

**MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
July 22, 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
ABSENT		X	X		X		

4. Executive Session – N/A

5. Regular Session – N/A

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 **June 24, 2024**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **June 24, 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	Arrived at 7:06 p.m.		X		X	X
NO			Absent		Absent		
ABSTAIN							
RECUSE							

9. Correspondence – N/A

10. Superintendent’s Report

11. Presentations / Reports

- FSMC Maschio's

12. Business Administrator’s Report

- NJ School Board Conference October 21-24, 2024
- Facilities Manager summer project status report

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 **June 2024 payroll** in the amount of \$533,495.79, (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 \$860,744.97;

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)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of June 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 June 2024** 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 contract for **Swing Education** Substitute Teacher and Paraprofessional services for the **2024-2025 school year**. Swing Education will charge a 38% service fee based on the daily pay rate for each request filled in accordance with the contract which shall remain on file in the business office. To be paid out of Acct. 11.000.223.390.00.000.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Shared Services Agreement, Addendum and Invoice for the Bidding/Purchasing Program contract** in the amount of \$3,142 with **Educational Services Commission of Morris County** for the 2024-25 school year. Acct #: 11.000.251.592.00.490
- f. RESOLVED, that the Board of Education approves the *revised 2024-2025 schedule of school tax payments* as follows:

BOARD OF EDUCATION – TOWNSHIP OF MINE HILL SCHOOL TAX PAYMENT SCHEDULE 2023-2024			
	<u>CURRENT EXPENSE</u>	<u>DEBT SERVICE</u>	<u>TOTAL THIS PERIOD</u>
JULY 2024	\$609,958.92	\$17,386.17	\$627,345.08
AUGUST 2024	\$609,958.92	\$17,386.17	\$627,345.08
SEPTEMBER 2024	\$609,958.92	\$17,386.17	\$627,345.08
OCTOBER 2024	\$609,958.92	\$17,386.17	\$627,345.08
NOVEMBER 2024	\$609,958.92	\$17,386.17	\$627,345.08
DECEMBER 2024	\$609,958.92	\$17,386.17	\$627,345.08
JANUARY 2025	\$609,958.92	\$17,386.17	\$627,345.08
FEBRUARY 2025	\$609,958.92	\$17,386.17	\$627,345.08
MARCH 2025	\$609,958.92	\$17,386.17	\$627,345.08
APRIL 2025	\$609,958.92	\$17,386.17	\$627,345.08
MAY 2025	\$609,958.92	\$17,386.17	\$627,345.08
JUNE 2025	\$609,958.92	\$17,386.17	\$627,345.08
TOTAL	<u>\$7,319,507.00</u>	<u>\$208,634.00</u>	<u>\$7,528,141.00</u>

- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to accept the final **2020-2024 ESSER Budget Amendment** below:

MINE HILL TOWNSHIP BOE ESSER III - ARP 03/13/2020-09/30/2024				
Account #	Grant Amt	PO#	PO Amt	Description
20.487.100.100	64,549.00	PRL-2223	16,953.70	Increase Paraprofessionals and Sub Increase 22-23
	1,440.00	PRL-2223	1,440.00	SLA 2022 Additional Employees
		PRL-2324	47,595.30	Increase Paraprofessionals and Sub Increase 23-24
	1,260.00		1,260.00	Summer Learning
	67,249.00		67,249.00	Total
20.487.200.100	37,354.00	PRL-2223	14,000.00	Grant Management FY 22-23
		PRL-2324	23,354.00	Grant Management FY 23-24
	20,000.00	PRL-2324	20,000.00	PT Maintenance
	2,740.00	PRL-2324	2,740.00	Lunch Aides Sep- Jan
	60,094.00		60,094.00	Total
20.487.200.200	18,619.00	230320	4,924.49	Grant Management Health Benefits 22-23
		230481	12,320.51	Grant Management 23-24
	18,619.00		18,619.00	Total
20.487.200.300	14,776.00	230268	14,777.00	Prichard Industries PT Custodian FY 22-23
	23,954.00	220880	13,969.75	Social Strides, LLC Behaviorist 21-22
		230533	9,985.00	Varsity Tutors Counseling Coaching & Services
	33,235.00	240330	33,234.84	Thrive Alliance (Sage 53) 23-24

