

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**AGENDA**  
**REGULAR MEETING**  
**February 27, 2023**

**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 16, 2023, and the Randolph Reporter on January 19, 2023, 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**

Board Member	Roll Call	Board Member	Roll Call
Jennifer Antoncich		Diane Morris	
Katie Bartnick		Srinivasa Rajagopal	
Peter Bruseo		Jennifer Waters	
Brian Homeyer			

**4. Executive Session**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_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 \_\_\_\_\_. It may be adjourned while business is conducted in public then reconvened after public business has been completed.***

**5. Regular Session -**

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

**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 19, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 19, 2022**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 4, 2023**.
- d. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **January 23, 2023**.
- e. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 23, 2023**.

Motion of: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

## 9. Correspondence

## 10. Superintendent's Report

## 11. Presentations / Reports

- Charlene Peterson – Ethics training

## 12. Business Administrator's Report

- Personal Disclosure forms
- Budget 2023-2024

## 13. Public Discussion

## 14. FINANCE *Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **January 2023 payroll** in the amount of \$195,401.41, (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 \$1,795,471.00;

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)	\$6,054.51
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 January 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 **month of January 2023** 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 **2023-24 school year Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.
- e. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR)** on Administrative Findings – Financial, Compliance and Performance for the **fiscal year ending June 30, 2022**; and

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

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

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan 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, 2022 and submitted by the firm Lerch, Vinci & Higgins, LLC.

- f. WHEREAS, in response to unprecedented challenges in purchasing and receiving food, **The United States Department of Agriculture, Food and Nutrition Service approved federal funding in Federal Fiscal Year 2022-2023 for Supply Chain Assistance (SCA)**,

WHEREAS, SCA funds must be used to exclusively purchase unprocessed or minimally processed domestic food products and may not be used to cover the cost of past expenditure, this funds may only be used for current/future expenses,

THEREFORE, the **Mine Hill Board of Education received \$7,699.77 for the third round of Supply Chain Assistance (SCA).**

- g. 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 **2023-2024 school year**.

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

## 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 placement for the 2022-2023 school year** as follows:

SID #	School District	Tuition	Dates	Aides and/or Services	Contract to BOE
2548074742	Calais School	\$31,493 (prorated)	2/15/23- 6/30/23	N/A	X

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Natalie Humienny**, a student of Dover High School attending County College of Morris, **to conduct 20 classroom observation hours** with Mrs. Kenny, as per college requirements.

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

## 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 approve appointing **Danielle Jackson** as a **Homebound Instructors for the 2022-2023 school year** as needed at a rate of \$37.00 per hour, with the number of hours to be determined on an individual basis.

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Danielle Mikolay** as an **After School Academic Support Program Advisors** for up to 6 hours/week, up to 20 weeks at a rate of \$50/hour not to exceed a total amount between all six (6) advisors of \$30,000.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** at the below rates for the **2022-23 school year**:  
 Teacher Certificate: \$130/day  
 Substitute Credentials: \$105/day  
 Aide: \$87/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE
Degidio, Rebecca		X	X

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

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

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24, 2024-25, and 2025-26 school year calendars**.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24, 2024-25, and 2025-26 twelve-month employee calendars**.
- c. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

### **COVID-19 Policy Updates**

<u>Policy #</u>	<u>Policy Title</u>
P1648.11	The Road Forward COVID-19 – Health and Safety (M) (Abolished)
P1648.13	School Employee Vaccination Requirements (M) (Abolished)

### **Bylaw, Policy, and Regulation Updates**

<u>Policy #</u>	<u>Policy Title</u>
P0152	Board Officers (Revised)
P0161	Call, Adjournment, and Cancellation (Revised)
P0162	Notice of Board Meetings (Revised)
P2423	Bilingual and ESL Education (M) (Revised)
P2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
P5200	Attendance (M) (Revised)
P5512	Harassment, Intimidation, or Bullying (M) (Revised)
P8140	Student Enrollments (M) (Revised)
P8330	Student Records (M) (Revised)

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

<u>Regulation #</u>	<u>Regulation Title</u>
R2423	Bilingual and ESL Education (M) (Revised)
R2425	Emergency Virtual or Remote Instruction Program (M) (New)
R5200	Attendance (M) (Revised)
R8140	Student Enrollment (M) (Revised)

R8330 Student Records (M) (Revised)  
R8420.2 Bomb Threats (M) (Revised)  
R8420.7 Lockdown Procedures (M) (Revised)  
R8420.10 Active Shooter (M) (Revised)

- e. 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
6/5/23 – 6/9/23	Carolina Rodriguez	NJASBO Annual Conference Atlantic City	\$894.50	\$655.92	\$1,550.42

Motion of: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

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

- a. For information purposes the following facility use applications were received:

Organization	Purpose	Room Needed	Dates
Township of Mine Hill	King of the Hill Car Show	Gym, Parking lot, sink in green hall copy room	May 20, 2023 Rain date: May 21, 2023

## 19. Presidents Report

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

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

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

## 23. Community Committee Report

## 24. Old Business

## 25. New Business

## 26. Public Discussion

## 27. Executive Session

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Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters

## 28. Return to Public Session -

## 29. Adjournment

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ the Board adjourns the meeting at \_\_\_\_\_ p.m.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters