

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, MARCH 12, 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
- Budget Presentation

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/ROD Grant**

X. Consent Items

Approval of Minutes:

February 20, 2024 Work Session Minutes
 February 27, 2024 Regular Session Minutes

Curriculum and School Programs

1. **Tuition Contracts for the 2023-2024 School Year with Cornerstone Day School**
BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with Cornerstone Day School for the 2023 - 2024 school year effective March 19, 2024, to June 28, 2024, for one (1) student (15912734) as per IEP at a tuition of \$30,292.68.

2. **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
04/02/24	Grade 1	Raritan Valley Community College Planetarium	Eugenia Mastrogiannakos Kelly Merlino Laura Porrovecchio Tiffany Reed
04/22/24	Grade 2	Franklin Mineral Museum	Brianna Boland Andrea Fattorusso Katelyn Jones Kristin Miller Theresa Milow Kevin O’Keefe Darlyne Pieper
05/13/24	Grade 4	Lake Hopatcong	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Lisa Lombardo Theresa McNamara Maria Messina Erica Parke 10 Parent Chaperones TBD

05/17/24	Grade 4	Camp Bernie YMCA, Port Murray	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Lisa Lombardo Kerri McCloskey (Nurse) Maria Messina Erica Parke
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3. **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
05/03/24	Grades 5-8	Music Festival at Dorney Park	Russell Branch Stephen Dodrv Erin Giarrusso (Nurse) Michael Mahadeen Zachary Naughtright + 7 teachers (TBD)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above chaperones attending the Dorney Park field trip.

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 February 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **February 2024 Transfer Reports**

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

5. **March 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 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. **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/ Chester Running Club	<u>MS</u> Fields	Tuesdays 03/12/24-06/04/24	5:30-6:30 pm	Jenifer Martin
NJ Cyclones	<u>MS</u> Gyms	Fridays 03/29/24-06/07/24	7:00-8:00 pm	Ryan Marchese

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

Personnel and Human Resources

1. **New Hire - Maureen Cullen, Transportation Dispatcher**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Maureen Cullen as a Transportation Dispatcher, pending completion of paperwork, at an annual salary of \$45,000.00. Salary to be prorated effective April 1, 2024, for the 2023-2024 school year.

2. **New Hire - Jackeline Rivera, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jackeline Rivera, pending completion of paperwork, as a Transportation Driver at an hourly rate of \$29.37 effective March 20, 2024, for the 2023-2024 school year.

3. **Middle School Athletic Monitors for the 2023-2024 School Year**

(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the attached Athletic Monitors at the contractual rate of \$100.00 for events that start after contractual hours for the 2023-2024 school year.

4. **Elementary School Talent Show Chaperone**

BE IT RESOLVED that the Mendham Township Board of Education approves Dawn Cullinan to chaperone (in place of previously approved Erica Parke) the Elementary School Talent Show on March 8, 2024, at the rate of \$100.00 for events that begin after contractual hours.

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

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

Early Childhood Education Teacher
Elementary Education Teacher
Guidance Counselor
Health and Physical Education Teacher
K-12 Art Teacher
K-12 Music Teacher
(MTMS) K-12 Subject Area Teacher
Reading Specialist
School Library Media Specialist
School Nurse
Special Education Teacher
Substitute Teacher

Policy and Planning

1. **First Reading** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policy 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

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

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 #260968_MTM_02262024 (*accepts, rejects, modifies*)

2. 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
03/19/24	LLD	Whole Foods, Morristown	Jillian Glander Katherine LoVecchio Beth Smith Nurse

3. 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
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04/24/24	Grades 6-8	West Essex H.S.	Zachary Naughtright Chaperones TBD
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4. **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
03/13/24	Grades 5-8	Annual trip to MTES for play showcase	Alexandra Ferenc <u>Play Directors</u> Lauren Fabio Jillian Petrie
04/10/24	Grades 5-8	WMMHS	Zachary Naughtright Chaperones TBD

Operations and Finance

1. **ADOPTION OF THE TENTATIVE BUDGET 2024-2025**

A. **BUDGET AND PUBLIC HEARING**

BE IT RESOLVED that the Mendham Township Board of Education approves and authorizes the Board Secretary to the Board of Education to submit the tentative budget for the 2024-2025 School Year using the 2024-2025 state aid figures to the Executive County Superintendent of Schools for approval in accordance with the N.J.S.A. 18A:7F-5 and 18A:7F-6 to comply with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES FUNDS	DEBT SERVICE FUND	TOTAL
2024-25 Total Expenditures	\$25,139,612	\$ 155,000	\$1,353,388	\$26,648,000
Less: Anticipated Revenues	\$ 5,960,084	\$ 155,000	\$ 427,156	\$ 6,542,240
Taxes to be Raised	\$19,179,522	\$ 0	\$ 926,232	\$20,105,754

And, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Mendham Township Elementary School in the library located at 18 West Main Street, Brookside, New Jersey, on April 30, 2024, at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year, and

B. USE OF ADJUSTMENTS – 2024-2025

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for enrollment from 2021-2022 in the amount of \$373,327 that was about to expire, an adjustment from 2022-2023 in the amount of \$422,884, and an adjustment from the 2024-2025 budget preparation in the amount of \$94,802, totaling \$891,013. The district intends to utilize this adjustment for supplies and materials necessary for the increase in enrollment from additional students.

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the weighted adjustment for increased costs of health benefits in the amount of \$130,763. The additional funds will be used to pay for the additional increases in health benefit premiums for district staff.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$873,716. (This reflects the usage of an enrollment adjustment of \$891,013, plus a health care adjustment of \$130,763, less the Chapter 44 weighted adjustment of \$148,060.) In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the supplies and materials necessary for the increase in enrollment from additional students and increases in health benefit premiums for staff. The Board of Education will complete this by June 30, 2024, and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

C. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2024-2025

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2024-2025 school year a maximum travel expenditure in the amount of \$25,000. The establishment of this maximum travel expenditure is pursuant to N.J.A.C. 6A:23A-7.3 and is defined in N.J.A.C. 6A:23A-7.1 et seq.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education also set a maximum travel expenditure amount of \$25,000 for the 2023-2024 school year, of which, \$12,900 has been spent and \$1,878 is encumbered to date.

WHEREAS, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel, not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$25,000 for all staff and board members for the 2024-2025 school year, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

D. CAPITAL RESERVE – 2024-2025

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2024-2025 school year a capital reserve withdrawal in the amount of \$1,300,000 for the purpose of completing projects for the district during the 2024-2025 school year. To include but are not limited to the replacement of the sewer line at the Mendham Township Elementary School, the purchase of a Kiln at the Mendham Township Middle School, and furniture, supplies/materials for both schools that are needed for the referendum project that were removed to keep the project cost of the bonding down.

2. **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
Science/STEM Expo	03/14/24	Diane Barlow Erica Parke	Substitute Teachers	Substitute Teachers
NJSCA Spring Conference	04/19/24	Hillary Clark Alexandria Ferenc *Jacqueline Medina Michelle Molle	\$35.00 Ea. *Substitute Teacher	\$140.00 + *Substitute Teacher

Personnel and Human Resources

1. **Leave of Absence - Diane Erlemann**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Diane Erlemann, Transportation Assistant, for an intermittent unpaid leave of absence (6 Tuesdays), commencing March 5, 2024, under the Federal Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA), ending on April 9, 2024.

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