

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**May 23, 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 **May 9, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **May 9, 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

## 12. Business Administrator's Report

- Quarterly Transfer 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 **April 2022 payroll** in the amount of \$344,711.41, (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 \$314,365.05;

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)	\$5,129.69

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfer for the month of April 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 of April 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 contract with **Systems 3000, the district Payroll, Fund Accounting and Personnel Information System, for the 2022-2023 school year** in the amount of \$22,501.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.251.340.00.491**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Strauss-Esmay Associates Policy Consultant Services for the 2022-2023 school year** at a rate of \$4,835.00. To be paid out of account **11.000.230.339.00.450**.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **appointment of Dr. Brent Forward, MD School Physician**, at a rate of \$3,500.00 annually for the **2022-2023 school year**. To be paid out of account **11.000.213.300.00.000**.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Machado Law Group for Legal Services for the 2022-2023 school year** at an hour rate of \$165.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.331.00.400**.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Schenck, Price, Smith & King for Legal Services for the 2022-2023 school year** at an hourly rate of \$180.00 for Partners and Counsel, \$175.00 Associates. Work done by paralegals and law clerks shall be billed at the hourly rate of \$125.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.331.00.400**.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Di Cara Rubino Architects as Architect of Record for the 2022-2023 school year**. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.334.00.400**.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Lerch, Vinci & Higgins, LLP as Auditor for the 2022-2023 school year** at a rate of \$25,000.00. The district used the Comparable Process to ensure the district received a fair and competitive price. To be paid out of account **11.000.230.332.00.450**.

- k. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Physical Therapy Services with Elissa Rael** at the rate of \$75.00 per hour **for the 2022-2023 school year**. Services will be provided for 4.5 hours/week for 36 weeks not to exceed \$12,150.00. Services for ESY will be provided for up to 6 hours/week at a rate of \$75.00/hour not to exceed \$1,800.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.000.216.320.00.109**.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Occupational Therapy Services with PG Chambers** at a rate of **\$98.00 per hour for the 2022-2023 school year**. Services will be provided for 11 hours/week for 36 weeks not to exceed \$38,808.00. Services for ESY will be provided for 3 hours/week for 4 weeks not to exceed \$1,176.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of **account 11.000.216.320.00.109**.
- m. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Speech Services with Jump Ahead Pediatrics, LLC at a rate of \$88.50 per hour for the 2022-2023 school year**. Services will be provided for 23 hours/week for 36 weeks not to exceed \$73,278.00. Services for ESY will be provided for 5.5 hours/week for 4 weeks not to exceed \$1,947.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.000.216.320.00.108**.
- n. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves contract for **Behaviorist Services with Social Strides LLC**, for the **extended school year program, June 27, 2022 through July 21, 2022** at the rate of **\$125.00 per hour** not to exceed \$2,500.00. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.000.216.320.00.109**.
- o. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves contract for **Behaviorist Services with Social Strides LLC** for the **2022-2023 school year** at the rate of **\$125.00 per hour** not to exceed \$45,000. The district used the Comparable Process to ensure the district received a fair and competitive price as per N.J.A.C.6A:23A-9.3(c)(11). To be paid out of account **11.000.216.320.00.109**.
- p. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the agreement with **Home Care Therapies, LLC dba Horizon Healthcare Staffing for various Nursing services for the 2022-2023 school year** on an as needed basis and as requested. The rates are as per the contract which shall remain on file in the business office.  
11.000.213.329.00.000.
- q. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **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 for Professional Support Services (rates per sheet on file), for various services for the 2022-2023 School Year.
- r. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **purchase of the following as previously approved** in the Tech Plan:

Purchase through CDW-G for two (2) laptops for BOE secretaries in the amount of \$2,138.48 through Cooperative Bid # ESCNJ18/19-03 issued by the Educational Services Commission. **To be paid out of account 11.190.100.610.51.518.**

- s. RESOLVED, that the Board accepts the recommendation of the Business Administrator and approves the **purchase of the following as previously approved** in the Tech Plan:

Purchase through CDW-G for two (2) desktop computers for the Superintendent and Business Administrator in the amount of \$4,640.00 through State Contract # ESCNJ 18/19-67. **To be paid out of account 11.190.100.610.51.518.**

- t. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the **purchase of the following** as referenced in the Tech Plan:

Purchase of one (1) BenQ 4K UHD 65" Interactive with touchscreen (to be installed in room 209), two (2) BenQ 4K UHD 75" Interactive flat panel display (to be installed in the EMC and room 119) and installation in the amount of \$8,862.00 through Ed Data Contract # 11023. To be paid out of account 12.000.100.730.00.000.

- u. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the agreement with **Behavioral Health Services Agreement with Prime Healthcare Services - Saint Clare's, LLC** for the period of July 1, 2022 through June 30, 2023;

WHEREAS, Saint Clare's is a hospital system with acute care hospitals locate in Denville and Dover, a psychiatric hospital located in Boonton, and various outpatient services and clinics;

WHEREAS, Mine Hill Township School District has a need for certain medical services to be provided to its students;

WHEREAS, Saint Clare's desires to provide certain healthcare services to the Mine Hill Township School District at specific rates and;

WHEREAS, the Mine Hill Township School District desires to contract with Saint Clare's to provide such healthcare services.

