

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**April 25, 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 January 20, 2022, and the Randolph Reporter on January 27, 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		Diane Morris	
Katie Bartnick		Srinivasa Rajagopal	
Peter Bruseo		Jennifer Waters	
Brian Homeyer			

**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 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 - \_\_\_\_\_ 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 21, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **March 21, 2022**.

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

## 9. Correspondence

## 10. Superintendent's Report

## 11. Presentations / Reports

- Budget Presentation for the 22-23 school year

## 12. Business Administrator's Report

## 13. Public Discussion

## 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 **March 2022 payroll** in the amount of \$345,207.10, (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 \$1,118,749.94;

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)	\$720.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of March 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 **month March 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. **Adoption of the Final Budget as Approved by the Executive County Superintendent**

Mine Hill Township Board of Education  
Adoption of the Final Budget for the School Year 2022-2023

BE IT RESOLVED by the Board of Education to approve the 2022-2023 school district budget as follows:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>2022-2023 Total Expenditures</b>	\$10,974,980	\$954,402	\$294,661	\$12,224,043
<b>Less: Anticipated Revenues</b>	\$3,655,473	\$954,402	\$92,980	\$4,702,855
<b>Taxes to be Raised</b>	<b>\$7,319,507</b>	<b>-0-</b>	<b>\$201,681</b>	<b>\$7,521,188</b>

**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.

### **PROFESSIONAL SERVICE**

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

WHEREAS, the tentative budget includes the following appropriations:

Architecture/Engineering	\$5,000
Legal	\$20,000
Audit	\$25,500
Physician	\$4,000
<b>TOTAL</b>	<b>\$54,500</b>

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 2022-2023 school year.

### **TUITIONS**

RESOLVED, to approve the tuition rates for the 2022-2023 school year as follows:

Preschool/K	\$16,950
Grades 1-5	\$16,905
Grades 6-8	\$16,902
Special Education MD	\$70,785

- e. RESOLVED, that the Board of Education approves the **2022-2023 schedule of tax payments** as follows:

**BOARD OF EDUCATION - TOWNSHIP OF MINE HILL**  
**SCHOOL TAX PAYMENT SCHEDULE 2022-2023**

	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2022	\$ 609,958.92		\$ 609,958.92
AUGUST 2022	\$ 609,958.92	\$ 154,915.37	\$ 764,874.29
SEPTEMBER 2022	\$ 609,958.92		\$ 609,958.92
OCTOBER 2022	\$ 609,958.92		\$ 609,958.92
NOVEMBER 2022	\$ 609,958.92		\$ 609,958.92
DECEMBER 2022	\$ 609,958.92		\$ 609,958.92
JANUARY 2023	\$ 609,958.92		\$ 609,958.92
FEBRUARY 2023	\$ 609,958.92	\$ 46,765.63	\$ 656,724.55
MARCH 2023	\$ 609,958.92		\$ 609,958.92
APRIL 2023	\$ 609,958.92		\$ 609,958.92
MAY 2023	\$ 609,958.92		\$ 609,958.92
JUNE 2023	\$ 609,958.92		\$ 609,958.92
<b>TOTAL</b>	<b>\$ 7,319,507.00</b>	<b>\$ 201,681.00</b>	<b>\$ 7,521,188.00</b>

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2022-2023 Shared Services Agreement** between Dover Board of Education and the Mine Hill Board of Education for **Child Study Team Services** for July 1, 2022 through June 30, 2023 in the amount of \$250,000.00.

- g. RESOLVED, that the Board of Education approves the renewal of the Food Services Management Company contract with **Maschio's Food Services, Inc, the district's Food Service Management Company for the 2022-2023 school year** as follows:

Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$8,680.00. The Management fee shall be payable in monthly installments of \$868.00 per month commencing on September 1, 2022 and ending on June 30, 2023.

Guarantee No/Cost/Breakeven: Maschio's guarantees a return profit of \$1,000.00. Maschio's will subsidize for any amount less than the guarantee.

- h. WHEREAS, that the Board of Education conducted a bid opening on April 19, 2022 for the **Security Vestibule at Canfield Avenue School - Project No 3670;**

WHEREAS, the bids received for this contract were as follow:

<b>Name of Bidder</b>	<b>Drill Construction</b>
Base Bid	\$59,250.00
Alternate 1	\$19,770.00
Alternate 2	\$17,625.00
Alternate 3	\$26,615.00

THEREFORE, BE IT RESOLVED, the Board of Education approve Drill Construction Base Bid in the amount of \$59,250, Alternate 1 in the amount of \$19,770 and Alternate 3 in the amount of \$26,615 for a total project amount of **\$105,635.00**.

