

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING AGENDA
TUESDAY, OCTOBER 18, 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
- > Middle School Board of Education Representative: Serena Mody

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. Tri-Annual Report Presentations: Dr. Patrick Ciccone and Dr. Julianne Kotcho

X. Consent Items

Approval of Minutes

Work Session Minutes: September 20, 2022

Curriculum and Instruction

1. **Contract with Anne Hunkler**

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunker 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.

Date	Grade	Activity	Chaperones
11/05/22	Grades	Metropolitan Museum	Elizabeth Barter

	4th-8th	of Art New York, NY	Sarah Bizzarro Diana Gomez Francesca Hare
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BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment, at the rate of \$100.00 for the day, to the above chaperones attending the Metropolitan Museum of Art field trip.

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 October 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 September 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **September 2022 Transfer Reports**

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

5. **October 2022 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final year-end October 2022 Bills List. This includes payroll checks N0421 through N0423 and checks N0425 though N0427.

Fund 10	\$ 56,501.22
Fund 11	\$ 1,965,964.12
Fund 20	\$ 12,195.00
Fund 30	\$ 75,305.55

Fund 60	\$ 42,236.06
Fund 80	\$ 330.00
Fund 95	\$ 1,235.00
Total:	<u>\$2,152,766.95</u>

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 1, 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 \$58,255.00, 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, legal, and negotiations 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

Operations and Finance

**RESOLUTION AUTHORIZING NEGOTIATION OF AGREEMENT FOR PURCHASE
OF REAL PROPERTY**

WHEREAS, the Mendham Township Board of Education has identified certain real property located within the vicinity of the school district, located at 13 West Main Street, Brookside, New Jersey, to be of potential benefit to the operation of the school district; and

WHEREAS, exploration of the possible acquisition of the property by the Board has been determined to be in the best interest of the district;

NOW THEREFORE BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the Superintendent of Schools to enter into discussions with the owner(s) of the residence and real property located at 13 West Main Street, Brookside, New Jersey for the purpose of determining whether reasonable terms for the acquisition of the property by the Board exist; and

BE IT FURTHER RESOLVED, that in the event potential reasonable terms of acquisition of the residence and real property located at 13 West Main Street, Brookside, New Jersey are determined to exist, the Superintendent is hereby authorized to negotiate the terms of a tentative agreement for the acquisition of the property, which tentative agreement shall be subject to Board review and approval by the Board in accordance with applicable Board Policies and state regulations on the acquisition of property by public school districts.

Personnel and Human Resources

1. **New Hire - Walter Garcia, District Groundsman/Custodial Maintenance**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Walter Garcia, District Groundsman/Custodial Maintenance, effective November 1, 2022 for the 2022-2023 school year, at an annual salary of \$49,525.00 and a prorated stipend of \$5,000.

2. **New Hire - Jacqueline Medina, Middle School Academic Lab School Counselor**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jacqueline Medina as a Full-Time Middle School Academic Lab School Counselor at an annual salary of \$59,355.00 prorated, MA/BA +45, Step 1, effective November 14, 2022 for the 2022-2023 school year.

3. **Leave Replacement - Laura Gavilanes, Elementary School 4th Grade Teacher**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Laura Gavilanes as a Leave Replacement Elementary School 4th Grade Teacher, effective January 11, 2023 through May 29, 2023, at a prorated salary of \$68,380.00, M/BA+45, Step 14.

4. **Approval of Chaperone - Middle School Field Trip**

BE IT RESOLVED that the Mendham Township Board of Education approves Justin DelBene as a chaperone for the Middle School 7th Grade Field Trip to Philadelphia on October 14, 2022

at the current rate of \$120.00 for field trips which extend the day by more than two (2) hours.

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

BE IT RESOLVED that the Mendham Township Board of Education approves the following Schedule B Stipend position for the Elementary School:

Activity	2022-2023 Salary	Staff Member
Tiger Chorus (Grade 3)	\$2,479.00	Lauren Johnson

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