

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
August 28, 2023**

**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 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	Absent	Jennifer Waters	Absent
Brian Homeyer	Yes		

**4. Executive Session**

On the motion of Brian Homeyer seconded by Katie Bartnick 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.**

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
YES	X	X	Absent	X	X	X	Absent
NO							
ABSTAIN							

**5. Regular Session – 7:00 p.m.**

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
YES	X	X	Absent	X	X	X	Absent
NO							
ABSTAIN							

**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 **July 24, 2023**.

Motion of: Brian Homeyer

Seconded by: Jennifer Antoncich

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	Absent	X	X	X	Absent
NO							
ABSTAIN							

**9. Correspondence**

**10. Superintendent’s Report**

- High Impact Tutor Grant availability
- Brief overview of the first day back for students
- Preschool Grant status
- Project updates
- ESL program waiver
- Threat assessment team policy

**11. Presentations / Reports**

- June 30, 2023 audit start date
- Industrial Appraisal conducting inventory

**12. Business Administrator’s Report**

- Nancy Gulley – Mine Hill Day celebration
- Cindy Pyrzinski – Green hallway setup

**13. Public Discussion**

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 **July 2023 payroll** in the amount of \$107,003.40, (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 \$4,283,040.36;

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)	\$538.83
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education that the Board of Education accepts the recommendation of the Business Administrator and approves the **2023-2024 school year contract with academies operated by the Morris County Vocational School District** for educational programs available as follows:

Denville Campus (Academies Full-time and Share-time)  
Math, Science and Engineering Academy; Morris Hills (FT)  
Performing Arts: Dance, Theatre and Vocal Performance; Morris Knolls (FT)  
Business Administration Early College (FT): Randolph  
Environmental Science: Jefferson (FT)  
Government and Leadership (FT): Madison  
Sports Medicine: Roxbury (FT)  
Culinary Arts & Hospitality: CCM (PT)  
Engineering, Design & Advanced Manufacturing: CCM (PT)  
Criminal Justice: CCM (PT)  
Cybersecurity & Information Protection: CCM (PT)  
Allied Health: Pequannock (PT)

	<u>Regular Ed.</u>	<u>Special Ed.</u>
Full-time Students	\$9,647	\$14,853
Part-time Students	\$4,770	\$7,427

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Theresa Wisolmerski, MA, LDTC** to provide educational evaluations, pre-evaluation meetings, and initial evaluation meetings, as needed, at a rate of \$325/per evaluation, \$100/meeting attendance and not to exceed a total of \$43,999.00 for the 2023-24 school year. Acct# 11.000.219.320.00.276. *Comparable Process Procurement Method.*

- d. WHEREAS, the Facility Manager has solicited quotes for the maintenance of the district’s boilers, Two Lochinvar FBN1001 Boilers and Six Lochinvar FTX400 Boilers,

WHEREAS, the district received two quotes (1) Combustion Service Corp in the amount of \$34,750.00 and (2) Reiner Group Inc in the amount of \$39,960.00,

WHEREAS, the Facility Manager is recommending the two (2) year maintenance contract be awarded to Combustion Service Corp,

RESOLVED, that the Board of Education accepts the recommendation of the Facility Manager and approves the **two (2) year maintenance contract with Combustion Service Corp.** in the amount of \$34,750.00, for maintenance of the boilers for SY 23-24 & 24-25. Acct# 11.000.261.420.00.500

- e. WHEREAS, **Lanyi and Tevald Inc. has submitted a change order No. GC-05** to reject cove removal PCO-9, to change the header wall and soffit ceiling PCO-10 in the amount of \$3,496.99, to reject concrete header PCO-11, to reject Block out cove base PCO-13 and to repair existing masonry cove base with Caulk Joint PCO-14 in the amount of \$5,359.43. The following items shall be deducted from Allowance #6 (actual balance on Allowance #6 before this deduction is \$12,372.39 and after is \$3,516.06);

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order **GC-05 PCO-9, PCO-10, PCO-11, PCO-13 & PCO-14.**

