

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING AGENDA
TUESDAY, FEBRUARY 28, 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. Board President's Report

VI. Student Representative to the Board of Education

> Serena Mody

VII. Superintendent's Report

> District Updates, News and Events

VIII. Board Secretary's Report

IX. Correspondence

X. Committee Reports

XI. Consent Items

Approval of Minutes

Regular Session Minutes: January 24, 2023

Curriculum and Instruction

1. **Contract with Anne Hunkler Karanikas**
BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Functional Behavioral Assessment within the school effective January 23, 2023, for one (1) student (ID#s 14532703). Anne Hunkler Karanikas will provide 5 hours of consultation per term of the contract at a rate of \$80/hr.

2. **Tuition Contract with Fusion Learning, Inc**
BE IT RESOLVED that the Mendham Township Board of Education, approves the Supplemental Math Services Tuition Contract with Fusion Learning, Inc, effective January 30, 2023, to May 31, 2023, for one (1) student (15107606) at a tuition of \$5,100.00.

3. **Middle School Participation in WMMHS "Future Educators Program"**
BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School's participation in WMMHS Future Educators Program to be held on March 16, 2023.

4. **County College of Morris Teacher Educator Program**
BE IT RESOLVED that the Mendham Township Board of Education approves Rachel Wong, County College of Morris Educators Program, eight hours of classroom observation in the Middle School World Language classes and one hour of observation in Special Education classes as part of her Alternate Route Program.

5. **New - Elementary School Field Trips** *(Attachments)*
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	4th Grade Quest	Liberty Science Center Jersey City, NJ	Theresa McNamara
05/08/23	2nd Grade	Turtle Back Zoo West Orange, NJ	Briana D'Almeida Andrea Fattorusso

			Katelyn Jones Kristin Miller Theresa Milow Kevin O'Keefe Darlyne Pieper
05/31/23	4th Grade Chorus	Drew University Madison, NJ	Lauren Johnson Christine Rollo

6. **New - Middle School Field Trip** (Attachment)

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
04/28/23 04/29/23 04/30/23	7th Grade Students	Club Getaway Kent, CT	Elizabeth Barter Catherine Gustavsen Perry Hooker Fernando Rivera

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$250.00 per night to the above chaperones attending the Club Getaway field trip.

7. **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
05/04/23 Rain Date: 05/11/23	MTMS Global Tailgate/ Teacher Appreciation \$30.00 per car All proceeds donated to "Syrian Medical American Society"	Gina Sodora

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 February 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 January 2023 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **February 2023 Transfer Reports**

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

5. **February 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final February 2023 Bills List. This includes payroll checks N0450 through N0452 and N0455 through N0457 and N0458 through N0446.

Fund 10	\$ 87,834.36
Fund 11	\$ 2,429,265.70
Fund 20	\$ 13,414.50
Fund 30	\$ 124,090.56
Fund 40	\$ 263,798.75
Fund 60	\$ 31,379.61
Fund 80	\$ 7,176.73
Fund 95	\$ 520.00
Total:	<u>\$ 2,957,480.21</u>

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
NJSBGA Chapter Meeting	02/21/23	Scott Bellows Michael Marini	\$0	\$0
NJ School Buildings and Grounds Conference	03/19/23 03/20/23 03/21/23 03/22/23	Scott Bellows Michael Marini	\$300.00 each Lodging \$325.00 each Conference + Mileage Reimbursement	\$600.00 Lodging \$650.00 Conference + Mileage Reimbursement
19th Annual School Counselor Conference	04/21/23	Hillary Clark Alexandria Ferenc Jacqueline Medina Michelle Molle	\$35.00 each + 1 Substitute Teacher	\$140.00 + 1 Substitute Teacher
Google Educator Level 1 & Level 2	04/28/23 05/01/23 05/15/23	Salvatore Constantino Robert Koroski	\$510.00 each	\$1,020.00

7. **Authorization to Invest funds with New Jersey Asset & Rebate Management Program (NJARM)**

BE IT RESOLVED by the Mendham Township Board of Education as follows:

1. The Mendham Township Board of Education hereby finds and determines that

(a) it has received and reviewed

(i) the Information Statement dated as of January 3, 2005, describing the New Jersey Asset & Rebate Management Program ("NJ/ARM") and

(ii) the Amended and Restated Interlocal Services Investment Agreement governing the NJ/ARM Program ("Program Agreement") and

(b) has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Mendham Township Board of Education has determined that it is in the best interests of the district to authorize Mrs. Donna Mosner on behalf of the Mendham Township Board of Education to participate in NJ/ARM.

2. The Program Agreement is hereby approved and the Business Administrator is authorized to execute the Program Agreement on behalf of the Mendham Township Board of Education.
3. U.S. Bank, N.A., as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of Public Funds for the Mendham Township Board of Education, in Mendham Township, Morris County.
4. The Mendham Township Board of Education acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the Information Statement and in the Program Agreement.
5. This resolution shall take effect immediately upon its adoption.

8. **Waiver of Special Education Medicaid Initiative (SEMI) Program 2023-2024** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following resolution:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 budget year, and

WHEREAS, the Mendham Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students OR participation in SEMI would not provide a cost-benefit to the district based on the projection of the district’s available SEMI reimbursement for the 2023-2024 budget year, and

WHEREAS, the waiver request is based on the 2022-2023 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students and the 2022-2023 Revenue Projection report from the NJDOE and

NOW, THEREFORE BE IT RESOLVED that the Mendham Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2023-2024 school year.

Personnel and Human Resources

1. **Exude Human Capital Proposal** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts the Proposal for Recruiting Assessment Consulting from Exude Human Capital.

