

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, APRIL 18, 2023**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Joan Mody	President
Mr. Andrew Christmann	Vice President
Mr. Adam Dubeck	
Mr. Peter Dumovic	
Mr. Thomas Keeling	
Dr. Rekha Mandel	
Mrs. Diana Orban Brown	

IV. Sunshine Law

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, Mendham Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Mendham Township Board of Education Office, sent to the Clerk of Mendham Township, and the Observer Tribune and the Daily Record. This is an official meeting.

V. Superintendent's Report

- District Updates, News and Events
- MTMS Jazz Band

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. Committee Reports

- **Curriculum and Instruction**
- **Operations and Finance**
- **Personnel and Human Resources**

- **Policy and Planning**
- **Ad Hoc - DEIA**
- **Ad Hoc - ESIP/Referendum**

X. Consent Items

Approval of Minutes

Work Session Minutes: March 14, 2023

Regular Session Minutes: March 21, 2023

Curriculum and Instruction

1. **New - Elementary School Field Trips** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2022-2023 school year:

Date	Grade	Activity	Chaperones
04/28/23	LLD	M.T. Police Department Brookside, NJ	Jillian Glander Abigail Kreczkowski Cheryl Riccardello Christine Rollo
05/05/23	LLD	Patriots Path Walk Brookside, NJ	Jillian Glander Deborah Hall Christine Rollo
05/19/23	LLD	Kings Supermarket Mendham, NJ	Jillian Glander Deborah Hall Christine Rollo
06/02/23	LLD	Priscilla's Pantry Morristown, NJ	Jillian Glander Deborah Hall Christine Rollo
06/06/23	Grade 4	Brookside Beach	PTO will be chaperoning

Operations and Finance

1. **Certification Reports**

BE IT RESOLVED that the Mendham Township Board of Education certify pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary’s and Treasurer’s monthly financial reports for the month of April 2023 that no major accounts and fund balances in the 2022/2023 budget have been over expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

2. **Board Secretary’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2023 Treasurer’s Reports.

4. **March 2023 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2023 transfer report.

5. **April 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final April 2023 Bills List. This includes payroll checks N0440 through N0442 and N0443 through N0445 and N0447 through N0449.

Fund 10	\$
Fund 11	\$
Fund 12	\$
Fund 20	\$
Fund 30	\$
Fund 40	\$
Fund 60	\$
Fund 95	\$
Total:	\$

6. **District Travel**

BE IT RESOLVED that the Mendham Board of Education approves the listed travel events in agreement with Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1. All mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate (currently \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Integrated Pest Management,	04/14/23	Michael Marini	\$0.00	\$0.00

Bridgewater, NJ				
Buildings & Grounds Chapter Meeting, Lafayette, NJ	04/18/23	Scott Bellows	\$0.00	\$0.00
MTES STEM Expo, Elementary School	04/19/23	Diane Barlow Erica Parke	\$0.00 + Substitute Coverage	\$0.00 + Substitute Coverage
American Heart Association, East Hanover, NJ	04/26/23	Briana Panetta Kerry McMahon	\$0.00 + Substitute Coverage	\$0.00 + Substitute Coverage
The Center for Literacy Development, Rutgers University	05/25/23	Lisa Lombardo	\$175.00 + Substitute Coverage	\$175.00 + Substitute Coverage

7. **Lease Agreement with Brookside Community Church** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Lease Agreement between the Mendham Township Board of Education and the Brookside Church.

Personnel and Human Resources

1. **Termination Letter** (*Attachment*)
BE IT RESOLVED that the Board of Education has informed employee (No. 4895) of their termination of employment dated and effective April 6, 2023.
2. **Staff Resignation - Kerry McMahon** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Kerry McMahon, Elementary School Physical Education Teacher, dated April 11, 2023, effective June 7, 2023.
3. **Elementary School Activity Chaperones - Festival of the Arts (May 25, 2023)**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following four (4) chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity.

Katelyn Jones, Eugenia Mastrogiannakos, Tracy Newton, Erica Parke

4. **Middle School Activity Chaperones - March Madness (March 3, 2023)**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperone at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity.

