MINE HILL TOWNSHIP BOARD OF EDUCATION AGENDA REGULAR MEETING May 8, 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			

On the motion	on of		seconded	l bv	at	p.r	n. the Board	approves the
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losed session						•		
RESOLVEI	, the Bo	oard of Edu	cation adi	ourns to c	losed session	n to discu	ıss: (select on	ne or more)
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							ıs or violations (of law
7) pending	or anticip	pated litigation	on or contrac	ct negotiation	n and/or matte	ers of attorn	ey-client privileg	ge
							ted request an op	pen session
9) delibera	tion after i	a public hear	ing that coul	ld result in a	civil penalty	or other los	S.	
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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 April 24, 2023.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **April 24, 2023.**

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

9. Correspondence

- 10. Superintendent's Report
 - Goals Report
- 11. Presentations / Reports
- 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 **appropriation transfers for the month of March 2023**, which is attached and made part of this resolution by reference.

- b. 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 March 2023 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.
- c. 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 2023-2024 school year** in the amount of \$750.00, with the approved signatures of the Superintendent and the Business Administrator.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the 2023-2024 school year Joint Transportation Agreement between the Educational Services Commission of Morris County, and the Mine Hill Board of Education as follows:
 - 1. The Commission agrees to transport public, nonpublic and/or special education pupils on established routes as assignment in writing by the Board, for each day that school is in session during the 2023-2024 school year for such student(s) the district may choose the Commission to provide services.
 - 2. In consideration of the performance of paragraph 1, the Board agrees to pay the Commission the total sum of estimated costs, including administrative fees in accordance with the provisions of the payment policy established by the Board of Directors 4% surcharge.
 - Advance payment of 10% of the previous year's final special education cost by August 30th and monthly payments in full for actual transportation costs incurred from September through June. Any credit balance due to the district will be refunded;
 - 3. It is understood that any change in the number of children being transported on each route or changes in mileage during the course of the year will necessitate a reapportionment and adjustment to the costs. Apportioned costs also include an aide, if assigned to the vehicle. A personal or health aide will be billed to the district placing the request;
 - **4.** The Commission accepts no responsibility for assuring a pupil's us of arranged transportation or attendance on an established route. Once assigned to a route, the monthly billings for the pupil's reserved seat will continue until the Commission is otherwise notified, in writing, to delete the pupil from the assigned route;
 - 5. The Board agrees that all requests sent to the Commission are for the purpose of making arrangements for the transportation of the pupil(s) referred, and not for the purpose of obtaining pricing information. If the Board or its administrators wishes to obtain pricing information, it must

be so identified, in writing, thirty (30) days prior to the date that the requested transportation is to start;

- **6.** The Commission agrees to process Private School Transportation Applications for aid in lieu of transportation for those nonpublic school pupils who are unable to be placed on established or competitively bid routes. This process includes bi-annual certification of pupil attendance and preparation of payment vouchers. Such payments are to be made by the Board directly to the parents of eligible pupils. The Board agrees to pay the Commission an administrative fee for processing aid in lieu of transportation payment vouchers in accordance with the rates established by the Board of Directors of the Commission. If the Board of Education decides to utilize the Commission for such services.
- 7. It is understood and agreed by the parties hereto that this agreement shall be without force and effect until such time it has been approved by the Superintendent of Schools of the County of Morris.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the agreement with Homecare Therapies, dba Horizon Healthcare Staffing for various Nursing services for the 2023-2024 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. 11.000.213.100.00.101.
- f. 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 2023-2024 school year as follows:

Management Fee: The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$9,320.00. The Management fee shall be payable in monthly installments of \$932.00 per month commencing on September 1, 2023 and ending on June 30, 2024.

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.

Total cost of contract for the 2023-2024 school year is \$167,000.14.

g. WHEREAS, Panoramic Window & Door System, Inc. has submitted a change order No. GC-01 to remove and replace existing door and frame at exit #12 in the amount of \$12,235.00. The following item shall be deducted from Allowance #1 (actual balance on Allowance #1 before this deduction is \$30,000.00);

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-01.

h. WHEREAS, Panoramic Window & Door System, Inc. has submitted a change order No. GC-02 to install new electric hardware compatible with existing access contact at door #3 and #12 locations in the amount of \$4,357.00. The following item shall be deducted from Allowance #1 (actual balance on Allowance #1 before this deduction is \$17,765.00);

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-02.

- i. RESOLVED, that the Board of Education renews Canfield Kids as the provider of the Before and After Care Services only for the 2023-2024 school year per the terms of its proposal and subject to a contractual agreement.
- **j.** WHEREAS, the Board of Education wishes to have The Township of Mine Hill take responsibility for snow plowing and removal and miscellaneous additional services at Board owned facilities at the Canfield Elementary School; and

WHEREAS, the governing bodies of the **Township of Mine Hill and the Mine Hill Board of Education** have adopted resolutions pursuant to N.J.S.A. 40A:65-1 et seq., the Uniform Shared Services Act, authorizing the adoption of this agreement.

