

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**March 13, 2023**

**1. Call to Order – 6:33 p.m.**

**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	Yes	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Yes
Peter Bruseo	Yes	Jennifer Waters	Yes
Brian Homeyer	Yes		

**4. Executive Session**

On the motion of Jennifer Waters seconded by Srinivasa Rajagopal 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 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 – 7:02 p.m.**

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
7-0	Yes	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 **regular session minutes** of the meeting held on **February 27, 2023**.

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
7-0	Yes	Yes	Abstained	Yes	Yes	Abstained	Yes

## 9. Correspondence

## 10. Superintendent's Report

- Mindfulness assembly canceled and rescheduled for next week.
- Art room wall mural
- Varsity Tutors Information
- New ESL Teacher
- New Math program "Big Ideas Math".
- Read Across America
- First staff activity

## 11. Presentations / Reports

- Preliminary budget for 23-24
- CSA evaluation process

## 12. Business Administrator's Report

- HVAC Project status
- Security Vestibule status
- Window and Door Replacement status
- Partial Roof Replacement status
- Personal disclosure forms due date
- Board yearly training

## 13. Public Discussion

- Gulley –High School Musical March 24 & 25.
- Cindy Pyrzynski – Family Reading night, kickball team, 23-24 Budget.

## 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 **February 2023 payroll** in the amount of \$198,130.80, (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 \$387,691.25;

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)	\$1182.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of February 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 February 2023** 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. **ADOPT THE TENTATIVE BUDGET**

**Mine Hill Board of Education  
Adoption of the Tentative Budget for School Year 2023-2024**

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 school year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2023-24 Total Expenditures	\$13,893,885	\$316,808	\$302,481	\$14,513,174
Less: Anticipated Revenues	\$6,574,378	\$316,808	\$95,448	\$6,986,634
Taxes to be Raised	\$7,319,507	\$0	\$207,033	\$7,526,540

And, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND a public hearing on the budget for the 2023-2024 school year will be held at 42 Canfield Avenue, Mine Hill, NJ 07803 on April 24, 2023 at 7:00 pm.

### **Maximum Travel**

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$23,900 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 is \$22,000, of which, \$8,031 has been spent and \$2,395 is encumbered to date.

### **Travel and Related Expense Reimbursement**

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$23,900 for all staff and board members for the 2023-2024 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

### **Capital Reserve**

Capital Reserve Account Withdrawal: \$2,397,000;

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$2,397,000 for:

<b>Project Number</b>	<b>Project Name</b>	<b>Total Amount</b>
01	HVAC	\$1,092,000
02	Flooring	\$65,000
03	Plaster	\$40,000
04	Exterior Sitework	\$1,200,000
	<b>TOTAL</b>	<b><u>\$2,397,000</u></b>

- e. WHEREAS, the Board of Education desires to proceed with a school facilities project consisting Generally of **HVAC Replacements Phase 4** (Project#4148) at Canfield Avenue School;

WHEREAS, the Board of Education now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Mine Hill Township School District in the County of Morris, State of New Jersey as follows:

Section 1. In accordance with the requirements of Section 6A:26–3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. The Board further authorizes the submission of the Schematic Plans to the Municipal planning board for its review. This project is designated “Debt Service Aid” and will be seeking state funding.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. This resolution shall take effect immediately.

- f. RESOLVED, that Board of Education approve the Business Administrator and Architect to solicit bids for the **Interior Renovations (Project #3944)** at Canfield Avenue School for State Project # 3240-030-21-2000.
- g. RESOLVED, that the Board of Education approve the proposal for Professional Services for **HVAC Upgrades – Phase 4** at Canfield Avenue School Project #4148 from Di Cara Rubino Architects in the amount not to exceed \$81,500.00. To be paid out of 2023-2024 budget year.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves that any **interest earned in the Bond Referendum bank account** is transferred to the General Fund.
- i. RESOLVED, that the Board of Education accepts the **donation in the amount of \$1,000.00 from the Lake Hopatcong Elks**, which will go towards the purchase of Special Education supplies.

Motion of: Srinivasa Rajagopal

Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	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 **2022-2023 proposed field trip** listed below:

Date	Grade	Destination
TBD	6 <sup>th</sup> grade	Dover Middle School, Dover, NJ
5/24/23	6 <sup>th</sup> grade Parent sponsored trip	Circle Line Sightseeing Cruises, New York, NY

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2022-2023** school year as follows:

SID #	School District	Tuition	Dates	Aides and/or Services	Contract to BOE
8338925018	Cozy Lake Elementary	\$7,554.33 prorated	3/20/23-6/30/23	\$485.17	X

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023 Extended School Year program** to tentatively begin on Monday, July 3, 2023, and end on Thursday, July 27, 2023.

The ESY program will run Monday through Thursday each week and will be held from 8:30 a.m. to 12:30 p.m. for teachers, 9:00 a.m. to 12:00 p.m. for paraprofessionals and students with three (3) special education certified teachers, three (3) paraprofessionals and one (1) nurse, contingent upon registration applications.

- d. RESOLVED, that the Board of Education approve the **Summer Learning Enrichment Program** for the Summer 2023 to be paid using ESSER III (Evidence Based Summer Learning and Enrichment Funding) \*Pending Grant Application Approval\*.

The Summer Enrichment program is to tentatively begin on Monday, July 3, 2023, and end on Thursday, July 27, 2023 and will be held from 8:30 a.m. to 12:30 p.m. for teachers, 9:00 a.m. to 12:00 p.m. for paraprofessionals and students contingent upon registration.

Motion of: Pete Bruseo

Seconded by: Jennifer Water

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 16. PERSONNEL

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Milmary Sanchez, ESL Teacher** effective March 6, 2023, for the **2022-23 school year** at a salary of \$57,940.00 pro-rated. 11.130.100.101.16.100
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Family Leave** for employee #4442 as follows:

May 15, 2023, through June 6, 2023, using paid accumulated sick days,  
June 7, 2023, through November 24, 2023, unpaid leave (benefits to be paid by the employee) pursuant to the Federal Family Leave Act and the NJ Family Leave Act.

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
7-0	Yes	Yes	Yes	Yes	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**:

## COVID-19 Policy Updates

<u>Policy #</u>	<u>Policy Title</u>
P1648.11	The Road Forward COVID-19 – Health and Safety (M) ( <b>Abolished</b> )
P1648.13	School Employee Vaccination Requirements (M) ( <b>Abolished</b> )

## Bylaw, Policy, and Regulation Updates

<u>Policy #</u>	<u>Policy Title</u>
P0152	Board Officers (Revised)
P0161	Call, Adjournment, and Cancellation (Revised)
P0162	Notice of Board Meetings (Revised)
P2423	Bilingual and ESL Education (M) (Revised)
P2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
P5200	Attendance (M) (Revised)
P5512	Harassment, Intimidation, or Bullying (M) (Revised)
P8140	Student Enrollments (M) (Revised)
P8330	Student Records (M) (Revised)

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

- a. For information purposes the following facility use application(s) were received:

Organization	Purpose	Room Needed	Dates
Wharton Area Little League	Baseball & Softball Games & Practices	Gym and Field	3/14/23 – 7/1/23 Gym: Tues 6:15-8:15pm 3/14, 3/21, 4/4, 4/18 Field: Monday-Friday 5pm-8pm Saturdays 8am-2pm

## 19. Presidents Report

- Meeting Thursday with Board attorney about send/receive contract.

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

- Meeting scheduled for March 14, 2023.

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

## 22. Liaison to Mine Hill Township Report    *Jennifer Antoncich, Jennifer Waters* N/A

## 23. Community Committee Report

- Volunteer for the 100<sup>th</sup> year anniversary.

## 24. Old Business – N/A

## 25. New Business – N/A

## 26. Public Discussion – N/A

**27. Executive Session – N/A**

**28. Return to Public Session – N/A**

**29. Adjournment**

On the motion of Brian Homeyer seconded by Srinivasa Rajagopal the Board adjourns the meeting at 8:25 p.m.

<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>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

***C. Rodriguez***

Carolina Rodriguez, SBA  
Board Secretary