2. **Staff Resignation - Lacey Neil** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Lacey Neil, Instructional Aide, dated and effective February 2, 2023.

3. **Leave of Absence - Nancy Hammer**

BE IT RESOLVED that the Board hereby approves Nancy Hammer, Elementary School Instructional Aide, for a leave of absence, commencing February 7, 2023, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

4. **Leave of Absence - Kellie DeGise (REVISED)**

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 9, 2023, while utilizing Thirty-eight (38) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on April 7, 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 March 6, 2023, through June 8, 2023, as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Kellie DeGise with an anticipated return to work date of August 31, 2023, for the 2023-2024 school year.

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

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, the effective date of January 9, 2023, through June 8, 2023, (previously approved end date of May 29, 2023), at a prorated salary of \$68,380.00, M/BA+45, Step 14.

6. **Public Relations Schedule B Stipend Position**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff member as Public Relation Liaison for the 2022-2023 school year:

Activity	2022-2023 School Year	Staff Member
Public Relations Liaison	\$3,000.00	Andrea Scalfani

7. **New Hire - Rachel Mills, Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Rachel Mills, Elementary School Lunch/Recess Aide, at an hourly rate of \$14.13, effective March 1, 2023, for the 2022-2023 school year.

8. **Extra Hours - Deborah Nisivoccia**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours for Deborah Nisivoccia, having covered 3 hours of zero period, 01/17/23, 01/18/23 and 01/23/23, at an hourly rate of \$33.92.

9. **Unpaid Absence - Deborah Getchius**

BE IT RESOLVED that the Mendham Township Board of Education approves Deborah Getchius to take February 21, 2023, through February 28, 2023, as an unpaid absence.

10. **Leave Replacement - MacKenzie Storms, Elementary School Special Education Teacher/LLD**

BE IT RESOLVED that the Mendham Township Board of Education approves MacKenzie Storms, having received her CEAS Teaching Certification, be placed on guide at a prorated salary of \$59,355.00, M/BA+45, Step 1, effective March 1, 2023. Ms. Storms was previously approved by the Board on October 18, 2022.

11. **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
Ann Quidore	Cilem Kanca	CE	\$275.00

Policy and Planning

1. **First Reading** (*Attachment*)

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

P 0168 Recording Board Meetings (Revised)

2. **Second Reading** (*Attachments*)

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

P 1648.11 The Road Forward COVID-19-Health and Safety (M) (Abolished)

P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

P 0152 Board Officers (Revised)

P 0161 Call, Adjournment, and Cancellation (Revised)

P 0162 Notice of Board Meetings (Revised)

P & R 2423 Bilingual and ESL Education (M) (Revised)

P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)

R 2425 Emergency Virtual or Remote Instruction Program (M) (New)

P & R 5200 Attendance (M) (Revised)

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

P 8140 Student Enrollment (M) (Revised)

R 8140 Enrollment Accounting (M) (Revised)

P & R 8330 Student Records (M) (Revised)

R 8420.2 Bomb Threats (M) (Revised)

R 8420.7 Lockdown Procedures (M) (Revised)

R 8420.10 Active Shooter (M) (Revised)

DEIA

1. **Amendment to District/Board of Education Goals**

BE IT RESOLVED that the Mendham Township Board of Education approves the following revisions to the Board of Education Goals for 2022-2023:

CURRENT:

Building on the District and Board goals in 2020-2021, the Board of Education will support the implementation of the Anti-Racism standards across the District. The Board will continue to partner with the Achievement Network to support teachers and administrators in addressing issues related to Diversity, Equity, Inclusivity, and Accessibility for students.

REVISED:

Building on the District and Board goals in 2021-2022, the MTBOE will support and monitor a review of the strategy, practices, and policies of our employee recruitment program. The District will engage in a systematic process to sample, evaluate, and assess the controls with our current recruitment program. This audit will yield both quantitative and qualitative data points, which will serve as the foundation for corrective action or process enhancements. The focus will include the following areas:

- Planning: Resource planning
- Recruiting: Applicant Tracking, Job Descriptions, Job Posting, Career Page
- Selection: Hiring process, interviewing questions, offer letter, background check
- Management of policies & procedures
- The goal will include the following deliverables:
- A completed audit with a written report on findings, recommended next steps, and HR/DEI implications

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following revisions to the District Goals for 2022-2023:

CURRENT:

Building on the District and Board goals in 2021-2022, the MTSD will support the implementation of the Anti-Racism standards across the District. The MTSD will continue to partner with the Achievement Network to support teachers and administrators in addressing issues related to Diversity, Equity, Inclusivity, and Accessibility for students.

REVISED:

Building on the District and Board goals in 2021-2022, the MTSD will review the strategy, practices, and policies of our employee recruitment program. We will engage in a systematic process to sample, evaluate, and assess the controls with our current recruitment program. This audit will yield both quantitative and qualitative data points, which will serve as the foundation for corrective action or process enhancements. The focus will include the following areas:

- Planning: Resource planning
- Recruiting: Applicant Tracking, Job Descriptions, Job Posting, Career Page
- Selection: Hiring process, interviewing questions, offer letter, background check
- Management of policies & procedures
- The goal will include the following deliverables:
- A completed audit with a written report on findings, recommended next steps, and HR/DEI implications

XII. ACTION ITEMS

Operations and Finance

1. **Birch Agency Client Services Contract** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Birch Agency to provide Special Education Professionals for the 2022-2023 school year.

Personnel and Human Resources

1. **Leave of Absence - Dori Smyth**

BE IT RESOLVED that the Board hereby approves Dori Smyth, Elementary School Teacher, for a leave of absence, commencing February 21, 2023, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Dori Smyth to return to work at a later date, pending certification from physician.

XIII. Discussion

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. Adjournment