Diana Gomez

5. **Middle School 5th Grade Minisink Trip - Chaperones**
BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for the 5th Grade trip to Fairview Lake/Minisink on May 31 - June 2, 2023, including the contractual payment of \$250.00 per night for staff who accompany students on overnight field trips:

Male Chaperones

Primary (BOE Employee)	Secondary
1. Craig Clausen	1. Frank Kontely (pending paperwork) *
2. Charles Gallo	2. Quinn Kontely (pending paperwork) *
3. James Haggerty	3. Lucas Mauriello (pending paperwork) *
4. Andre Viola	4. Aidan Hassan (pending paperwork) *

Alternates:

Female Chaperones

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Erica Hays	1. Allie Bishop (pending paperwork) *
2. Jessica Mallonee	2. Colleen O'Mahoney (pending paperwork) *
3. Megan Fazio	3. Abigail Kontely (pending chaperone) *
4. Elizabeth Hollman	4. Kate Villoresi (pending paperwork) *
5. Elizabeth Barter	5. Lucy Rockwell (pending paperwork) *
	Parent Chaperone: Lauren Rimelis *
Nurse: Erin Giarrusso	* Board to reimburse the fingerprinting fee

6. **Middle School Schedule B & C Stipends for 2022-2023**
BE IT RESOLVED that the Mendham Township Board of Education approves the following 2022-2023 Middle School Schedule B & C Stipend positions:

Activity	Staff Member	Stipend
Club Getaway	Fernando Rivera	\$225.00
Girls Lacrosse	\$2,330.00 Each	Carol Hueston Jacqueline Medina

7. **Elementary School Schedule B Stipend Positions for 2023-2024**
BE IT RESOLVED that the Mendham Township Board of Education approves the following 2023-2024 Co-Curricular Stipend positions for Elementary School:

CO-CURRICULAR Activities (Schedule B)

Activities	2021-2022 Salary	Staff Member
School Publication Advisors	\$901.00	Dori Smyth
Tiger Leaders/Grade 4 Advisors (2)	\$1,239.00 Each	Hillary Clark Michelle Molle
Technology Integration Specialist	\$2,266.00 Each	Charles Gallo Tracy Newton
Tiger Chorus Director/Grade 3	\$2,479.00	Lauren Johnson
Tiger Chorus Director/Grade 4	\$2,479.00	Lauren Johnson
Advanced Artist Program Coordinator	\$2,479.00	Sarah Bizzarro
Art Explorer Program Coordinator	\$2,479.00	Sarah Bizzarro
Sustainability Coordinators (2)	\$2,064.50 Each	Tracy Newton Erica Parke
Band Director/Elementary School	\$2,479.00	Russell Branch

CO-CURRICULAR Activities (Schedule B) - Special Projects

Activities	2021-2022 Salary	Staff Member
Social Studies League/Grades 2 & 3	\$225.00	Theresa Milow
Festival of the Arts	\$225.00	Sarah Bizzarro
Science Expo	\$225.00 Each	Diane Barlow Erica Parke
Safety Patrol	\$225.00	Dori Smyth
Outdoor Learning Center/Chicken Coop Coordinator	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Charles Gallo
Talent Show Coordinators	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Briana Panetta Lauren Porrovecchio

8. **Elementary School Extra Instructional Periods for 2023-2024**
BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School staff members to teach extra periods of instruction during

the 2023-2024 school year at a prorated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Extra Instructional Periods

Jump Start Grade 1	3 period/wk	Laura Porrovecchio	\$5,100.00
Jump Start Grade 2	3 period/wk	Amanda Fullem	\$5,100.00
SMART TIME Grade 3	3 period/wk	Jean Sosna	\$5,100.00
SMART TIME Grade 4	3 period/wk	Cara Dawes	\$5,100.00
SMART TIME Grade 4	3 period/wk	Lisa Lombardo	\$5,100.00

9. **Middle School Schedule B & C Stipend Positions for 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2023-2024 Co-Curricular Stipend positions for Middle School:

CO-CURRICULAR Activities (Schedule B & C)

Activities	2021-2022 Salary	Staff Member
Homework Club	\$51.83 per hour	James Haggerty Francesca Hare Catherine Gustavsen
Minisink Director	\$563.00	Craig Clausen
8th Grade Advisor	\$2,478.00	Amanda Porter
Yearbook Advisor	\$2,478.00	Elizabeth Hollman
School Publication Advisors	\$901.00 Each	Melanie Smith <i>(4 Issues "Windows and Mirrors")</i> Matthew Viggiano <i>(Mendham in a Minute Weekly Video)</i>
Student Council Advisors	\$1,239.00 Each	Perry Hooker Fernando Rivera
Chorus Director/Middle School	\$2,479.00	Catherine Moore
Band Director/Middle School	\$3,718.00	Russell Branch
Strings/Orchestra Director District	\$3,718.00	TBD
Play Director	\$3,043.00	Christine Rollo
Technology Integration Specialist	\$4,532.00	Matthew Viggiano
Tech Club Grades 5-8 (1 hour each) Zero Period/After School	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Matthew Viggiano

