

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
January 29, 2024**

**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 12, 2024, and the Randolph Reporter on January 18, 2024, 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**

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
PRESENT		X	X	X	X	X	Arrived at 6:33
ABSENT	X						

**4. Executive Session**

On the motion of Brian Homeyer seconded by Srinivasa Rajagopal 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.**

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
YES	Absent	X	X	X	X	X	X
NO							
ABSTAIN							

**5. Regular Session – 7:02 p.m.**

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	Absent	X	X	X	X	X	X
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 **executive session minutes** of the meeting held on **December 18, 2023**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 18, 2023**
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 4, 2024**.

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	Absent	X		X	X	X	X
NO							
ABSTAIN			X				

**9. Correspondence**

**10. Superintendent’s Report**

- Bus Evacuation

**11. Presentations / Reports**

- Charlene Peterson
- HIB/SSDS Presentation

**12. Business Administrator’s Report**

- Personal Financial Disclosure forms
- Final Audit presentation June 30, 2023

**13. Public Discussion**

- Nancy Gulley – Spaghetti dinner High School fundraiser

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 **December 2023 payroll** in the amount of \$483,039.81 (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 \$1,142,457.86.

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)	\$326.44
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the months of November and December 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 **months of November and December** 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. RESOLVED, that the Board of Education approves the **Administrative Budget calendar** for preparation of the **2024-2025 budget**. (Attached for your review)
- e. WHEREAS, the Board's auditor has completed and submitted the **Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report** on Administrative Findings – Financial, Compliance and Performance for the **fiscal year ending June 30, 2023**; and

WHEREAS, the Auditor conducted an exit conference with the administration; and

WHEREAS, as part of the presentation, the district made copies of the Auditor Manager Report, Corrective Action Plan and Synopsis; and

WHEREAS, at the board meeting the district made copies of the Auditor Manager Report, Corrective Action Plan and Synopsis available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts/approves the Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2023 and submitted by the firm Lerch, Vinci & Higgins, LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

- f. WHEREAS, the Mine Hill Board of Education conducted a bid opening on January 17, 2024 for Project #3947 **Electrical Upgrades** at the Canfield Avenue School (Bond Referendum State Project # 3240-030-21-2000),

WHEREAS, a total of three (3) bids were received for this contract, they are as follows:

Vendor Name	Proposed Amount
BOZ Electric	\$236,400.00
Manor II Electric Inc	\$275,000.00
Power with Prestige Inc	\$278,000.00

WHEREAS, after legal counsel review the Administration and Architect recommend to award the contract for project #3947 Electrical Upgrades at the Canfield Avenue School to be awarded to Boz Electric,

RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and award **Project# 3947, Electrical Upgrades** at Canfield Avenue School to Boz Electric in the amount of \$236,400.00 **Acct #30.000.400.450.15.553.**

- g. RESOLVED, that the Board of Education authorize the Business Administrator **solicit bids for HVAC Replacements Phase 4 Project # 4148** at Canfield Avenue School **Project #3240-030-27-3240.**

- h. WHEREAS, the Mine Hill Board of Education solicited quotes for the **Educational Consultant Services** to be paid out of PEA funds,

WHEREAS, the District received two quotes (1) Education Advisors LLC in the amount of \$46,000.00 and (2) LMS Educational Consulting in the amount of \$43,530.00,

WHEREAS, Administration reviewed the proposals submitted and recommends that the contract be awarded to **LMS Educational Consulting,**

RESOLVED, that the Mine Hill Board of Education award the contract to **LMS Educational Consulting in the amount not to exceed \$43,530.00 Acct #20.218.100.321.00.000**

- i. WHEREAS, the Mine Hill Board of Education conducted a Competitive Contracting opening on January 10, 2024 for **Tutoring Services CC23/24-01** at Canfield Ave School,

WHEREAS, nine (9) bids were received for this contract as follows:

1. Sunshine Education in the amount of \$56,610
2. Brainfuse in the amount of \$33,300
3. Hey Tutor in the amount of \$61,050
4. Tutorfly in the amount of \$61,050
5. Filo in the amount of \$29,970
6. Stride in the amount of \$67,700
7. Advance Educators in the amount of \$72,150
8. TNTP in the amount of \$249,805
9. Varsity Tutors in the amount of \$38,850

WHEREAS, the Administration reviewed the four (4) lowest proposals submitted (1) Filo, (2) Brainfuse, (3) Varsity Tutors and (4) Sunshine Education,

WHEREAS, the Administration reviewed the packets submitted and recommend Varsity Tutors to be awarded the contract,

RESOLVED, Mine Hill Board of Education award the contract for Tutoring Services **CC 23/24-01** to **Varsity Tutors** in the amount not to exceed \$38,850.00 Acct #: 20.450.200.320.00.00.

