

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING AGENDA  
TUESDAY, DECEMBER 17, 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
Mrs. Elisabeth Carrino-Tamasi	
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**

- Student Representative - Grace Legacki

**VI. Superintendent's Report**

- District Updates, News, and Events
- MTMS Student Group
- Tri-Annual Presentations - Dr. Kotcho and Dr. Ciccone

**VII. Board Secretary's Report**

**VIII. Assistant Superintendent's Report**

**IX. Board President's Report**

## **Proclamation**

*WHEREAS, Adam Dubeck served honorably as a member of the Mendham Township Board of Education from January 2022 through December 2024; and,*

*WHEREAS, during his term as a member of the Mendham Township Board of Education, Adam Dubeck advanced policies consistent with his personal commitment to the best education program possible for the students of Mendham Township; and,*

*WHEREAS, Adam Dubeck was a valued member of many committees and in particular, Diversity, Equity, Inclusion and Belonging, Personnel and Human Resources, and Operations and Finance Committees of the Mendham Township Board of Education; and,*

*WHEREAS, Adam Dubeck lent his experience and time to engaging and informing the public in regard to the Board's financial program and plans; and,*

*WHEREAS, Adam Dubeck worked tirelessly to partner with other Board members and Administration on the effective management of the Mendham Township School District;*

*NOW THEREFORE BE IT RESOLVED, THAT the Mendham Township Board of Education at its meeting on the 17<sup>th</sup> of December, 2024 does hereby commend and thank Adam Dubeck for his years of service to the Board of Education.*

## **X. Correspondence - None.**

## **XI. Committee Reports**

- **Curriculum and School Programs**
- **DEIB**
- **Operations and Finance**
- **Personnel and Human Resources**
- **Policy**
- **Ad Hoc - Referendum/ROD Grant**

## **XII. Official Results of Election - November 7, 2024**

Official results of the November 7, 2024, School Board Elections for two, three-year term on the Mendham Township Board of Elections were as follows:

<u>Candidates (Four Candidate - 2 Seat - 3-Year Term)</u>	<u>Total Votes</u>
Natasha Crossan	1,408
Peter Dumovic	1.168

**XIII. Consent Items**

**Approval of Minutes**

Work Session Minutes: November 19, 2024

Executive Session Minutes: November 19, 2024

**Curriculum and School Programs**

1. **New - Elementary School Field Trips (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trips for the 2024-2025 school year:

Date	Grade	Activity	Chaperones
12/11/24	LLD	Target Rockaway, NJ	Jillian Glander Katherine LoVecchio
01/08/25	Grade 8	WMMHS	Russell Branch Stacey Bray Sara Cyr Stephen Dodrv Diane Emr Perry Hooker Zachary Naughtright
01/17/25	Grade 4	Medieval Times, Lyndhurst Castle	Diane Barlow Sarah Bizzarro Dawn Cullinan Jessica Couto Kellie DeGise Denelle Kagan Lisa Lombardo Theresa McNamara Maria Messina Tracy Newton Erica Parke School Nurse

2. **Elementary School Sponsored Knitting Club**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Megan Sager, Pre-K Teacher to host an Elementary School sponsored Knitting

Club effective January 10, 2025, through May 23, 2025, on Fridays from 8:00 a.m. - 8:45 a.m. for the 2024-2025 school year.

**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, 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 November 2024 that no major accounts and fund balances in the 2024/2025 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 November 2024 Board Secretary’s Reports.

**3. Treasurer’s Report**

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

**4. November 2024 Transfer Reports**

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

**5. December 2024 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the December 2024 Bills List. This includes payroll checks N5591 through N5593 and N5594 through N5596.

