MINE HILL BOARD OF EDUCATION
MINUTES
REGULAR MEETING
May 5, 2025

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 February 4, 2025, and the Randolph Reporter on February 6, 2025, 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	X	X
ABSENT			X				

4. Executive Session – N/A

5. Regular Session – 7:02 p.m.

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 **April 28, 2025.**

b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **April 28, 2025.**

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	Absent	X	X	X	
NO							
ABSTAIN							X
RECUSE							

9. **Correspondence** – N/A

10. **Superintendent's Report**
    - Facility Project Status
    - Strategic planning results
    - Superintendent evaluation 24-25 SY

11. **Presentations / Reports**

12. **Business Administrator's Report**
    - CK Before and After care Contract FY 2025-2026
    - Dover Football Club Facility Use

13. **Public Discussion**

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

a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Proposal for Professional Services for Facility Assessment Report** and the **Long-Range Facility Plan (LRFP) from Di Cara Rubino Architects in the amount not to exceed $14,500.00 for the 2025-2026 budget year Acct #11.000.230.334.00.400**:

SCOPE OF SERVICES:

A. Facility Assessment and Report:

1. Our team will review any existing documentation, drawings and previously prepared LRPS.

2. DRA will provide a comprehensive evaluation, through visual observation, of the facilities' physical conditions. The evaluation will include:

- Site conditions consisting of walkways, parking, ADA access, and fields
- Exterior envelope consisting of roofs, walls, windows, and doors
- Interior conditions consisting of interior materials, finishes, ceilings, walls, doors, built-ins, HVAC systems, plumbing, electrical systems, lighting, fire suppression, and control systems

It is during this phase that we will also identify major code issues (based on current codes) that are visually observable, Di Cara | Rubino Architects will also meet with select staff members to go over any known facility issues and performance.

3. DRA will provide a facilities assessment report. The report will outline the findings of the analysis with descriptions of the conditions, along with photographs. It will identify major items in need of repair and /or replacement, life expectancies of equipment, order of magnitude, opinion of probable cost, and a prioritized list, by year, of each item.

Di Cara | Rubino Architects and its team will meet with the District to review the report during its development as required and will provide a bound narrative report addressing the factors in consideration.

B. Long Range Facility Plan Update:

1. DRA will take the findings from the Facility Assessment report and add the potential projects to the District's Long Range Facility Plan.

2. DRA will review the existing LRFP and remove any projects that have been completed.

3. DRA will update the LRFP enrollment projects utilizing the NJDOE provided enrollment data. Should the district choose to hire a demographer, DRA will assist with the input of the information provided.

I. FEE PROPSAL:

Based on the services outlined above, Di Cara | Rubino Architects respectfully submits the following fee:

A. Facility Assessment and Report……$10,000.00

B. Long Range Facility Plan Update…….$ 2,500.00

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. ***Reimbursables should be budgeted at $2,000.00.***

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	Absent	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 **Sheldon Senek III**, a student at Montclair State University, **to complete his clinical student teaching** with Mr. Richardson, as per college requirements**.**

b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2024-2025 proposed field trip** listed below: To be paid out of Acct. #: 20.218.100.500 and Acct.#: 20.218.200.516

Grade	Destination
6th grade	The Funplex North, Hanover, NJ*

**Funded by the PTA*

c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district tuition for the 2024-2025 school year**.

Student ID	School District	School Year Tuition	Dates	Aides and/or Services	Contract to BOE
Not yet assigned	Mountain Lakes BOE Lake Drive School	$7,377.76	05/27/25 - 6/30/2025	N/A	X

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	Absent	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 the **Principal Employment Contract** for **Adam Zygmunt for the 2025-2026 school year.** (Available for review in the Business Office)

b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **School Business Administrator Contract** for **Carolina Rodriguez for the 2025-2026 school year.** (Available for review in the Business Office)

c. RESOLVED that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of tenured certificated staff for the 2025-2026 school year** as follows:

Tenured Staff	Certification
Jessica Asaro	Elementary School Teacher in Grades K-6
Janice Bochicchio	Elementary School Teacher
Diana Carroll	Teacher of Preschool Through Grade 3, Teacher of Students w/Disabilities
Susan Charlton	School Librarian, Educational Media Specialist/Gifted & Talented
Susan Day	Elementary School Teacher
Michelle Eastman	Elementary School Teacher in Grades K-6, Teacher of the Handicapped
Claire Friedland	Teacher of Preschool Through Grade 3
Jessica Giordano	Elementary School Teacher in Grades K-6
Melissa Gusterovic	Elementary School Teacher in Grades K-6
Jessica Gutwein	Elementary School Teacher in Grades K-6
Tabitha Hertz	Elementary School Teacher, Teacher of the Handicapped
Lansing Holman	Teacher of the Handicapped
Melissa Kenny	Elementary School Teacher
Jennifer Ludwig	Elementary School Teacher
Matthew Martyniuk	Elementary School Teacher with Subject Matter Preparation: Science I
Danielle Mikolay	Elementary School Teacher with Subject Matter Preparation: Mathematics, Teacher of S.S.
Lyndsee Olivo	Elementary School Teacher
Beth Ondish	Elementary School Teacher, Teacher of the Handicapped
Cindy Pyrzynski	Teacher of Physical Education
Dorothy Quinn	Elementary School Teacher
Mark Richardson	Teacher of Music
Kellie Savona	Elementary School Teacher in Grades K-6
Cortney Smith	Teacher of Art
Lauren Snarski	School Counselor
Jeffry Steidl	Teacher of Health and Physical Education
Robby Suarez	Elementary School Teacher in Grades K-6
Nicole Torrey	Elementary School Teacher in Grades K-6

d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of non-tenured certificated staff for the 2025-2026 school year** as follows:

