

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
September 27, 2021**

**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 15, 2021, the Randolph Reporter on January 21, 2021. 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**

Jennifer Antoncich	6:50 p.m.	Yes	Diane Morris	Yes	Yes
Katie Bartnick	6:39 p.m.	Yes	Srinivasa Rajagopal	Absent	Absent
Peter Bruseo	Yes	Yes	Jennifer Waters	Yes	Yes
Brian Homeyer	Yes	Yes			

**4. Executive Session**

On the motion of Brian Homeyer seconded by Jennifer Waters at 6:34 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 meeting in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select on 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 and 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 category(s) 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

Motion of: Jennifer Waters

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**5. Regular Session – 7:03 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 **regular session minutes** of the meeting held on **August 30, 2021**.

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Abstained	Yes	Yes	Absent	Yes

9. **Correspondence – N/A**

10. **Superintendent’s Report**

- State assessment
- Report on the number of COVID cases
- Virtual instruction option for classes with COVID incidents.
- School lunch process

11. **Presentations / Report – N/A**

12. **Business Administrator’s Report**

- NJSBA virtual conference registration
- HVAC project status
- LED sign project status

13. **Public Discussion**

14. **FINANCE**

*Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **August 2021 payroll** in the amount of \$74,210.25, (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 \$423,346.60;

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 months of July and August 2021**, 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 **months of July and August 2021** 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 Mine Hill Township Board of Education approve the banking services proposal from **Lakeland Bank** for a three-year contract commencing on **September 1, 2021 through August 31, 2024**, at a variable interest rate **equal to 70% of Federal Reserve Bank's Fed Funds Interest Rate**.
- e. WHEREAS, the Arthur J. Gallagher Risk Management Services, Inc./George Morville (Educational Facility") has resolved to join the **School Alliance Insurance Fund ("SAIF")** following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED, that the Mine Hill Board of Education, does hereby appoint Arthur J. Gallagher Risk Management Services, Inc./George Morville as its Risk Management Consultant in accordance with the Fund's Bylaws.

Motion of: Brian Homeyer                      Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**15. INSTRUCTION & CURRICULUM**

*Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the contract for **Bilingual Evaluations** for the 2021-2022 school year with **Hillmar, LLC** at the rate of **\$550.00 per evaluation for Spanish, \$750.00 per evaluation for Specialty Language, \$425.00 per evaluation for Monolingual, \$550.00 per evaluation for CST Evaluations for the Hearing Impaired** not to exceed \$6,000.00.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract with **PG Chambers for Occupations Therapy Services for 504 students** at a rate of \$94.00 per therapist for on-site or virtual services, including reasonable time for travel and paperwork; \$78/half-hour session for any therapy services provided at P.G. Chambers School; and \$525.00 for each therapy evaluation not to exceed \$25,000.00 for the 2021-22 school year. To be paid out of account 11.000.219.320.00.276.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2021-2022 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office).
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2021-2022 Emergency Virtual or Remote Instruction Plan and Attestation**. (Documents available for review in the business office).

Motion of: Jennifer Antoncich      Seconded by:

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**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 **resignation of employee #:4105** effective October 16, 2021.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Stephanie Alfieri, 2<sup>nd</sup> grade teacher, BA Step 5, \$58,365** plus benefits for the 2021-22 school year effective October 18, 2021.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Martha Carmona, Lunch Aide, 1.5 hours/day at a rate of \$3,529.50** for the 2021-22 school year, no benefits.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **staff members for 7-week sessions at 1.5 hours/week not to exceed 29 sessions of after school clubs at an hourly at of \$35.00 for the 2021-2022 school year:**

Mrs. Bochicchio, Mr. Holman and Mr. Martyniuk

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **staff members as Jump Ahead Advisors** for up to 1.25 hours/week not to exceed 30 weeks at a rate of \$34.13/hour for the 2021-22 school year as follows:

Melissa Gusterovic, Melissa Kenny and Danielle Wilson

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2021-2022 Merit Goals for Carolina Rodriguez**, as per her contract. (Available for review in the Business Office).

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** at the revised rates for the **2021-22 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: \$87/day

Nurse: \$200/day

\*Retroactive to September Paraprofessionals and lunch aides 15/% increase

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	CLERICAL	NURSE
Mary Cacchio		X	X		
Tara Zigenfus		X	X		

Motion of: Jennifer Waters

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

## 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>
1648.11	The Road Forward COVID-19 – Health and Safety & Appendices (M)
1648.13	School Employee Vaccination Requirements (M)

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

<u>Policy #</u>	<u>Policy Title</u>
2422	Comprehensive Health and Physical Education (M)
2467	Surrogate Parents and Resource Family Parents (M)
5111	Eligibility of Resident/Nonresident Students (M)
5116	Education of Homeless Children
6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M)
6115.02	Federal Awards/Funds Internal Controls – Mandatory Closures (M)

- 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (M)
- 6311 Contracts for Goods or Services Funded by Federal Grants (M)
- 7432 Eye Protection (M)
- 8420 Emergency and Crisis Situations (M)
- 8540 School Nutrition Programs (M)
- 8550 Meal Charges/Outstanding Food Service Bill (M)
- 8600 Student Transportation (M)

Motion of: Katie Bartnick      Seconded by: Jennifer Antoncich

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**18. BUILDING & GROUNDS**

*Pete Bruseo, Brian Homeyer, Jennifer Waters*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Health and Safety Evaluation** of School Building checklist Statement of Assurance for the 2021-2022 School Year. (Available for review in the Business Office)

Motion of: Brian Homeyer      Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**19. Presidents Report**

Discussion of the back-to-school night video presentation.

**20. Dover Report**

*Katie Bartnick, Brian Homeyer, Srinivasa Rajagopal*

Dover held its board meeting on September 21, 2021. Items discussed included district goals, salary increase for Superintendent and Assistant Superintendent, community relations, bond referendum.

**21. MHEF Report**

*Jennifer Antoncich, Katie Bartnick*

Canfield Kids current enrollment.

**22. Liaison to the Mine Hill Township Report**

*Jennifer Antoncich, Jennifer Waters*

School sewer installation at no cost to district.

**23. Community Committee Report**

*Katie Bartnick, Brian Homeyer, Diane Morris*

**24. Old Business**

**25. New Business**

RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the increase in the Teacher Certified Sub pay from \$100 to \$130, Non-Certified Sub pay from \$95 to \$105, Substitute Aides pay from \$75.50 to \$87 and an increase in Paraprofessional/Lunch Aides by 15%. Difference in increase in pay will be paid with ESSER funds and salaries will be retroactively adjusted back to September 2021.

Motion of: Brian Homeyer      Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

26. **Public Discussion** – N/A

27. **Executive Session** – N/A

28. **Return to Public Session** - NA

29. **Adjournment**

On the motion of Brian Homeyer seconded by Jennifer Waters, the board adjourns the meeting at 8:15 p.m.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
6-0	Yes	Yes	Yes	Yes	Yes	Absent	Yes

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez, SBA

Board Secretary