Fund 10 - Treasurer Account	\$ 60,297.71
Fund 11 - Treasurer Account	\$ 2,061,270.42
Fund 12 - Capital Projects	\$ 102,004.99
Fund 20 - Grant Account	\$ 26,768.55
Fund 30 - Referendum Account	\$ 332,752.05
Fund 60 - Cafeteria Account	\$ 59,795.31
Fund 95 - Athletic Account	\$ <u>680.00</u>

Total: \$2,643,569.03

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
Defusing Anger, Anxiety, and Aggression: Improving Student Behavior (online)	01/29/25	Darlyne Pieper	\$295.00 + Substitute Coverage	\$295.00 + 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 2024-2025 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Mendham Boy Scouts Pack 3 Pinewood Derby	<u>MS</u> All Purpose Room	Friday 02/21/25	5:00pm - 9:30pm	Derek Pahl
		Saturday 02/22/25	8:00am - 4:00pm	
The Mendham Kids Club LLC  Minecraft Education	<u>ES</u> Makerspace	Wednesdays Thursdays Fridays 01/08/25 - 03/28/25	8:00am - 8:45am	Charles Gallo

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

7. **Contract for Best Choice Home Care LLC (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves a contract with Best Choice Home Care LLC to provide Registered Nurse services to the Mendham Township School District as needed at \$72.00 per hour, effective December 2, 2024, through June 30, 2025.

8. **HVAC Bid Approval**

**WHEREAS**, the Mendham Township Board of Education (“Board”) held a public bid opening for the HVAC Upgrades at Mendham Township Middle School and Mendham Township Elementary School for the project (“Project”); and

**WHEREAS**, the Board received five (5) bids at the public bid opening; and

**WHEREAS**, the lowest numerical bid was submitted by Centralpack Engineering Corporation, Hibernia, New Jersey, with a total bid of \$902,725.00; and

**WHEREAS**, the Board’s design professionals have recommended awarding the contract to Centralpack Engineering, Corporation;

**NOW, THEREFORE, BE IT RESOLVED**, that the above-recitals are incorporated as if set forth here at length.

**BE IT FURTHER RESOLVED** that pursuant to the provisions of New Jersey’s Public School Contracts Law, N.J.S.A. 18A:18A-18 et seq., the Board hereby awards a contract for the Project to Centralpack Engineering, Corporation, Hibernia, New Jersey, in the total amount of \$902,725.00;

**BE IT FURTHER RESOLVED** that the Business Administrator is authorized to return the bid securities to all but the three lowest bidders, if requested.

**BE IT FURTHER RESOLVED** that upon receipt by the Board of a partially executed contract, bonds, insurance certificate and all other documents required by the Project specifications, the Business Administrator is authorized to return the remaining bond securities.

**Personnel and Human Resources**

1. **Leave of Absence (REVISED) - Megan Fazio**

**BE IT RESOLVED** that the Mendham Township Board of Education hereby approves Megan Fazio, 5<sup>th</sup> Grade Teacher, for a leave of absence, having received doctor’s certification, commencing December 2, 2024, while utilizing Sixty (60) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on March 7, 2025.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education hereby approves Megan Fazio with an extended leave of absence through April 4, 2025, while utilizing (15) sick days.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education hereby approves Eleven (11) weeks under the NJ Family Leave Act (FLA) for Megan Fazio, commencing on April 7, 2025, through June 20, 2025, as requested in writing;

**BE IT RESOLVED** that the Mendham Township Board of Education approves Megan Fazio with a return to work date of the first day of the 2025-2026 school year.

2. **Leave of Absence - Talitha Fain**

**BE IT RESOLVED** that the Mendham Township Board of Education hereby approves Talitha Fain, Elementary School Teacher, for a leave of absence, NOT covered under the Federal Family Medical Leave Act (FMLA), commencing November 18, 2024, while utilizing ten (10) accumulated sick days, and four (4) Personal days, and ending on December 5, 2024.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education hereby approves Talitha Fain with an anticipated return to work date of December 6, 2024.

3. **Leave of Absence - Dori Smyth**

**BE IT RESOLVED** that the Mendham Township Board of Education hereby approves Dori Smyth, Elementary School Teacher, for a leave of absence, commencing November 27, 2024, while utilizing 11 accumulated sick days, ending on December 13, 2024.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education hereby approves Dori Smyth with an anticipated return to work date of December 16, 2024.

4. **Resignation from Mail Duties - Deborah Getchius** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation of mail duties from Deborah Getchius dated November 19, 2024, effective January 16, 2025.

5. **Staff Resignation - Alaina Commarato** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Alaina Commarato, Middle School Science Teacher, dated November 24, 2024, effective January 27, 2025.

6. **New Hire - Jennifer Slater, Middle School 6th Grade Science Teacher** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Jennifer Slater, pending completion of paperwork, as a

Full-Time Middle School 6th Grade Science Teacher, at a prorated salary of \$77,565.00, MA+30, Step 13, effective February 4, 2025, for the 2024-2025 school year.

