

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

➤ Rachel Christie

VI. Superintendent's Report

➤ District Updates, News and Events
➤ Assistant Principals, Nick Angrisani and Michal Ferenc
➤ Middle School Leadership, Diversity, Equity, Inclusion, and Belonging Group

VII. Board Secretary's Report

➤ Kathi Mantell, Nisivoccia, LLP - 06.30.23, ACFR Summary

VIII. Board President's Report

IX. Correspondence

X. Committee Reports

- **Curriculum and Instruction**
- **Diversity, Equity, Inclusion, and Belonging**
- **Operations and Finance**
- **Personnel and Human Resources**
- **Policy and Planning**
- **Ad Hoc - Referendum/ROD Grant**

XI. Consent Items

Approval of Minutes

- Regular Session Minutes: December 12, 2023
- Reorganization Meeting Minutes: January 9, 2024
- Executive Session Meeting Minutes: January 9, 2024

Curriculum and Instruction

1. Student Safety Data System

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Student Safety Data System for Period 1 (September 1, 2023 - December 31, 2023) to the New Jersey Department of Education.

2. Approve the acceptance of NJ High Impact Tutoring Funds 2023-2024

BE IT RESOLVED that the Mendham Township Board of Education accepts the grant funds awarded for the NJ High Impact Tutoring grant in the amount of \$38,000. The submission was previously approved by the Board on September 26, 2023.

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 for (1) student (16246068) from 01/08/24 to 06/10/24 for 2 hours per week for a total of 44 hours @ \$80/hr. not to exceed a total of \$3,520.00.

4. New - Elementary School Field Trips (Attachment)

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
01/24/24	LLD	Priscilla's Pantry, Basking Ridge	Jillian Glander Katherine LoVecchio Kerri McCloskey (Nurse) Beth Smith

02/02/24	LLD	Life Town Shoppes, Livingston	Jillian Glander Kerri McCloskey (Nurse) Dianna Micek Beth Smith
03/05/24	3rd Grade	Mayo Performing Arts Center, Morristown	Cara Dawes Amy Fortuin Amanda Fullem Molly Koller Kerri McCloskey (Nurse) Rachel Paciello Savannah Quinn Clare Riina
05/09/24	LLD	Mayo Performing Arts Center, Morristown	Jillian Glander Kerri McClosky (Nurse) Dianna Micek Beth Smith
05/17/24	2nd Grade	Turtle Back Zoo, West Orange	Brianna Boland Andrea Fattorusso Darlyne Pieper Katelyn Jones Kristin Miller Theresa Milow Kevin O'Keefe

5. **Previously Approved - Middle School Field Trips** (*Attachment*)

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

Date	Grade	Activity	Chaperones
12/21/23	Wind Ensemble, Symphonic Orchestra & Bulldog Choir	Performance at MTES	Russell Branch Stephen Dodrv Zachary Naughtright
01/29/24	7th & 8th Choral Students	Rehearsal/ Performance at WMCHS	Stephen Dodrv

02/06/24	All District Band Students	Performance at WMMHS	Russell Branch
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6. **Elementary School Participation in WMMHS “Future Educators Program”**
BE IT RESOLVED that the Mendham Township Board of Education approves the Elementary School’s participation in WMMHS Future Educators Program to be held on February 22, 2024.

7. **Elementary School Fundraiser for the 2023-2024 School Year**
BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School activity for the 2023-2024 school year:

Date	Activity/Description	Staff
April 2024	St. Jude’s Math-A-Thon - Improve math and comprehensive skills - Solve age-appropriate math problems - Understand the importance of helping others	Kevin O’Keefe

8. **Middle School Student Activities: Revised Dates**
BE IT RESOLVED that the Mendham Township Board of Education approves the revised dates of the following Middle School Student Activities previously approved by the Board on June 20, 2023:

Student Council Winter Olympics: February 9, 2024
Student Council Mendham Madness: March 1, 2024
8th Grade Sponsored Lip Sync: May 3, 2024

Diversity, Equity, Inclusion, and Belonging (DEIB)

1. **Statement of Beliefs (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education approves the Diversity, Equity, Inclusion, and Belonging (DIEB) Statement of Beliefs.

