

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**March 18, 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	6:39 p.m.	X	X	X	6:36 p.m.
ABSENT							

**4. Executive Session**

On the motion of Katie Bartnick seconded by Brian Homeyer at 6:33 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

**5. Regular Session – 7:02 p.m.**

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

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 26, 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	X	X	X	X	X	X	X
NO							
ABSTAIN							
RECUSE							

9. **Correspondence – N/A**

10. **Superintendent's Report**

- School performance report
- Staff volleyball game
- Conferences this week
- Early dismissal Friday
- Tricky Tray
- School play
- Spring break
- Band/Choir
- Early childhood advisory council 4/29

11. **Presentations / Reports**

- Preliminary Budget 2024-2025

12. **Business Administrator's Report**

- Status reports from Tech and Maintenance

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 **February 2024 payroll** in the amount of \$448,849.65 (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 \$427,784.12.

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)	\$1,218.93

**b. ADOPT THE TENTATIVE BUDGET**

**Mine Hill Board of Education  
Adoption of the Tentative Budget for School Year 2024-2025**

BE IT RESOLVED, that the tentative budget be approved for the 2024-2025 school year using the 2024-2025 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:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
2024-25 Total Expenditures	\$14,092,694	\$1,617,336	\$304,819	\$16,014,849
Less: Anticipated Revenues	\$6,773,187	\$1,617,336	\$96,185	\$8,486,708
<b>Taxes to be Raised</b>	<b>\$7,319,507</b>	<b>\$0</b>	<b>\$208,634</b>	<b>\$7,528,141</b>

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 2024-2025 school year will be held at 42 Canfield Avenue, Mine Hill NJ 07803 on April 29, 2024, at 7 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 \$23,300 for the 2024-25 school year. The maximum travel expenditure amount for the 2023-24 is \$24,877, of which, \$7,875 has been spent and \$4,602 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 \$23,300 for all staff and board members for the 2024-2025 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: \$1,725,600**

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$1,725,600 for:

Project Number	Project Name	Total Amount
01	Rear Sitework	\$1,200,000
02	Parking Lot Paving	\$525,600
	<b>TOTAL</b>	<b><u>\$1,725,600</u></b>

### **PROFESSIONAL SERVICES**

Whereas, pursuant to N.J.A.C. 6A:23A:5.2(a) a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A:9.3-14

NOW, THEREFORE, BE IT RESOLVED, THAT THE Mine Hill Board of Education hereby establishes the following maximums for the 2024-2025 school year as follows:

Architect	\$5,000
Legal	\$15,000
Audit	\$31,000
Physician	\$4,000
<b>TOTAL</b>	<b><u>\$55,000</u></b>

BE IT FURTHER RESOLVED, that the School Business Administrator track record these costs to ensure that the maximum amount is not exceeded.

- Does not include projects funded through Capital Reserve

- c. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the proposal for **additional services for Renovations** at Canfield Avenue School, D/R **Project #3944 State Project #3240-030-21-2000** The scope of the work will be to prepare construction documents and contract administration services for the renovation work at Canfield Avenue School, consisting of the following:

#### **I. SCOPE OF SERVICES:**

##### **A. Construction Documents:**

1. Prepare architectural documents consisting of: plans, details, and interior elevations
2. Submit updated plans for local code review and approval

**B. Bidding & Award:**

- Change order pricing will be requested by Lanyi and Tevald as 3 separate submissions.
  1. Rooms 124, 126, 127, 128, 129 and 131.
  2. Orange Corridor.
  3. Corridor connecting orange and green corridors.

**C. Contract Administration (CA):**

- Attend scheduled meetings, including pre-construction conference, bi-weekly project meetings, and bi-weekly site visits to review the progress of the work, to monitor that the project is moving along according to the schedule.
- Review Change Order from Contractor.
- Review and respond to request for clarification/interpretation, and other issues and concerns of the Contractors.
- Review shop drawings.
- Review and approve Applications for Payment.
- Prepare punch list and project close-out documentation.

*(The Architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.)*

**II. FEE PROPOSAL:**

The fee to perform the additional services as outlined in this proposal is as follows:

Construction Documents..... \$10,000.00  
Contract Administration.....\$ 2,400.00

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.*

Reimbursement Expenses

**Exclusions:** \$ 1,000.00 (Budgeted)

Account	Percentage	Amount
30.000.400.334.08.553	16%	\$2,144
30.000.400.334.09.553	10%	\$1,340
30.000.400.334.10.553	14%	\$1,876
30.000.400.334.11.553	20%	\$2,680
30.000.400.334.12.553	24%	\$3,216
30.000.400.334.13.553	12%	\$1,608
30.000.400.334.14.553	4%	\$536
<b>TOTAL</b>	<b>100%</b>	<b>\$13,400</b>

- d. RESOLVED, that the Board accepts the recommendation of the Business Administrator and approves the proposal for **additional services for Partial Window Replacement** at Canfield Avenue School, D/R **Project #3946 State Project #3240-030-21-2000**. The scope of the work will be to prepare construction documents and contract administration services for the renovation work at Canfield Avenue School, consisting of the following:

**I. SCOPE OF SERVICES:**

**A. Construction Documents:**

1. Prepare architectural documents consisting of: plans, details, and interior elevations
2. Submit plans for local code review and approval

**B. Bidding & Award:**

- The additional scope of work is to be issued as a change order to the Panoramic Windows.

