

**MINE HILL TOWNSHIP BOARD OF EDUCATION**  
**MINUTES**  
**REGULAR MEETING**  
**November 28, 2022**

**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 20, 2022, and the Randolph Reporter on January 27, 2022, 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**

<b>Board Member</b>	<b>Roll Call</b>	<b>Board Member</b>	<b>Roll Call</b>
Jennifer Antoncich	Arrived at 6:40 p.m.	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Yes
Peter Bruseo	Yes	Jennifer Waters	Arrived at 6:38 p.m.
Brian Homeyer	Yes		

**4. Executive Session**

On the motion of Brian Homeyer seconded by Katie Bartnick at 6:35 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.***

**5. Regular Session -**

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

<b>Roll Call Vote</b>	<b>Jennifer Antoncich</b>	<b>Katie Bartnick</b>	<b>Peter Bruseo</b>	<b>Brian Homeyer</b>	<b>Diane Morris</b>	<b>Srinivasa Rajagopal</b>	<b>Jennifer Waters</b>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**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 **October 17, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **October 17, 2022**.

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

<b>Roll Call Vote</b>	<b>Jennifer Antoncich</b>	<b>Katie Bartnick</b>	<b>Peter Bruseo</b>	<b>Brian Homeyer</b>	<b>Diane Morris</b>	<b>Srinivasa Rajagopal</b>	<b>Jennifer Waters</b>
6-0	Yes	Yes	Abstained	Yes	Yes	Yes	Yes

## 9. Correspondence

## 10. Superintendent's Report

- Tutoring RFP
- After School Program
- PTA Holiday Shop
- Winter Concert
- Movie Night
- ESL Position
- District Newsletter

## 11. Presentations / Reports

## 12. Business Administrator's Report

- Security Vestibule Project status
- Roof Replacement status
- Fence Project status
- Window Project status
- Final HVAC Phase Project status
- Blue Hallway HVAC Project status
- June 30, 2022 Audit

## 13. Public Discussion

- Bret Coronado: Tutoring Services
- Danielle Mikolay: ESSER funds to be used for after school tutoring stipend for teachers
- Nancy Gulley: High School event update

**14. FINANCE**      *Srinivasa Rajagopal, Jennifer Waters, Jennifer Antoncich*

a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **October 2022 payroll** in the amount of \$359,304.28, (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 \$554,796.13;

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 months of September and October 2022**, 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 **months of September and October 2022** 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. WHEREAS, on November 2, 2022 the Board of Education conducted a bid opening for **Tutoring Services RFP#22/23-04** at Canfield Ave School,

WHEREAS, four (4) bids were received for this contract as follows:

1. Varsity Tutors in the amount of \$49,985
2. Go School Box in the amount of \$48,720
3. Hampton Tutors in the amount of \$60,500
4. Brainfuse in the amount of \$49,736

WHEREAS, the Administration reviewed the proposals submitted and recommends that the contract is awarded to **Varsity Tutors**,

RESOLVED, Mine Hill Board of Education award the contract for Tutoring Services RFP#22/23-04 to **Varsity Tutors** in the amount not to exceed \$49,985 Acct# 20-490-200-300-00-000 \$40,000 and 20-487-200-300-00-000 \$9,985.

e. RESOLVED, that the Board of Education approves the **Administrative Budget calendar** for preparation of the 2023-2024 budget. (Attached for your review)

f. RESOLVED, that the Board of Education approves a **budget amendment for the 22-23 SY** to include the **Maintenance of Equity (MOE) Funds** received into the adjusted appropriation accounts listed below for a total of \$152,356:

11.130.100.101.16.100 \$65,000  
 11.000.291.270.16.100 \$40,000  
 11.000.223.320.16.300 \$47,356

g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and Architect and approves to **solicit bids for the Partial Roof Replacement** at Canfield Avenue School for State Project #3240-030-21-2000.

h. RESOLVED, that the Board of Education authorize the Business Administrator to solicit Request for Proposals (RFP) for **ESL Services** with Maintenance of Equity Funds.