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 January 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2023 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. **January 2024 Bills List**

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

Fund 10 - Treasurer Account	\$ 86,669.16
Fund 11 - Treasurer Account	\$2,651,895.56
Fund 20 - Special Revenue/Grants	\$ 37,247.87
Fund 30 - Referendum Account	\$ 112,379.36
Fund 60 - Food Service Account	\$ 56,211.43
Fund 80 - Unemployment Account	\$ <u>2,226.00</u>
Total:	\$2,946,629.38

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 Consortium of Gifted and	01/26/24	Theresa McNamara	\$0.00	\$0.00

Talented Programs				
Princeton University Art Museum Focus Group	01/26/24	Sarah Bizzarro	\$0.00 Substitute Coverage + Mileage Reimbursement	\$0.00 Substitute Coverage + Mileage Reimbursement
Carl Anderson <i>(Teaching with Mentor Text)</i>	02/07/24	Amanda Fullem	\$0.00 Substitute Coverage	\$0.00 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
Mendham Boy Scouts Pack 133 Pack Meeting	<u>MS</u> All Purpose Room	Friday 01/05/24	5:45-7:15pm	Lauren Garofalo
Mendham Boy Scouts Pack 133 Pinewood Derby	<u>MS</u> All Purpose Room	Friday 02/23/24 Saturday 02/04/24	6:00-9:30pm 8:00am-5:00pm	A.S. Whitmore
West Morris Mendham HS Competition Cheerleading	<u>MS</u> All Purpose Room	Wednesday 01/10/24 Monday 02/05/24	3:30-5:30pm 4:30-6:00pm	Samantha Koval
North Jersey Performing Arts	<u>ES</u> Classrooms Playground Garden	Monday through Friday 06/10/24-06/14/24	8:30-11:30am	Jennifer Branch

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

8. **Acceptance of 2022/2023 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Annual Comprehensive Financial Report (ACFR) and Auditor's

Management Report for the period July 1, 2022, through June 30, 2023, as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures - None.
2. Financial Planning, Accounting, and Reporting - None.
3. School Purchasing Program - None.
4. School Food Service - None.
5. Student Body Activities - None.
6. Application for State School Aid - None.
7. Pupil Transportation - None.
8. Facilities and Capital Assets - None.
9. Status of Prior Year's Findings/Recommendations - None.

Personnel and Human Resources

1. **Middle School Play Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following teachers, at the contractual rate of \$100.00/per event, to chaperone play rehearsals 01/02/24 - 03/13/24:

Elizabeth Barter, Alexandria Ferenc, Tara Horutz, Lauren Procanik

2. **Extra Hours: Instructional Aide Services – Beth Smith**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$26.42 for Beth Smith to provide aide services for student #13506812 during the Holiday Concert on December 19, 2023, at Mendham Township Elementary School.

3. **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
Amanda Porter	Karina Chacon	CEAS	\$550.00

4. **Leave of Absence - Jerry Conover**

BE IT RESOLVED that the Board hereby approves Jerry Conover, School Bus Driver, for a leave of absence, commencing January 2, 2024, while utilizing 32 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 7 weeks on February 16, 2024.

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

5. **Resignation - Shilpa Dhamane Morning Bus Aide**

BE IT RESOLVED that the Mendham Township Board of Education approved the resignation of Shilpa Dhamane, Morning Bus Aide effective December 15, 2023.

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

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

- Transportation Supervisor
- Assistant to the Transportation Supervisor
- Assistant to the Transportation Supervisor - Part-Time
- Bus Dispatcher
- Bus Driver
- Bus Aide
- Head Custodian
- Custodian

XII. ACTION ITEMS

Personnel and Human Resources

1. **Extra Instructional Periods**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff members to provide extra periods of Math instruction before or after the school day during the 2023-2024 school year, effective February 5, 2024, through May 17, 2024, at a prorated stipend based on \$8,500/year, for an additional period two (2) or three (3) times a week for a full year, and independent of placement on the salary guide.

Elementary School Extra Math Support Grade 3	2 Periods/Wk	Molly Koller	\$3,400.00 (prorated)
Elementary School Extra Math Support Grade 3	2 Periods/Wk	Savannah Quinn	\$3,400.00 (prorated)
Elementary School Extra Math Support Grade 4	3 Periods/Wk	Andrea Fattorusso	\$5,100.00 (prorated)
Elementary School Extra Math Support Grade 4	3 Periods/Wk	Amy Fortuin	\$5,100.00 (prorated)

2. **Evening Virtual Math Lab Teacher and Substitute Teachers - Revised Dates**

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, 4 evenings per week, 2 hours per evening for “Evening of Virtual Math Lab” to continue through May 5, 2024. Previously approved by the Board on December 12, 2023.

3. **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
Carol Hueston	Ben Monaghan	CEAS	\$550.00

4. **Unpaid Leave - Carolyn Allen, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves Carolyn Allen, Transportation Assistant, an unpaid leave effective January 22, 2024 return to work date will be determined at a later date.

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