- f. WHEREAS, **Lanyi and Tevald Inc. has submitted a change order No. GC-06** to remove ceiling insulation PCO-15 in the amount of \$2,702.50, credit change order for doors G1G and O1D PCO-16 in the amount of (\$5,827.00), install faucet outlets PCO-17 in the amount of \$2,250.00, green wing corridor electrical work PCO-18 in the amount of \$6,892.00, rejected T-mould transition in green wing Corridor PCO-19, rejected alternate faucet for P3A and P3B Lav PCO-20, Room 117 Hidden wall remnants PCO-21 in the amount of \$1,542.30 and Credit for base bid and alternate #1 Door Hardware PCO-22 in the amount of (\$17,000.00), The following items shall be deducted from Allowance #6, Allowance #2 and Allowance #3 (actual balance on Allowance #6 before this deduction is \$3,516.06, Allowance #2 \$110,000.00 and Allowance #3 \$55,000.00),

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order **GC-06 PCO-15, PCO-16, PCO-17, PCO-18, PCO-19, PCO-20, PCO-21 and PCO-22.**

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract with **AA East, LLC DHA “AllShifts” Staffing Firm** for healthcare/nurse coverage on an as needed basis for the 2023-24 school year at the following rates:

Nurse’s Aides/Assistants: \$30/hour Weekdays  
 Practical/Vocational Nurses \$50/hour Weekdays  
 Registered Nurses \$60/hour Weekdays  
 Supervisors \$\$70/hour Weekdays

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
YES	X	X	X	Absent	X	X	Absent
NO							
ABSTAIN							

**15. INSTRUCTION & CURRICULUM**

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to apply and submit for the **NJ Accelerated Learning Program: High-Impact Tutoring Grant** for the 2023-24 school year.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to apply and submit the **for the Pre-School Education Aide (PEA) Grant** for the 2023-24 school year.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve the submission of the **Bilingual Waiver** to the New Jersey Department of Education Office of Supplemental Educational Programs, for the 2023-24 school year.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement** for the 2023-24 school year as listed below:

Student ID	School	School Year Tuition inc. ESY if applicable	Dates	Aides or Services	Contract to BOE
F.L.	Lake Drive School	\$84,200.00 SY only	8/30/23-6/18/24	N/A	X
2874589379	Commission for the Blind	\$2,200.00 SY only	9/01/23-6/30/24	N/A	X
2548074742	Calais- School	\$85,801.80 SY only	9/05/23-6/30/24	N/A	X
J.K.	Lake Drive School	\$84,200.00 SY only	8/30/23-6/18/24	N/A	X

Motion of: Jennifer Antoncich

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	Absent	X	X	X	Absent
NO							
ABSTAIN							

## 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 **Tracy Drazek, Paraprofessional** effective August 1, 2023.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the resignation of **Erin Kratz, Paraprofessional** effective September 16, 2023.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the resignation of **Un Kay Kim, Computer Teacher** effective July 1, 2024.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Hallie Caparoni as the Integrated Pre-School Teacher, BA Step 6** at a salary of \$60,735 with benefits for the 2023-24 school year. To be paid out of account # Acct# 11.105.100.101.00.101.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Krista Feldman, first grade leave replacement teacher from August 28<sup>th</sup> through November 8<sup>th</sup>, 2023** at rate of \$190/day, no benefits. To be paid out of account Acct # 11.120.100.101.00.100.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Victoria Pignatelli as an Instructional Aide**, at a salary of \$16,300.00/year, no benefits for the 2023-24 school year. To be paid out of account Acct# 11.213.100.106.00.100 (85%), 20.487.100.100.00.000 (15%).
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Thalia Diaz as an Instructional Aide**, at a salary of \$16,300.00/year, no benefits for the 2023-24 school year. To be paid out of account Acct# 11.213.100.106.00.100 (85%), 20.487.100.100.00.000 (15%).
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Victoria Mrasz as an Instructional Aide**, at a salary of \$16,300.00/year, no benefits for the 2023-24 school year. To be paid out of account Acct# 11.213.100.106.00.100 (85%), 20.487.100.100.00.000 (15%). (To replace Brianna Mahoney, aide on agenda was offered another job)
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Diana Morales as an Instructional Aide**, at a salary of \$16,300.00/year, no benefits for the 2023-24 school year. To be paid out of account Acct# 11.213.100.106.00.100 (85%), 20.487.100.100.00.000 (15%).
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Freddy Arnao as a substitute custodian** at a rate of \$18/hour for the **2023-24 school year effective July 1, 2023**. To be paid out of account Acct#11.000.262.100.00.101.
- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Maria Herrera as a substitute custodian** at a rate of \$18/hour for the **2023-24 school year effective July 1, 2023**. To be paid out of account Acct#11.000.262.100.00.101
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Melissa Gusterovic** to participate in the **Big Idea's Math summer professional development** at a contracted rate of \$140/day, to be paid out of account 11.000.221.104.00.105. (Two of the approved participants were not able to attend).
- m. RESOLVED, the Board of Education accepts the recommendation of the Superintendent and approves **Jessica Lopa to work up to an additional 40 hours for a total not to exceed 80 hours**, as needed for IEP meetings and CST office administration from July 1, 2023 through August 29, 2023. Acct#11.000.219.110.00.275
- n. RESOLVED, the Board of Education accepts the recommendation of the Superintendent and approves **Luana Piccolino Bruhn to work up to an additional 40 hours for a total not to exceed 80 hours**, as needed for IEP meetings and CST office administration from July 1, 2023 through August 29, 2023. Acct#11.000.219.110.00.275
- o. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Noreen Vetter, to work up to 20 hours** August 1-29, 2023 at the contracted rate of \$38/hour.