- v. RESOLVED, that the Board of Education renews **Canfield Kids** as the **provider of the Before and After Care Services only for the 2022-2023 school year** per the terms of its proposal and subject to a contractual agreement.

- w. WHEREAS, the Mine Hill Board of Education provided Dover Board of Education with two instructional classrooms (127 & 129) for their Preschool Educational program beginning in the 2020-21 school year;

RESOLVED, that the Mine Hill Township Board of Education accepts the recommendation of the Business Administrator and approves the renewal of the **2022-2023 school year contract with the Dover Board of Education** at a monthly payment of \$1500 per classroom plus an additional \$5,000 administrative fee for a total yearly cost not to exceed \$35,000.

- x. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2022-2023 Shared Services Agreement between Roxbury Township Public Schools and the Mine Hill Board of Education for Custodial Services** in the amount of \$252,426.65.

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 to approve to submit the application and accept the funds through the **Elementary and Secondary Education Act (ESEA) for the 2022-2023 school year** as listed below. (Application available in the business office)

<u>ESSA</u>	<u>Amount</u>
Title 1	\$80,008
Title IIA	\$14,639
Title III	\$ 1,568
<u>Title IV</u>	<u>\$10,000</u>
TOTAL	\$106,215

- 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
6 <sup>th</sup> Grade	Sky Zone , Mt. Olive

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

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

Roll Call Vote	Jennifer Antonich	Katie Bartnick	Peter Bruseo	Brian Homeyer	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 payment to **Carolina Rodriguez**, for completing her **merit goals** as per her 2021-2022 employment contract as follows: **(To be paid out of account 11.000.251.100.00.100.)**

Increase Alternative Revenue Sources by 20% or more. (Achieved): \$4,562.00;

Apply for the Association of School Business Officials International

Certification of Excellence (COE) in Financial Report for the FY21 CAFR: \$3,425.00.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Robby Suarez** as the **Summer Accelerated Program Administrator**, Monday through Thursday, July 5, 2022 to July 28, 2022 from 8:30 to 12:30 not to exceed four (4) hours/day at a stipend amount of \$2,400.00 **to be paid for out of the ARP ESSER funds. (Summer learning and enrichment to be paid out of 20.489.200.100.00.000)**

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022 Summer Accelerated Program staff**, Monday through Thursday, July 5, 2022 to July 28, 2022, from 8:30 to 12:30 not to exceed four (4) hours per day, **to be paid out of the ARP ESSER funds as follows: (Summer learning and enrichment to be paid out of 20.489.100.100.00.000)**

Employee	Position	Grade	Compensation
Jennifer Ludwig	Accelerated Program Teacher	PK/K	\$37.00/hour
Jessica Asaro	Accelerated Program Teacher	1	\$37.00/hour
Melissa Gusterovic	Accelerated Program Teacher	2	\$37.00/hour
Stephanie Alfieri	Accelerated Program Teacher	3/4	\$37.00/hour
Jessica Cicchino	Accelerated Program Teacher	5/6	\$37.00/hour
Kellie Savona	Substitute Teacher		\$37.00/hour
Nicole Torrey	Substitute Teacher		\$37.00/hour

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022 Extended School Year Teachers**, Monday through Thursday, July 5, 2022 to July 28, 2022, from 8:30 to 12:30 not to exceed four (4) hours per day, as follows: **(To be paid out of account 11.212.100.101.00.103)**

Employee	Position	Compensation
Tabitha Hertz	ESY Teacher	\$37.00/hour
Lansing Holman	ESY Teacher	\$37.00/hour
Melissa Kenny	ESY Teacher	\$37.00/hour
Kellie Savona	Substitute Teacher	\$37.00/hour
Nicole Torrey	Substitute Teacher	\$37.00/hour

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022 Extended School Year Paraprofessionals**, Monday through Friday, July 5, 2022 to July 28, 2022, from 9:00 to 12:00 00, not to exceed three (3) hours per day, as follows: **(To be paid out of account 11.212.100.106.00.103)**

Employee	Position	Compensation
Jodi Cullen	ESY Aide	\$26.45/hour
Keri Hanlon	ESY Aide	\$15.00/hour
Lisa Van Ness	ESY Aide	\$15.69/hour
Tara Murro	Substitute	\$15.00/hour

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Danielle Jackson, Paraprofessional for the 2022-2023 school year.**
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Alison Remick** as a **Substitute Teacher** at a daily rate of \$105/day and **Substitute Aide** at a daily rate of \$87/day for the 2021-2022 school year.
- h. RESOLVED, that the Board of Education approves the **Principal Employment Contract** for **Adam Zygmunt for the 2022-2023 school year.** (Available for review in the Business Office)
- i. RESOLVED, that the Board of Education approves the **Business Administrator/Board Secretary Employment Contract** for **Carolina Rodriguez for the 2022-2023 school year**, which was submitted and approved by the County Superintendent. (Available for review in the Business Office)
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve appointing **Tabitha Hertz** as a **Homebound Instructor for the 2021-2022 school year** on an as needed basis at a rate of \$37.00 per hour.

- k. RESOLVED, the Board of Education accepts the recommendation of the Superintendent and approves **Noreen Vetter to work up to 20 hours** from July 1, 2022 through August 31, 2022 to finalize transferring student's and new student's medical records.

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*

**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 \_\_\_\_\_ the Board adjourns the meeting at \_\_\_\_\_ p.m.

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