

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING AGENDA  
TUESDAY, OCTOBER 17, 2023**

**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. Superintendent's Report**

- District Updates, News and Events
- Mrs. Charlene Peterson, NJSBA Representative

**VI. Board Secretary's Report**

**VII. Board President's Report**

**VIII. Correspondence**

**IX. Committee Reports**

- Curriculum and School Programs

**X. Consent Items**

**Approval of Minutes**

Work Session Minutes: September 19, 2023  
Regular Session Minutes: September 26, 2023

**Approval of Executive Minutes**  
Executive Session Minutes: September 19, 2023

**Curriculum and Instruction**

- 1. **Mendham Township School District Calendar 2024-2025** (Attachment)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the Mendham Township School District Calendar for the 2024-2025 school year.
  
- 2. **HIB School Self-Assessment for Determining Grades** (Attachments)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School’s and the Mendham Township Middle School’s Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.
  
- 3. **Elementary School Building Goals** (Attachment)  
**BE IT RESOLVED** that the Mendham Township Board of Education adopts the Elementary School Building Goals the 2023-2024 school year.
  
- 4. **Middle School Field Trip - Confirmation of 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 by the Board on June 20, 2023.

Date	Grade	Activity	Chaperones
11/04/23	Grades 4th-8th	Metropolitan Museum of Art New York, NY	Sarah Bizzarro Francesca Hare Elizabeth Barter

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment, at the rate of \$100.00 for the day, to the above chaperones attending the Metropolitan Museum of Art 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 October 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 September 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **September 2023 Transfer Reports**

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

5. **October 2023 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the October 2023 Bills List. This includes payroll checks N0509 through N0511 and N0512 through N0514.

Fund 11 - Treasurer Account	\$ 56,836.73
Fund 20 - Special Revenue/Grants	\$2,115,647.93
Fund 30 - Referendum Account	\$ 98,832.15
Fund 40 - Debt Service	\$ 254,327.11
Fund 60 - Food Service Account	\$ 46,067.46
Fund 95 - Athletics Account	\$ <u>735.00</u>
Total:	\$2,572,446.38

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	Date	Employee	Event Cost	Total Cost
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Name				
Visitation to Pine Beach Elementary School	09/27/23	Brianna Boland Andrea Fattorusso Katelyn Jones Theresa Milow Kristin O'Dowd Kevin O'Keefe Darlyne Pieper Laura Porrovecchio Tiffany Reed Jean Sosan Amy Williamson	\$0.00 + Substitute Coverage + Mileage Reimbursement	\$0.00 + Substitute Coverage + Mileage Reimbursement
Quarterly Insurance Meeting	09/29/23	Donna Mosner	\$0.00	\$0.00
Morris County ASBO Meetings	09/29/23 10/13/23 11/03/23 12/08/23 01/12/24 02/09/24 03/15/24 04/26/24 05/10/24 06/05/24	Donna Mosner	\$0.00	\$0.00

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
GRIT 360 Basketball	<u>MS</u> Gyms	Tuesdays & Thursdays 04/02/24 - 05/16/24	6:00 pm-8:30 pm	Kerry Foderingham

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

8. **Contract with AssistiveTek**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the contract with AssistiveTek to provide Special Education services during the 2023 - 2024 school year.

9. **Approval of Transportation Agreements (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Transportation Agreement for the 2023-2024 school year with the parents of SID #4889939264 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the Transportation Agreement for the 2023 Extended School Year with the parents of SID #9465295785 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the Transportation Agreement for the 2023-2024 school year with the parents of SID #9465295785 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

**Personnel and Human Resources**

1. **Leave of Absence - Noel Lazoricsek**

**BE IT RESOLVED** that the Board hereby approves Noel Lazoricsek, Middle School Teacher, for a leave of absence, commencing November 3, 2023, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

2. **Unpaid Leave - Deborah Luciano, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Deborah Luciano to take October 30, 2023, through November 3, 2023, as unpaid absences.

3. **Elementary School Schedule B Stipend Position**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following 2023-2024 Schedule B Co-Curricular Activity Stipend position for the Elementary School:

Activities	2023-2024 Salary	Staff Member
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Leaders in Training Program Coordinator	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$788.00 per team or program	Briana Panetta
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4. **Revised - Middle School Chaperones for the 2023-2024 School Year**  
*(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the revised attached Middle School Chaperone List for the 2023-2024 school year.
  
5. **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.
  
6. **Revised - Annual Salary for Marguerite Oswald, Transportation Assistant**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the revised annual salary of \$21,492.00 to be pro-rated for Marguerite Oswald, due to route adjustments, effective October 23, 2023, for the 2023-2024 school year.
  
7. **New Hire - Diane Erlemann, Transportation Assistant**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Diane Erlemann, Transportation Assistant, pending completion of paperwork, at an annual salary of \$19,800.00 to be pro-rated, effective October 23, 2023, for the 2023-2024 school year.
  
8. **Substitute Teachers**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the following substitute teachers, pending completion of paperwork, at the current rate of \$125.00 per day for the 2023-2024 school year.

Julia Azzanni, Shannon Flatt, Sean Johnson, Michelle Scaramellino

**Policy and Planning**

1. **First Reading** *(Attachments)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the First reading of the following policies and regulations:

- P & R 1642.01 Sick Leave (New)
- P & R 3212 Attendance (M) (Revised)
- P & R 4212 Attendance (M) (Revised)
- P & R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P & R 5116 Education of Homeless Children and Youths (Revised)
  
- P 1524 School Leadership Councils (Abolished)
- P & R 3432 Sick Leave (Abolished)
- P & R 5460.02 Bridge Year Pilot Program (M) (Abolished)
- P 6361 Relations With Vendors for Abbott Districts (Abolished)
- P 8540 School Nutrition Programs (M) (Abolished)
- P 8550 Meal Charges/Outstanding Food Service Bill (M) (Abolished)

**XI. ACTION ITEMS**

**Curriculum and Instruction**

1. **Contract with Positive Development Medical of New Jersey**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the contract with Positive Development Medical of New Jersey for contracted Speech and Language Therapy Services from 10/17/23 to 06/10/24. Therapy services will be provided at an hourly rate of \$85.00.
  
2. **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
11/17/23	Grades 5th-8th	Newark Academy, Choir Performance	Stephen Dodrv Elizabeth Barter Cindy Blood Megan Fazio

**Operations and Finance**

1. **2023-2024 M-1/Annual Maintenance Budget Worksheet (Attachment)**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2023-2024 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

2. **2023-2024 Comprehensive Maintenance Plan (Attachment)**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2023-2024 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.
  
3. **Health and Safety School Building Checklist - MTES (Attachment)**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2023-2024 school year.
  
4. **Health and Safety School Building Checklist - MTMS (Attachment)**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2023-2024 school year.
  
5. **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
U Matter - Youth Mental Health First Aid Training	11/01/23	Elizabeth Barter Catherine Gustavsen	\$50.00 + Mileage Reimbursement	\$100.00 + Mileage Reimbursement

**Personnel and Human Resources**

1. **Resignation - Yamille Thompson, Custodian (Attachment)**  
**BE IT RESOLVED** that the Mendham Township Board of Education accepts the resignation of Yamille Thompson, Custodian dated 10/06/23, effective 10/20/2023.
  
2. **Chaperones Elizabeth Barter and Catherine Gustavsen**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves payment to Elizabeth Barter and Catherine Gustavsen for attending the



11/01/23 U Matter - Youth Mental Health First Aid Training, beginning after contractual hours, at the contractual rate of \$100.00 per event, per person.

**XII. Discussion**

**VIII. 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**