

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
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							
ABSENT							

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.

Motion of: _____

Seconded by: _____

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

5. Regular Session - _____ p.m.

Motion of: _____

Seconded by: _____

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

Seconded by: _____

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

9. Correspondence

10. Superintendent's Report

11. Presentations / Reports

12. Business Administrator's Report

- 2024-25 Budget discussion
- SEC Personal Disclosure Form

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 **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: _____

Seconded by: _____

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES							
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 **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 nd grade	Fosterfields, Morris Township
5 th grade	Wildcat Ridge Management Area, Rockaway

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

Motion of: _____

Seconded by: _____

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES							
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 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, for the 2023-24 school year. To be paid out of account #: 20-218-100-101-00-000.

- 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)*

Motion of: _____

Seconded by: _____

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

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: _____

Seconded by: _____

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

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
Chrombooks	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: _____

Seconded by: _____

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

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 Antoncich, Jennifer Waters*

23. Community Committee Report

24. Old Business

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: _____

Seconded by: _____

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

26. Public Discussion

27. Executive Session

On the motion of _____ seconded by _____ at _____ p.m. the Board approves the following resolution:

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

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)

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- 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.

28. Return to Public Session

On the motion of _____ seconded by _____ at _____ p.m. the Board returns to the regular session meeting.

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

29. Adjournment

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

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