

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**April 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		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**

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

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

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

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 13, 2023**.
- b. RESOLVED, that the Board of Education approves the **Regular session minutes** of the meeting held on **March 13, 2023**.

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

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

9. **Correspondence**

- Resignation of employee #4497

10. **Superintendent's Report**

11. **Presentations / Reports**

- Budget Presentation for the 23-24 School Year
- Big Ideas – New Math Program for 2023-24

12. **Business Administrator's Report**

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 **March 2023 payroll** in the amount of \$200,050.67, (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 \$552,151.82;

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)	\$2,286.28
Student Activity Fund (Canfield School Account)	\$4,705.75

**b. 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 2023-2024**

BE IT RESOLVED by the Board of Education to approve the 2023-2024 school district budget as follows:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>2023-2024 Total Expenditures</b>	\$13,893,885	\$316,808	\$302,481	\$14,513,174
<b>Less: Anticipated Revenues</b>	\$6,574,378	\$316,808	\$95,448	\$6,986,634
<b>Taxes to be Raised</b>	<b>\$7,319,507</b>	<b>-0-</b>	<b>\$207,033</b>	<b>\$7,526,540</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 \$23,900 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 is \$22,000, of which, \$8,031 has been spent and \$2,395 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 \$23,900 for all staff and board members for the 2023-2024 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	\$15,000
Audit	\$26,500
Physician	\$4,000
<b>TOTAL</b>	<b>\$50,500</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 2023-2024 school year.

### **TUITIONS**

RESOLVED, to approve **the tuition rates for the 2023-2024 school year** as follows:

Preschool/K	\$17,676
Grades 1-5	\$19,363
Grades 6-8	\$23,416
Special Education MD	\$39,929

### **Capital Reserve**

Capital Reserve Account Withdrawal: \$2,397,000;

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$2,397,000 for:

<b>Project Number</b>	<b>Project Name</b>	<b>Total Amount</b>
01	HVAC	\$1,092,000
02	Flooring	\$65,000
03	Plaster	\$40,000
04	Exterior Sitework	\$1,200,000
	<b>TOTAL</b>	<b><u>\$2,397,000</u></b>

- c. RESOLVED, that the Board of Education approves the **2023-2024 schedule of tax payments** as follows:

<b>BOARD OF EDUCATION – TOWNSHIP OF MINE HILL SCHOOL TAX PAYMENT SCHEDULE 2023-2024</b>			
	<b><u>CURRENT EXPENSE</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL THIS PERIOD</u></b>
JULY 2023	\$609,958.92	\$207,033.00	\$816,991.92
AUGUST 2023	\$609,958.92		\$609,958.92
SEPTEMBER 2023	\$609,958.92		\$609,958.92
OCTOBER 2023	\$609,958.92		\$609,958.92
NOVEMBER 2023	\$609,958.92		\$609,958.92
DECEMBER 2023	\$609,958.92		\$609,958.92
JANUARY 2024	\$609,958.92		\$609,958.92
FEBRUARY 2024	\$609,958.92		\$609,958.92
MARCH 2024	\$609,958.92		\$609,958.92
APRIL 2024	\$609,958.92		\$609,958.92
MAY 2024	\$609,958.92		\$609,958.92
JUNE 2024	\$609,958.92		\$609,958.92
<b>TOTAL</b>	<b><u>\$7,319,507.00</u></b>	<b><u>\$207,033.00</u></b>	<b><u>\$7,526,540.00</u></b>

- d. RESOLVED, that the Mine Hill Board of Education approves the **Horizon Dental Plan with a final renewal of 2% for a 24-month period, July 1, 2023, through June 30, 2025.** Renewal summary of rates as follows:

<b>Coverage Type</b>	<b>Current Rate</b>	<b>Renewal Rate</b>
Single	\$43.34	\$44.21
2 Adults	\$86.65	\$88.38
Family	\$138.67	\$141.44
Parent/Child	\$80.16	\$81.76

- e. RESOLVED, that the Board of Education authorize the Business Administrator on behalf of the Mine Hill Township Board of Education (Canfield Avenue School) to enter into the **New Jersey Cooperative Purchasing Alliance Cooperative Pricing Agreement**;

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency " has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on April 24, 2023, the governing body of the Mine Hill Township Board of Education, County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Mine Hill Township Board of Education.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **amending the Long-Range Facility Plan** for the Mine Hill Township Board of Education to include the potential projects listed below:

HVAC Phase 4	\$1,092,000
Staff Bathrooms	\$163,925
Flooring (Green Hallway Corridor)	\$84,500
Rear Sitework	\$975,000
<b>TOTAL</b>	<b>\$2,315,425</b>

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **5-year contract from the period of July 1, 2023 to June 30, 2028 between the Roxbury Board of Education and the Mine Hill Board of Education**, to provide transportation for the Mine Hill resident students attending Dover High School, Dover Middle School, Mine Hill tuition students attending Roxbury High School and Mine Hill Choice students attending Eisenhower Middle School and Roxbury High School and for Field Trips.
- h. RESOLVED, that the Board of Education approve the **transportation rates for the 2023-2024 school year** as listed below at the sum specified herein which may be adjusted based on changes to the route:
- 2 - Dover High School routes - \$40,413.83 per route
  - 1 - Dover Middle School route - \$39,235.04
  - 1 - Roxbury High School Choice route - \$15,330.00 (Estimate, route cost based on AIL)
  - 1 - Eisenhower Middle School Choice route - \$5,110.00 (Estimate, route cost based on AIL)
  - 1 - Dover High School late route - \$21,642.27
  - 1 - Dover Middle School late route - \$21,642.27
  - School Related Activities (Field trips, Special Ed. Routes, etc.) hourly rate of \$90.00
  - 4% Administrative fee - \$7,351.49 (Estimate based on current costs)
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **purchase of 100 Chromebooks**, as previously approved in the Tech Plan (55 for 1<sup>st</sup> grade, 45 for 2<sup>nd</sup> grade).
- a. Purchase through MRA International in the amount of \$24,241.25 through Bergen County Cooperative Bid #22-24 - Resolution #472-22. Account #: 11.190.100.610.50.518
  - b. Purchase through MRA International in the amount of \$19,833.75 through Bergen County Cooperative Bid #22-24 - Resolution #472-22. Account #: 11.190.100.610.50.518
- j. RESOLVED, that the Mine Hill Board of Education accepts the recommendation of the Business Administrator and approves the **cooperative purchasing with Hertz Furniture** through the 26EDCPS Ed Data NJ 10430 for the purpose of purchasing furniture for the Music Room in the amount of \$11,636.13 in the 2022-2023 SY. Acct # 11.190.100.610.50.510
- k. RESOLVED, that the Mine Hill Board of Education accepts the recommendation of the Business Administrator and approves the **cooperative purchasing with Hertz Furniture** through the 26EDCPS Ed Data NJ 10430 for the purpose of purchasing furniture for Room 101 in the amount of

\$35,434.51 in the 2022-2023 SY. Acct # 11.190.100.610.50.510.

- I. WHEREAS, the Mine Hill Board of Education solicited bids through the **E-Rate** process for 8 wireless equipment and associated licenses, components and professional services; cabling and related professional services

WHEREAS, E-rate Consulting has reviewed all vendor submissions provided in response to FCC form 470# 230018221 and determined that two responsible bids were received,

THEREFORE, the district has procured the purchase of access points from Clarity for wireless access points, licenses and professional services for a cost of \$9,853.20 and Cabling for a cost of \$2,120.00,

RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approve Clarity for **E-Rate Services** not to exceed \$11,973.20. (Term of contract April 1, 2023 to September 30, 2025)

- m. RESOLVED, that the Mine Hill Board of Education approves the Business Administrator to **solicit Competitive contracts for Child Study Consultation Services for the 2023-2024 school year.**
- n. RESOLVED, that the Mine Hill Board of Education authorizes the Business Administrator to **solicit Requests for Proposals for Professional Development in Reading Workshop for the 2023-2024 school year.**
- o. RESOLVED, that the Board of Education approves the **meal prices as listed below for the 2023-2024 school year** in accordance with the Paid Lunch Equity requirement guidelines:

BREAKFAST

Student: \$1.75 (.10¢ increase)

Reduced: \$0.00

Adult: \$1.85

LUNCH

Student: \$3.50 (.10¢ increase)

