

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
MIDDLE SCHOOL MULTI-PURPOSE ROOM
WORK SESSION MEETING AGENDA
TUESDAY, MARCH 18, 2025, 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	
Mrs. Natasha Crossan	
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

VII. Board Secretary's Report

- Budget Presentation

VIII. Board President's Report

IX. Correspondence - None.

X. Committee Reports

- Curriculum and School Programs

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

XI. Consent Items

Approval of Minutes

Work Session Minutes: February 18, 2025

Executive Session Minutes: February 18, 2025

Regular Session Minutes: February 25, 2025

Curriculum and School Programs

1. **Tuition Contract with NJ Commission for the Blind and Visually Impaired**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with CBVI for the remainder of the 2024-2025 school year for (1) student (16463796) as per IEP at a tuition rate of \$2,420.00.

2. **Bring Your Child to Work Day**

BE IT RESOLVED that the Mendham Township Board of Education approves April 24, 2025, as “Bring Your Child to Work Day” in the Mendham Township Schools.

3. **Elementary and Middle School Field Trips** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached field trips for the 2024-2025 school year.

4. **Middle School Food Drive**

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School Community Service Enrichment sponsored Food Drive from April 7, 2025, through April 30, 2025.

Operations and Finance

1. **Certification Reports**

BE IT RESOLVED that the Mendham Township Board of Education certify, pursuant to N.J.A.C. 6A:23A-16.10(a), 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, N.J.S.A. 18A:22-8, and N.J.A.C. 6A:23A-16.10(B), after review of the Board Secretary’s

and Treasurer's monthly financial reports for January 2025 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 February 2025 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2025 Treasurer's Reports.

4. **February 2025 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2025 transfer report.

5. **March 2025 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the March Bills List. This includes payroll checks N5585 through N5587 and N5588 through N5590.

Fund 10 - Treasurer Account	\$
Fund 11 - Treasurer Account	\$
Fund 20 - Grant Account	\$
Fund 30 - Referendum Account	\$
Fund 60 - Cafeteria Account	\$
Fund 80 - Unemployment Account	\$

Total: \$

6. **District Travel** *(Attachment)*

BE IT RESOLVED that the Mendham Board of Education approves the attached 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).

7. **Use of District Facilities** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the attached use of facility applications for the 2024-2025 school year with the right to cancel based on school events and needs.

Personnel and Human Resources

1. **Leave of Absence (REVISED) - Susie Lebron Vega**

BE IT RESOLVED that the Board hereby approves Susie Lebron Vega, School Bus Driver, for a leave of absence commencing on March 13, 2025, utilizing 24.5 Sick days and 1.5 Personal Days under the Federal Family & Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board approves Susie Lebron Vega to return to work at a later date, pending re-evaluation and certification from physician.

2. **Leave of Absence (REVISED) - Aletha Consales**

BE IT RESOLVED that the Board hereby approves Aletha Consales, Assistant to the Superintendent for Human Resources, for a leave of absence commencing on February 20, 2025, utilizing 61 sick days under the Federal Family & Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) ending on May 16, 2025.

BE IT FURTHER RESOLVED that the Board approves Aletha Consales with an anticipated return to work date of May 19, 2025.

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

BE IT RESOLVED that the Board hereby approves Megan Fazio, 5th 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 Board 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 Board 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 Board hereby approves Megan Fazio for an extended unpaid leave of absence, commencing September 2, 2025, through June 19, 2026. (Not covered under FMLA and NJ FLA)

BE IT FURTHER RESOLVED that the Board hereby approves Megan Fazio with a return to work date of the first day of the 2026-2027 school year.

4. **New Hire - Ariana Leggio, Middle School Math Teacher (Attachment)**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Ariana Leggio, pending completion of paperwork, as a

Full Time Middle School Math Teacher, effective September 2, 2025, for the 2025-2026 school year, at an annual salary of \$64,910.00, MA/BA+45, Step 4.

5. **Extra Hours - Instructional Aide Services**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$44.83 for Andrea Fattorusso and \$41.02 for Mariah Clark to provide substitute aide coverage for student #13506812 and the student's participation in the Middle School Play for the month of March.

6. **Extra Instructional Periods for the remainder of the 2024-2025 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff member to teach an extra period of instruction for the remainder of the 2024-2025 school year, effective March 5, 2025, at a prorated stipend based on \$8,500/year, for an additional period one (1) time a week, and independent of placement on the salary guide.

Zero Period/MTES Multi-Sensory Reading Program	1 period/week	Amanda Fullem	\$680.00
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7. **Chaperones (Attachment)**

BE IT RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate for chaperones following the end of the contractual day.

8. **Substitute Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute teacher, pending completion of paperwork, at the current rate of \$125.00 per day for the 2024-2025 school year.

Jeff Volk

9. **Staff Resignation - Jennifer Minuche, Assistant to the Transportation Supervisor (Attachment)**

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Jennifer Minuche, Assistant to the Transportation Supervisor, dated March 17, 2025, and effective April 17, 2025.

