

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REORGANIZATION MEETING**  
**January 4, 2024**

**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 Thursday, January 4, 2024, 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 10, 2023, and the Randolph Reporter on December 14, 2023 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 7, 2023, as follows:

For Seats on the Board of Education:

<b>Candidates for Three Year Term</b>
Peter Bruseo – 3-year term
Brian Homeyer – 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**

This meeting was called to order at 7:05 p.m. by Carolina Rodriguez, Business Administrator/Board Secretary.

<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	12-31-2025	7:05 p.m.	Diane Morris	12-31-2024	X
Katie Bartnick	12-31-2024	X	Srinivasa Rajagopal	12-31-2025	X
Peter Bruseo	12-31-2026	Absent	Jennifer Waters	12-31-2024	X
Brian Homeyer	21-31-2026	X			

**5. Flag Salute**

**6. Election of President**

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

Nomination: Diane Morris nominated by Brian Homeyer, seconded by Katie Bartnick

<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	X	X	Absent	X	X	X	X
Name:							

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 Brian Homeyer

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

Election Results:

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

**9. Board Vice President takes Chair**

**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	Thursday, January 4, 2024 – Reorganization; and Monday, January 29, 2024
February	Tuesday, February 26, 2024
March	Monday, March 18, 2024
April	Monday, April 24, 2024 – Budget Public Hearing & Adoption
May	Monday, May 6, 2024; and Monday, May 20, 2024
June	Monday, June 3, 2024; and Monday, June 24, 2024
July	Monday, July 22, 2024
August	Monday, August 26, 2024
September	Monday, September 23, 2024
October	Monday, October 7, 2024 – Board Retreat Monday, October 28, 2024
November	Monday, November 25, 2024
December	Monday, December 16, 2024

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**.
- 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	Committee of a Whole
Instruction & Curriculum Committee	Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich
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)	Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich
Mine Hill Educational Foundation Liaison (2)	Katie Bartnick, Jennifer Antoncich
Mine Hill – Dover Committee (3)	Katie Bartnick, Jennifer Antoncich
Liaison to the Mine Hill Township (2)	Diane Morris, Katie Bartnick, Brian Homeyer
Educational Services Commission of Morris County (2)	Diane Morris, Katie Bartnick
Negotiations Committee	Brian Homeyer, Diane Morris, Srinivasa Rajagopal
Community Committee	Katie Bartnick

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **appointments** by the Board of Education which are in effect until the next reorganization meeting or until changed by resolution:

POSITION	APPOINTMENT
504 Coordinator	Lauren Snarski
Affirmative Action Officer	Adam Zygmunt
Agent of Record-Dental Insurance	Brown & Brown Fortitude
Agent of Record-Health Benefits	Brown & Brown Fortitude
Anti-Bullying Coordinator	Adam Zygmunt
Anti-Bullying Specialist	Lauren Snarski
Architects	Di Cara   Rubino
Asbestos/AHERA Coordinator	Mike Marini & Carolina Rodriguez
Assistant Board Secretary	Lee Nittel
Attorney	Machado Law Group
Attorney	Schenck, Price, Smith & King, LLP
Auditor	Lerch, Vinci & Higgins, LLC
Board Secretary	Carolina Rodriguez
Chemical Hygiene Officer	Mike Marini & Carolina Rodriguez
Custodian of Public Records	Carolina Rodriguez
DCP&P Liaison	Lauren Snarski
Disability Insurance	Prudential Financial
Homeless Liaison	Adam Zygmunt
Indoor Air Quality Coordinator	Mike Marini & Carolina Rodriguez
Integrated Pest Management Coordinator	Adam Zygmunt & Mike Marini
Investments and Wires Designated Officer	Carolina Rodriguez
Medical Inspector/School Physician	Brent Forward, Internal Medicine Associates
Public Agency Compliance Officer	Carolina Rodriguez
Right to Know Coordinator	Mike Marini & Carolina Rodriguez
Safety Compliance Officer	Mike Marini
School Attendance Officer	Jeffrey Oster
Substance Awareness Coordinator	Lauren Snarski
Tax Sheltered Annuity	AXA Equitable
Tax Sheltered Annuity	Lincoln Financial Group
Tax Sheltered Annuity	Met Life
Tax Sheltered Annuity	Security Benefits
Title IX Coordinator	Adam Zygmunt
Treasurer of School Monies	Lisa Palmieri

- g. 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.
- h. 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.
- i. 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.

- j. 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.

- k. 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

- l. 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).

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

- m. 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.

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	X
NO							
ABSTAIN							

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

**11. Correspondence**

**12. Superintendent's Report**

- Pre-K classrooms at ABC Growing Tree currently have 15 students.

**13. Business Administrator's Report**

- Audit report

**14. Public Discussion**

**15. FINANCE**

**16. INSTRUCTION & CURRICULUM**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves to accept the FY 2024 **High Impact Tutoring Grant** funds in the amount of \$75,992.

Motion of: Katie Bartnick

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	X
NO							
ABSTAIN							

**17. PERSONNEL**

**18. POLICY / OPERATIONS / PUBLIC RELATIONS**

**19. BUILDINGS & GROUNDS**

**20. Dover Report**

- Traffic study

**21. MHEF Report**

**22. Old Business**

**23. New Business**

- Budget calendar

**24. Public Discussion**

**25. Executive Session – N/A**

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

**27. Adjournment**

On the motion of Katie Bartnick seconded by Brian Homeyer at 7:56 p.m. the Board returns to the regular session meeting.

Respectfully submitted,

***Carolina Rodriguez***

**Carolina Rodriguez, SBA  
Board Secretary**