

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, NOVEMBER 21, 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

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. Committee Reports

- **Curriculum and Instruction**
- **Operations and Finance**
- **Personnel and Human Resources**
- **Policy and Planning**

- **Ad Hoc - DEIB**
- **Ad Hoc - ESIP/Referendum**

X. Unofficial Results of Election - November 7, 2023

Unofficial results of the November 7, 2023, School Board Elections for two, three-year term on the Mendham Township Board of Elections were as follows:

<u>Candidates (Two Candidate - 2 Seat - 3-Year Term)</u>	<u>Total Votes</u>
Thomas Keeling	1,403
Rekha Mandel	1,124

XI. Consent Items

Approval of Minutes

Work Session Minutes: October 10, 2023

Regular Session Minutes: October 17, 2023

Approval of Executive Minutes

Executive Session Minutes: October 10, 2023

Curriculum and Instruction

1. **School Safety and Security Plan Statement of Assurance** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approve the submission of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2023-2024 school year.

2. **Contract with Dr. Joel E. Morgan (Neuropsychology Assoc. of NJ)**
BE IT RESOLVED that the Mendham Township Board of Education approves Dr. Joel E. Morgan (Neuropsychology Assoc. of NJ) for contracted Comprehensive Neuropsychological Evaluation outside the school on 11/29/23 for one (1) student (ID#s 14038010) not to exceed \$5,000.00.

3. **Contract with Anne Hunkler Karanikas**
BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Functional Behavioral Assessment to be completed between November 29, 2023, and June 9, 2024, for one (1) student (ID#s 4874605806). Anne Hunkler Karanikas will provide 5 hours of consultation per term of the contract at a rate of \$80/hr.

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
11/16/23	LLD	Brookside Fire Department	Jillian Glander Dianna Micek Beth Smith
12/06/23 Snow date 12/07/23	Quest Grade 3	Morristown Unitarian Universalist Fellowship	Theresa McNamara Nurse
12/08/23	Grade 3	Centenary University	Cara Dawes Amanda Fullem Amy Fortuin Molly Koller Rachel Paciello Savannah Quinn Clare Riina Karen Sorto
04/16/24	Kindergarten	The Frelinghuysen Arboretum	Carolyn Allen Shilpa Dhamame Alex Gonzales Kelly Johnson Abby Kreczkowski Kristen O'Dowd Meredith Vasquez Amy Williamson
04/19/24	3rd Grade	Liberty Science Center	Cara Dawes Amy Fortuin Amanda Fullem Molly Koller Rachel Paciello Savannah Quinn Clare Riina Karen Sorto

5. **Middle School Fundraiser for the 2023-2024 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School fundraiser for the 2023-2024 school year:

Date	Fundraiser/Description	Staff
The month of February 2024	Penny Wars Fundraiser - Money will be donated to “Refugee Strong” in Kenya.	Melanie Smith Christine Yawger

6. **Middle School Holiday Concert Selections** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School’s Holiday Concert Programs for the 12/07/23 and 12/13/23 performances.

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 November 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 approve the October 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approve the October 2023 Treasurer’s Reports.

4. **October 2023 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approve the October 2023 transfer report.

5. **November 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approve the November 2023 Bills List. This includes payroll checks N0491 through N0493.

Fund 11 - Treasurer Account	\$
Fund 20 - Special Revenue/Grants	\$
Fund 30 - Referendum Account	\$
Fund 40 - Debt Service	\$
Fund 60 - Food Service Account	\$
Fund 95 - Athletics Account	\$
Total:	\$

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
Motor Speech Master Series <i>(online)</i>	12/01/23	Maureen Hengst	\$241.00	\$241.00
Rutgers Literacy Series <i>(The Brain and Reading)</i>	04/17/24	Diane Barlow Kellie DeGise Hannah Dunlevy	\$180.00 each + Substitute Coverage	\$540.00 + Substitute Coverage
Rutgers Literacy Series <i>(Phonics Vocabulary and Fluency)</i>	05/21/24	Dawn Cullinan Lisa Lombardo Maria Messina	\$180.00 each + Substitute Coverage	\$540.00 + 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

