

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
September 26, 2022**

**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 20, 2022, and the Randolph Reporter on January 27, 2022, 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 | Absent              | Diane Morris        | In-Person |
| Katie Bartnick     | In-Person           | Srinivasa Rajagopal | In Person |
| Peter Bruseo       | Virtual @ 6:32 p.m. | Jennifer Waters     | Virtual   |
| Brian Homeyer      | In-Person           |                     |           |

**4. Executive Session**

On the motion of Brian Homeyer seconded by Katie Bartnick at 6:32 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 7. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

**5. Regular Session**

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

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

**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 **August 29, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **August 29, 2022**.

Motion of: Brian Homeyer

Seconded by: Srinivasa Rajagopal

| Roll Call Vote | Jennifer Antoncich | Katie Bartnick | Peter Bruseo | Brian Homeyer | Diane Morris | Srinivasa Rajagopal | Jennifer Waters |
|----------------|--------------------|----------------|--------------|---------------|--------------|---------------------|-----------------|
| 4-0            | Absent             | Abstained      | Yes          | Yes           | Yes          | Yes                 | Yes             |

**9. Correspondence**

- SAIF 2021/22 Safety Incentive Program
- Certificate of Excellence of Financial reporting award

**10. Superintendent's Report**

- First Day of School information
- Remote learning plan
- Covid Cases
- Mental Health services

**11. Presentations / Reports – N/A****12. Business Administrator's Report**

- State Health Benefits increase for January 2023
- Fence quote from Fox Fence vendor
- June 30, 2022 audit

**13. Public Discussion**

- Bret Coronado: status of the soccer field
- Cindy Pyrzynski: First day of school and Mine Hill Day
- Susan Day: First day of school and classroom setups back to how it was before covid
- Janice Bochicchio: Classroom covid status and classroom setups back to how it was before covid

**14. FINANCE** *Srinivasa Rajagopal, Jennifer Waters, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **August 2022 payroll** in the amount of \$92,145.80, (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 \$600,571.19;

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) | \$1,245.89 |

- 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 2022**, 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 2022** 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. WHEREAS, on September 14, 2022 the Board of Education conducted a bid opening for **Mental Health Related Services** at Canfield Ave School,

WHEREAS, two (2) bids were received for this contract as follows:

1. Thrive Alliance Group in the amount of \$52,000
2. TrueCare (No Price Provided)

WHEREAS, the Administration is recommending that the contract is awarded to Thrive Alliance Group,

RESOLVED, that based on the information received and the recommendation of the Administration, it is recommended that the Thrive Alliance Group be awarded the contract for Mental Health Related Services in the amount not to exceed \$52,000.00 Acct# 20-491-200-300-00-000.

- e. WHEREAS, It is hereby agreed on this 26<sup>th</sup> date of September, 2022, by and between **E-Rate Consulting, Inc.**, a New Jersey Corporation, with its principal place of business at 130 Valley Road, Suite B, Montclair, NJ 07042 (hereinafter referred to as "ERC"), and the Mine Hill School District, with its principal offices located at 42 Canfield Avenue, Mine Hill, NJ 07803, hereinafter referred to as Client, as follows:

**TERM:** The term of the Agreement shall begin on the date of execution and shall expire on June 30, 2025. Any and all extensions to the original term shall be determined mutually by Parties, consistent with the New Jersey Public School Contracts Law, *N.J.S.A. 18A:18A-1 et seq.*, and incorporated herein by written addendum. The Client agrees that ERC's consulting services shall be utilized exclusively in connection with all E-Rate funding applications filed during that time.

**FEES:** To perform the services set forth in Section 1 of the Master Agreement, herein incorporated by reference, the Client shall compensate ERC as follows:

**Category One:** For Category One funding applications, the Client shall pay an annual filing fee of **One Thousand Dollars (\$1,000.00).**

**Category Two & WAN Modulating Electronics.** For funding applications consisting of Category Two equipment or services and/or modulating electronics for wide area networks, the Client shall pay an annual filing fee of **One Thousand Dollars (1,000.00).**

The Parties hereby acknowledge that all other terms and conditions of the Parties' relationship shall be governed by the NJSBA Member Master Agreement.