- p. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** for the **2023-24 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: \$90.07/day

Custodian: \$18/hour

Nurse: \$200/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE	CUSTODIAN	NURSE
Alpaugh, Kelsey		X			
Ayers, Emily			X		
Beatty, Linda			X		
Bowers, Rosemary					X
Brennan, Deborah	X		X		
Carter, Patricia			X		
Charette, Liv		X	X		
Cuccaro, Dina			X		
Deiling, Angela					X
Dickerson, Lynn			X		
Dussinger, Lily			X		
Dyson, Tara		X	X		
Ellis, Jennifer					X
Epsky, Tara		X	X		
Feldman, Krista	X		X		
Gulley, Nancy	X		X		
Hackett, Mary Ellen	X		X		
Haskoor, Kaitlyn		X	X		
Hill, Anna	X		X		
Matrisciano, Matthew		X	X		
Miko, Valerie	X				
Moran, Courtney	X		X		
Mrasz, Victoria		X	X		
Pomponio, Erin		X			
Remick, Allison	X		X		
Rodriguez, Sebastian			X		
Romel-Nichols, Vickie					X
Rosales, Rodobaldo Trochez				X	
Rubiano, Kiara		X	X		
Scheuerman, Bob		X	X		
Trowbridge, Cindy			X		
Zigenfus-Murro, Tara		X	X		

Motion of: Brian Homeyer

Seconded by: Jennifer Antontochich

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	Absent	X	X	X	Absent
NO							
ABSTAIN							

**17. POLICY / OPERATIONS / PUBLIC RELATIONS** *Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24 District Virtual or Remote Instruction Plan**.
- b. RESOLVED, that the Board of Education approves the following **Policy for Second Reading**:

**Policy #**                      **Policy Title**  
P2419                                  School Threat Assessment Team (M) (New)

Motion of: Katie Bartnick                      Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	X	Absent	X	X	Absent
NO							
ABSTAIN							

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

- a. For informational purposes the following facility use applications were received:

Organization	Purpose	Room Needed	Dates
Camp Fire	Weekly meetings & Events	Teachers’ Lounge & Gym	9/1/23 to 6/30/24
PTA	Monthly meetings & events	EMC & Gym	8/30/23 to 6/30/24

**19. Presidents Report**

- Staff summer training
- Student supplies purchased by the BOE
- NJSBA Agenda for the October Conference available

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

The Dover BOE held two Board Meetings and one board retreat. Some of the items discussed are below:

- Program survey
- “Save Our Schools” presentation.
- Graduation rates
- Status of the Dover Mine Hill Adhoc Meeting
- Resignations
- Security training
- Personnel Hiring
- Citizen’s advisory
- Dover BOE goals
- 2<sup>nd</sup> grade DVD language
- Dover HS Gym Project

**21. MHEF Report** *Katie Bartnick, Jennifer Antoncich*

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

**23. Community Committee Report**



**24. Old Business**

**25. New Business**

- 5K 9/23 rain date 9/24
- Gloves for event
- Strategic plan

**26. Public Discussion**

- Brett Coronado– graduation rate/alternate classes for those that did not graduate because of classes.

**27. Executive Session – N/A**

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

**29. Adjournment**

On the motion of Brian Homeyer seconded by Katie Bartnick at 8:13 p.m. the Board returns to the regular session meeting.

<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>
YES	X	X	X	Absent	X	X	Absent
NO							
ABSTAIN							

Respectfully submitted,

***Carolina Rodriguez***

Carolina Rodriguez, SBA

**Board Secretary**