

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REORGANIZATION MEETING  
January 4, 2022**

**1. Opening Statement**

The Conference/Action Meeting of the Mine Hill Township Board of Education will be called to order at 7:00 p.m. on Tuesday, January 4, 2022, by Business Administrator/Board Secretary, Carolina Rodriguez. Adequate notice of the date and time for this meeting was advertised in the Daily Record on December 14, 2021 and the Randolph Reporter on December 16, 2021 in compliance with the Open Public Meetings Act.

**REORGANIZATION MEETING OF THE  
MINE HILL TOWNSHIP BOARD OF EDUCATION**

2. Business Administrator, Carolina Rodriguez, will report the results of the annual school election held on November 2, 2021, as follows:

For Seats on the Board of Education:

<b>Candidates for Three Year Term</b>
Diane Morris – 3-year term
Kathleen Bartnick – 3-year term
Jennifer Waters – 3-year term

3. School Business Administrator/Board Secretary, Carolina Rodriguez, will administer the Oath of Allegiance to the newly elected Board Members.

**4. Roll Call**

<b>Board Member</b>	<b>Term Expires</b>	<b>Roll Call</b>	<b>Board Member</b>	<b>Term Expires</b>	<b>Roll Call</b>
Jennifer Antoncich	12-31-2022	Yes	Diane Morris	12-31-2024	Yes
Katie Bartnick	12-31-2024	Yes	Srinivasa Rajagopal	12-31-2022	Yes
Peter Bruseo	12-31-2023	Absent	Jennifer Waters	12-31-2024	Yes
Brian Homeyer	21-31-2023	Yes			

This meeting was called to order at 7:03 p.m. by Carolina Rodriguez, Business Administrator/Board Secretary.

**5. Flag Salute**

**6. Election of President**

The Board Secretary declares nominations are in order for the position of President.

Nomination: Diane Morris is nominated by Katie Bartnick, seconded by Jennifer Antoncich

<b>Vote for President</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>
Name: Diane Morris	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Election Results:

Diane Morris is elected President of the Mine Hill Township Board of Education.

7. **Board President Takes Chair**

8. **Election of Vice President**

The President declares nominations are in order for the position of President.

Nomination: Jennifer Waters is nominated by Jennifer Antoncich, seconded by Srinivasa Rajagopal

Vote for Vice President	Jennifer Antonicich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
Name: Jennifer Waters	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Election Results:

Jennifer Waters is elected Vice President of the Mine Hill Township Board of Education.

9. **Board Vice President takes Chair**

- Ethics training

10. **Reorganization Action Items**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **adoption of the New Jersey School Board Member Code of Ethics**:

1. I will uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confirm my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibilities, not to administer the schools, but, together with my fellow Board members, to see that they run well.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action, which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals of the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspiration of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

AND BE IT FURTHER RESOLVED, the Board of Education adopts the requirement that all members of the Board of Education acknowledge in writing that they have received and read the Code of Ethics.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves adopting the following **schedule of Board of Education meetings**. Meetings are held in the Educational Media Center (EMC) of the Canfield Avenue School and begin at 6:30 p.m. Any changes from this schedule will be advertised:

Month	Meeting Date(s)
January	Tuesday, January 4, 2022 – Reorganization; and Monday, January 24, 2022
February	Tuesday, February 22, 2022
March	Monday, March 14, 2022 – Tentative Budget
April	Monday, April 25, 2022 – Budget Public Hearing & Adoption
May	Monday, May 9, 2022; and Monday, May 23, 2022
June	Monday, June 6, 2022; and Monday, June 27, 2022
July	Monday, July 25, 2022
August	Monday, August 29, 2022
September	Monday, September 26, 2022
October	Monday, October 3, 2022 – Board Retreat Monday, October 24, 2022
November	Monday, November 28, 2022
December	Monday, December 19, 2022

AND, ALSO BE IT RESOLVED, that the Board of Education meetings follow parliamentary procedures and Roberts Rule of Order.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of the **Daily Record and the Randolph Reporter as the Board's legal newspaper** until the next reorganization meeting or until changed by resolution.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the **official designation of an abstention as a non-vote**.