Reduced: \$0.00

Adult: \$3.70

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

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

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

## 15. INSTRUCTION & CURRICULUM

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the placement of **Dylan Kozlak, to conduct classroom observation and student teaching** with Mark Richardson, Music teacher, as part of his teacher training program through Montclair State University during the 2023-24 school year.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the new Math program, Big Ideas for the 2023-2024 school year.**

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

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

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

## 16. PERSONNEL

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Feona Harris-Walters as an Instructional Aide**, effective April 3, 2023, at the pro-rated amount of \$15,757.00/year, no benefits. Acct # 11.213.100.106.00.100 - 85% and 20.483.100.100.00.000 - 15%
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Jessica Lopa, School Psychologist**, MA +18, Step 19\* with benefits, for the 2023-2024 school year. (\*Salary pending contract settlement) Acct # 11.000.219.104.00.000
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of employee #: 4497**, Instructional aide, with her last day being May 25, 2023.

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

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

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

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P0144	Board Member Orientation and Training (Revised)
P2520	Instructional Supplies (M) (Revised)
P3217	Use of Corporal Punishment (Revised)
P4217	Use of Corporal Punishment (New)
P5305	Health Services Personnel (M) (Revised)
P5308	Student Health Records (M) (Revised)
P5310	Health Services (M) (Revised)
P6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P6115.04	Federal Funds – Duplication of Benefits (M) (New)
P6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
P7440	School District Security (M) (Revised)
P9100	Public Relations (Abolished)
P9140	Citizens Advisory Committee (Revised)

- b. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Regulation #</u>	<u>Regulation Title</u>
R2520	Instructional Supplies (M) (Revised)
R5308	Student Health Records (M) (Revised)
R5310	Health Services (M) (Revised)
R6115.04	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
R9140	Citizens Advisory Committee (M) (Abolished)

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revisions** to the **2022-23 School Year Calendar**, to reflect three (3) unused emergency day and reinstating Friday, May 26<sup>th</sup> as an early dismissal day. (See attached)



- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **add an FTE position** under the title of **ESL Teacher** and to approve the program for said position.
- e. WHEREAS, that the Board of Education accepts the recommendation of the Superintendent to **approve the job description** for the **ESL Teacher**.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **add an FTE position** under the title of **CST Secretary, School Psychologist, FT Custodian, PT Custodian (To be paid out of ESSER Funds) and Facilities Manager** and to approve the program for said position.
- g. WHEREAS, that the Board of Education accepts the recommendation of the Superintendent to **approve the duties of the job descriptions** for the **CST Secretary, School Psychologist, FT Custodian, PT Custodian (To be paid out of ESSER Funds) and Facilities Manager**.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approve the **early group rate registration** in the amount of \$2,100 for the **NJSBA Annual Workshop** to be held in Atlantic City, October 23, 2023 to October 26, 2023.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves to accept the **donation from Verizon Foundation in the amount of \$750.00** to the 6th grade class of 2023, to be deposited in the student activities account.
- j. 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	Estimated Total Expense
5/31/23	Jessica Cicchino	NJAFPA Conference Building Thinking Classrooms in Math Lawrenceville, NJ	\$149.00	\$47.05	\$196.05
5/31/23	Danielle Mikolay	NJAFPA Conference Building Thinking Classrooms in Math Lawrenceville, NJ	\$149.00	\$47.05	\$196.05
5/31/23	Dorothy Quinn	NJAFPA Conference Building Thinking Classrooms in Math Lawrenceville, NJ	\$149.00	\$47.05	\$196.05

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

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

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

**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 Antoncich, Jennifer Waters*

**23. Community Committee Report**

**24. Old Business**

**25. New Business**

**26. Public Discussion**

**27. Executive Session**

**28. Return to Public Session**

**29. Adjournment**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ the Board adjourns the meeting at \_\_\_\_\_ p.m.

<b>Roll Call Vote</b>	<b>Jennifer Antoncich</b>	<b>Katie Bartnick</b>	<b>Peter Bruseo</b>	<b>Brian Homeyer</b>	<b>Diane Morris</b>	<b>Srinivasa Rajagopal</b>	<b>Jennifer Waters</b>
YES							
NO							
ABSTAIN							