

**MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
October 30, 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.

Motion of: _____ Seconded by: _____

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

5. Regular Session - _____ p.m.

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 **September 25, 2023**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **September 25, 2023**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **October 2, 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

10. Superintendent's Report

11. Presentations / Reports

- Strategic Planning Presentation

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 **September 2023 payroll** in the amount of \$422,396.88 (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 \$1,377,865.78;

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)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of September 2023**, 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 September** 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 submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Interim Executive County Superintendent for the 2022-2023, 2023-2024 and 2024-2025 school years.
- e. WHEREAS, as part of the PEA grant approval the district's Administration has reached out to ABC Growing Tree for the expansion of the preschool program,

WHEREAS, the ABC Growing Tree will be providing the Mine Hill Board of Education a total of 2 classrooms for the 23-24 SY for a total enrollment of 15 students per classroom a total of 30 students.

WHEREAS, Preschool Education Program Contract has been reviewed by Administration and legal counsel and recommending the approval of the agreement for the 2023-2024 School Year,

RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract with **ABC Growing Tree for the expansion of the preschool program** for a maximum of 30 students (15 per class) at a rate of \$16,862 per pupil less Administration fees in the amount of \$78,828.00 for a total contract amount of \$427,032.00 per school year. Amount will be prorated based on enrollment and number of months operating for a monthly cost of \$42,703.20.

- f. WHEREAS, **Northeastern Roof has submitted a change order No. GC-02** for a credit from the remaining balance from Allowance #1;

The original contract sum was \$688,000.00, the contract sum prior to this Change Order was \$688,000.00, the contract sum will be decreased by this Change Order in the amount of (\$13,150.00), the new Contract Sum including this Change Order will be \$674,850.00;

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**.

- g. WHEREAS, the Mine Hill Board of Education, hereafter referred to as "Educational Facility" is a member of the **School Alliance Insurance Fund**, hereinafter referred to as "Fund";

WHEREAS, said renewal membership terminates as of July 1, 2023 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund;

WHEREAS, the Educational Facility is afforded the following types of coverages: Workers' Compensation Supplemental Indemnity - Workers' Compensation Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability Excess Liability (AL/GL) School Leaders Professional Liability Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows: 1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning **July 1, 2023, and ending July 1, 2026** at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance. 2. The Educational Facility's Business Official, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

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 **LearnWell** to provide 10 hours of educational services per week, individually or in a classroom setting, by a certified teacher who is a direct employee of LearnWell at a rate of \$55 per hour. Each hour of instruction delivered in any setting requires administrative and preparation time and LearnWell bills an additional 33% for those services.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-2024 proposed field trips** listed below:

Grade	Destination
Pre-K	Tranquility Farms, Andover
Kindergarten	Turtleback Zoo, West Orange
1 st Grade	Tranquility Farms, Andover
2 nd Grade	Waterloo Village, Stanhope
3 rd Grade	Franklin Mineral Museum, Franklin
4 th Grade	Sandy Hook National Park, Sandy Hook
5 th Grade	Liberty Science Center, Jersey City
5 th Grade	Washington Crossing Historic Park, Washington Crossing PA
6 th Grade	Lake Hopatcong Floating Classroom, Lake Hopatcong
6 th Grade	JCP&L Solar Cars Competition, East Hanover (additional trips if teams advance)
Grades 4, 5, 6	Winter & Spring Chorus shows - Civic Center, Mine Hill
Grades 4, 5, 6	Rockaway Townsquare Art Show, Rockaway

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

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.

- RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave for employee #4404** to commence on or before February 12, 2024 through June 30, 2024, using 31 accumulated sick days, pursuant to the Federal Family Leave Act.
- RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve appointing **Danielle Jackson** as a **Homebound Instructor for the 2023-2024** school year as needed at a rate of \$38.00 per hour, with the number of hours to be determined on an individual basis.
- RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **one-time payment for administrative costs associated with the PEBT** in the FY22 for Angela Sabatino in the amount of \$653.00. The one-time payment is to be paid out of NJDA funds, account #60-910-310-100-00-000-000.
- RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Grace Watt as an Instructional Aide**, at a pro-rated salary of \$16,300.00/year, no benefits effective November 6, 2023, for the 2023-24. To be paid out of account Account # 11.213.100.106.00.100 (85%), 20.487.100.100.00.000 (15%).