NOW, THEREFORE, the parties agree as follows:

- 1. Term. This agreement shall commence upon execution and shall expire on June 30, 2028.
- 2. The Township shall be responsible for snow plowing and snow removal at the Canfield Elementary School.
- 3. The Township will be responsible for leaf removal on the school's front lawn only, not the back or other areas of the school, and shall not be responsible for lawn mowing, spring clean-up, mulching, flower and other outdoor gardening and tree maintenance on Board property.
- 4. The Township will sweep the school parking lots at its discretion when it acquires a new street sweeper.
- 5. The Board shall waive fees for Township sponsored activities and events utilizing Board property. There shall be no Saturday school opening fees for the recreation basketball program.

RESOLVED, that the Mine Hill Board of Education approve the Interlocal Agreement with the Township of Mine Hill.

k. WHEREAS, the Board of Education conducted a bid opening on April 27, 2023, for Interior Renovation at Canfield Avenue School Project #3944;

WHEREAS, a total of three (3) bids were received for this contract as per the attached recapitulation sheet, the three and alternate bids were as follows:

Name Bidder	Lanyi & Tevald, Inc.	Daskall, LLC	De Sapio Construction, Inc.
Base Bid	\$1,662,880.00	\$2,237,000.00	\$2,495,000.00
ALT-1	\$136,175.00	\$70,000.00	\$252,600.00
ALT-2	\$389,389.00	\$286,000.00	\$658,200.00
ALT-3	\$95,650.00	\$52,000.00	\$145,400.00
ALT-4	\$57,968.00	\$48,000.00	\$67,800.00
ALT-5	\$33,514.00	\$52,000.00	\$41,500.00
Total of Alternates	\$712,696.00	\$508,000.00	\$1,165,500.00
TOTAL AMOUNT	\$2,375,576.00	\$2,745,000.00	\$3,660,500.00

RESOLVED, that all project work for the Interior Renovations at the Canfield Avenue School be awarded to **Lanyi & Tevald, Inc.** in the amount of \$2,375,576.00. Acct #'s 30.000.400.450.08.553 \$380,092.00, 30.000.400.450.09.553 \$237,558.00, 30.000.400.450.10.553 \$308,825.00, 30.000.400.450.11.553 \$498,871.00, 30.000.400.450.12.553 \$570,138.00, 30.000.400.450.13.553 \$285,069 and 30.000.400.450.14.553 \$95,023.00.

In Accordance with N.J.S.A 184A:18A-42 and based upon the recommendations the Superintendent that Thrive Alliance Group has provided services to the school district in an effective and efficient manner, the Board of Education hereby approves the renewal of the contract with

> Sage Thrive Inc 601 Jefferson Road Suite B204 Parsippany, NJ 07054

for Mental Health Related Services in accordance with the terms and conditions in the bid specifications and at the cost listed below which represents a 3% increase from the 2022-2023 school year prices as procured through Bid No PRP 22/23-03.

	Original 2022-2023	School Year 2023-2024
Part-time Thrive certified Clinician	\$52,000	\$53,560

The term of the contract will follow the school calendar September 5, 2023, to June 20, 2023. This contract is subject to the availability of funds as may be required to meet the extended obligation. If sufficient funds are not appropriate, the Board of Education may cancel the contract.

Funds are available for this contract through ESSER III Funding out of account 20.487.200.300.000 \$35,810 and 20.291.200.200 \$17,750.

The following documents, when required, are on file with the Business Office:

- Certificate of Employee Information Report
- NJ Business Registration Certificate
- Disclosure of investment Activities in Iran Form
- Russia Belarus Disclosure Form
- **m.** In Accordance with N.J.S.A 184A:18A-42 and based upon the recommendations the Superintendent that Thrive Alliance Group has provided services to the school district in an **effective and efficient** manner, the Board of Education hereby approves the renewal of the contract with

Center for Responsive School 85 Avenue A PO Box 718 Turners Falls, MA 01376-0718

for Responsive Classroom training in accordance with the terms and conditions in the bid specifications and at the cost listed below which represents a 0% increase from the 2022-2023 school year prices as procured through Bid No PRP 22/23-02

	Original 2022-2023	School Year 2023-2024
Four days contractual	\$24,900	\$23,900

The term of the contract will be July 31, 2023, to August 3, 2023.

This contract is subject to the availability of funds as may be required to meet the extended obligation. If sufficient funds are not appropriate, the Board of Education may cancel the contract.

Funds are available for this contract through ESSER III Funding out of account 20.488.200.300.00.000.

The following documents, when required, are on file with the Business Office:

- Certificate of Employee Information Report
- NJ Business Registration Certificate
- Disclosure of investment Activities in Iran Form
- Russia Belarus Disclosure Form
- n. WHEREAS, that at the request of the Administration the Mine Hill Township Board of Education has recommended a renewal of the **Professional Development in Reading Workshop for the 2023-2024** school year at the current contract price of a daily rate of \$1,800.00,

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education renew the contract for the Professional Development in Reading Workshop to Berit Gordon, Literacy Consultant in the total contract lump sum of \$18,000.00 (10 Sessions). Funds available in account #20.270.200.300.00.00.