- j. WHEREAS, in September 2023 the Mine Hill Board of Education was awarded the **Preschool Expansion Aid (PEA)**,

WHEREAS, PEA specifications require the Mine Hill Board of Education to refund families any tuition that was collected for the 2023-2024 school year prior to the start of the program,

WHEREAS, a total of six (6) families have submitted for **tuition reimbursement** for payments made to the ABC Growing Tree from September 2023 to December 2023 for a total of \$23,364.00 (list of parents available in the Business Office),

RESOLVED, that the Mine Hill Board of Education approve the **tuition reimbursement** for these six (6) families in the total amount of **\$23,364.00 Acct #20.218.200.321.00.000**

- k. WHEREAS, in September 2023 the Mine Hill Board of Education was awarded the **Preschool Expansion Aid (PEA)**,

WHEREAS, the administration made revisions to the previously submitted budget with transfers that exceed 10%

WHEREAS, below are the revisions that were made needing Board and County approval are as follows:

**New Jersey Department of Education  
Division of Early Childhood Education  
Preschool Education Aid  
2023-24 DISTRICT BUDGET PLANNING WORKSHEET**

<b>District:</b>		<b>County:</b>	
Mine Hill Twp		Morris	

<b>Resident General Education Students</b>	<b>Projected Enrollment</b>	<b>Estimated Preschool Education Aid (PEA)</b>	<b>Revised Budget</b>
Projected GENERAL EDUCATION Enrollment in <b>District</b>	23	\$345,046	\$345,046
Projected GENERAL EDUCATION Enrollment in <b>Head Start</b>	0	\$0	\$0
Projected GENERAL EDUCATION Enrollment in <b>Providers</b>	30	\$505,860	\$505,860

Projected GENERAL EDUCATION Enrollment in Charter Schools	0	\$0	\$0
	<b>53</b>	<b>\$850,906</b>	<b>\$850,906</b>

<b>Tuition from Individuals</b>		
<b>Tuition from Other LEAs</b>		
<b>Prior Year PEA Carryover</b>		
<b>Minimum Amt for Students w/Disabilities in Gen Ed Classrooms*</b>	\$105,014	\$105,014
<b>Additional Amt for Students w/Disabilities in Gen Ed Classrooms</b>		
<b>Additional Contribution from the General Fund</b>		
<b>Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding</b>	<b>\$955,920</b>	<b>\$955,920</b>

Description	Account Number	Amount Budgeted	Amount Revised Budget
<b>INSTRUCTION</b>	<b>20-218-100-</b>		
Salaries of Teachers	20-218-100-101	\$143,850	\$142,450
Teacher Salaries		\$127,450	\$127,450
Relief Teacher Salaries		\$14,400	\$10,000
Teacher stipends for professional development		\$2,000	
Substitute teacher stipends			\$5,000
Other Salaries for Instruction	20-218-100-106	\$40,270	\$40,000
Teacher Assistant Salaries		\$38,270	\$40,000
Teacher Assistant stipends for professional development		\$1,000	
Substitute teacher assistant stipends		\$1,000	
Unused Vacation Payment to Terminated/Retired Staff	20-218-100-199		
Purchased Professional and Educational Services	20-218-100-321		\$53,000
Other Pur. Serv. (400-500)	20-218-100-500		
Tuition to Other LEA's within the State - Regular	20-218-100-561		
Supplies and Materials	20-218-100-600	\$8,000	\$30,000
Other Objects	20-218-100-800		
<b>SUBTOTAL – INSTRUCTION</b>		<b>\$192,120</b>	<b>\$265,450</b>
<b>SUPPORT SERVICES</b>	<b>20-218-200-</b>		
Sal. of Supervisors of Instruction	20-218-200-102	\$15,150	\$17,000

Sal. of Principals/Asst. Principals/Program Directors	20-218-200-103	\$15,150	\$15,150
Sal. of other Professional Staff	20-218-200-104	\$13,804	\$13,804
Sal. of Secretarial & Clerical Assistants	20-218-200-105	\$5,041	\$5,041
Other Salaries	20-218-200-110	\$14,308	\$35,982
Fiscal Specialist		\$6,139	\$27,813
Custodian		\$4,500	\$4,500
Security guard		\$3,669	\$3,669
Family/Parent Liaison	20-218-200-173	\$48,053	\$37,012
PIC/PIRS Coach	20-218-200-176	\$40,390	\$51,545
Unused Vacation Payment to Terminated/Retired Staff	20-218-200-199		
Personnel Services - Employee Benefits	20-218-200-200	\$147,312	\$68,400
Purchased Educational Services - Contracted Pre-K	20-218-200-321	\$427,032	\$279,583
Purchased Educational Services - Head Start	20-218-200-325	\$0	\$0
Other Purchased Professional - Education Services	20-218-200-329	\$7,560	\$5,035
Other Purchased Professional Services	20-218-200-330	\$2,000	\$15,000
Cleaning, Repair and Maintenance Services	20-218-200-420	8000	8200
Rentals	20-218-200-440	\$5,000	\$0
Contracted Services - Transportation	20-218-200-511		
Contracted Services (Field Trips)	20-218-200-516		
	20-218-100-561		
Travel	20-218-200-580		\$500
Miscellaneous Purchased Services	20-218-200-590	\$3,000	\$0
Supplies and Materials	20-218-200-600	\$2,000	\$9,000
Other Objects	20-218-200-800		\$8,470
<b>SUBTOTAL – SUPPORT SERVICES</b>		<b>\$753,800</b>	<b>\$569,722</b>
<b>FACILITIES ACQ. CONSTR. SERVICES</b>	<b>20-218-400-</b>		
Instructional Equipment	20-218-400-731	\$10,000	\$120,748
Noninstructional Equipment	20-218-400-732		\$0
<b>SUBTOTAL – FAC. ACQ. &amp; CONSTRUCTION</b>		<b>\$10,000</b>	<b>\$120,748</b>
<b>TOTAL</b>		<b>\$955,920</b>	<b>\$955,920</b>

RESOLVED, that Mine Hill Board of Education approve the revised budget allocation for the Preschool Expansion Allocation (PEA).

