

MINE HILL TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
October 28, 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: _____

5. Regular Session - _____ p.m.

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

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 **September 23, 2024**.
- b. RESOLVED, that the Board of Education approves the **Regular session minutes** of the meeting held on **September 23, 2024**.
- c. RESOLVED, that the Board of Education approves the **Regular session minutes** of the Board Retreat meeting held on **October 7, 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							
RECUSE							

9. **Correspondence**

10. **Superintendent's Report**

- HIB case 2024-1
- QSAC District Improvement Plan (DIP)

11. **Presentations / Reports**

- Mr. Zygmunt - NJSLA test scores

12. **Business Administrator's Report**

- Reorganization Meeting - 1/1/25-1/7/2025

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 **September 2024 payroll** in the amount of \$487,583.35, (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 \$1,092,689.94;

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)	\$150.00
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 September 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 September** 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 submission of the **Annual Maintenance Budget Amount Worksheet (M-1) and the Comprehensive Maintenance Plan** for the district to the Interim Executive County Superintendent for the 2023-2024, 2024-2025 and 2025-2026 school years.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves to apply and submit **for the 2024 National School Lunch Program Equipment Assistance Grant Application** in the amount of \$4,000.00 for the 2024-25 school year.
- f. WHEREAS, the Mine Hill Township; Board of Education solicited and opened **Request for Proposals on October 17, 2024, for RFP 24/25-01 for Sheltered English Instructions**,

WHEREAS, one vendor presented a proposal, Up the Bar Consulting in the amount of \$14,000.

WHEREAS, the committee is recommending that Up the Bar is awarded the contract based on a final score of 100;

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education approve the contract for the **Professional Development in Sheltered English Instruction to Up the Bar Consulting** in the total contract amount of \$14,000 (7 sessions). Funds available in account #: 20.270.200.300.00.000.

- g. WHEREAS, **Panoramic Window & Door System, Inc. has submitted a change order No. GC-05 for Project #: 3946** to remove and replace existing exterior door, frame and hardware on Door #12 and omission of door, hardware and finishing existing adjacent frame in the amount of \$26,500.00.

WHEREAS, Di Cara Rubino Architects and Administration have reviewed the change order and recommends approval;

NOW, THREFORE BE IT RESOLVED, that the Mine Hill Board of Education approves change order GC-05.

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

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	Multi	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 (short 559)
	20,000.00	PRL-2324	20,000.00	PT Maintenance
	2,740.00	Multi	2,740.00	Lunch Aides Sep- Jan
	60,094.00		60,094.00	Total
20.487.200.200	18,619.00	Multi	4,924.49	Grant Management Health Benefits 22-23
		Multi	13,694.51	Grant Management 23-24
	18,619.00		18,619.00	Total
20.487.200.300	14,776.00	230268	14,776.70	Prichard Industries PT Custodian FY 22-23
	23,954.00	220880	13,968.75	Social Strides, LLC, Behaviorist 21-22
		230533	9,985.00	Varsity Tutors Counseling Coaching & Services 01/2023 THROUGH TRHRIVE 2-23
	33,235.00	240330	33,235.09	Thrive Alliance (Sage 53) 23-24
	2,550.00	230738	2,550.00	Mindful Training (2,550)
	61,964.00	240339	61,963.61	DiCara Rubino, Architects - HVAC Units
	19,536.00	240209	19,835.73	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		347,928.95	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	1,301.79	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	18,735.36	American Paper Towel Co Cleaning supplies 22-23
	80,973.00		80,971.15	Total
20-4540-487	574,862.00		574,862.10	

ESSER III - Accelerated Learning Coach Educator 3/13/2020-09/30/2024				
Acct	Grant Amt	PO#	PO Amt	Description
20.488.100.100	10,000.00	PRL-2223	10,000.00	SLA Summer Learning a Employees
	10,000.00		10,000.00	Total
20.488.200.300	23,900.00	240229	23,900.00	Center for Responsive -Teacher Training SEL CRS Lean 22-23
	12,250.00	230370	12,250.00	SHI International Professional Services
	3,627.25	240479	3,627.00	Center for Responsive Training
	39,777.25		39,777.00	Total
20.488.200.600	222.75	230414	222.75	SEL Supplies ASCD
	222.75		222.75	Total
20-4541-488	50,000.00		49,999.75	