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 3245 Research Projects by Staff Members
- P 3280 Liability for Pupil Welfare
- R 3280 Liability for Pupil Welfare
- P 3281 Inappropriate Staff Conduct
- R 3281 Inappropriate Staff Conduct
- P 3282 Use of Social Networking Sites
- P 3310 Academic Freedom
- P 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
- R 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
- P 3340 Grievance
- P 3351 Healthy Workplace Environment
- P 3362 Sexual Harassment (M)
- R 3362 Sexual Harassment of Teaching Staff Members Complaint Procedure
- P 3370 Teaching Staff Member Tenure
- P 3372 Teaching Staff Member Tenure Acquisition
- P 3373 Tenure Upon Transfer or Promotion
- P 3374 Tenure Upon Transfer to An Underperforming School
- P 3381 Protection Against Retaliation
- P 3410 Compensation
- P 3420 Benefits
- P 3425 Work Related Disability Pay
- P 3425.1 Modified Duty Early Return to Work Program - Teaching Staff Members
- R 3425.1 Modified Duty Early Return to Work Program - Teaching Staff Members

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 2551 Musical Instruments
- P 2560 Live Animals in School
- R 2560 Live Animals in School
- P 2624 Grading System
- R 2624 Grading System
- P 2631 New Jersey Quality Single Accountability Continuum (QSAC)
- P 3112 Abolishing Positions
- P 3125.4 Substitute Teachers
- P 3130 Assignment and Transfers
- P 3142 Nonrenewal of Nontenured Teaching Staff Member

P 3143	Dismissal
P 3144.3	Suspension Upon Certification of Tenure Charge
P 3144.12	Certification of Tenure Charges - Inefficiency (M)
P 3146	Conduct of Reduction in Force
R 3146	Conduct of Reduction in Force
P 3150	Discipline
P 3152	Withholding an Increment
P 3211.3	Consulting Outside the District
R 3211.3	Consulting Outside the District
P 3214	Conflict of Interest
R 3230	Outside Activities
P 3232	Tutoring Services
R 3232	Tutoring Services
R 3233	Political Activities

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 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 Work Session Meeting

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# 288686_MTE_03032025 (*accepts, rejects, modifies*)

2. 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# 289063_MTM_03072025 (*accepts, rejects, modifies*)

Operations and Finance

1. ADOPTION OF THE TENTATIVE BUDGET 2025-2026

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 2025-2026 School Year using the 2025-2026 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
2025-26 Total Expenditures	\$26,033,775	\$ 155,000	\$1,356,088	\$27,544,863
Less: Anticipated Revenues	\$ 6,263,157	\$ 155,000	\$ 428,008	\$ 6,846,165
Taxes to be Raised	\$19,770,618	\$ 0	\$ 928,080	\$20,698,698

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 Middle School in the Multi-purpose room (MPR) located at 16 Washington Valley Road, Brookside, New Jersey, on April 29, 2025, at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year, and

B. USE OF ADJUSTMENTS – 2025-2026

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 \$207,506. 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 to pay for additional increases in health benefit premiums for staff. The Board of Education will complete this by June 30, 2026, and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

C. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2025-2026

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2025-2026 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 2024-2025 school year, of which, \$12,230 has been spent and \$3,659 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 2025-2026 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 WITHDRAWAL – 2025-2026

WHEREAS, the Mendham Township Board of Education maintains a Capital Reserve Account in accordance with N.J.S.A. 18A:7G-31 and N.J.A.C. 6A:23A-14.1 for the purpose of funding capital projects included in the district's approved Long-Range Facilities Plan (LRFP); and

WHEREAS, the Board has identified the need to allocate funds from the Capital Reserve Account to support the costs associated with the referendum project, as outlined in the district's Long-Range Facilities Plan (LRFP); and

WHEREAS, the withdrawal of these funds is in compliance with the provisions of N.J.A.C. 6A:23A-14.1, which stipulates that funds from the Capital Reserve Account may only be used for capital projects formally approved in the district's LRFP;

NOW, THEREFORE, BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the withdrawal of \$900,000 from

the Capital Reserve Account to be appropriated for the purpose of completing projects for the district during the 2025-2026 school year. To include, but are not limited to, the replacement of HVAC equipment at both the Mendham Township Elementary School and 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; and

BE IT FURTHER RESOLVED, that this appropriation shall be reflected in the district's budget in accordance with N.J.A.C. 6A:23A-14.1(c) and that all expenditures from these funds shall be in strict compliance with statutory and regulatory requirements.

E. MAINTENANCE RESERVE WITHDRAWAL – 2025-2026

WHEREAS, the Mendham Township Board of Education maintains a Maintenance Reserve Account in accordance with N.J.S.A. 18A:7G-31 and N.J.A.C. 6A:23A-14.2 for the purpose of funding required maintenance projects as outlined in the district's Comprehensive Maintenance Plan (CMP); and

WHEREAS, the Board has identified the need to allocate funds from the Maintenance Reserve Account to support the costs associated with [describe specific required maintenance project], as outlined in the district's Comprehensive Maintenance Plan (CMP); and

WHEREAS, the withdrawal of these funds is in compliance with the provisions of N.J.A.C. 6A:23A-14.2, which stipulates that funds from the Maintenance Reserve Account may only be used for required maintenance activities as defined in N.J.A.C. 6A:26A-1.2;

NOW, THEREFORE, BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the withdrawal of \$400,000 from the Maintenance Reserve Account to be appropriated for the purpose of completing projects for the district during the 2025-2026 school year. To include, but not limited to, the repair and replacement of HVAC equipment at both the Mendham Township Elementary School and the Mendham Township Middle School; and

BE IT FURTHER RESOLVED, that this appropriation shall be reflected in the district's budget in accordance with N.J.A.C. 6A:23A-14.2(e) and that all expenditures from these funds shall be in strict compliance with statutory and regulatory requirements.

Personnel and Human Resources

1. Staff Resignation - Maureen Cullen, Transportation Dispatcher

(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Maureen Cullen, Transportation Dispatcher, dated March 13, 2025, effective March 19, 2025

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