

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL CAFETERIA
WORK SESSION MEETING AGENDA
TUESDAY, NOVEMBER 19, 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

VII. Board Secretary's Report

- Kathi Mantel, Nisivoccia, LLP - 06/30/24, ACFR Summary
- Pomptonian Food Service - Chef Meal Program

VIII. Assistant Superintendent's Report

IX. Board President's Report

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. Unofficial Results of Election - November 7, 2024

Unofficial 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>
Adam Dubek	1,096
Peter Dumovic	1,168
Natasha Crossan	1,408
Spencer Raitt-Forrest	757

XIII. Action Items

Approval of Minutes

Work Session Minutes: October 15, 2024

Regular Session Minutes: October 29, 2024

Curriculum and School Programs

1. Previously Approved - 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 previously approved at the September 24, 2024 Board of Education meeting:

Date	Grade	Activity	Chaperones
12/03/24	Grade 3	Mayo Performing Arts Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller Rachel Paciello Clare Riina
03/19/25	Grade 3	Mayo Performing Arts Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn

			Amanda Fullem Molly Koller Rachel Paciello Clare Riina
04/25/25	Grade 3	Liberty Science Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller Rachel Paciello Clare Riina

2. **Previously Approved - Middle School Field Trip** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2024-2025 school year previously approved at the August 27, 2024 Board of Education meeting:

Date	Grade	Activity	Chaperones
12/19/24	Grades 6-8	Perform at MTES during school lunches	Zachary Naughtright

3. **New - Middle School Field Trip** (*Attachment*)

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

Date	Grade	Activity	Chaperones
05/21/25	Grades 6-7	Middle School Choral Festival at Monroe Twp.	Stephen Dodrv Zachary Naughtright

4. **Revised Middle School Student Council Event**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised Middle School Student Council Event date to December 6, 2024, previously approved for November 15, 2024.

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 September 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 October 2024 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2024 Treasurer's Reports.

4. **October 2024 Transfer Reports**

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

5. **November 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2024 Bills List. This includes payroll checks N5585 through N5587 and N5588 through N5590

Fund 10 - Treasurer Account	\$ 60,907.54
Fund 11 - Treasurer Account	\$ 2,015,998.47
Fund 20 - Grant Account	\$ 17,113.25
Fund 30 - Referendum Account	\$ 318,901.74
Fund 60 - Cafeteria Account	\$ 67,953.79
Fund 80 - Unemployment Account	<u>\$ 830.00</u>

Total: \$ 2,481,604.79

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
NJSBA Annual Convention, Atlantic City, NJ	10/21/24 10/22/24 10/23/24 10/24/24	Dr. Constantino Mrs. Mosner Dr. Koroski <u>BOE Members</u> Mr. Dubeck Mr. Dumovic Mrs. Orban-Brown Mrs. Carrino-Tamasi	\$2,200.00	\$2,200.00
NJ PE/Health & Coaching Conference, Florham Park, NJ	02/24/25	Tyler Johnston Gina Sodora	\$149.00 ea. + Substitute Coverage	\$298.00 + Substitute Coverage

7. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from West Morris Mendham High School, Mendham Borough’s Mountain View Middle School and Hilltop Elementary School, Chester’s Bragg/Dickerson Elementary School and Black River Middle School, and Mendham Township Elementary and Middle Schools.
8. **Transportation Request - Suburban Hills School, Chester**
BE IT RESOLVED that the Mendham Township Board of Education approves the transportation request from Suburban Hills School in Chester to Kessler Rehabilitation Center, Chester on December 12, 2024, at a cost of \$258.83 for one bus and a driver.
9. **Acceptance of 2023/2024 Audit**
BE IT RESOLVED that the Mendham Township Board of Education accepts the Annual Comprehensive Financial Report (ACFR) and Auditor’s Management Report for the period July 1, 2023, through June 30, 2024, as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:
1. Administrative Practices and Procedures - None.
 2. Financial Planning, Accounting, and Reporting - None.
 3. School Purchasing Program - None.

4. School Food Service - None.
5. Student Body Activities - None.
6. Application for State School Aid - None.
7. Pupil Transportation - None.
8. Facilities and Capital Assets - None.
9. Status of Prior Year's Findings/Recommendations - None.

Personnel and Human Resources

1. **Leave of Absence - Jillian Glander**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Jillian Glander, Special Education teacher, for a leave of absence, having received doctor's certification, commencing April 7, 2025, while utilizing seventeen (17) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on September 5, 2025.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (NJFLA) for Jillian Glander, commencing on May 12, 2025, through October 10, 2025, as requested in writing;

BE IT RESOLVED that the Mendham Township Board of Education approves Jillian Glander with an anticipated return to work date of October 13, 2025.

2. **Leave of Absence - Kleber Minuche**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Kleber Minuche, Head Custodian, for a leave of absence, commencing November 27, 2024, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

3. **Elementary School Schedule B Stipend Position for 2024-2025**

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

CO-CURRICULAR Activities (Schedule B)

Activity	2024-2025 Salary	Staff Member
Chess Club	\$272.00 base + a max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Dori Smyth

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 2024-2025 school year.

Vincent D’Alessandro, Kathleen Engel, Adejoke Fifo, Glenn Haines, Emma Lukasko

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 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

XIV. 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 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.

XV. Reconvene Open Work Session Meeting

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