ESSER III - Evidence Based Summer Learning & Enrichment 3/13/2020-09/30/2024				
Acct	Grant Amt	PO#	PO Amt	Description
20.489.100.100	30,442.00	PRL-223	10,748.50	Summer 10 Teachers 22-23
			6,066.00	Summer Teachers 2023 (4hrs*15days*\$38*5teachers)
			8,400.00	Teachers training responsive training
			5,227.28	Summer 2024
	30,442.00		30,441.78	Total
20.489.100.600	7,200.00			Workbooks for summer academy
	(7,200.00)			
				Total
20.489.200.100	3,600.00	PRL-2223	2,400.00	Summer accelerated program Admin 2022
			1,200.00	Summer accelerated program Admin 2023
	2,400.00		2,400.00	Summer accelerated program Admin 2024
	6,000.00		6,000.00	Total
20.489.200.300	3,108.00	240331	1,235.00	Wilson Language T
		240479	1,873.00	Responsive training
	3,108.00		3,108.00	Total
20.489.200.600	450.00	220855	450.00	Supplies Summer Academy
	450.00		450.00	Total
20-4542-489	40,000.00		39,999.78	Grand Total

ESSER III - Evidence Based Comprehensive Beyond the School Day 3/13/2020-09/30/2024				
Acct	Grant Amt	PO#	PO Amt	Description
20.490.100.100	3,712.50	PRL-24-25	3,712.50	Teachers summer tutoring

20-4543-490	3,712.50		3,712.50	Total
20.490.200.300	36,287.50	230533	33,743.75	Varsity Tutors 22-23
		230533A	2,543.75	Varsity Tutors 23-24
	36,287.50		36,287.50	
20-4543-490	40,000.00		40,000.00	Total

ESSER III Mental Health Support Staffing NJTSS 3/13/2020-09/30/2024				
Acct	Grant Amt	PO#	PO Amt	Description
20.491.200.300	45,000.00	230394	24,675.00	Thrive Alliance
		240330	20,325.00	Thrive Alliance 23-24
20-4544-491	45,000.00		45,000.00	

- i. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Dover Board of Education tuition charges for the 2024-2025 school year Mine Hill Enrollment:**

REGULAR EDUCATION	ANTICIPATED STUDENT COUNT	PRELIMINARY TUITION RATE	TOTAL TUITION PER GRADE/PROGRAM
Dover Middle School – Grade 7	18	\$16,145.12	\$290,612.21
Dover Middle School – Grade 8	22	\$16,145.12	\$355,192.70
Total MS	40		\$645,804.91
Dover High School – Grade 9	18	\$16,093.10	\$260,776.26
Dover High School – Grade 10	22	\$16,093.10	\$202,825.98
Dover High School – Grade 11	36	\$16,093.10	\$478,089.81
Dover High School – Grade 12	19	\$16,093.10	\$246,288.69
Total HS	95		\$1,528,844.27
SPECIAL EDUCATION			
Dover Middle School			
LLD	1	\$30,610.14	\$30,610.14
BD	N/A		-0-
RC <i>Resource Room (13,400.05 annual tuition/student @ 7 estimated students)</i>	7	\$13,400.05	\$93,800.36
Dover High School			
LLD	3	\$30,610.14	\$141,631.73
BD (No in District Program)	N/A		--
RC	10	\$5,273.01	\$71,286.53
<i>Resource Room (\$5,273.01 annual tuition/ student @ 10 estimated students)</i>			--
Total 2024-2025 Tuition (subject to Tuition Adjustment in 22-23)			\$2,443,620.20
Tuition Adjustment 2022-23			\$ (185,751.18)
GRAND TOTAL 2024-2025			\$2,257,869.01

Motion of: _____

Seconded by: _____

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES							
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 **Dr. Lee Suckno to provide a Psychiatric Evaluation** for students on an as needed basis, at a rate of \$1,000.00/evaluation for the 2024-25 school year.