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	Absent	X	X	X	X	X	X
NO							
ABSTAIN							

**15. INSTRUCTION & CURRICULUM**

*Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **updated and revised curriculums** listed below:

K-6 ELA  
 K-6 Math  
 K-6 Science  
 K-6 Social Studies  
 K-6 STEM  
 K-4 Library  
 K-6 World Langue  
 K-6 Health and Physical Education  
 K-6 Music  
 K-6 Art

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves pursuant to the Mine Hill Township Board of Education Policy 5119, the following student(s) to **attend Roxbury High School as a Mine Hill Township Board of Education paid tuition student**, September 2024 through June 2028.

SID Number	Selection Order	Results
5605002461	First	Attending
7725454380	Second	Attending
7979399762	Third	Attending
5278461343	Fourth	Waitlist
	Fifth	Waitlist

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement** as listed below:

Student ID	School	Tuition	Dates	Aides or Services	Contract to BOE
2874589379	Roxbury High School	Not to exceed \$1,640.00*	11/29/23-12/29/23	N//A	X

*\*Approved 11/27/23 at a lesser tuition amount*

- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **Migdy Del Valle, LLC** to provide **Bilingual, Monolingual and CST/School Social Worker Services** at a rate of \$385.00/evaluation for Bilingual Social History; \$350.00/evaluation for Monolingual Social History, \$80/hour for Initial planning meeting, \$80/hour eligibility meeting and \$60/hour for Interpretation services, not to exceed a total amount of \$43,999.99. (Previously approved on 6/26/23, two quotes obtained)

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	Absent	X	X	X	X	X	X
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 Noreen Vetter, School Nurse**, effective July 1, 2024, for the purpose of retirement.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Ruben Martinez, Custodian**, effective February 3, 2024.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **resignation of Thalia Diaz, Paraprofessional**, effective February 3, 2024.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **medical leave for employee #: 4454** from February 19, 2024, to the estimated return to work date of April 1, 2024.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **medical leave for employee #: 4035** from February 2, 2024, to the estimated return to work date of May 2, 2024.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Jennifer Huebner Marchese, as a long-term substitute Teacher for Art**, beginning February 5, 2024, at a BA Step 1 with a salary of \$58,435.00, single benefits. Acct #: 11-120-100-101-00-101.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Lauren Eleuteri as the leave coverage substitute** beginning February 15, 2024 until on or about April 1, 2024 Acct #: 11-120-100-101-00-101.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Amanda McGrane as a 4<sup>th</sup> grade teacher** effective on or about March 1, 2024, Step 6 BA +18 with a pro-rated salary of \$61,560 with benefits Acct #: 11-120-100-101-00-100.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Jessica Lopa as an advisor for the after-school clubs**, January through June up to 1.5 hours/week at the rate of \$38.00/hour Acct #: 11-401-100-100-00-105.
- j. 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: \$150/day
  - Substitute Credentials: \$120/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/Clerical: \$110.00/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE / CLERICAL	NURSE
Kelsey Cloughley*		X	X	
David Orleans	X		X	
Edward Roby		X	X	

\*Pending final paperwork

- k. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Fernando Lucero, Custodian** at a pro-rated salary of \$40,000.00 with single benefits. To be paid out of Acct #: 11.000.262.100.00.100. *Start date pending final paperwork.*
- l. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Luz Jenny Hurtado Cadavid, Custodian** at a pro-rated salary of \$40,000.00 with single benefits. To be paid out of Acct #: 11.000.262.100.00.100. *Start date pending final paperwork.*

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
YES	Absent	X	Absent	X	X	X	X
NO							
ABSTAIN							

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

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

- B & G meeting for budget.

19. **Presidents Report**  

- Board Training

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

- Recognitions were given to various individuals.
- Grants received.

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

- Up to date on space rental payments.

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

23. **Community Committee Report** – N/A

24. **Old Business** – N/A

25. **New Business**

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator to change the April 22, 2024, **budget public hearing and adoption board meeting** to April 29, 2024, as per the county budget calendar to adopt the 2024-2025 budget.

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	Absent	X	Absent	X	X	X	X
NO							
ABSTAIN							

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 at 9:28 p.m. the Board adjourns meeting.

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

Respectfully submitted,

***Carolina Rodriguez***  
**Carolina Rodriguez, SBA**  
**Board Secretary**