

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, OCTOBER 11, 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. Consent Items

Approval of Minutes

Work Session Minutes: September 20, 2022

Regular Session Minutes: September 27, 2022

Curriculum and Instruction

1. **Contract with Anne Hunkler**

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Functional Behavioral Assessment within the school effective 10/01/22 for one (1) student (ID#s 14124463). Anne will provide 5 hours of consultation per term of contract at a rate of \$80/hr.

2. **Holiday Concert Selections for Mendham Township Middle School** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township Middle School Holiday Concert Programs for the December 8, 2022 and December 14, 2022 performances.

3. **Field Observation Hours - Erica Gallo, Centenary University**

BE IT RESOLVED that the Mendham Township Board of Education approves Erica Gallo from Centenary University to complete her required semester observation hours at Mendham Township Elementary School.

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

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

Date	Grade	Activity	Chaperones
02/28/23	Kindergarten	Mayo Theater Morristown, NJ "Pete the Cat"	Carolyn Allen Christina Coats Lisa Crowe Shilpa Dhamane Kelly Johnson Cheryl Riccardello Meredith Vasquez Amy Williamson

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

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

Fund 30	\$
Fund 40	\$
Fund 60	\$
Total:	\$

6. **2022-2023 M-1/Annual Maintenance Budget Worksheet** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2022 - 2023 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

7. **2022-2023 Comprehensive Maintenance Plan** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2022-2023 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

8. **Health and Safety School Building Checklist - MTES** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2022-2023 school year.

9. **Health and Safety School Building Checklist - MTMS** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2022- 2023 school year.

10. **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
NJ Annual Learning Consultant Symposium (virtual)	10/21/22	Darlene Sardinsky	\$145.00	\$145.00
NJ School Boards Convention Atlantic City, NJ	10/24/22 10/25/22 10/26/22	Sal Constantino Adam Dubeck Peter Dumovic	Group Rate \$2,200.00	Group Rate \$2,200.00

		Rekha Mandel Donna Mosner		
Help Your Students Develop Self-Regulation Skills (virtual)	11/30/22	Darlyne Pieper	\$279.00 + Substitute Coverage	\$279.00 + Substitute Coverage

11. **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
Girl Scouts of Greater NJ	<u>ES</u> Soccer Field	1st Monday 10/2022 - 6/2023	3:45 pm-5:00 pm	Michelle Scaramellino
Brookside Basketball	<u>MS</u> Gym	Tuesdays 10/11/22 - 06/08/23	6:30 pm-9:00 pm	Rick Pappalardo
Township of Mendham	<u>MS</u> All Purpose Room	November 2022 thru September 2023	Various times for for Township Meetings	Jason Gabloff, Township Administrator
The Mendham Kids Club	<u>ES</u> Classroom Gyms Playground	Monday - Friday 03/27/23 - 03/31/23	9:00 am-3:00 pm	Charles Gallo

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

12. **Contract for Nurse's Services with Delta-T Group** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Delta-T Group to provide, on an as-needed basis, Nurse Services to the Mendham Township School District at a rate of \$55.00 an hour for RN Services and \$47.00 an hour for LPN Services for the 2022-2023 school year.

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

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from Mountain View Middle School at 100 Dean Road, Mendham, NJ detailing the September 7, 2022 drills at 8:00 a.m., supervised by Amy Toth.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Bragg and Dickerson Schools at 250 Route 24, Chester, NJ detailing the September 13, 2022 drill at 3:20 p.m., supervised by Michele Stanton and Melissa Fair.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Black River Middle School at 133 North Road, Chester, NJ detailing the September 28, 2022 drill at 2:25 p.m., supervised by Brad Currie.

Personnel and Human Resources

1. **Extra Hours - Cindy Blood, Instructional Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$31.21, for Cindy Blood to serve as an aide for student #16158867815 to attend Home Work Club at Mendham Township Middle School, two to three days a week, starting October 3, 2022 to May 12, 2023 for up to 3 hours each week.

