

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING AGENDA
TUESDAY, OCTOBER 15, 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

VIII. Board President's Report

IX. Correspondence

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: September 17, 2024

Regular Session Minutes: September 24, 2024

NJ QSAC

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulation to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted in November of 2017, the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (N.J.A.C. 6A:30), District Performance Review (DPR) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers, and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education, and placement at the appropriate point on the performance continuum.

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC), District Performance Review (DPR), be and

hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Curriculum and School Programs

1. **Paraprofessional Staff 2024-2025**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Paraprofessional Staff Statement of Assurance for the 2024-2025 school year.

2. **HIB School Self-Assessment for Determining Grades (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

3. **Tuition Contract for the 2024-2025 School Year with Rutgers Day School**

BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with Rutgers Day School for the 2024 - 2025 school year effective September 16, 2024, to June 30, 2025, for one (1) student (15912734) as per IEP at a tuition of \$99,720.00.

4. **Contract with AssistiveTek - Brian Friedlander**

BE IT RESOLVED that the Mendham Township Board of Education approves Brian Friedlander to provide Assistive Technology Consultation & Training services from September 2024 to June 2025 at the following rate of \$1,750.00 for AT Evaluations and \$250 for at least 2 sessions each.

5. **Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2024-2025 school year (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Elementary School and the Mendham Township Middle School in observance of the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2024-2025 school year.

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 12/05/24 and 12/11/24 performances.

7. **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
11/02/24	4th - 8th Grades	Metropolitan Museum of Art	Sarah Bizzarro Francesca Hare

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment, at the rate of \$150.00 for the day, to the above chaperones attending the Metropolitan Museum of Art field trip.

8. **Previously Approved - Elementary School Field Trips** *(Attachment)*

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
10/23/24	3rd Grade	Centenary Stage Company	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller Rachel Paciello Clare Riina
02/04/25	Pre-K	Brookside Post Office	Megan Sager Joy Lia

9. **New - Elementary 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
06/03/25	Kindergarten	Mayo Performing Arts Center	Carolyn Allen Kelly Johnson Kristin O'Dowd Nicolette Santomo Amy Williamson

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 September 2024 Board Secretary’s Reports.

3. Treasurer’s Report

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

4. September 2024 Transfer Reports

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

5. October 2024 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2024 Bills List. This includes payroll checks N0574 through N0576.

Fund 10 - Treasurer Account	\$
Fund 11 - Treasurer 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
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WMR Academic Summit (AI)	10/18/24	Matthew Viggiano	\$0.00 + Substitute Coverage	\$0.00 + Substitute Coverage
Sustainability Jersey for Schools - Awards	10/23/24	Tracy Newton Erica Parke	\$0.00 + Mileage Reimbursement + Substitute Coverage	\$0.00 + Mileage Reimbursement + Substitute Coverage
Game Plan: Enhancing Math Fact Fluency through Play (virtual)	11/21/24	Danielle Heller Theresa McNamara	\$75.00	\$75.00
Annual Convention World Language Expo	11/23/24	Talitha Fain	\$500.00	\$500.00
Childhood Apraxia of Speech (virtual)	11/25/24 12/13/24	Stacey Lipschutz	\$295.00	\$295.00

7. **Approval of Transportation Agreement** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2024-2025 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.

8. **Approval of Transportation Agreement** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2024-2025 school year with the parents of LID #15361847 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

9. **Approval of Transportation Agreement** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2024-2025 school year with the parents

of LID #12528830 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2024 extended school year with the parents of LID #12528830 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

10. **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
Orchestral Oasis	<u>MS</u> Classroom	Saturdays 09/28/24 10/12/24 10/26/24 11/23/24 12/07/24 01/11/25 01/25/25 02/08/25 02/22/25 (more dates to follow)	10:00 am-2:00 pm	Zachary Naughton
Mendham Chester Field Hockey Club	<u>MS</u> Fields	Tuesday 10/15/24	5:30 pm-6:30 pm	Cynthia Flanagan Robert D’Urso
Mendham Cub Scout Meeting Pack 3 Patriots Path Council	<u>MS</u> All Purpose Room	Friday 12/13/24	5:30 pm-9:30 pm	Sarah Lopusnak

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

Personnel and Human Resources

1. District Paraprofessionals Training

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the District Paraprofessionals, at their hourly rate per contract, for attending a training session held on October 14, 2024.

Cindy Blood, Monica Burbano, Jennifer Eliassen, Nancy Hammer, Joy Lia, Beth Smith, Jennifer Szczepanski, Meredith Vazquez

2. Assistant Superintendent Residency Program

BE IT RESOLVED that the Mendham Township Board of Education, upon the recommendation of the Superintendent, hereby approves Dr. Robert Koroski, Assistant Superintendent to be enrolled in the Superintendent's Residency Program through NJASA, at a cost of \$4,250.00.

