

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, NOVEMBER 15, 2022, 7:30 PM**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Joan Mody	President
Mr. Andrew Christmann	Vice President
Mrs. Rochelle Abraham	
Mr. Adam Dubeck	
Mr. Peter Dumovic	
Mr. Thomas Keeling	
Dr. Rekha Mandel	

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

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**

X. Unofficial Results of Election - November 8, 2022

Unofficial results of the November 8, 2022 School Board Elections for three, three-year terms on the Mendham Township Board of Elections were as follows:

<u>Candidates (Four Candidates - 3 Seats - 3-Year Term)</u>	<u>Total Votes</u>
Rochelle Abraham	1,255
Andrew Christman	1,511
Joan Mody	1,566
Diana Orban Brown	1,392

XI. Consent Items

Approval of Minutes

Work Session Minutes: October 11, 2022

Regular Session Minutes: October 18, 2022

Approval of Executive Minutes

Work Session Executive Minutes: October 11, 2022

Regular Session Executive Minutes: October 18, 2022

Curriculum and Instruction

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

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

Date	Grade	Activity	Chaperones
12/01/22 Snow date 12/06/22	3rd Grade	STEAM Adventures, Morristown Unitarian Fellowship	Theresa McNamara 1 additional teacher (TBD) Kerri McCloskey (Nurse)
02/10/23	3rd Grade	Centenary University	Amy Fortuin Amanda Fullem Molly Koller Rachel Paciello Savannah Quinn Clare Riina Eileen Scanlan Beth Smith
04/21/23	3rd Grade	Liberty Science Center	Cara Dawes Amy Fortuin Amanda Fullem

			Molly Koller Rachel Paciello Savannah Quinn Clare Riina Beth Smith
--	--	--	--

2. **Middle School Field Trip - Confirmation of Field Trip** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School field trip for the 2022-2023 school year, previously approved by the Board on July 19, 2022.

Date	Grade	Activity	Chaperones
01/06/23	8th Grade	New York City, NY	Elizabeth Barter Donna CasaGrade Erin Giarrusso Perry Hooker Carol Hueston Jaqueline Medina Catherine Moore Amanda Porter Fernando Rivera

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above chaperones attending the New York City field trip.

3. **New - Middle School Field Trip**

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

Date	Grade	Activity	Chaperones
01/09/23	8th Grade	Articulation Concert, West Morris Mendham High School	Russell Branch Michael Mahadeen Catherine Moore Karen Schaberg

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 November 2022 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 October 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2022 Treasurer’s Reports.

4. **October 2022 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2022 transfer report.

5. **November 2022 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final year-end November 2022 Bills List. This includes payroll checks N0396 through N0401.

Fund 10	\$
Fund 11	\$
Fund 30	\$
Fund 40	\$
Fund 60	\$
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
National Conference American Choral	02/21/23 02/22/23	Lauren Johnson	\$346.00 + Substitute	\$346.00 + Substitute

Directors Association	02/23/23 02/24/23 02/25/23		Teacher	Teacher
-----------------------	----------------------------------	--	---------	---------

7. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2022-2023 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
CheerNastics	ES Gym	Tuesdays & Thursdays 11/15/22 - 03/01/23	8:00 am - 8:45 am	Briana Panetta

*Subject to change due to conflicts with Mendham Township School events.

8. **School Safety and Security Plan Statement of Assurance** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2022-2023 school year.

9. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the October 6, 2022 drill at 8:05 a.m., supervised by Dr. Ciccone and Elia Christina Kerekgyarto.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the October 6, 2022 drill at 8:40 a.m., supervised by Elia Christina Kerekgyarto.

Personnel and Human Resources

1. **Resignation: Shanae Marshall, Lunch/Recess Aide** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Shanae Marshall, Elementary School Lunch/Recess Aide dated October 23, 2022, effective November 6, 2022.