2. **Staff Resignation - Teresa Sanchez, Transportation Driver** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Teresa Sanchez, Transportation Driver, dated September 29, 2022, effective October 14, 2022.

3. **Leave of Absence - Kellie DeGise**

BE IT RESOLVED that the Board hereby approves Kellie DeGise, Elementary School Teacher, for a leave of absence, having received doctor's certification, commencing January 16, 2023, while utilizing Twenty-eight (28) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on April 14, 2023.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Kellie DeGise, commencing on February 27, 2023 through May 26, 2023 as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Kellie DeGise with an anticipated return to work date of May 30, 2023.

4. **Leave Replacement - MacKenzie Storms, Elementary School Special Education Teacher/LLD** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of MacKenzie Storms as a Leave Replacement Elementary School Special Education LLD Teacher, effective November 7, 2022 through March 17, 2023, at the current rate of \$125.00 per day pending completion of certification.

5. **Leave Replacement - Eileen Scanlan, Elementary School 3rd Grade Teacher**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Eileen Scanlan as a Leave Replacement Elementary School 3rd Grade Teacher, effective November 1, 2022 through March 10, 2023, at a prorated salary of \$58,255, BA+15, Step 7.

6. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Teachers, pending completion of paperwork, for the 2022-2023 school year at the current rate of \$125.00 per day: Jessica Couto, Jennifer Szczepanski

Policy and Planning

1. **First Reading** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves for first reading the following policy:

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

XI. Adjourn to Closed EXECUTIVE SESSION

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances, and

WHEREAS, said the law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel matters. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

XII. Reconvene Open Work Session Meeting

XIII. ACTION ITEMS

Personnel and Human Resources

1. **New Hire - Maria Llinas, Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Maria Llinas as a Full-Time Custodian,

effective October 12, 2022 for the 2022-2023 school year, at an annual salary of \$35,360.00.

2. **New Hire - Ryan Spellmon, Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Ryan Spellmon as a Full-Time Custodian, effective October 25, 2022 for the 2022-2023 school year, at an annual salary of \$35,360.00.

3. **Leave of Absence - Lacey Neil**

BE IT RESOLVED that the Board hereby approves Lacey Neil, Elementary School Instructional Aide, for a leave of absence, commencing October 3, 2022, while utilizing Twelve (12) sick days and Four (4) personal days, under the Federal Family Medical Leave Act (FMLA) ending after Six weeks on November 11, 2023.

BE IT FURTHER RESOLVED that the Board hereby approves an extended unpaid leave (Not covered under FMLA) for Lacey Neil, commencing on November 14, 2022 through November 25, 2022 as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Lacey Neil with an anticipated return to work date of November 28, 2022.

4. **Adjusted Salary - Norma Mogrovejo Arevalo, Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves Norma Mogrovejo Arevalo, Elementary School Custodian, effective October 17, 2022, an adjusted annual prorated salary of \$35,360.00 for the 2022-2023 school year.

5. **Adjusted Salary - Ana Minuche, Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves Ana Minuche, Middle School Custodian, effective October 17, 2022, an adjusted annual prorated salary of \$35,360.00 for the 2022-2023 school year.

6. **Employee (68520428)**

BE IT RESOLVED that the Mendham Township Board of Education suspends employee (68520428) with pay effective October 10, 2022 through October 18, 2022.

7. **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 band at Mendham Township Elementary School on Thursdays starting October 13, 2022 through the remainder of the 2022-2023 school year.

8. **Extra Hours: Instructional Aide Services - Deborah Hall**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$27.70 for Deborah Hall to provide aide services for student #15360987 during Zero Period band at Mendham Township Elementary School on Mondays starting October 17, 2022 through the remainder of the 2022-2023 school year.

XIV. 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.

XV. Discussion

XVI. Adjournment