- f. WHEREAS, in response to unprecedented challenges in purchasing and receiving food, **The United States Department of Agriculture, Food and Nutrition Service approved federal funding in Federal Fiscal Year 2022 for Supply Chain Assistance (SCA),**

WHEREAS, SCA funds must be used to exclusively purchase unprocessed or minimally processed domestic food products and may not be used to cover the cost of pas expenditure, this funds may only be used for current/future expenses,

THEREFORE, the Mine Hill Board of Education received \$11,605.27 for the first round of Supply Chain Assistance (SCA) funding and \$10,356.79 for the second round of Supply Chain Assistance (SCA)

- g. WHEREAS, on March 21, 2022, the Mine Hill Board of Education approved Highpoint for ten (10) access points and licenses for a total cost of \$13,024.87 through the **E-Rate** process,

WHEREAS, the bid submitted by Highpoint needed revision and was resubmitted to USAC for approval due to the change of access points and license part numbers,

WHEREAS, USAC has confirmed approval of the revision,

THEREFORE, the district has procured the purchase through E-Rate of five (5) access points and Licenses from Highpoint for a total cost of \$12,858.55,

RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approves **Highpoint for E-Rate Services** not to exceed \$12,858.55 of which \$5,798.93 will be reimbursed by the E-Rate program.

- h. WHEREAS, the **Federal American Rescue Plan Act of 2021** allocated funding to local education agencies that may be used to support a broad range of educational services to address the impacts of COVID-19 pandemic, As a condition of receiving these funds, the law includes a "maintenance of equity" (MOE) requirement,

WHEREAS, in New Jersey, the State's per pupil funding increased between FY 2022 and FY 2021 and as a result this provision effectively means that there may be no decrease in per pupil aid for "high need" district, as per pupil aid increased between the two fiscal years,

WHEREAS, as a result, the Department has calculated that the district of Mine Hill will be allocated maintenance of equity aid to comply with this requirement.

THEREFORE, the Mine Hill BOE has received and accepted a total of \$152,356.00 in Maintenance of Equity FY22.

- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Health and Environmental Safety Services Agreement between the Educational Services Commission of Morris County and the Mine Hill Township Board of Education** for the **2022-2023 school year**, which is made part of this resolution by reference, and

recommends authorizing the Business Administrator to execute the contract in the amount of \$2,550.00.

Motion of: Srinivasa Rajagopal

Seconded by: Brian Homeyer

| Roll Call<br>Vote | Jennifer<br>Antoncich | Katie<br>Bartnick | Peter<br>Bruseo | Brian<br>Homeyer | Diane<br>Morris | Srinivasa<br>Rajagopal | Jennifer<br>Waters |
|-------------------|-----------------------|-------------------|-----------------|------------------|-----------------|------------------------|--------------------|
| 6-0               | Absent                | Yes               | Yes             | Yes              | 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 **Emergency Virtual or Remote Instruction Plan for the 2022-2023 school year**.

Motion of: Katie Bartnick

Seconded by: Brian Homeyer

| Roll Call<br>Vote | Jennifer<br>Antoncich | Katie<br>Bartnick | Peter<br>Bruseo | Brian<br>Homeyer | Diane<br>Morris | Srinivasa<br>Rajagopal | Jennifer<br>Waters |
|-------------------|-----------------------|-------------------|-----------------|------------------|-----------------|------------------------|--------------------|
| 6-0               | Absent                | Yes               | Yes             | Yes              | 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 Sharon Anderle, Instructional Aide for the 2022-23 school year** at a prorated salary of \$15,747.00, no benefits, effective September 19, 2022.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve appointing **Kellie Savona** as a **Homebound Instructors for the 2022-2023** school year as needed at a rate of \$37.00 per hour, with the number of hours to be determined on an individual basis.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Natalie Humienny**, a student at County College of Morris, **to conduct classroom observations** with Mrs. Gutwein, as per college requirements.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Mary Corro and Robby Suarez to attend IEP meetings for the 2022-23 school year**, as needed for translation services at the hourly rate of \$37.00 as per contract. (Account #: 11.120.100.101.00.100)