2. **New Hire: Eugene George Pantozzi, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Eugene George Pantozzi, Transportation Driver, pending completion of

paperwork, effective December 1, 2022, at an annual prorated salary of \$30,802.00 for the 2022-2023 school year.

3. **Leave of Absence: Deborah Templin**

BE IT RESOLVED that the Board hereby approves Deborah Templin, School Bus Driver, for a leave of absence, having received doctor’s certification, commencing November 4, 2022, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Deborah Templin to return to work at a later date, pending re-evaluation and certification from physician.

4. **Leave of Absence-Lacey Neil-(REVISED)**

BE IT RESOLVED that the Board hereby approves Lacey Neil, Elementary School Instructional Aide, for an extended unpaid leave of absence, (Not covered under the FMLA) having received doctor’s certification, commencing November 28, 2022.

BE IT FURTHER RESOLVED that the Board hereby approves Lacey Neil to return to work at a later date, pending re-evaluation and certification from physician.

5. **Extra Hours: Instructional Aide Services - Christine Rollo**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$22.36 for Christine Rollo to provide aide services for student #15360987 during Zero Period chorus at Mendham Township Elementary School on Wednesdays and Fridays starting October 19, 2022, through the remainder of the 2022-2023 school year.

6. **Extra Hours: Michelle Molle Krowiak, Part-Time School Counselor**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$51.16 for Michelle Molle Krowiak having attended an SEL Morning Meeting Training on October 10, 2022.

7. **Elementary School Schedule B Stipend Position for 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2022-2023 Co-Curricular Stipend position for the Elementary School:

Activity	2022-2023 Salary	Staff Member
Kids Heart Challenge Fundraiser	\$225.00	Briana Panetta

8. **Middle School Student Council Dance Chaperones**

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment, at the contractual rate of \$100.00, to the following chaperones attending the October 31, 2022, Middle School Student Council Dance: Catherine Gustavsen, Erica Hays, Elizabeth Hollman, Jessica Mallonee, Amanda Porter, Lauren Procanik

9. **Mentor for Provisional Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to serve as a mentor during the Provisional Teacher Certification process:

Mentor	Provisional Teacher	Certification	Compensation
Dawn Cullinan	MacKenzie Storms	CEAS	\$275.00

10. **Substitute Teachers**

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

Cindy Nicol, Nadia Cunningham

Policy and Planning

1. **Second Reading** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the second reading and adoption of the following policy:

P 5512 Harassment, Intimidation, or Bullying (M) (Revised)

XII. ACTION ITEMS

Curriculum and Instruction

1. **New - Middle School School Service Group Fundraiser**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School Service Group Fundraiser for the 2022-2023 school year:

Date	Activity/Dates	Staff
11/28/22 - 12/16/22 12/16/22	St. Jude's Math-A-Thon Movie Night - Elf	Gina Sodora

Operations and Finance

1. **Rejection of Bid**

WHEREAS, the Mendham Township Board of Education ("Board") held a public bid opening for the HVAC & Roof Replacement at the Mendham Township Elementary School and the Mendham Township Middle School; and

WHEREAS, the Board received one bid at the public bid opening from AMCO Enterprise, Inc., which bid substantially exceeds the Board's cost estimate for the Project and the Board's appropriation for the Project.

NOW, THEREFORE, BE IT RESOLVED that the pursuant to N.J.S.A. 18A:18A-22, the Board hereby rejects the bid received for the Project on the basis that it substantially exceeds the cost estimate for the Project and/or substantially exceeds the Board's appropriation for the Project.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid security to the bidder.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to take the steps necessary to rebid the Project.

Personnel and Human Resources

1. **New Hire: Andrea Scalfani, Part-Time, 10 Month Secretary to the Superintendent**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Andrea Scalfani, Part-Time, 10 Month Secretary to the Superintendent, pending completion of paperwork, effective November 16, 2022, with two orientation days prior to start date, at an annual prorated salary of \$30,000.00 for the 2022-2023 school year.

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. Discussion

XV. Adjournment