- b. WHEREAS, the Mine Hill Township School District has completed the **Three-year Preschool Operational Plan and annual update for the 2025-2026 SY**; and

WHEREAS, the Preschool Operational Plan is for the continuation of the Preschool Expansion Plan from the 2023-2024 SY; and

NOW, THEREFORE BE IT RESOLVED, that the Mine Hill Township Board of Education approves the Mine Hill Township **Three-year Preschool Operational Plan and annual update for the 2025-2026 SY**.

- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **submission of the FY25-26 projected Preschool Enrollment**.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves submitting the **QSAC District Improvement Plan (DIP) to the NJ Department of Education**.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2024-2025 proposed field trips** listed below:

Grade	Destination
Pre-K	Rockaway Lanes, Rockaway
Kindergarten	Turtleback Zoo, West Orange
1 st Grade	Mayo Performing Arts Center & Frelinghuysen Arboretum, Morristown
2 nd Grade	Legoland Discovery/Aquarium, East Rutherford
3 rd Grade	Franklin Mineral Museum, Franklin
4 th Grade	Sandy Hook National Park, Sandy Hook
5 th Grade	Wildcat Ridge Management Area, Rockaway
6 th Grade	Lake Hopatcong Floating Classroom, Lake Hopatcong

Motion of: _____

Seconded by: _____

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
YES							
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 **termination of employee #4419** effective October 21, 2024.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves and approves the appointment of **Yaneth Argueta**, as a **part-time Custodian** with a salary of \$20,000 per year, no benefits effective November 1, 2024. Salary to be paid out of account number 11.000.262.100.00.100.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves a **Medical Leave for employee #4488** November 4, 2024, through December 16, 2024 using fourteen and a half (14.5) accumulated sick and personal days followed by unpaid leave.
- d. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the appointment of **Substitutes** for the **2024-25 school year** as indicated below at the following rates:

Substitute Credentials: \$130/day

Teacher Certificate: \$150/day

After 20 consecutive days in the same class \$170/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

P/T Aide: \$110/day

F/T Certified Aide: \$122/day

F/T Clerical: \$130/day

Custodians: \$18.57/hour

Nurse: \$200/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	CLASSROOM / CAFÉ AIDE/CLERICAL	NURSE	CUSTODIAN
Gonzalez, Miriam					X
Noble, Susan*				X	
Sior, Rebecca*				X	

**Pending final paperwork*

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

- a. RESOLVED, that the Board of Education approve the **District and Board goals for the 2024-2025 school year.**
- b. RESOLVED, that the Board of Education approves the following **Policies for Second Reading:**

<u>Policy #</u>	<u>Policy Title</u>
0164.2	Board Member Participation in Board Meetings by Teleconferencing or Video Conferencing Equipment

- c. RESOLVED, that the Board of Education approve the New Jersey Department of Education **Health and Safety Evaluation of School Buildings** checklist for the **2024-2025 school year**.

Motion of: _____ Seconded by: _____

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

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

- a. 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/Lodging	Travel Parking	Meals	Estimated Total Expense
10/18/24 to 5/16/25	Brittany Ruane	Online Workshop Community of Practice for Experienced PIRS	\$180.00	N/A	N/A	\$180.00
11/12/24 to 11/14/24	Brittany Ruane	Online Workshop ECERS-3 How to use the ECERS-3 PRE-K Observation tool	\$750.00	N/A	N/A	\$750.00
11/18/24	Brittany Ruane	Online Workshop Becoming a Reliable ECER-3 Observer	\$750.00	N/A	N/A	\$750.00
1/29/25 to 1/31/25	Lee Nittel	Techspo 2025 Atlantic City	\$790.00	\$170.66	\$170.00	\$1,130.66
5/20/25	Debra Hanley	NJSBA Workshop Accounts Payable	\$145.00	\$11.05	N/A	\$156.05

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the following items be disposed of:

<u>Item</u>	<u>Quantity</u>
PC's	36
Server	1
Keyboard	1
Monitors	8

Motion of: _____ Seconded by: _____

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

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

26. Public Discussion

27. 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.

28. Return to Public Session

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

29. Adjournment

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