

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING AGENDA  
TUESDAY, APRIL 23, 2024, 7:30 PM**

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call of the Board of Education**

Mrs. Joan Mody	President
Dr. Rekha Mandel	Vice President
Mr. Andrew Christmann	
Mr. Adam Dubeck	
Mr. Peter Dumovic	
Mr. Thomas Keeling	
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. Superintendent's Report**

- District Updates, News, and Events
- HIB Training - NJSBA
- QUEST - Theresa McNamara

**VI. Board Secretary's Report**

**VII. Board President's Report**

**VIII. Correspondence**

**IX. Committee Reports**

- Curriculum and School Programs
- Diversity, Equity, Inclusion, and Belonging
- Operations and Finance

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

**X. Consent Items**

**Approval of Minutes:**

**Curriculum and School Programs**

**1. Bring Your Child to Work Day**

**BE IT RESOLVED** that the Mendham Township Board of Education approves April 25, 2024, as “Bring Your Child to Work Day” in the Mendham Township Schools.

**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, 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 March 2024 that no major accounts and fund balances in the 2023/2024 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 March 2024 Board Secretary’s Reports.

**3. Treasurer’s Report**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the March 2024 Treasurer’s Reports.

**4. March 2024 Transfer Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the March 2024 transfer report.

**5. April 2024 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the April 2024 Bills List. This includes payroll checks N0523 through N0528.

Fund 10 - Treasurer Account	\$
Fund 11 - Treasurer Account	\$
Fund 20 - Special Revenue/Grants	\$
Fund 30 - Referendum Account	\$
Fund 60 - Food Service Account	\$
Fund 80 - Unemployment Account	\$
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 \$0.47 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Eduscape STEM Curriculum Training	04/22/23	Matthew Viggiano	\$0.00 Substitute Coverage + Mileage Reimbursement	\$0.00 Substitute Coverage + Mileage Reimbursement

**7. Use of District Facilities**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following use of facility applications for the 2023-2024 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Stronghold Hoops LLC	<u>MS</u> Gyms	Mondays & Wednesdays 04/03/24-06/03/24	5:00-9:30pm	Nate Suresh
North Jersey Performing Arts	<u>ES</u> Classroom Playground Garden	Monday - Friday 06/10/24-06/14/24	8:30-11:30am	Jennifer Branch
Chester Mendham	<u>ES</u>	Saturday 04/13/24	8:00am-2:00pm	Lauren Garofalo

Baseball & Softball Club	All Purpose Room	<i>(Rain location for Opening Day photos)</i>		
Chester Mendham Baseball & Softball Club	<u>ES</u> Gyms	Mondays 11/25/24-03/10/25	5:30-8:30pm	Lauren Garofalo

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

**8. Submission of NJSIG Safety Grant Application 2024-2025**

**BE IT RESOLVED** that the Mendham Township Board of Education hereby approves the submission of the grant application for the 2024-2025 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, to include safety initiatives within the buildings and classroom security, in the amount of \$3,000 for the period of July 1, 2024, through June 30, 2025.

**Personnel and Human Resources**

**1. Staff Retirement: Carlos Echeverry (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of retirement from Carlos Echeverry, Middle School Custodian, dated April 12, 2024, effective June 30, 2024.

**2. Staff Retirement: Geri Esposito (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of retirement from Geri Esposito, Middle School Science Teacher, dated April 8, 2024, effective July 1, 2024.

**3. Staff Resignation: Savannah Quinn (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Savannah Quinn, Elementary School Third Grade Teacher, dated April 2, 2024, effective June 13, 2024.

**4. Staff Resignation: Amy Fortuin (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Amy Fortuin, Elementary School Third Grade Co-Teacher, dated April 10, 2024, effective June 13, 2024.

**5. Staff Resignation: Alexander Hufford (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Alexander Hufford, Middle School Physical Education Teacher, dated April 18, 2024, effective June 13, 2024.

6. **Staff Resignation: Cecilia Maggiore** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Cecilia Maggiore, Elementary School World Language Teacher, dated April 22, 2024, effective June 13, 2024.

7. **Leave of Absence - Alaina Commarato**

**BE IT RESOLVED** that the Mendham Township Board of Education hereby approves Alaina Commarato, for a leave of absence, having received doctor’s certification, commencing September 3, 2024, while utilizing Fifteen (15) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2024.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Alaina Commarato, commencing on October 28, 2024, through January 24, 2025, as requested in writing;

**BE IT RESOLVED** that the Mendham Township Board of Education approves Alaina Commarato with a return to work date of January 27, 2025.

