

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING AGENDA  
TUESDAY, JANUARY 24, 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**

- **Curriculum and Instruction**
- **Operations and Finance**

- **Personnel and Human Resources**
- **Policy and Planning**
- **Ad Hoc Diversity**
- **Ad Hoc Referendum**

**XI. Consent Items**

**Approval of Minutes**

Regular Session Minutes: December 13, 2022

Reorganizational Minutes: January 10, 2023

**Curriculum and Instruction**

**1. Student Safety Data System**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submittal of the Student Safety Data System for Period 1 (September 1, 2022 - December 31, 2022) to the New Jersey Department of Education.

**2. Paraprofessional Staff 2022-2023**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submittal of the Statement of Assurance for the 2022-2023 Use of Paraprofessional Staff to the New Jersey Department of Education.

**3. 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
03/21/23	Grade 4 Advanced Art & Art Explorers	The Metropolitan Museum of Art, NY	Sarah Bizarro
05/26/23	Grade 4	Camp Bernie Port Murray, NJ	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Michal Ferenc Nancy Hammer Julianne Kotcho Lisa Lombardo Kerrie McCloskey (Nurse) Erica Parke

4. **Middle School Field Trips - Confirmation of Field Trips** (*Attachments*)  
**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
01/23/23	Grades 6, 7, 8	Choral Festival, West Morris Central High School	Elizabeth Barter Alexandria Ferenc Catherine Moore
02/08/23	Grade 7 & 8 Band Students	District Honors Band, West Morris Mendham High School	Russell Branch

5. **Elementary School Fundraiser for the 2022-2023 School Year**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Elementary School activity for the 2022-2023 school year:

Date	Activity/Description	Staff
April 2023	St. Jude's Math-A-Thon <ul style="list-style-type: none"> <li>- Improve math and comprehensive skills</li> <li>- Solve age-appropriate math problems</li> <li>- Understand the importance of helping others</li> </ul>	Kevin O'Keefe

**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 January 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 December 2022 Board Secretary's Reports.

3. **Treasurer's Report**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the January 2023 Treasurer's Reports.
  
4. **January 2023 Transfer Reports**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the January 2023 transfer report.
  
5. **January 2023 Bills List**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the final January 2023 Bills List. This includes payroll checks N0440 through N0442 and N0443 through N0445 and N0447 through N0449.

Fund 10	\$ 83,034.89
Fund 11	\$2,878,546.62
Fund 12	\$ 52,855.94
Fund 20	\$ 16,865.75
Fund 30	\$ 107,208.40
Fund 60	\$ 32,956.30
Fund 95	<u>\$ 1,170.00</u>
 Total:	 <u>\$3,172,637.90</u>

6. **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
Sports Games	<u>ES</u> Gym	Thursdays & Fridays 02/02/23 - 03/23/23	8:00 am-8:45 am	Briana Panetta
CheerNastics	<u>ES</u> Gym	Tuesdays & Wednesdays 03/07/23 - 06/06/23	8:00 am-8:45 am	Briana Panetta

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

7. **Preschool Tuition for the 2023-2024 and 2024-2025 School Years**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the Preschool Tuition rate for the 2023-2024 and 2024-2025 school years:

Monthly Preschool Tuition.....\$1,175.00 (September - June)

### **Personnel and Human Resources**

1. **New Hire - Lisa Campbell, Middle School Secretary** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Lisa Campbell as a 10 Month (plus 20 days) Middle School Secretary, effective January 25, 2023, for the 2022-2023 school year, at a prorated annual salary of \$58,000.00.
2. **New Hire - Cilem Kanca, Preschool Teacher** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Cilem Kanca as a Full-Time Preschool Teacher, effective March 6, 2023, for the 2022-2023 school year, at a prorated annual salary of \$65,055.00, MA+30, Step 7.
3. **New Hire - Andrew Shieh, Lunch/Recess Aide**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Andrew Shieh, Elementary School Lunch/Recess Aide, at an hourly rate of \$14.13, effective January 25, 2023, for the 2022-2023 school year.
4. **Appointment - Julia Coyne, Assistant to the Business Administrator for Finance**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Julia Coyne as a Full-Time Assistant to the Business Administrator for Finance, effective January 25, 2023, for the 2022-2023 school year.
5. **Appointment - Andrea Scalfani, Part-Time School Secretary**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Andrea Scalfani as a Part-Time Elementary School Secretary, effective January 25, 2023, for the 2022-2023 school year.
6. **Job Descriptions Approval** *(Attachments)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves for adoption the following job descriptions:

Executive Assistant to the Superintendent  
Assistant to the Superintendent for Human Resources/Accounts Receivable  
Assistant to the Business Administrator for Finance

Assistant to the Business Administrator for Governance/Accounts Payable  
Part-Time School Secretary

Staff Member	Job Description
Christine Cianciotto	Assistant to the Business Administrator for Governance/Accounts Payable
Aletha Consales	Assistant to the Superintendent for Human Resources/Accounts Receivable
Julia Coyne	Assistant to the Business Administrator for Finance
Karyn Monaghan	Executive Assistant to the Superintendent
Andrea Scalfani	Part-Time School Secretary

7. **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-three (33) 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 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.

8. **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, at the revised effective date of January 9, 2023 (previously approved start date of January 11, 2023) through May 29, 2023, at a prorated salary of \$68,380.00, M/BA+45, Step 14.

9. **Staff Resignation - Steven Molnar, Transportation Driver (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Steven Molnar, Transportation Driver, dated January 20, 2023, effective February 3, 2023.

10. **Elementary School Extra Instructional Periods for 2022-2023 (Revised)**

**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 2022-2023 school year at a prorated stipend based on \$8,500/year for an additional five (5) times a week for a full year, and independent of placement on the salary guide.

**Extra Instructional Periods (Revised)**

Smart Time	3 periods/week	Andrea Fattorusso - effective 01/09/23 <i>(Kellie DeGise previously approved)</i>	\$5,100/prorated
Smart Time	3 periods/week	Amanda Fullem - effective 01/17/23 <i>(Katelyn Jones previously approved)</i>	\$5,100/prorated

11. **New Jersey State Minimum Wage Increase**

**BE IT RESOLVED** that the Mendham Township Board of Education adjusts the minimum wage hourly rates to \$14.13 for Lunch/Recess Aides and \$14.00 for substitute Lunch/Recess Aides effective February 1, 2023, for the 2022-2023 school year for the following staff members:

Lunch Aides: Erna Hauswald, Valerie Marrero, Erika Romero  
Substitute Lunch Aides: Rebekah Griffin, Susan Reuter

12. **Substitute Teachers**

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

Ella Azeri, Andrea Christie, Raquel Russomano, Sharon Smith, Andrea Varughese

13. **Substitute Nurse**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Substitute Nurse, pending completion of paperwork, at the current rate of \$200.00 per day for the 2022-2023 school year.

Susan Stringham

**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 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)

2. **Second Reading** (*Attachment*)

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

- P 0168 Recording Board Meetings (Revised)

**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.

**XV. Adjournment**