

**MINE HILL BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
November 29, 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	Yes	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Yes
Peter Bruseo	Absent	Jennifer Waters	Yes
Brian Homeyer	Absent		

**4. Executive Session**

On the motion of Katie Bartnick seconded by Jennifer Waters at 6:35 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: Katie Bartnick

Seconded by: Jennifer Waters

Roll Call Vote	Jennifer Antonicich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

**5. Regular Session – 7:00 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 **October 25, 2021**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **October 25, 2021**.

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

9. **Correspondence**

10. **Superintendent's Report**

11. **Presentations / Report**

12. **Business Administrator's Report**

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 **October 2021 payroll** in the amount of \$347,616.18, (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 \$437,246.87;

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 October 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 **month of October 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 Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education tuition charges for the 2021-2022 school year Mine Hill Enrollment:**

<b>REGULAR EDUCATION</b>	<b>STUDENT COUNT</b>	<b>PRELIMINARY TUITION RATE</b>	<b>TOTAL TUITION PER GRADE/PROGRAM</b>
Dover Middle School – Grade 7	38	\$12,888.48	\$489,762.06
Dover Middle School – Grade 8	24	\$12,888.48	\$309,323.40
<b>Total MS</b>	<b>62</b>		<b>\$799,085.46</b>
Dover High School – Grade 9	25	\$14,055.80	\$351,395.10
Dover High School – Grade 10	12	\$14,055.80	\$168,669.65
Dover High School – Grade 11	18	\$14,055.80	\$253,004.47
Dover High School – Grade 12	22.5	\$14,055.80	\$316,255.59
<b>Total HS</b>	<b>77.5</b>		<b>\$1,089,324.81</b>
<b>SPECIAL EDUCATION</b>			
<b>Dover Middle School</b>			
LLD	0		-0-
BD	N/A		-0-
RC	N/A		-0-
<b>Dover High School</b>			
LLD	5	\$34,785.77	<b>\$173,928.87</b>
BD (No in District Program)	N/A		--
RC	-----		
Resource Room (\$5,503 annual tuition/ student @ 4 estimated students)			--
Total 2021/2022 Tuition (subject to Tuition Adjustment in 2019-20)			<b>\$2,062,339.14</b>
Tuition Adjustment 2019-20			<b>\$280,246.00</b>
<b>GRAND TOTAL 2021-2022</b>			<b>\$2,342,585.14</b>

- e. RESOLVED, that the Board of Education approves the **Administrative Budget calendar** for preparation of the **2022-2023 budget**. (Attached for your review)
- f. WHEREAS, the Mine Hill Township Board of Education Food Service Management is facing supply chain disruptions and challenges meeting the meal pattern due to the COVID 19,

WHEREAS, the Mine Hill Township Board of Education is submitting a **Meal Pattern Flexibility Waiver** to request meal pattern exemptions in the National School Lunch Program, School Breakfast Program and the Seamless Summer Option,

THEREFORE, BE IT RESOLVED that the Mine Hill Township Board of Education approve the submission and approval of the Meal Pattern Flexibility Waiver for the 2021-2022.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract for **Behaviorist Services** at a BCABA level with **Social Strides** at a rate of \$125.00 per hour not to exceed \$21,000 for the 2021-2022 school year. 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 ARP ESSER grant funds.
- h. WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B and;

WHEREAS, said Pool was approved effective February 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mine Hill Township has determined that membership in the **MORRIS ESSEX INSURANCE GROUP** is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Mine Hill Township does hereby agree to renew membership in the **MORRIS ESSEX INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2022 to June 30, 2025.

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administration is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- i. WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and;

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool.

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the POOL'S Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the POOL with respect to Self-Insured Workers' Compensation and if applicable, to participate in the Insured Joint Purchasing Pool for Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agrees to renew membership in the POOL for the period of **three (3) years, the commencement of which shall be July 1, 2022.**
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the POOL the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the POOL, all of whom as a condition of membership in the POOL shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the POOL in accordance with the Bylaws thereof, this Agreement or any applicable Statute.
6. If the POOL in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fee and/or Court costs the BOARD agrees to reimburse the POOL for all such reasonable expenses, fees and costs on demand.
7. The BOARD and the POOL agree that the POOL shall hold all monies paid by the BOARD to the POOL as fiduciaries for the benefit of POOL claimants all in accordance with NJSA 18a;18b.
8. The POOL shall establish separate Trust Accounts for each of the following categories of risk and liability:
  - a) Claims or Loss Retention Fund
  - b) Administrative
  - c) Workers' Compensation Premium

The POOL shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the POOL'S Bylaws and such other Statutes as may be applicable. Specifically, the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the POOL shall be obligated to execute this Agreement.