- e. WHEREAS, the Board and Mr. Nittel are parties to an employment contract dated July 1, 2020 through June 30, 2025; and

WHEREAS, the parties have agreed to mutually rescind that contract and enter into a **new five (5) year contract from July 1, 2023 through June 30, 2028**; and

NOW, THEREFORE, BE IT RESOLVED that, with the consent of Mr. Nittel, the Board of Education hereby rescinds Mr. Nittel's current employment contract and with the approval of the Executive County Superintendent of Schools, in accordance with N.J.A.C. 6A:23A-3.1, the Board of Education approves a new five-year Contract of Employment for Mr. Nittel effective July 1, 2023 through June 30, 2028, at initial annual salary of \$169,995.00; and

BE IT FINALLY RESOLVED, that the Board President is authorized to execute the contract on behalf of the Board.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Lee Nittel** as the **Director of Early Childhood Education**, No additional compensation required.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Brittany Ruane** as the **Preschool Instructional Coach, MA Step 11** at a salary of \$74,025.00 with benefits to begin on December 1, 2023, for the 2023-24 school year. To be paid out of Acc t#: 20.218.200.173.000, 20.218.200.176.000 and benefits to be paid out of 20.218.200.200.000
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2023-24 school year** as indicated below at the following rates:
- Teacher Certificate: \$130/day
Substitute Credentials: \$105/day
After 20 consecutive days in the same class \$150/day
After 40 consecutive days in the same class \$190/day
After 60 consecutive days in the same class, rate of pay will be BA Step 1 of the teacher contract.
Aide: \$90.07/day
Nurse: \$200/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	NURSE
Jaylynn Cardona		X	X	
Kristina Hofsommer		X	X	
Michael MacNeil	X		X	

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 approve the **District and Board goals for the 2023-2024 school year**.

- b. To approve the submission of the **2022-23 Harassment, Intimidation and Bullying (HIB) School Self-Assessment for Determining Grades and a Statement of Assurances**.

WHEREAS, the Mine Hill Board of Education is required to submit an HIB Self-Assessment and a Statement of Assurances to the NJ Department of Education as required under the Anti-Bullying Bill of Rights Act (P.L. 2010, c. 122); and

WHEREAS, copies of said Self-Assessment and Statement of Assurances are available for review upon request in the business office.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education herewith approves submission of the **HIB Self-Assessment for Determining Grades, and Statement of Assurances**, to the NJ Department of Education for the 2022-2023 school year.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **add two (2) FTE positions** under the titles of **Director of Early Childhood Education** and the **Preschool Instructional Coach** approve the job description for said positions.
- d. WHEREAS, the Board of Education accepts the recommendation of the Superintendent to **approve the duties of the job descriptions** for the **Director of Early Childhood Education** and the **Preschool Instructional Coach**.
- e. RESOLVED, that the Board of Education approve the New Jersey Department of Education **Health and Safety Evaluation** of School Buildings checklist for the 2023-2024 school year.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Travel, Conference and Workshops** listed below:

Employee	Date(s)	Workshop & Location	Registration	Meals	Lodging & Parking	Mileage & Tolls	Total Cost
Rosalia Aragon	12/12/23 4/17/24 5/21/24	NJASBO Workshops, Whippany	\$375.00	N/A	N/A	\$23.37	\$398.37
Susan Charlton	12/3/23- 12/5/23	NJASL Fall Conf. Atlantic City	\$330.00	\$147.50	\$214.00	\$147.31	\$838.31

- g. RESOLVED, that the Board of Education approves the following **Policies** for first reading:

<u>Policy #</u>	<u>Policy Title</u>
P1524	School Leadership Councils (Abolished)
P1642.01	Sick Leave (New)
P2270	Religion in the Schools (Revised)
P2419	School Threat Assessment Teams (M) (New)
P3161	Examination for Cause (Revised)
P3212	Attendance (M) (Revised)
P3432	Sick Leave (Abolished)
P4161	Examination for Cause (Revised)
P4212	Attendance (M) (Revised)
P4324	Right of Privacy (Revised)
P4432	Sick Leave (Abolished)
P5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P5116	Education of Homeless Children and Youths (Revised)
P5460.02	Bridge Year Pilot Program (M) (Abolished)
P6361	Relations with Vendors for Abbott Districts (Abolished)
P8500	Food Services (M) (Revised)

P8540 School Nutrition Programs (M) (Abolished)
P8550 Meal Charges/Outstanding Food Service Bill (M) (Abolished)

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

<u>Reg. #</u>	<u>Regulation Title</u>
R1642.01	Sick Leave
R2419	School Threat Assessment Teams (M) (New)
R3212	Attendance (M) (Revised)
R3432	Sick Leave (Abolished)
R4212	Attendance (M) (Revised)
R4432	Sick Leave (Abolished)
R5111	Eligibility of Resident/Nonresident Students (M) (Revised)
R5116	Education of Homeless Children and Youths (Revised)
R5460.02	Bridge Year Pilot Program (M) (Abolished)

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

On the motion of _____ seconded by _____ at _____ p.m. the Board approves the following resolution:

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

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
YES							
NO							
ABSTAIN							

29. Adjournment

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

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