

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING AGENDA
TUESDAY, FEBRUARY 27, 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
- WMMHS Superintendent and BOE President - Referendum Presentation
- MTES Student Presentation

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. Committee Reports

X. Consent Items

Approval of Minutes

Curriculum and Instruction

1. **Biannual Statement of Assurance Paraprofessional Staff 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Biannual Statement of Assurance for the 2023-2024 Use of Paraprofessional Staff to the New Jersey Department of Education.

2. **Contract with Step Up Family Services**

BE IT RESOLVED that the Mendham Township Board of Education approves Step Up Family Services to provide Assessment services during the 2023-2024 school year not to exceed a total of \$350.00.

3. **Contracts 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 02/12/24 to 06/14/24 for 2 hours per week for a total of 34 hours @ \$80/hr. not to exceed a total of \$2,720.00.

4. **New - Elementary School Field Trips (Attachments)**

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

Date	Grade	Activity	Chaperones
02/29/24	Pre-K	Brookside Post Office	Joy Lia Megan Sager
03/04/24 <i>(rain date: 03/11/24)</i>	4th Grade	Brookside Post Office	Lisa Lombardo
03/14/24 <i>(snow date: 03/15/24)</i>	4th Grade Quest	Morristown Unitarian Universalist Fellowship	Theresa McNamara Nurse
03/21/24	3rd Grade	The Seeing Eye	Amanda Fullem Robert Koroski

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

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
03/08/24	4th - 7th Grades Bass Orchestra Players	Mahwah High School	Zachary Naughtright

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 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 January 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **January 2024 Transfer Reports**

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

5. **February 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2024 Bills List. This includes payroll checks N0535 through N0537 and N0540 through N0542.

Fund 10 - Treasurer Account \$ 60,664.51
 Fund 11 - Treasurer Account \$2,555,979.41

Fund 20 - Special Revenue/Grants	\$	19,520.95
Fund 30 - Referendum Account	\$	36,916.29
Fund 40 - Debt Service Account	\$	253,468.75
Fund 60 - Food Service Account	\$	33,858.43
Fund 95 - Athletic Account	\$	<u>1,365.00</u>
Total:		\$2,964,773.34

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
NJ Buildings and Grounds Association Convention	03/17/24 03/18/24 03/19/24 03/20/24	Scott Bellows	\$325.00 Registration + \$300.00 Lodging + Mileage Reimbursement	\$325.00 Registration + \$300.00 Lodging + Mileage Reimbursement

7. **Waiver of Special Education Medicaid Initiative (SEMI) Program 2024-2025 (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 2024-2025 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 2024-2025 budget year, and

WHEREAS, the waiver request is based on the 2023-2024 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students and the 2023-2024 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 2024-2025 school year.

Personnel and Human Resources

1. **Staff Resignation - Yomelly Parra** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Yomelly Parra, Transportation Driver, dated February 9, 2024, effective March 4, 2024.

2. **Leave of Absence (REVISED) - Deborah Templin**

BE IT RESOLVED that the Board hereby approves Deborah Templin, School Transportation Driver, for a leave of absence, commencing November 22, 2023, while utilizing 58 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 12 weeks on February 26, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Deborah Templin to return to work on February 27, 2024.

3. **Leave of Absence (REVISED) - John McKeown**

BE IT RESOLVED that the Board hereby approves John McKeown, School Transportation Driver, for a leave of absence, commencing January 15, 2024, while utilizing 24 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 5 weeks on February 16, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves John McKeown with an anticipated return to work date of February 20, 2024, since February 19, 2024, is a Holiday and school is closed.

4. **Leave of Absence - Erica Hays (Peterson)**

BE IT RESOLVED that the Board hereby approves Erica Hays, Middle School Teacher, for a leave of absence, commencing January 30, 2024, while utilizing 11 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 2 weeks on February 13, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Erica Peterson with an anticipated return to work date of February 14, 2024.

