Postnatal Accommodations (New)
P5330	Administration of Medication (M) (Revised)
P7243	Supervision of Construction (M) (Revised)
P8210	School Year (Revised)
P8220	School Day (Revised)
P8462	Reporting Potentially Missing or Abused Children (M) (Revised)

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revisions** to the **2019-2020 School Year Calendar**, to reflect two (2) unused emergency days. (See attached)
- c. 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. Alarcon, 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 **2020-21 school year**.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2020-21 District Emergency Plan**. (Available for review in the principal's office)

Motion of: _____ Seconded by: _____

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

18. BUILDING & GROUNDS

Jennifer Waters, Srinivasa Rajagopal, Pete Bruseo

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **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)	Reschedule date: 9/26/2020 Rain date: 9/27/2020

**Contingent on school being open*

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. WHEREAS, in light of the dangers posed by **COVID-19**, on March 16, 2020 Governor Murphy announced that all schools in New Jersey will close effective March 18, 2020 and remain closed as long as the order remains in effect; and

WHEREAS, the Board has purchased medical supplies for the school district.

BE IT RESOLVED, that the Board of Education declares a community emergency; and

BE IT FURTHER RESOLVED, that the Mine Hill Board of Education **donated medically related supplies** to the Wharton-Mine Hill Police Department as follows:

- 1 - Tyvek suit kit
- 11 - boxes of X-large exam gloves (100 count)
- 2 - boxes of large exam gloves (100 count)
- 11 - boxes of medium exam gloves (100 count)
- 9 - boxes of small exam gloves (100 count)

- b. RESOLVED, that the Board of Education approve the administration to expand the district's current half day **Preschool Educational Program** to a full day preschool educational program.

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