Motion of: Brian Homeyer

Seconded by: Jennifer Waters

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

- e. RESOLVED, that the Board of Education accepts the recommendation of the Board President and approves the following **committee and administrative appointments**:

Assignments	Member(s) Assigned
Building & Grounds Committee	Srinivasa Rajagopal, Pete Bruseo, Brian Homeyer
Finance Committee	Srinivasa Rajagopal, Jennifer Waters, Jennifer Antoncich
Instruction & Curriculum Committee	Committee of a Whole
Personnel Committee	Committee of a Whole
Policy, Operations and Public Relations Committee	Committee of a Whole
Delegates to NJSBA and Morris County School Boards Association (2)	Katie Bartnick, Diane Morris
Mine Hill Educational Foundation Liaison (2)	Katie Bartnick, Jennifer Antoncich
Mine Hill – Dover Committee (3)	Diane Morris, Katie Bartnick, Brian Homeyer
Liaison to the Mine Hill Township (2)	Jennifer Waters, Jennifer Antoncich
Educational Services Commission of Morris County (2)	Diane Morris, Katie Bartnick
Negotiations Committee	Jennifer Waters, Brian Homeyer, Diane Morris

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

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the authorization of the **Business Administrator to advertise for bids as needed** until the next reorganization meeting or until changed by resolution, as required by the Public School Contracts Law.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **approval of all existing policies, bylaws and administrative regulations in effect this date** until the next reorganization meeting or until changed by resolution.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, the Board of Education acknowledges the requirement for the **Business Administrator/Board Secretary to prepare monthly Board Secretary's Reports** and its accompanying statute N.J.A.C. 6-20-2.13(d) certifying that no budgetary line item account has been over-expended, now therefore be it

RESOLVED, that the **Business Administrator be authorized to make transfers among budgetary line item accounts** to be reported to the Board of Education at its next regular meeting.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution:

WHEREAS, certain expenditures need to be paid prior to a scheduled board meeting such as, utilities, insurances and other payments as deemed necessary; and be it

RESOLVED, the Board of Education **authorizes the School Business Administrator/Board Secretary to make advance payments on a monthly basis for designated vendors**, and be it

FURTHER RESOLVED, that such payments shall be approved by the Board of Education and its subsequent Business Meeting; and be it

FURTHER RESOLVED, the Business Administrator be authorized, in the event of a meeting postponement and following consultation with the Finance Committee and the Superintendent, to release payments for those billings determined to be most appropriate and emergent per 18A:19-4.1.

- j. The Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates Carolina Rodriguez, School Business Administrator, Board Secretary, as the **Purchasing Agent** for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed the aggregate in a contract year the total sum of \$44,000 (bid threshold) without public advertising for bids.

FURTHERMORE, Carolina Rodriguez is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

FURHERMORE, in the absence of the Purchasing Agent the Superintendent has authority to award contracts under the threshold of \$44,000.00.

- k. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator/Board Secretary and approves the annual maximum **travel limitation** amount per employee or board member not to exceed \$1,500 for regular business travel only for which prior Board approval is not required as per Policy #6471.
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following resolution regarding **Bank Accounts and Signatories**:

RESOLVED, the Mine Hill Township Board of Education authorizes Carolina Rodriguez, Board Secretary/Business Administrator, to proceed with Lakeland Bank to establish the following accounts until the next reorganization meeting or until changed by resolution:

<b>Lakeland Bank</b>	<b>Signatories</b>
General Fund	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
Payroll Agency	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
Net Payroll	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
Cafeteria (Food Services)	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
SUI Trust Fund	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
Summers Savers	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent (Only one required to sign)
Canfield Avenue School (Student Activities) Account	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
New Jersey Cash Management	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent
Bond Referendum	Diane Morris, Board President, Carolina Rodriguez, RSBA and Lee Nittel, Superintendent

Motion by: Srinivasa Rajagopal      Seconded by: Brian Homeyer

<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>
a. f. g. h. i. j. k. l. 6-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes

## **REGULAR MEETING OF THE MINE HILL TOWNSHIP BOARD OF EDUCATION**

- 11. **Correspondence** – N/A
- 12. **Superintendent's Report**
  - Charlene Peterson Ethics Training and Presentation
- 13. **Business Administrator's Report**
  - LED sign status

14. **Public Discussion – N/A**
15. **FINANCE – N/A**
16. **INSTRUCTION & CURRICULUM – N/A**
17. **PERSONNEL – N/A**
18. **POLICY / OPERATIONS / PUBLIC RELATIONS – N/A**
19. **BUILDINGS & GROUNDS – N/A**
20. **Dover Report – N/A**
21. **MHEF Report – N/A**
22. **Old Business – N/A**
23. **New Business – N/A**
24. **Public Discussion – N/A**
25. **Executive Session – N/A**
26. **Return to Public Session – N/A**
27. **Adjournment**

On the motion of Brian Homeyer seconded by Jennifer Waters at 8:22 p.m. the Board adjourns the meeting.

Respectfully submitted,  
***Carolina Rodriguez***  
Carolina Rodriguez, RSBA  
Board Secretary