7. **New Hire - Dylan Hepburn, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Dylan Hepburn, pending CDL and paperwork, as a Full-Time Transportation Driver, at an hourly rate of \$32.00, effective January 2, 2025, for the 2024-2025 school year.

8. **New Hire - Ana Nolasco Desantana, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Ana Nolasco Desanta, pending CDL and paperwork, as a Full-Time Transportation Driver, at an hourly rate of \$32.00, effective January 2, 2025, for the 2024-2025 school year.

9. **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 \$26.99 for Beth Smith to provide aide services for student #13506812 and the student’s participation in the Middle School Play from December through March.

10. **Extra Hours - Karina Chacon for Middle School Band Concert**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$41.02 for Karina Chacon to provide support for a student during the December 5, 2024, Middle School Band Concert.

11. **Revised - Middle School Schedule B Stipend Position for 2024-2025**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the revised 2024-2025 Co-Curricular Stipend position for Middle School:

Activity	2024-2025 Salary	Staff Member
Play Liaisons	\$1,521.50 each	Elizabeth Barter Tara Horutz

12. **Chaperones for Middle School Events**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following chaperones for the Student Council School-Wide Event to be held on December 6, 2024, from 7:00 p.m. to 9:00 p.m. Chaperones will be paid at the contractual rate.

Perry Hooker (Advisor)

Fernando Rivera (Advisor)



Karina Chacon  
Diane Emr  
Michelle Scaramellino

Jessica Costanzo  
Erica Hays  
Jonathan Smith

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves Jonathan Smith and Michelle Scaramellino to be substitute chaperones for future Middle School events for the 2024-2025 school year.

13. **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 2024-2025 school year.

Ashley Casper, Michael Godleski, Justin Minolfo

**Policy and Planning**

1. **First Readings** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the first reading of the following policy and regulations:

P 1120 Management Team  
P 1130 Staff Liaison Committees  
P 1210 Board-Superintendent Relations  
P 1230 Superintendent's Duties (M)  
P 1260 Incapacity of Superintendent  
P 1320 Duties of School Business Administrator/Board Secretary  
P 1330 Evaluation of School Business Administrator (M)  
R 1330 Evaluation of School Business Administrator (M)  
P 1331 Evaluation of Board Secretary  
P 1350 Incapacity of School Business Administrator/Board Secretary  
P 1400 Job Descriptions (M)  
R 1400 Job Descriptions (M)  
P 1522 School Level Planning (M)  
P 1540 Administrators Code of Ethics  
P 1570 Internal Controls (M)  
R 1570 Internal Controls (M)  
P 1631 Residency Requirements for Person Holding School District Office, Employment, or Position  
P 2110 Philosophy of Education/District Mission Statement (M)  
P 2132 School District Goals and Objectives  
P 2210 Curriculum Development (M)  
P 2220 Adoption of Courses (M) - ABOLISHED  
P 2230 Course Guides - ABOLISHED

- R 2230 Course Guides - ABOLISHED
- P 2240 Controversial Issues
- P 2310 Student Grouping

2. **Second Readings** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the second reading and adoption of the following policies and regulations:

- P 2365 Acceptable Use of Generative Artificial Intelligence (AI)
  
- P 0110 Identification
- P 0120 Authority and Powers
- P 0132 Executive Authority
- P 0133 Adjudication of Dispute
- P 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (M)
- P 0142.1 Nepotism (M)
- P 0146 Board Member Authority
- P 0148 Board Member Indemnification
- P 0151 Organization Meeting
- P 0153 Annual Appointments
- P 0154 Annual Motions and Designations
- P 0155 Board Committees
- P 0164 Conduct of Board Meeting
- P 0165 Voting
- P 0166 Executive Sessions
- P 0169 Board Member Use of Electronic Mail/Internet
- P 0171 Duties of Board President and Vice President
- P 0172 Duties of Treasurer of School Moneys
- P 0173 Duties of Public School Accountant
- P 0174 Legal Services (M)
- P 0175 Contracts with Independent Consultants
- P 0176 Collective Bargaining and Contract Approval/Ratification
- P 1100 District Organization
- P 1110 Organization Chart

**XVI. Discussion**

**XVII. 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**