Motion of: Srinivasa Rajagopal    Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 15. INSTRUCTION & CURRICULUM

*Committee of a whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2021-2022 school year** as follows:

Student	School District	School Year Tuition	Dates	Aides/Services
5972796690	Windsor Learning Center	\$44,955.00	11/15/2021-6/30/2022	N/A

- 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
4 <sup>th</sup> Grade	Ocean Institute, Sandy Hook*

*\*Refund available if necessary*

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	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 **appointment of Tara Zigenfus-Murro, Instructional Aide** for the 2021-22 school year effective December 1, 2021, at a rate of \$15,747.00 pro-rated, no benefits.
- b. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approves the **resignation of Theresa Steele, sixth grade teacher**, effective January 1, 2022, for the purpose of retirement.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the **2021-22 school year** effective December 1, 2021, 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

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SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	CLERICAL
Rhett Munson		X	X	X
Jennifer Ondish		X	X	
David Orleans		X		

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statute and code for **Waiver of Coverage for all health benefits during the 2021-2022 school year** to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be paid December 2021	Amount to be paid June 2022	Total Amount to be paid
Alfieri, Stephanie	\$1,400.00	\$2,000.00	\$3,400.00
Carroll, Diana	\$2,000.00	\$2,000.00	\$4,000.00
Eastman, Michelle	\$2,000.00	\$2,000.00	\$4,000.00
Mrasz, Amanda	\$1,250.00	-0-	\$1,250.00
Munson, Zorina	\$2,000.00	\$2,000.00	\$4,000.00
Ondish, Beth	\$2,000.00	\$2,000.00	\$4,000.00
Snarski, Lauren	\$2,000.00	\$2,000.00	\$4,000.00
Vergara, Marco	\$1,250.00	\$1,250.00	\$2,500.00

Motion of: Jennifer Antoncich

Seconded by: Jennifer Waters

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 17. POLICY, OPERATIONS & PUBLIC RELATIONS

*Committee of a whole*

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

<u>Policy #</u>	<u>Policy Title</u>
1648.14	Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M)
2425	Emergency Virtual or Remote Instruction Program (M)
5751	Sexual Harassment of Students (M)

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
Table policy #: 1648.14	Yes	Yes	Absent	Absent	Yes	Yes	Yes
5-0	Yes	Yes			Yes	Yes	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 **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration	Meals/ Lodging/ Travel	Estimate Total Expense
1/26/22 - 1/28/22	Lee Nittel	Techspo, Atlantic City	\$490.00	\$294.50	\$784.50
1/26/22 - 1/28/22	Matthew Bruhn	Techspo, Atlantic City	\$490.00	\$488.50	\$978.50

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2021-22 Use of Facilities** as follows:

Organization	Purpose	Room Needed	Dates
Mine Hill Community Committee	Soup Sampler	Gym & Parking lot	December 3, 2021

- c. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the following items to be disposed of:

<u>Item</u>	<u>Quantity</u>
Teacher Desk	1
Shelves	4
Student tables	6
Chairs	30
Paper cutter	1
Long Tables	2
Filing cabinets	2
Plastic storage shelf units	2
Acer Chromebooks	38

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 19. Presidents Report

## 20. Dover Report

*Katie Bartnick, Brian Homeyer, Srinivasa Rajagopal*

## 21. MHEF Report

*Jennifer Antoncich, Katie Bartnick*

## 22. Liaison to the Mine Hill Township Report

*Jennifer Antoncich, Jennifer Waters*

## 23. Community Committee Report

*Katie Bartnick, Brian Homeyer, Diane Morris*

## 24. Old Business

## 25. New Business

- Tentative 2022 Board Meeting Schedule

Motion of: Jennifer Waters

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 26. Public Discussion – N/A

## 27. Executive Session

On the motion of Katie Bartnick seconded by Jennifer Waters at 8:27 p.m. the board approves the following resolution:

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***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: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

## 28. Return to Public Session – 8:45 p.m.

## 29. Adjournment

On the motion of Jennifer Waters seconded by Srinivasa Rajagopal, the board adjourns the meeting at 8:46 p.m.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes

Respectfully submitted,

***Carolina Rodriguez***

Carolina Rodriguez, SBA  
Board Secretary