Non-Tenured Staff	Tenured Date	Certification
Stephanie Alfieri	10-19-2025	Elementary School Teacher in Grades K-6
Nicole Canhoto	08-29-2028	Teacher Of Preschool Through Grade 3
Hallie Caparoni	09-02-2027	Teacher Of Preschool Through Grade 3, Teacher of Students w/Disabilities
Maryeline Corro	08-31-2026	Teacher Of Spanish
Susanna Cruz	08-29-2028	School Nurse
Megan D'Alessandro	07-02-2028	Speech Language Specialist
Hannah Gurmankin	09-02-2025	Elementary School Teacher in Grades K-6, Teacher of Students w/Disabilities
Danielle Jackson	08-31-2026	Teacher Of Preschool Through Grade 3, Teacher of Students w/Disabilities
Jessica Lopa	07-02-2027	School Psychologist
Amanda McGrane	03-02-2028	Elementary School Teacher in Grades K-6
Brittany Ruane	12-02-2027	Teacher of Preschool Through Grade 3, Teacher of English as A Second Language
Milmari Sanchez	03-07-2027	Teacher of English as a Second Language

e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of Support Staff for the 2025-2026 school year** as follows:

Staff Member	Position
Caitlin Allen Cowan	FT Instructional PK Aide
Kelsey Alpaugh	Paraprofessional Aide
Linda Beatty	Cafeteria Aide
Patricia Carter	Cafeteria Aide
Angelina Catalan	Cafeteria Aide
Gheorghina Comsulea	Paraprofessional Aide
Amy Corrigan	FT Instructional PK Aide
Johanna Espinosa	Paraprofessional Aide
Julia Fedorko	Paraprofessional Aide
Yaricelys Guerra	FT Instructional PK Aide
Keri Hanlon	Paraprofessional Aide
Feona Walters-Harris	Paraprofessional Aide
Maria Herrerra	Paraprofessional Aide
Desiree Iafelice	Paraprofessional Aide
Lisa Lardieri	Paraprofessional Aide
Lorraine Lopez	Paraprofessional Aide
Stephanie Lopez	Paraprofessional Aide
Kathleen Mury	Paraprofessional Aide
Berihoska Pumarol	Paraprofessional Aide
Linda Slahor	Cafeteria Aide
Lisa Van Ness	Paraprofessional Aide
Grace Watt	Paraprofessional Aide

f. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **renewal of the full-time Administrative and Custodial Staff for the 2025-2026 school year** as follows

Employee Name	Position
Lee Nittel	Superintendent
Carolina Rodriguez	Business Administrator/Board Secretary
Adam Zygmunt	Principal
Michael Marini	Facilities Manager
Rosalia Aragon	Accountant/Payroll
Matthew Bruhn	Technology Coordinator/Supervisor
Lourdes Conroy	Main Office Secretary
Angela Sabatino Guerrero	Administrative Assistant to the Superintendent; Secretary to the Board Secretary
Debra Hanley	Accounting Clerk
Lori Lashevicki	Administrative Assistant to the Principal
Lisa Palmieri	School Treasurer
Yaneth Argueta	Custodian
Lucas Mendez	Custodian
Argenis Ocampo	Custodian
Rodobaldo Rosales-Troches	Custodian

g. RESOLVED, that the Board of Education accept the recommendation of the Superintendent and approves the resignation of **Stacia Rothrock,** STEAM Teacher effective July 1, 2025.

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
YES	X	X	Absent	X	X	X	
NO							
BSTAIN							
RECUSE							X

17. POLICY / OPERATIONS / PUBLIC RELATIONS *Committee of a Whole, Chair - Jennifer Waters*

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

Policy #	**Policy Title**
2416.01	Postnatal Accommodations for Students

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	Absent	X	X	X	X
NO							
ABSTAIN							
RECUSE							

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

19. Presidents Report

- Assemblywoman Dunn send-receive relationship discussion.

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

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

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

23. Old Business
N/A

24. New Business
- Leadership Summit 6/23

25. Public Discussion
N/A

26. Executive Session – N/A

27. Return to Public Session – N/A

28. Adjournment

On the motion of Brian Homeyer seconded by Jennifer Waters at 8:11 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	Absent	X	X	X	X
NO							
ABSTAIN							
RECUSE							

Respectfully submitted,
Carolina Rodriguez
Carolina Rodriguez, SBA
Board Secretary