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

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

## 17. POLICY / OPERATIONS / PUBLIC RELATIONS

*Committee of a Whole Committee of a Whole*

- a. WHEREAS, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022-23 Uniform Memorandum of Agreement between Education and Law Enforcement Officials**. (Documents available for review in the business office)
- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves to accept the **donation of various Music equipment** to the Canfield Avenue School.
- c. 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 | Travel / Tolls | Estimate Total Expense |
|----------|--------------------|------------------------------|--------------|----------------|------------------------|
| 10/11/22 | Debra Hanley       | FMLA Training                | \$125.00     | \$85.84        | \$210.84               |
| 10/11/22 | Carolina Rodriguez | FMLA Training                | \$125.00     | \$85.84        | \$210.84               |

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

| <u>Policy #</u> | <u>Policy Title</u>                                    |
|-----------------|--|
| P0163           | Quorum (Revised)                                       |
| P1511           | Board of Education Website Accessibility (M) (Revised) |
| P2415           | Every Student Succeeds Act (M) (Revised)               |
| P3216           | Dress and Grooming (Revised)                           |
| P3270           | Professional Responsibilities (Revised)                |
| P4216           | Dress and Grooming (New)                               |
| P5513           | Care of School Property (M) (Revised)                  |
| P5722           | Student Journalism (M) (New)                           |

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

| <u>Regulation #</u> | <u>Regulation Title</u>               |
|---------------------|---------------------------------------|
| R3270               | Lesson Plans and Plan Books (Revised) |
| R5513               | Care of School Property (M) (Revised) |

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 |
|----------------|--------------------|----------------|--------------|---------------|--------------|---------------------|-----------------|
| 6-0            | Absent             | Yes            | Yes          | Yes           | Yes          | Yes                 | Yes             |

## 18. BUILDINGS & GROUNDS *Srinivasa Rajagopal, Pete Bruseo, Brian Homeyer*

- a. RESOLVED, that the Board of Educating accepts the recommendation of the Superintendent and approves the **Health and Safety Evaluation** of school building checklist Statement of Assurance for the 2022-23 school year. (Available for review in the business office).
- b. For information purposes the following facility use applications were received:

| Organization         | Purpose  | Room Needed | Dates             |
|----------------------|--|-------------|-------------------|
| Girl Scouts          | Halloween Dance  | Gym         | 10/21/22          |
| Mine Hill Recreation | Basketball Tryouts, Practices, Games, Closing Ceremony | Gym         | 11/14/22 – 3/3/23 |

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            | Absent             | Yes            | Yes          | Yes           | Yes          | Yes                 | Yes             |

**19. Presidents Report**

- Appointment of Mr. Srinivasa Rajagopal into the Negotiations Committee. Members of the Negotiations committee will consist of Brian Homeyer, Srinivasa Rajagopal and Diane Morris.

**20. Dover Report** *Diane Morris, Katie Bartnick, Brian Homeyer*

- Dover board meeting held on September 20, 2022. Items discussed: student representative on the BOE, schools' capacity, funding received for preschool programs.

**21. MHEF Report** *Katie Bartnick, Jennifer Antoncich*  
N/A

**22. Liaison to Mine Hill Township Report** *Jennifer Waters, Jennifer Antoncich*

- New traffic pattern on Route 46.

**23. Community Committee Report** *Katie Bartnick, Jennifer Waters*  
N/A

**24. Old Business**  
N/A

**25. New Business**

- Gym painting
- Demographic Study
- New development and potential impact on the Canfield Avenue School

**26. Public Discussion**

- Nancy Gulley: Dover leasing out St. Mary's.

**27. Executive Session**  
N/A

**28. Adjournment**

On the motion of Brian Homeyer seconded by Srinivasa Rajagopal the Board adjourns the meeting at 8:31 p.m.

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

Respectfully submitted,

***C. Rodriguez***  
Carolina Rodriguez, SBA  
Board Secretary