- i. RESOLVED, that the Board of Education approves the withdrawal of funds in the amount of not to exceed \$63,635 from the Capital Reserve Account to be **transferred to the Capital Outlay account** to fund the Security Vestibule Project.

- j. WHEREAS, existing UV unit in room 208 is continuously requiring maintenance and due to the age of the unit it was recommended to be replaced as soon as possible,

WHEREAS, C. Dougherty & CO. Inc provided a **proposal to remove the existing UV and replace with new UV** in the amount of \$65,800.00,

WHEREAS, the Board of Education approved the proposal from C. Dougherty & Co. Inc for the UV removal and replacement in the amount of \$65,800.00 for which \$30,000.00 will be taken from allowance and the balance of \$35,800 shall be added to the contract under Change Order #1. Original Contract was \$730,000.00, new revised contract amount is now \$765,800.00.

- k. RESOLVED, that the Board of Education authorized the Business Administrator to solicit Request for Proposals (RFP) for **Responsive Classroom Professional Services with ESSER III** (Accelerated Learning Coaching & Educator Support) Funding.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement** between the **Roxbury Township Board of Education and the Mine Hill Board of Education**, to provide transportation for special education students for the 2021-2022 school year at a per diem rate of \$65.00.

Motion of: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antonich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

## 15. INSTRUCTION & CURRICULUM

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Canfield Avenue School, Mine Hill School District continuing the **consortium with the Lincoln Park School District for Title III funds** for the 2021-22 school year.
- b. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves Canfield Avenue School, Mine Hill School District entering into a consortium with the **Essex Regional Educational Service Commission for ARP HCY II for the 2021-22 school year**.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to submit and accept the application through the ARP HCY II **for the 2021-2022 school year** in the amount of \$6,240.00. (Consortium with the Essex Regional Educational Services Commission)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022 Extended School Year program** to tentatively begin on Tuesday, July 5, 2022 and end on Thursday, July 28, 2022.

The ESY program will run Monday through Thursday each week with three (3) certified teachers, three (3) paraprofessionals and one (1) nurse. Pending registration response, there will be three (3) session; grades PK-K, 1-3 and 4-6 which will be held from 9:00 a.m. to 12:00 p.m., contingent upon registration applications.

- e. RESOLVED, that the Board of Education approve the **Summer Learning Enrichment Program** for the Summer 2022 to be paid using ESSER III (Evidence Based Summer Learning and Enrichment Funding) \*Pending Grant Application Approval\*.

The Summer Enrichment program is to tentatively begin on Tuesday, July 5, 2022 and end on Thursday, July 28, 2022 and will be held from 9:00 a.m. to 12:00 p.m. contingent upon registration.

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	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 **leave of absence for employee #4480** to begin on or about May 16, 2022, through June 30, 2022.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **termination of employee #4475** effective April 25, 2022.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Maria Herrera, Instructional Aide**, for the 2021-22 school year effective April 26, 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 **resignation of employee #4390** effective July 1, 2022.
- e. 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
Ashley Becker			X
Ereen Beshai		X	X

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

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

- 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 / Tolls	Meals/ Lodging	Estimated Total Expense
4/27/22	Lee Nittel	Navigating the Media Firestorm Hanover, NJ	\$150.00	-0-	-0-	\$150.00
5/18/22 – 5/20/22	Lee Nittel	NJ ASA Spring Leadership Conference, Atlantic City	-0-	\$127.00	\$147.00	\$274.00

- b. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approve the early group registration in the amount of \$2,100 for the **NJSBA 69<sup>th</sup> Annual Workshop** to be held in Atlantic City, October 24 to October 26, 2022.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revisions** to the **2021-2022 School Year Calendar**, to reflect one (1) unused emergency day. (See attached)
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revisions** to the **2022-2023 School Year Calendar**, to reflect the change in the NJEA Convention dates. (See attached)
- e. RESOLVE, that the Board of Education upon recommendation of the Superintendent approves the following items to be disposed of:

**Item**

91 Acer chrome books  
5 HP chrome books

Motion of: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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

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

**19. Presidents Report**

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

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

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

**23. Community Committee Report**

**24. Old Business**

**25. New Business**

**26. Public Discussion**



## 27. 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 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.***

## 28. Return to Public Session

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_\_ 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

## 29. Adjournment

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_\_ 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