Intramural Sports Grade 5 (1 hour each) After School	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Amanda Porter
Indoor Soccer League Grades 5-8 (1 hour each) Zero Period	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Perry Hooker
Basketball Tournament ZP Grades 5-8 (1 hour each) Zero Period/2:50 pm-3:50 pm	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Andre Viola
Indoor Girls Lacrosse Skills Grades 5-8 (1 hour each) Zero Period	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Carol Hueston
Girls Field Hockey	\$4,660.00	Carol Hueston
Girls Field Hockey JV (1/2 Stipend)	\$2,330.00	Jacqueline Medina
Girls Soccer	\$4,660.00	Perry Hooker
Boys Soccer	\$4,660.00	James Haggerty
Cross Country	\$4,660.00	Daniel DePugh
Boys Basketball	\$5,084.00	Daniel DePugh
Girls Basketball	\$5,084.00	Perry Hooker
Girls Volleyball	\$3,248.00	Greg Racz
Boys Volleyball	\$3,248.00	Craig Clausen
Cheerleading	\$3,248.00	Amanda Porter
Boys Lacrosse	\$4,660.00	Lou Sodano
Girls Lacrosse	\$2,330.00 Each	Carol Hueston Jacqueline Medina
Baseball	\$4,660.00	Craig Clausen
Softball	\$4,660.00	Greg DePugh
Athletic Director	\$6,071.00	Daniel DePugh

10. **Middle School Extra Instructional Periods for 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School staff members to teach extra periods of instruction during the 2023-2024 school year at a prorated stipend based on \$8,500/year for an additional

period five (5) times a week for a full year, and independent of placement on the salary guide.

Extra Instructional Periods

Geometry/Algebra 2	5 period/wk	James Haggerty	\$8,500.00
8th Grade Language Arts	2 period/wk	Sara Cyr-Alai	\$3,400.00
7th Grade Language Arts	2 period/wk	Lauren Procanik	\$3,400.00
6th-8th Grade Language Arts	2 period/wk	Carol Hueston	\$3,400.00
5th-8th Math Zero Period	5 period/wk	Matthew Viggiano	\$8,500.00
Remedial Reading Wilson	5 period/wk	Jennifer Vazquez	\$8,500.00
Remedial Reading Wilson	5 period/wk	Carol Hueston	\$8,500.00
Band Regions Workshop Music - 9th Period	2 period/wk	Russell Branch	\$3,400.00
Writing Lab	4 period/wk	Franziska Dragon	\$6,800.00

11. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Teacher, pending completion of paperwork, at the current rate of \$125.00 per day for the 2022-2023 school year.

Benjamin Monaghan, Kyle Mosner, Zachary Naughtright

Policy and Planning

1. **First Reading** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policies and regulations:

- P 0145 Board Member Resignation and Removal (M)
- P 0144 Board Member Orientation and Training (Revised)
- P 2520 Instructional Supplies (M) (Revised)
- R 2520 Instructional Supplies (M) (Revised)
- P 3217 Use of Corporal Punishment (Revised)
- P 4217 Use of Corporal Punishment (New)
- P 5305 Health Services Personnel (M) (Revised)
- P 5308 Student Health Records (M) (Revised)
- R 5308 Student Health Records (M) (Revised)
- P 5310 Health Services (M) (Revised)
- R 5310 Health Services (M) (Revised)
- P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01 Federal Awards/Funds Internal Controls - Allowability of Costs (M) (New)
- P 6115.04 Federal Funds - Duplication of Benefits (M) (New)

- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440 School District Security (M) (Revised)
- P 9140 Citizens Advisory Committees (Revised)
- R 9140 Citizens Advisory Committee (M) (Abolished)

XI. ACTION ITEM

Operations and Finance

1. District Travel

BE IT RESOLVED that the Mendham Board of Education approves the listed travel events in agreement with Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1. All mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate (currently \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Spring into Joyful Literacy Instruction, Centenary University	04/21/23	Diane Barlow Erica Parke	\$99.00 each + Substitute Coverage	\$198.00 + Substitute Coverage

XII. Discussion

XIII. Verbal Communications from the Public

The Board President, or Presiding Officer, will direct members of the public to speak in turn and shall have the right to limit the speaking time of individuals wishing to provide comment to the board as necessary. Board of Education members provide public comment as a time to listen to the comments from attendees of the Board of Education meeting. Public comment shall not be a time for open dialogue with the speaker. Public comment shall not be a time for board members to answer questions posed to them from a speaker or comment on a speaker’s concerns. Speakers shall provide their name, address, and direct their comments to the board and not to district staff or other audience members. Speakers shall not expect board members to answer questions during public comment. Questions shall be referred to the Superintendent, or his/her designee, for review, study and response. If appropriate, the board may request the issue be a discussion item at a future Board of Education meeting.

XIV. Adjournment