**C. Contract Administration (CA):**

- Attend scheduled meetings, including pre-construction conference, bi-weekly project meetings, and bi-weekly site visits to review the progress of the work, to monitor that the project is moving along according to the schedule.
- Review Change Order from Contractor.
- Review and respond to request for clarification/interpretation, and other issues and concerns of the Contractors.
- Review shop drawings.
- Review and approve Applications for Payment.
- Prepare punch list and project close-out documentation.

*(The Architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.)*

**II. FEE PROPOSAL:**

Construction Documents..... \$ 6,000.00  
Contract Administration.....\$ 2,400.00

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.*

Reimbursement Expenses

**Exclusions:** \$ 1,000.00 (Budgeted)

Acct #30.000.400.334.04.553

- e. WHEREAS, Lanyi and Tevald Inc. has submitted a change order No. GC-09 for PCO-26 to supply and install long toe vinyl base and premade corers; cover ten (10) cleanouts with LVT in the amount of \$10,286.23 will be added to the contract sum amount to increase from \$1,903,259.65 to \$1,913,545.88.

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

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-09 PCO-26.

- f. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement with Sussex County Regional Cooperative for Transportation Services for Special Education, Public/Private School, and Field trips**, as needed for the **2024-2025 school year**.

Motion of: Srinivasa Rajagopal

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES	X	X	X	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 **2023-2024 proposed field trips** listed below:

Grade	Destination
6th grade graduation parent sponsored trip	The Funplex North, East Hanover*

*\*PTA to cover cost of trip & transportation*

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2024 Extended School Year program** to tentatively begin on Monday, July 1, 2024, and end on Thursday, July 25, 2024.

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.

- c. RESOLVED, that the Board of Education approve the **2024 Summer Learning Enrichment Program** to be paid using ESSER III (Evidence Based Summer Learning and Enrichment Funding)

The Summer Enrichment program is to tentatively begin on Monday, July 1, 2024, and end on Thursday, July 25, 2024, 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 students contingent upon registration. (Funding available for two teachers and an administrator)

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	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 **Berihoska Pumarol, as an Instructional Aide**, at a prorated salary of \$18,745.00/year, no benefits for the 2023-24 school year. To be paid out of account #: 11-216-100-106-00-000.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Julia Fedorko, as an Instructional Aide**, at a prorated salary of \$18,745.00/year, no benefits for the 2023-24 school year beginning on or before April 8, 2024, pending receipt of all paperwork. To be paid out of account #: 11-216-100-106-00-000.

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	X	X	X	X	X	X	X
NO							
ABSTAIN							
RECUSE							

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

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

<u>Policy #</u>	<u>Policy Title</u>
P1140	Educational Equity Policies/Affirmative Action (M) (Revised)
P1523	Comprehensive Equity Plan (M) (Revised)
P1530	Equal Employment Opportunities (M) (Revised)
P1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
P2260	Equity in School and Classroom Practices (M) (Revised)
P2411	Guidance Counseling (M) (Revised)
P3211	Code of Ethics (Revised)
P5750	Equitable Educational Opportunity (M) (Revised)
P5755	Equity in Educational Programs and Services (M) (Abolished)
P5842	Equal Access of Student Organizations (Revised)
P7610	Vandalism (Revised)
P9323	Notification of Juvenile Offender Case Disposition (Revised)
P2423	Bilingual Education (M) (Revised)
P2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

- b. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Reg. #</u>	<u>Regulation Title</u>
R1530	Equal Employment Opportunity Complaint Procedure (M) (Revised)
R2200	Curriculum Content (M) (Revised)
R2260	Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
R5440	Honoring Student Achievement (Revised)
R7610	Vandalism (Revised)
R2423	Bilingual Education (M) (Revised)
R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **approve the revised job description for Speech and Language Specialist**.



- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **approve the revised job description for Guidance Counselor.**
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **approve the job description for Teacher Assistant.**
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **approve the job description for STEAM Teacher/Technology Coach.**
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to **add three (3) FTE positions** under the titles of **Teacher Assistants for the Preschool expansion program** to be paid out of the Preschool Expansion Grant funds.
- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **adding one (1) FTE position** under the title of **Pre-K Teacher** for the **Preschool expansion program** to be paid out of the Preschool Expansion Grant funds.
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Charlotte Danielson as the Teacher Evaluation Plan and Multidimensional Leadership Performance System as the Principal Evaluation Plan** for the 2023-24 school year.
- j. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration / Meals	Lodging / Travel	Estimated Total Expense
6/5/24 - 6/7/24	Carolina Rodriguez	NJASBO Conference, Atlantic City	\$500.00 \$147.50	\$238.00 \$220.70	\$1,106.20

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
YES	X	X	X	X	X	X	X
NO							
ABSTAIN							
RECUSE							

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

**19. Presidents Report**

- Meeting for QSAC Team

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

- Meeting schedule for March 19, 2024
- RFP for food service
- Pro's and Con's for April election

**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**

- Board Member Birthday Celebration

**24. Old Business**

N/A

**25. New Business**

**26. Public Discussion**

- Mr. Sam Morris – Requested the following information: Capital Reserve balance and funds available through the bond Referendum.
- Cindy Pyrzynski –Guidance Counselor job description and PreK Aides.

**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 8:27 p.m. the Board adjourns meeting.

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

Respectfully submitted,

***Carolina Rodriguez***

Carolina Rodriguez, SBA

Board Secretary