

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**February 26, 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	7:01 p.m.	X		X	X	X	X
ABSENT			X				

**4. Executive Session – N/A**

**5. Regular Session – 7:00 p.m.**

**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 **January 29, 2024**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 29, 2024**.

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	X
NO							
ABSTAIN							
RECUSE							

**9. Correspondence – N/A**

**10. Superintendent's Report – N/A**

**11. Presentations / Reports – N/A**

**12. Business Administrator's Report**

- 2024-25 Budget discussion
- SEC Personal Disclosure Form
- HVAC project status

**13. Public Discussion**

- Mr. Morris: discussed the pros and cons with Payment in Lieu of Taxes (PILOT) Program
- Nancy Gulley – Wizard of Oz

**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 **January 2024 payroll** in the amount of \$445,314.84 (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 \$838,523.69.

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)	\$180.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of January 2024**, 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 January** 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 accepts the recommendation of the Business Administrator and approves the **2024-25 school year FY25 Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.

- e. WHEREAS, in September 2023 the Mine Hill Board of Education approved the Mine Hill District's **403(b) and Roth 403(b) ("the Plan")** for the benefit of its eligible employees,

WHEREAS, the plan documents specifications require the Mine Hill Board of Education ,

RESOLVED, ADOPTING RESOLUTION, the undersigned authorized representative of Mine Hill Township Board of Education (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on the date specified below, and that such resolutions have not been modified or rescinded as of the signature date below:

RESOLVED, that the form of amended 403(b) Plan effective February 1, 2024, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan. The undersigned further certifies that attached hereto is a true copy of Mine Hill Township Board of Education 403(b) Plan as amended and restated.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves to submit and accept the **FY24 Emergent and Capital Maintenance Needs Grant Program** in the amount of \$7,598.00.

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	Absent	X	X	X	X
NO							
ABSTAIN							
RECUSE							

## 15. INSTRUCTION & CURRICULUM

*Committee of a Whole*

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

Student ID	Service/Provider	Services	Dates	School Year Tuition ESY if applicable	Contract to BOE
8350781751	Elissa Rael, PT	Additional 2 hrs/week PT Service - \$4,160.00 (\$80/hr x 26 wks)	1/1/24 - 6/30/24	N/A	X
4108640816	Morris Knolls HS MD Program	Revised contract	7/1/23 – 6/30/24	\$55,053.50* SY & ESY	X

*\*Originally approved for a lesser amount on 6/26/23*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-2024 proposed field trips** listed below:

Grade	Destination
2 <sup>nd</sup> grade	Fosterfields, Morris Township
5 <sup>th</sup> grade	Wildcat Ridge Management Area, Rockaway

*Trip locations changed from previously approved due to lack of availability.*

Motion of: Jennifer Antoncich

Seconded by: Brian Homeyer

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							
RECUSE							

## 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 placement of **Natalia Maldonado, County College of Morris practicum teacher**, to conduct classroom observation in Mrs. Kenny's Kindergarten class.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Deana Lugo, as an Instructional Aide**, at a prorated salary of \$18,745.00/year, no benefits effective February 14, 2024, to February 20, 2024, for the 2023-24 school year. To be paid out of account #: 20-218-100-101-00-000. *(Resigned)*
- c. RESOLVED, that the Board of Education **rescind the appointment** of employee #:4503 effective February 29, 2024.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Sick Leave** for employee #4470 from February 26, 2024 through March 28, 2024, using paid accumulated sick days.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with the rules established by the statute and code for **Waiver of Coverage for all Health Benefits during the 2023-24 school year** to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be Paid December 2023	Amount to be Paid June 2024	Total Amount to be paid
Lucero, Fernando	-0-	\$625.00	\$625.00

- f. 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  
Custodian: \$18/hr

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	CLASSROOM / CAFÉ AIDE/CLERICAL	NURSE	CUSTODIAN
Yaneth Arguete			X		X
Patricia Dixon		X	X		
Madison Moran		X	X		

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Jessica Gutwein as an After School Academic Support Advisor** for up to **1 hour/week** not to exceed 22 weeks at a rate of \$38.00/hour for the **2023-24 school year** as follows: *(to be paid with the funds from high dosage tutoring grant Acct #: 20.450.100.100.00.000)*
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves additional hours for **Janice Bochicchio and Susan Day as Panther Pals After School Academic Support Advisors** to split the hours for up to 1 hour/week beginning March 4, 2024 not to exceed 22 weeks at a rate of \$38.00/hour for the **2023-24 school year** as follows: *(to be paid with the funds from high dosage tutoring grant Acct #: 20.450.100.100.00.000)*
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **appointment of Lorraine Lopez, Paraprofessional** at a pro-rated salary of \$18,745 no benefits for the 2023-24 school year. To be paid out of account #: 20-218-100-101-00-000. *Start date pending final paperwork.*

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							
RECUSE							

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

- a. WHEREAS, that the Board of Education accepts the recommendation of the Superintendent to **approve the job description** for the **Speech-Language Specialist**.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **add an FTE position** under the title of **Speech-Language Specialist**.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Travel, Conference and Workshops** listed below:

Employee	Date(s)	Workshop & Location	Registration	Meals & Incidentals	Lodging & Parking	Mileage & Tolls	Total Cost
Mike Marini	3/18/24 to 3/20/24	NJSBGA Expo Atlantic City	\$325.00*	\$172.50	\$300.00* \$20.00	\$141.00	\$958.50

*\*paid for directly by the district*

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	Absent	X	X	X	X
NO							
ABSTAIN	17a	17a	Absent	17a	17a	17a	17a
RECUSE							

*17a. to be correctly and add to upcoming agenda.*

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and requests the board sponsors the below **staff activities**:

Purpose	Room	Dates
Yoga	Library	2/27, 3/5, 3/12, 3/19, 3/26, 4/9, 4/16, 4/23, 4/30, 5/7, 5/14, 5/21, 5/28, 6/4, 6/11, 6/18
Staff Activity Days	Gym/Field	TBD

- b. RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and approves the following **items to be disposed of**:

<u>Item</u>	<u>Quantity</u>
Smart Boards	2
HP Printers	3
Chromebooks	35
Uninterruptible Power Supply (UPS)	3
ACER tablet	1
Kindle tablets	15
Mitsubishi projector	1
BenQ monitor	1
Cisco phone	1
Airphones	4

Motion of: Brian Homeyer

Seconded by: Diane Morris

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							
RECUSE							

**19. Presidents Report**

- Katie Bartnick Master Board Certification

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

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

- Recreational grant funding

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

- CFO of town resigned new one coming in.

**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 Superintendent in acknowledging that Katie Bartnick has met all the requirements through the NJSBA in order to attain the Master Board Certification as a Mine Hill Township School Board member.

Motion of: Jennifer Antoncich

Seconded by: Brian Homeyer

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

**26. Public Discussion**

**27. Executive Session – N/A**

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

**29. Adjournment**

On the motion of Jennifer Antoncich seconded by Srinivasa Rajagopal at 8:20 p.m. the Board adjourns meeting.

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

Respectfully submitted,

***Carolina Rodriguez***

Carolina Rodriguez, SBA  
Board Secretary