8. **Middle School Chaperones**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following chaperones for Activities and Student Council Events previously approved by the Board at their June 20, 2023 meeting.

April 12, 2024 - PTO Sponsored Dance (7:00 p.m. - 8:30 p.m.)		
Alexandria Ferenc	Jaqueline Medina	Fernando Rivera
Perry Hooker	Amanda Porter	
Alexander Hufford	Lauren Procanik	

May 5, 2024 - 8th Grade Evening Lip Sync Contest (7:00 p.m. - 8:30 p.m.)		
Mariah Clark	Diana Gomez	Jaqueline Medina
Jessica Costanzo	Perry Hooker	Amanda Porter/Advisor
Megan Fazio	Tara Horutz	

May 23, 2024 - Evening of the Arts (6:00 p.m. - 8:30 p.m.)
Stephen Dodrv/Advisor
Alexandria Ferenc
Francesca Hare/Advisor
Zachary Naughtright/Advisor

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment to the above chaperones at the contractual rate of \$100.00 (per event) that begins after contractual hours.

9. **Revised Middle School Field Trip Chaperones**

**BE IT RESOLVED** that the following teachers will be chaperoning the field trip to West Essex High School on April 24, 2024. This field trip was previously approved by the Board on March 19, 2024.

Russell Branch, Stephen Dodrv, Zachary Naughtright

10. **Job Descriptions Approval** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the adoption of the following Job Descriptions:

- Learning Disabilities Teacher Consultant
- School Psychologist
- School Social Worker
- Speech Therapist
- Affirmative Action Officer
- District Anti-Bullying Coordinator
- School Anti-Bullying Coordinator

**Policy and Planning**

1. **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 1140 Educational Equity Policies/Affirmative Action (M)
- P 1523 Comprehensive Equity Plan (M)
- P 1530 Equal Employment Opportunities (M)

- R 1530 Equal Employment Opportunity Complaint Procedure (M)
- P 1550 Equal Employment/Anti-Discrimination Practices (M)
- R 2200 Curriculum Content (M)
- P 2260 Equity in School and Classroom Practices (M)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M)
- P 2411 Guidance Counseling (M)
- P 2423 Bilingual Education (M)
- R 2423 Bilingual Education (M)
- P 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- P 3211 Code of Ethics
- P 5570 Sportsmanship
- P 5750 Equitable Educational Opportunity (M)
- P 5755 Equity in Educational Programs and Services (M) Abolished
- P 5841 Secret Societies
- P 5842 Equal Access of Student Organizations
- P 7610 Vandalism
- R 7610 Vandalism
- P 9323 Notification of Juvenile Offender Case Disposition

**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 student 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**

**Curriculum and School Programs**

**1. Harassment/Intimidation/Bullying Report**

**WHEREAS**, the Mendham Township Board of Education has received the Superintendent’s report of the incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

**WHEREAS**, the Board has had the opportunity to review the Superintendent’s recommendations with respect to the incident(s) of HIB.

**NOW, THEREFORE BE IT RESOLVED** that the Board will *accept, reject, or modify* the Superintendent’s recommendations for:

Incident #262311\_MTM\_03132024 (*accepts, rejects, modifies*)

2. **Home Instruction**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Learn Well Student Services to provide home instruction for student (ID# 16130133) for a total of 10 hours a week at a rate of \$53.25 per hour, effective 4/17/24 until the student is able to return to school.

3. **Home Instruction**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Silvergate Prep to provide home instruction for student (ID# 13425960) for a total of 10 hours a week at a rate of \$60.00 per hour, effective 4/22/24 until the student is able to return to school.

**Personnel and Human Resources**

1. **New Hire: Bob Keene, Transportation Driver Trainer & Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Bob Keene as a Full-Time Transportation Driver Trainer & Driver, pending completion of paperwork, at a prorated salary of \$55,000, effective May 1, 2024, for the 2023-2024 school year.

2. **New Hire: Roosevelt Marin, Substitute Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Roosevelt Marin as a Substitute Transportation Driver, pending completion of paperwork, at an hourly rate of \$25.00, effective April 24, 2024, for the 2023-2024 school year.

**XIV. Discussion**

**XV. 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.

#### **XVI. Adjournment**