

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
PUBLIC HEARING MEETING AGENDA  
TUESDAY, MAY 2, 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, the 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. 2024-2025 Public Hearing Budget Presentation**

**VI. 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 comments 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 by 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.

**VII. Action Items:**

**Operations and Finance**

**1. ADOPTION OF THE FINAL BUDGET AS APPROVED BY THE EXECUTIVE COUNTY SUPERINTENDENT**

**A. 2024-2025 BUDGET APPROVAL**

**BE IT RESOLVED** that the Mendham Township Board of Education adopts and approval of the final budget for the 2024-2025 School Year as delineated below:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES FUNDS</b>	<b>DEBT SERVICE FUND</b>	<b>TOTAL</b>
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

**B. USE OF ADJUSTMENTS - 2024-2025**

**BE IT RESOLVED**, that the Mendham Township Board of Education includes in the tentative 2024-2025 budget the use of a banked cap adjustment totaling **\$796,211** (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 a cap adjustment for enrollment increases on the Prebudget Year Levy and enrollment report in the amount of **\$92,960**. 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.

**E. PROFESSIONAL SERVICES - 2024-2025 BUDGET**

**WHEREAS**, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year (2024-2025); and

**WHEREAS**, the final 2024-2025 budget includes the following appropriations:

Legal	\$12,000
Auditor	\$35,000
Architect	\$35,000
Physician	\$4,200

**BE IT RESOLVED**, that the School Business Administrator track and record these costs to ensure that the maximum amount is not exceeded.

**2. RESOLUTION FOR DISTRICT TAX - 2024-2025**

**BE IT RESOLVED** that the amount of district taxes needed to meet the obligations of the Mendham Township Board of Education during the school year 2024-2025 is \$17,949,755 for the General Fund plus \$921,744 for Debt Service, which equals \$18,871,499 in total for the tax levy for the 2024-2025 school year that Mendham Township is hereby requested to place in the hands of the Treasurer of School Monies that amount according to the following schedule in accordance with the statutes relating thereto:

Monthly Due Date	General Fund Tax Levy	Debt Service Tax Levy	Monthly Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	1,598,296.00	463,116.00	January 1, 2025	1,598,296.00	466,116.00
August 1, 2024	1,598,293.00		February 1, 2025	1,598,293.00	
September 1, 2024	1,598,293.00		March 1, 2025	1,598,293.00	
October 1, 2024	1,598,293.00		April 1, 2025	1,598,293.00	
November 1, 2024	1,598,293.00		May 1, 2025	1,598,293.00	
December 1, 2024	1,598,293.00		June 1, 2025	1,598,293.00	
TOTAL 2024:	9,589,761.00	463,116.00	TOTAL 2025:	9,589,761.00	463,116.00

FY 2024-2025 Approved Total: \$19,179,522.00      \$ 926,232.00

Certified Tax Levy: \$20,105,754.00

**VIII. Adjournment**