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

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 the renewal of tenured certificated staff for the 2023-2024 school year as follows:

Tenured Staff	Certification
Janice Bochicchio	Elementary School Teacher
Diana Carroll	Teacher of Preschool Through Grade 3
Susan Charlton	School Librarian, Educational Media Specialist/Gifted & Talented
Jessica Cicchino	Elementary School Teacher in Grades K-6
Susan Day	Elementary School Teacher
Michelle Eastman	Elementary School Teacher in Grades K-6, Teacher of the Handicapped
Claire Friedland	Teacher of Preschool Through Grade 3
Melissa Gusterovic	Elementary School Teacher in Grades K-6
Jessica Gutwein	Elementary School Teacher in Grades K-6
Tabitha Hertz	Elementary School Teacher, Teacher of the Handicapped
Lansing Holman	Teacher of the Handicapped
Melissa Kenny	Elementary School Teacher
Kay Kim	Elementary School Teacher
Jennifer Ludwig	Elementary School Teacher
Matthew Martyniuk	Elementary School Teacher with Subject Matter Preparation: Science I
Karyl Meehan	Elementary School Teacher
Danielle Mikolay	Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of S.S.
Amanda Mrasz	Elementary School Teacher in Grades K-6, Teacher of Students w/Disabilities

Lyndsee Olivo	Elementary School Teacher
Beth Ondish	Elementary School Teacher, Teacher of the Handicapped
Cindy Pyrzynski	Teacher of Physical Education
Dorothy Quinn	Elementary School Teacher
Mark Richardson	Teacher of Music
Cortney Smith	Teacher of Art
Lauren Snarski	School Counselor
Jeffry Steidl	Teacher of Health and Physical Education
Robby Suarez	Elementary School Teacher in Grades K-6
Noreen Vetter	School Nurse

b. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of non-tenured certificated staff for the 2023-2024 school year** as follows:

Non-Tenured Staff	Tenured Date	Certification
Stephanie Alfieri	10-19-2025	Elementary School Teacher in Grades K-6
Jessica Asaro	9-2-2024	Elementary School Teacher in Grades K-6
Maryeline Corro	8-31-2026	Teacher Of Spanish
Hannah Gurmankin	9-2-2025	Elementary School Teacher in Grades K-6, Teacher of Students w/Disabilities
Danielle Jackson	8-31-2026	Teacher Of Preschool Through Grade 3, Teacher of Students With Disabilities
Milmari Sanchez	3-7-2027	Teacher of English as a Second Language
Kellie Savona	9-2-2024	Elementary School Teacher in Grades K-6
Nicole Torrey	9-2-2024	Elementary School Teacher in Grades K-6

c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Support Staff for the 2023-2024 school year** as follows:

Staff Member	Position
Kelsey Alpaugh	Paraprofessional Aide
Sharon Anderle	Paraprofessional Aide
Jodianne Cullen	Paraprofessional Aide
Jessica Doblado	Paraprofessional Aide
Tracey Drazek	Paraprofessional Aide
Tara Dyson	Paraprofessional Aide
Keri Hanlon	Paraprofessional Aide
Jobetsie Hernandez	Paraprofessional Aide
Maria Herrerra	Paraprofessional Aide
Erin Kratz	Paraprofessional Aide
Lisa Lardieri	Paraprofessional Aide
Catherine Murillo	Paraprofessional Aide
Kathleen Mury	Paraprofessional Aide
Lisa Van Ness	Paraprofessional Aide
Feona Walters-Harris	Paraprofessional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Linda Slahor	Cafeteria Aide

d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full-time Administrative Staff for the 2023-2024 school year** as follows:

Employee Name	Position
Lee Nittel	Superintendent
Carolina Rodriguez	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Rosalia Aragon	Accountant
Matthew Bruhn	Technology Coordinator/Supervisor
Lourdes Conroy	Main Office Secretary
Angela Sabatino Guerrero	Administrative Assistant to the Superintendent; Secretary to the Board Secretary
Debra Hanley	Administrative Assistant to the Business Administrator
Lori Lashevicki	Administrative Assistant to the Principal
Lisa Palmieri	School Treasurer

e.	RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and
	approves the appointment of Michael D. Marini, as a full-time Facilities Manager with a prorated
	salary of \$65,000 per year with benefits effective July 1, 2023. Salary to be paid out of accounts
	11.000.262.100.00.100.

Motion of:	Seconded by:
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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 **second reading**:

Policy #	Policy Title
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)

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 seconded by at p.m. the Board approves the On the motion of 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 Jennifer Katie Peter Brian Diane Srinivasa Jennifer **Bartnick** Homeyer Vote Antoncich Bruseo Morris Rajagopal Waters YES NO ABSTAIN

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
YES							
NO							
ABSTAIN							