

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING AGENDA  
TUESDAY, DECEMBER 12, 2023, 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  
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. Student Representative to the Board of Education**

➤ Rachel Christie

**VI. Superintendent's Report**

➤ District Updates, News and Events

**VII. Board Secretary's Report**

**VIII. Board President's Report**

**IX. Correspondence**

**X. Committee Reports**

➤ **Curriculum and Instruction**  
➤ **Operations and Finance**

- **Personnel and Human Resources**
- **Policy and Planning**
- **Ad Hoc - DEIB**
- **Ad Hoc - Referendum/ROD Grant**

**XI. Consent Items**

**Approval of Minutes**

Work Session Minutes: November 21, 2023

Regular Session Minutes: November 28, 2023

**Approval of Executive Minutes**

Executive Session Minutes: November 21, 2023

**Curriculum and Instruction**

1. **Evening Virtual Math Lab**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the PTO-sponsored pilot program “Evening Virtual Math Lab” which will offer timely and free assistance to MTMS students facing challenges in mathematics homework completion and the “Problem of the Week”. Starting 12/04/23 through 02/01/24, Mondays - Thursdays from 6:30 p.m. to 8:30 p.m.

2. **Middle School New Curriculum** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the adoption of the new Middle School World Language Curriculum (Grades 5 - 8) for the 2023-2024 school year.

3. **Contract with Anne Hunkler Karanikas**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Behavioral Consultation within the school from 12/04/23 to 06/10/24 for 2 hours per week for a total of 52 hours @ \$80/hr. not to exceed a total of \$4,160.00.

4. **New - Elementary School Field Trip** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year:

Date	Grade	Activity	Chaperones
12/14/23	LLD	Trader Joe’s (Denville)	Jillian Glander Dianna Micek Beth Smith

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

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year:

Date	Grade	Activity	Chaperones
12/18/23	5th - 8th Grades	Interfaith Food Pantry, Morris Plains	Nicholas Angrisani Melissa Lucia Melanie Smith

6. **Previously Approved - Middle School Field Trip** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year previously approved at the June 20, 2023 Board of Education meeting:

Date	Grade	Activity	Chaperones
01/05/24	8th Grade	WMMHS, Annual Articulation Concert	Russell Branch Stephen Dodrv

**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 December 2023 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 December 2023 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **December 2023 Transfer Reports**

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

5. **December 2023 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the December 2023 Bills List. This includes payroll checks N0523 through N0525.

Fund 10 - Treasurer Account	\$ 28,921.27
Fund 11 - Treasurer Account	\$ 969,153.98
Fund 20 - Special Revenue/Grants	\$ 29,043.26
Fund 30 - Referendum Account	\$ 93,322.63
Fund 60 - Food Service Account	\$ 41,538.63
Fund 95 - Athletics Account	\$ <u>1,055.00</u>
Total:	\$1,163,034.77

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
Orton Gillingham (online)	01/18/24	Dawn Cullinan * Andrea Fattorusso Amy Fortuin Amanda Fullem * Maria Messina * Kristin Miller Darlene Sardinsky	\$895.00 + Substitute Coverage *	\$895.00 + Substitute Coverage *

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
The Mendham Kids Club	<u>ES</u> Gyms	Monday - Thursday 03/25/24 - 03/28/24	9:00am-3:00pm	Charles Gallo

<i>Spring Break Camp</i>	Classroom Library			
The Mendham Kids Club <i>Summer Camp</i>	<u>ES</u> Gyms Classrooms Playground	Mondays - Fridays 06/17/24 - 07/26/24	9:00am -3:00pm	Charles Gallo

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

**Personnel and Human Resources**

1. **Leave of Absence - Brenda Helbig**

**BE IT RESOLVED** that the Board hereby approves Brenda Helbig, Transportation Driver, for a leave of absence, commencing December 15, 2023, while utilizing 34 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 7 weeks on February 9, 2024.

**BE IT FURTHER RESOLVED** that the Board hereby approves Brenda Helbig with an anticipated return to work date of February 12, 2024.

2. **Leave of Absence - John McKeown**

**BE IT RESOLVED** that the Board hereby approves John McKeown, School Bus Driver, for a leave of absence, commencing January 15, 2024, while utilizing 19 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 4 weeks on February 9, 2024.