	2,550.00	230738	2,550.00	Mindfull Training (2,550)
	61,964.00	240339	61,963.61	Dicara, Rubino, Architects - HVAC Units
	19,536.00	240209	19,835.53	Cengage Learning- Math big idea
	163,905.00	240304	6,950.00	Hillmar, LLC
		240378	2,218.00	ESC of Morris County
		240436	7,280.00	T Wisomerski
		270740	2,825.00	PG Chambers
		240228	11,040.00	Ellissa Rael
		240343	31,296.25	PG Chambers
		240343	36,750.00	PG Chambers
		240510	15,040.00	Hand Over Hand
		240321	43,500.00	Jump Ahead
		240301	6,709.46	Lori Serino
	28,007.00	240230	28,005.36	Giant Learn Education
	347,927.00		347,929.80	Total
20.487.200.600	15,840.00	220850	15,840.00	A&M Industrial, Inc Plexi Glass 21-22
	15,840.00	220895	15,840.00	A&M Industrial, Inc Plexi Glass 21-22
	1,387.00	230724	1,387.00	American Paper Towel Co Cleaning supplies 22-23
	1,602.00	230703	1,303.00	Ark Container Rental 22-23
		230703	300.00	Ark Container Rental 22-23
	5,875.00	230770	5,875.00	Ark Containers Storage Container 22-23
	19,312.00	Multi	21,692.00	Jersey State Energy Control
	21,117.00	Multi	18,736.00	American Paper Towel Co Cleaning supplies 22-23
	80,973.00		80,973.00	Total
20-4540-487	574,862.00		574,864.80	

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the contract with **AA East, LLC DBA “AllShifts” or “Staffing Firm”** for healthcare/nurse coverage on an as needed basis for the 2024-25 school year at the following rates:
- | | |
|----------------------------------|-----------------------------|
| Nurse’s Aides/Assistants: | \$30.49/hour Weekdays |
| Practical/Vocational Nurses | \$50.49/hour Weekdays |
| Registered Nurses | \$70.49/hour Weekdays |
| Supervisors | \$80.49/hour Weekdays |
| Crisis Pay (optional, as needed) | +\$10/hour (for all shifts) |
- i. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves to submit and accepts the **IDEA \$118,955 (Basic) and \$3,689.00 (Pre-K) application for the 2024-25.**
- j. RESOLVED, that the Board of Education accept the recommendation of the Business Administrator and approve the renewal of **Voluntary Accident Insurance Protection for Student** for the period of September 1, 2024 to September 1, 2025, through Bob McCloskey Insurance at the annual rates: \$10.50 for school time only coverage, \$72.00 for 24 hour coverage and \$12.00 for 24 hour Accidental Dental Coverage.
- k. RESOLVED, that the Board of Education accept the recommendation that the Mine Hill Board of Education authorize the Business Administrator and to approve the Di Cara Rubino Architects **proposal for Professional Services for Interior Renovations in the Blue Hallway** at Canfield Avenue School, Project #4370, to renovate the corridor connecting the Orange and Green Corridors. The fee for professional services will be as follows:
- Removal of existing floor tile
 - Installation of new floor tile to be selected
 - Removal of existing acoustical ceiling tile
 - Installation of new acoustical ceiling tile to match previous installation

- Removal of existing ceiling mounted light fixtures
- Installation of new ceiling mounted light fixtures to match previous installation

The fee for professional services will be a lump sum of \$10,000.00 with the following breakdown:

I.	Construction Documents.....	\$3,000.00
II.	Bidding.....	\$1,500.00
III.	Contract Administration.....	\$3,500.00

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

Reimbursable Expenses.....\$2,000.00 (Budgeted)

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		X	X
NO			Absent		Absent		
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 **2024-25 school year updated and revised curriculums** listed below:

- Pre-K
- 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
- K-6 Physical Education
- K-6 Music
- K-6 Art

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2024-25 school year** as listed below:

Student ID	School	School Year Tuition inc. ESY if applicable	Dates	Aides or Services	Contract to BOE
2874589379	Commission of the Blind	\$2,420.00 SY only	9/01/24 - 6/30/25	N/A	X

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **revised out of district placement for the 2024-225 school year** as listed below:

Student ID	School	School Year Tuition inc. ESY if applicable	Dates	Aides and/or Services	Contract to BOE
9885295431	Montgomery Academy	\$78,750.00 SY	9/1/24 - 6/30/25	N/A	X

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Canfield Avenue School, Mine Hill School District entering into a **consortium with the Denville School District for Title III funds** for the **2024-2025 school year**.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent to approve to submit and accept the application through the **Elementary and Secondary Education Act (ESEA) for the 2024-2025 school year** as listed below. (Application available in the business office)

<u>ESSA</u>	<u>Amount</u>
Title I	\$88,617
Title IIA	\$16,425
Title III	\$ 5,086*
TOTAL	\$110,128

**Consortium with Denville who will receive the Title III funds.*

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2024-25 Mine Hill Township School District Emergency Remote Instruction Plan**. (Available for review in the principal’s office)

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		X		X	X
NO			Absent		Absent		
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 **staff members as Panther Pals Advisors** for up to 1 hour/week not to exceed 31 weeks at a rate of \$38.00/hour for the **2024-25 school year** as follows: (*Pending funding*)

Mrs. Bochicchio, Mrs. Day, Mrs. Gusterovic, Mr. Holman, Mrs. Kenny, Miss Ludwig, Mrs. Pyrzynski, Mr. Richardson, Mrs. Snarski, Mr. Suarez

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **staff members as Before School Academic Support Advisors** for up to 30 minutes/week not to exceed 31 weeks at a rate of \$38.00/hour for the **2024-25 school year** as follows: (*Pending funding*)

Mrs. Day (Coordinator and Advisor),
 Mrs. Charlton, Mrs. Gutwein, Mrs. Kenny, Miss Ludwig
 Mrs. Conroy-1.25 hours/week not to exceed 31 weeks at a rate of \$21.24/hour

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following staff members for 7-week sessions at up to 1.5 hours/week not to exceed 28 sessions of **after school clubs at a rate of \$38.00/hour for the 2024-2025** school year:

Mrs. Bochicchio, Mrs. Charlton, Mrs. Gusterovic, Mrs. Gutwein, Mr. Holman
 Mrs. Lopa, Mr. Martyniuk, Amanda McGrane, Mrs. Olivo, Mrs. Pyrzynski,
 Club Coordinator: Mrs. Conroy - \$21.24/hour

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **teacher advisors for before and after school Title Programs for the 2024-2025** school year:

Position	Name	Hours	Compensation	Program
Program Administrator	Adam Zygmunt		\$4,106.00	Title I
Program Administrator	Adam Zygmunt		\$647.00	Title II
Reading Teacher	Beth Ondish		\$65,450.00 + benefits	Title I
Parent Meeting's	Beth Ondish	1 hour fall & spring	\$38.00/hour	Title I

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following **stipend positions for the 2024-25** school year:

Position	Name	Hours	Compensation
Aesop Coordinator	Angela Sabatino		\$2,900.00
Afterschool Detention Monitor	Melissa Kenny	As needed	\$27.00/hour
Afterschool Detention Monitor	Robby Suarez	As needed	\$27.00/hour
After School Supervision (sheds)	Lansing Holman		\$475.00
After School Supervision (pick-up line)	Cindy Pyrzynski		\$475.00
Breakfast Monitor (8:00-8:15 am)	Danielle Mikolay		\$1,150.00
Curriculum Coordinator Math/Science - Grades K-3	Jessica Cicchino		\$2,930.00
Curriculum Coordinator ELA/Social Studies - Grades K-3	Melissa Gusterovic		\$2,930.00
Curriculum Coordinator Math/Science - Grades 4-6	Robby Suarez		\$2,930.00
Curriculum Coordinator ELA/Social Studies - Grades 4-6	Michelle Eastman		\$2,930.00
Curriculum Coordinator Specials - Grades K-6	Cindy Pyrzynski		\$2,930.00
Musical Director of Play	Mark Richardson	(1 payment in June)	\$1,300.00
Assistant Director of Play	Robby Suarez	(1 payment in June)	\$650.00
Renaissance Administrator	Michelle Eastman		\$720.00
Safety Patrol Advisor's*	Janice Bochicchio & Melissa Gusterovic		\$720.00 each if two advisors*
Service Club	Amanda McGrane		\$550.00
Six Grade Advisor	Matt Martyniuk		\$1,200.00
Student Council Advisor	Kellie Savona		\$550.00
Teacher in Charge	Lauren Snarski	As needed	\$55/half day - \$110/day
Yearbook Advisor	Stephanie Alfieri		\$720.00
Yearbook Advisor	Kellie Savona		\$720.00

*pending sidebar agreement

- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Jessica Lopa to work up to an additional 20 hours** at the contracted rate of \$38/hour as needed for IEP meetings and CST office administration from July 1, 2024 through August 29, 2024. Acct #11.000.219.110.00.275
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Luana Piccolino Bruhn to work up to an additional 20 hours**, as needed for IEP meetings and CST office administration from July 1, 2024 through August 29, 2024. Acct #11.000.219.110.00.275

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		X		X	X
NO			Absent		Absent		
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>
P0141	Board Member Number and Term (Revised)
P0141.1	Board Member Number and Term – Sending District (Revised)
P0141.2	Board Member Number and Term – Receiving District (Revised)
P0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
P2200	Curriculum Content (M) (Revised)
P3160	Physical Examination (M) (Revised)
P4160	Physical Examination (M) (Revised)
P5337	Service Animals (Revised)
P5350	Student Suicide Prevention (M) (Revised)
P7231	Gifts from Vendors (M) (Abolished)
P8420	Emergency and Crisis Situations (M) (Revised)
P8467	Firearms and Weapons (M) (Revised)

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

<u>Regulation #</u>	<u>Regulation Title</u>
R3160	Physical Examination (M) (Revised)
R4160	Physical Examination (M) (Revised)
R5200	Attendance (M) (Revised)
P8467	Firearms and Weapons (M) (Revised)

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **disposal** of the following items:

<u>Item</u>	<u>Quantity</u>
Chairs	15
Wood table	1
Bookshelves	2
Kids couch	1

- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Integrated Pest Management Plan** evaluated by the IPM Coordinator, Mr. Zygmunt

in coordination with Mr. Marini, Mrs. Rodriguez and Mr. Nittel. No changes were made to the IPM plan and the recommendation is made to accept and implement the IPM plan for the **2024-25 school year**. (Available for review in the principal’s office).

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2024-25 District Emergency Plan**. (Available for review in the principal’s office)
- f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Standard Operating Procedures for the 2024-2025 school year**.

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		X		X	X
NO			Absent		Absent		
ABSTAIN							
RECUSE							

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

19. Presidents Report
N/A

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

- Next Dover Board Meeting scheduled 7/23/24
- Items discussed at the last board meeting: Perkins grants; Athlete conference; Assistant Superintendent; Elementary & Middle School improvements

21. MHEF Report *Katie Bartnick, Jennifer Antoncich*

- Canfield kids Enrollment status

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

- Hurd Street Apartments

23. Community Committee Report

- Mine Hill Day – September 21st, 2024

24. Old Business
N/A

25. New Business

- Board re-election
- Board Policy remote meeting

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 9:02 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
NO			Absent		Absent		
ABSTAIN							
RECUSE							

Respectfully submitted,
Carolina Rodriguez
 Carolina Rodriguez, SBA
 Board Secretary