5. **Elementary School Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones at the rate of \$100.00 each per events

that begin after contractual hours. The events were previously approved by the Board on April 23, 2023 :

Date	Event	Chaperones
March 8, 2024	Talent Show	Hannah Dunlevy Erica Parke Darlyne Pieper
March 14, 2024	STEM Expo	Andrea Fattorusso Katelyn Jones Lisa Lombardo

6. **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.

Mina Bahrami, Jennifer Halpern, Stephanie Manson, Megan Pinyan
Christina Thomases, Walter Tilton

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

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

- Instructional Aide
- Instructional Aide - Part-Time
- Lunch/Recess Aide
- 10-Month ABA Classroom Aide
- Special Education Aide
- Special Education One-On-One Aide

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

XI. ACTION ITEMS

Curriculum and Instruction

1. Elementary School Sponsored Knitting Club

BE IT RESOLVED that the Mendham Township Board of Education approves Megan Sager, Pre-K Teacher to host an Elementary School sponsored Knitting Club effective February 28, 2024 - March 15, 2024, Wednesdays and Fridays, 8:00 a.m. to 8:45 a.m. for the 2023-2024 school year.

2. Merlin's Kids - Service Dog Visit

BE IT RESOLVED that the Mendham Township Board of Education approves Merlin's Kids to bring a service dog to Mrs. Herman's Preschool Class on February 29, 2024.

Operations and Finance

1. S. Houran USA Contractors, LLC - Request to Withdraw Bid

WHEREAS, on February 21, 2024, the Mendham Township Board of Education ("Board") held a public bid opening for the Interior, Mechanical, and Site Improvements at Mendham Elementary School and the Middle School Project #8610MES MMS ("Project"); and,

WHEREAS, the Board received one single bid from S. Houran USA Contractors, LLC ("S. Houran"), Lyndhurst, New Jersey; and,

WHEREAS, following the bid opening, S. Houran requested to withdraw its bid pursuant to N.J.S.A. 40A:11-23.3 based upon submitting the bid calculated on a prevailing wage only not union wage as required by the bid specifications for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby accepts S. Houran USA Contractors, LLC's request to withdraw its bid.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid security to S. Houran USA Contractors, LLC.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to re-bid the Project.

Personnel and Human Resources

1. New Hire - Robert Gessling, Transportation Driver

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Robert

Gessling as a Transportation Driver at an hourly rate of \$29.37, effective March 1, 2024, for the 2023-2024 school year.

2. **Middle School Chaperone/Athletic Door Monitor - Karina Chacon**
BE IT RESOLVED that the Mendham Township Board of Education approves Karina Chacon, World Language Teacher as a substitute chaperone for future Middle School opportunities and as an Athletic Door Monitor for 04/11/24 and 04/24/24.

3. **Leave of Absence (REVISED) - Jerry Conover**
BE IT RESOLVED that the Board hereby approves Jerry Conover, Transportation Driver, for a leave of absence, commencing January 2, 2024, while utilizing 39 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 8 weeks on February 29, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Jerry Conover with an anticipated return to work date of March 1, 2024.

4. **Leave of Absence - Kleber Minuche**
BE IT RESOLVED that the Board hereby approves Kleber Minuche, Elementary School Head Custodian, for a leave of absence, commencing March 11, 2024, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

5. **High Impact Tutoring Grant**
BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School teachers to be reimbursed \$50.00 each, as per the MTEA contract, paid from the High Impact Tutoring Grant, for missed prep periods to provide reading and/or math support for 3rd and 4th grade students effective February 28, 2024, for the remainder of the 2023-2024 school year.

Charles Gallo, Theresa McNamara, Tracy Newton, Erica Parke, Jean Sosna

XII. Discussion

- Old Business - The Mendham Township Board of Education approves the Minutes of the Regular Session meeting held on November 28, 2023.

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, and 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