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
7-0	Yes	Yes	Yes	Yes	Yes*	Yes	Yes

\*Abstained from her check

## 15. INSTRUCTION & CURRICULUM

*Committee of a Whole*

a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2022-2023 proposed field trip** listed below:

Grade	Destination
Pre-K	Doyle's Farm
1 <sup>st</sup> Grade	Newark Museum of Art
2 <sup>nd</sup> Grade	Liberty Science Center
3 <sup>rd</sup> Grade	Franklin Mineral Museum
5 <sup>th</sup> Grade	Liberty Science Center
6 <sup>th</sup> Grade	Lake Hopatcong Floating Classroom
6 <sup>th</sup> Grade	Medieval Times (6th grade parent sponsored trip)

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
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 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 **Jessica Gutwein as after-school club advisors** for up to 1.5 hours/week not to exceed 29 sessions of after school clubs at an hourly rate of \$35.00 for the 2022-2023 school year.

- b. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approves **Erin Kratz as a Paraprofessional** at a pro-rated salary of \$15,747.00, no benefits for the **2022-23 school year** effective November 28, 2022.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves Madison Moran and Ava Winget both students at County College of Morris, **to conduct classroom observations** with Mrs. Eastman and Mr. Suarez, as per there college requirements.
- d. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approves **Anthony Terracciano as a Certified Substitute Teacher** at a rate of \$130/day or a **substitute Aide** at the rate of \$87/day.
- e. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approves **Jamie Carubia as a NJ Substitute Certificated Teacher** at a rate of \$105/day or a **substitute Aide** at the rate of \$87/day. *(Pending criminal history)*
- f. RESOLVE, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Rosalia Aragon, as a full time Accountant** with a pro-rated salary of \$60,000 per year with benefits effective December 1, 2022. Salary to be paid out of accounts: 11.000.251.105.00.100 \$36,000 and 20.487.200.100.00.000 \$24,000.
- g. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following staff members as **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 five (5) advisors of \$30,000 to be paid out of Acct#20.483.100.100.00.000.

Susan Charlton, Jessica Cicchino, Melissa Gusterovic, Melissa Kenny, Jennifer Ludwig  
Substitute Advisors: Michelle Eastman, Kellie Savona

- h. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the payment in accordance with rules established by the statue and code for **Waiver of Coverage for all health benefits during the 2022-2023 school year** to be paid in two installments as per contract, for the following employees:

Employee Name	Amount to be paid December 2022	Amount to be paid June 2023	Total Amount to be paid
Alfieri, Stephanie	\$2,000.00	\$2,000.00	\$4,000.00
Carroll, Diana	\$2,000.00	\$2,000.00	\$4,000.00
Corro, Mary	\$2,000.00	\$2,000.00	\$4,000.00
Eastman, Michelle	\$2,000.00	\$2,000.00	\$4,000.00
Jackson, Danielle	\$1,250.00	\$1,250.00	\$2,500.00
Ondish, Beth	\$2,000.00	\$2,000.00	\$4,000.00
Snarski, Lauren	\$2,000.00	\$2,000.00	\$4,000.00
Vetter, Noreen	-0-	\$2,000.00	\$2,000.00

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
6-0	Yes	Yes	Yes	Yes	Yes	Yes	Abstained

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

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

<u>Policy #</u>	<u>Policy Title</u>
P5512	Harassment, Intimidation or Bullying

Motion of: Jennifer Waters Seconded by: Jennifer Antoncich

<b>Roll Call Vote</b>	<b>Jennifer Antoncich</b>	<b>Katie Bartnick</b>	<b>Peter Bruseo</b>	<b>Brian Homeyer</b>	<b>Diane Morris</b>	<b>Srinivasa Rajagopal</b>	<b>Jennifer Waters</b>
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

**19. Presidents Report**  
N/A

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

**21. MHEF Report** *Katie Bartnick, Jennifer Antoncich*  
N/A

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

**23. Community Committee Report - N/A**

**24. Old Business - N/A**

**25. New Business**

- Reorganization meeting to be held between January 3-6, 2023.
- Reorganization Meeting, January 4, 2023, at 7:00 p.m.
- January 25<sup>th</sup> is the Morris County Association meeting 7-8:30 p.m.

**26. Public Discussion**

**27. Executive Session – N/A**

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

**29. Adjournment**

On the motion of Brian Homeyer seconded by Katie Bartnick the Board adjourns the meeting at 8:35 p.m.

<b>Roll Call Vote</b>	<b>Jennifer Antoncich</b>	<b>Katie Bartnick</b>	<b>Peter Bruseo</b>	<b>Brian Homeyer</b>	<b>Diane Morris</b>	<b>Srinivasa Rajagopal</b>	<b>Jennifer Waters</b>
7-0	Yes	Yes	Yes	Yea	Yes	Yes	Yes

Respectfully submitted,

*Carolina Rodriguez*  
Carolina Rodriguez, SBA  
Board Secretary