<u>Winter</u> Sport Games	<u>ES</u> Gyms	Thursdays & Fridays 12/07/23-03/01/24	8:00am-8:45am	Programs of Panetta, LLC Briana Panetta
<u>Winter</u> CheerNastics	<u>ES</u> Gyms	Tuesdays & Wednesdays 12/05/23-02/28/24	8:00am-8:45am	Briana Panetta
<u>Spring</u> Sport Games	<u>ES</u> Gyms	Thursdays & Fridays 03/07/24-06/14/24	8:00am-8:45am	Briana Panetta
<u>Spring</u> CheerNastics	<u>ES</u> Gyms	Tuesdays & Wednesdays 03/05/24-06/12/24	8:00am-8:45am	Briana Panetta
The Mendham Kids Club Minecraft Camp	<u>ES</u> Computer	Thursdays & Fridays 01/04/24-04/26/24	8:00am-8:45am	Charles Gallo

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

8. **Approval of Transportation Agreement** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2023-2024 school year with the parents of LID #16130759 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

9. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the October 4, 2023 drill at 7:15 a.m., supervised by Dr. Ciccone and Elia Christina Kerekgyarto.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the October 4, 2023 drill at 8:40 a.m., supervised by Elia Christina Kerekgyarto.

Personnel and Human Resources

1. **Middle School Activity Chaperone - Alexandria Ferenc**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to Alexandria Ferenc for having chaperoned the 10/20/23 Student Council event at the contractual rate of \$100.00 for events that start after contractual hours.

2. **Extra Hours - Elizabeth Barter**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours for Elizabeth Barter, having covered 1 hour of zero period on 10/20/23 at an hourly rate of \$34.94.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve Elizabeth Barter to substitute for zero period for the 2023-2024 school year.

3. **Middle School Schedule B & C Stipends for 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2023-2024 Middle School Schedule B & C Stipend positions:

Activity	Staff Member	Stipend
Boys Lacrosse	Alexander Hufford <i>(previously approved L. Sodano)</i>	\$4,660.00
Grades 6th & 7th Basketball Enrichment	Alexander Hufford	\$225.00 base + a max of 19 events/competitions/student meetings or work sessions @ \$56.00 each totaling \$1,289.00 per team or program.

4. **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.

Kelly Bierals, Sean Brody, Allyson Daly, Luis Freire, Cole Fitzgerald

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

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

Central Office Administration

Superintendent

Assistant Superintendent

Business Administrator/Board Secretary

Business Plant Operations

Director of Special Services

Principal

Assistant Principal

Director of Buildings and Grounds

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 2270	Religion in the Schools (Revised)
P & R 2419	School Threat Assessment Teams (M) (New)
P 3161	Examination for Cause (Revised)
P 3324	Right of Privacy (Revised)
P 4161	Examination for Cause (Revised)
P 4324	Right of Privacy (Revised)
P 8500	Food Services (M) (Revised)

2. **Second Reading** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Second reading and adoption 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 4432	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)

XII. 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 and legal 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.

XIII. Reconvene Open Regular Session Meeting

XIV. 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: 253887 MTES 10252023 (*accepts, rejects, modifies*)

Personnel and Human Resources

1. **Resignation - Susan Romero, Transportation Driver** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Susan Romero dated October 27, 2023, effective November 10, 2023.

2. **New Hire - Luis A. Yela, Elementary School Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Luis A. Yela, Full-Time Elementary School Custodian, at a

prorated salary of \$40,000.00 effective November 27, 2023, pending completion of paperwork, for the 2023-2024 school year.

3. Leave of Absence - Deborah Templin

BE IT RESOLVED that the Board hereby approves Deborah Templin, School Bus Driver, for a leave of absence, commencing November 22, 2023, while utilizing 54 accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Deborah Templin to return to work on February 20, 2024.

4. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves Diana Gomez and Franziska Dragon to provide home instruction for student (ID# 161301330) for a total of 10 hours per week, effective 11/06/23 with an anticipated end date of 12/22/23.

Diana Gomes 6 hours per week and Franziska Dragon for 4 hours per week at a rate of \$41.00 per hour.

XV. Discussion

XVI. 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.

XVII. Adjournment