**BE IT FURTHER RESOLVED** that the Board hereby approves John Mckeown with an anticipated return to work date of February 12, 2024.

3. **Leave of Absence (REVISED) - Mary (Geri) Esposito**

**BE IT RESOLVED** that the Board hereby approves Mary (Geri) Esposito, Middle School Teacher, for a leave of absence, having received doctor’s certification, commencing August 31, 2023, while utilizing Fifty-Six (56) accumulated sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2023.

**BE IT FURTHER RESOLVED** that the Board hereby approves Mary (Geri) Esposito for a leave of absence, commencing on November 27, 2023, while utilizing Fifty-Seven (57) sick days, under the NJ Family Leave Act (NJFLA) ending after Twelve (12) weeks on February 23, 2024;

**BE IT FURTHER RESOLVED** that the Board hereby approves Mary (Geri) Esposito with an extended paid leave of absence (Not covered under FMLA or NJ FLA) through June 14, 2024, using accumulated sick days.

**BE IT FURTHER RESOLVED** that the Board approves Mary (Geri) Esposito with a return to work date of the first day of the 2024-2025 school year.

4. **Leave Replacement (REVISED) - Mariah Clark**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Mariah Clark, Leave Replacement Middle School Science Teacher, effective August 31, 2023, through June 14, 2024 (previously approved end January 26, 2024), at a prorated salary of \$55,275.00, BA, Step 1.

5. **New Hire - John Trahan, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of John Trahan, Full-Time Transportation Driver, at a prorated annual salary of \$34,400.00 effective December 13, 2023, for the 2023-2024 school year.

6. **New Hire - Jennifer Szczepanski, Part-Time Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Jennifer Szczepanski as a Part-Time Instructional Aide at a prorated annual salary of \$22,770 effective December 13, 2023, for the 2023-2024 school year.

7. **New Hire - Lauren Costanza, Part-Time Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Lauren Costanza as a Part-Time Instructional Aide at a prorated annual salary of \$17,820 effective December 13, 2023, for the 2023-2024 school year.

8. **New Hire - Shilpa Dhamane, Morning Bus Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Shilpa Dhamane, pending completion of paperwork, as a Morning Bus Aide at an hourly rate of \$27.00 effective December 13, 2023, for the 2023-2024 school year.

9. **Evening Virtual Math Lab Teacher and Substitute Teachers**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Diana Gomez (Teacher), James Haggerty and Diane Emr (Substitute Teachers) to be paid at the hourly rate of \$48.33, for "Evening Virtual Math Lab", effective 12/04/23 through 02/01/24, funded by the PTO.

10. **Extra Hours: Instructional Aide Services - Katherine LoVecchio**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$22.36 for Katherine LoVecchio to provide aide services for student #13506812 during Zero Period orchestra at Mendham Township Elementary School on Wednesdays and Fridays starting December 5, 2023, through the remainder of the 2023-2024 school year.

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

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

10 Month (plus 20 days) Elementary School Secretary  
10 Month (plus 20 days) Middle School Secretary  
Part Time Elementary School Secretary  
Part Time Middle School Secretary  
Administrative Assistant to the Elementary School Principal  
Administrative Assistant to the Middle School Principal  
Assistant to the Director of Special Services  
Administrative Assistant to the School Business Administrator for  
Operations/Accounts Receivable  
Administrative Assistant to the School Business Administrator for Finance  
Assistant to the Superintendent for Human Resources/Accounts Receivable  
Executive Assistant to the Superintendent

12. **Substitute Teacher**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following substitute teacher, pending completion of paperwork, at the current rate of \$125.00 per day for the 2023-2024 school year.

Sarah Daniel, Tricia Munley, Jeorgi Smith

**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 5757                    Anti-Discrimination, Diversity, Equity, Inclusion, and Belonging

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 2270                    Religion in the Schools (Revised)  
P & R 2419                School Threat Assessment Teams (M) (New)

P 3161	Examination for Cause (Revised)
P 3324	Right of Privacy (Revised)
P 4161	Examination for Cause (Revised)
P 4324	Right of Privacy (Revised)
P 8500	Food Services (M) (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.

### **XIV. Adjournment**