3. Leave of Absence - Jessica Costanzo

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Jessica Costanzo, 5th Grade teacher, for a leave of absence, having received doctor's certification, commencing January 2, 2025, while utilizing forty (40) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on March 28, 2025.

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (NJFLA) for Jessica Costanzo, commencing on March 3, 2025, through May 30, 2025, as requested in writing;

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Jessica Costanzo for an extended unpaid leave of absence (Not covered under FMLA or NJFLA) beginning June 2, 2025, through June 20, 2025.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education also approves Jessica Costanzo's request for an additional extended leave for the 2025-2026 school year (Not covered under FMLA or NJFLA).

BE IT RESOLVED that the Mendham Township Board of Education approves Jessica Costanzo with a return to work date of the first day of the 2026-2027 school year.

4. **Leave of Absence - Megan Fazio**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Megan Fazio, 5th Grade Teacher, for a leave of absence, having received doctor’s certification, commencing January 2, 2025, while utilizing Sixty (60) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on March 28, 2025.

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.

5. **Leave of Absence - Michal Ferenc**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Michal Ferenc, Elementary School Assistant Principal, for a leave of absence commencing October 30, 2024, while utilizing Ten (10) sick days, under the Federal Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) and ending on November 14, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Michal Ferenc with an unpaid leave of absence, commencing November 15, 2024, under the Federal Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) and ending on November 27, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Michal Ferenc with an anticipated return to work date of December 2, 2024.

6. **Elementary School Extra Instructional Periods for 2024-2025**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School staff member to teach extra periods of instruction during the 2024-2025 school year at a prorated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Extra Instructional Periods

SMART TIME Grade 3	3 period/wk	Andrea Fattorusso	\$5,100.00
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7. **Leave Replacement - Jonathan Smith, Middle School Social Studies Teacher** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Jonathan Smith as a Full-Time Leave Replacement Middle School Social Studies Teacher, effective January 2, 2025, through June 20, 2025, at a prorated salary of \$57,175.00, BA, Step 1.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Jonathan Smith as a substitute teacher at the daily rate of \$125.00.

8. **Mentor for New Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to mentor the new teacher in their first year with Mendham Township Schools.

Mentor	New Teacher	Compensation
Jacqueline Medina	Paul Singh	\$550.00
Tracy Newton	Olivia Betzen	\$550.00

9. **Mentor for Provisional Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to serve as a mentor during the Provisional Teacher Certification process:

Mentor	Provisional Teacher	Certification	Compensation
Perry Hooker	Jonathan Smith	CEAS	\$550.00

10. **Extra Hours: Cindy Blood, Instructional Aide Services**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$33.27 for Cindy Blood to provide 1:1 student services for all extracurricular activities for the 2024-2025 school year.

11. **New Hire - Cynthia Villalta, Transportation Bus Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Cynthia Villalta, Transportation Bus Aide, pending completion of paperwork, at an hourly rate of \$22.00, effective November 4, 2024, for the 2024-2025 school year.

12. **Middle School Athletic Door Monitors**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School teachers as Athletic Door Monitors for 2024-2025.

Activity	2024-2025 Salary	Staff Members
Home Athletics (Door 10) Supervisors About 45 events/Done on rotation/Time Sheet	\$100.00 per event	Mariah Clare Clark Craig Clausen Gina Sodora

13. **Middle 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 Middle School:

CO-CURRICULAR Activities (Schedule B)

Activity	2024-2025 Salary	Staff Member
JV Basketball Support Grade 5 (1 hour each after school)	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Tyler Johnston
* This activity is in place of the previously approved Intramural Sports for Grade 5.		

14. **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.

Grazina Barnaby, Jill Brubaker, Christine Coleman, Sneha Pashem

Policy and Planning

1. **Second Reading** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Second reading and adoption of the following policy:

P 2365 Acceptable Use of Generative Artificial Intelligence (AI)

XI. ACTION ITEMS

Curriculum and School Programs

1. **Previously Approved - Elementary 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 September 24, 2024 Board of Education meeting:

Date	Grade	Activity	Chaperones
10/24/24	LLD	Wightman Farm	Jillian Glander Katherine LoVecchio

Operations and Finance

1. **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 Middle Valley Farm in Mendham on October 23, 2024, at a cost of \$301.96 for a bus and driver.

Personnel and Human Resources

1. **Leave Replacement - Olivia Betzen, Elementary School Music Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Olivia Betzen as a Full-Time Leave Replacement Elementary School Music Teacher, effective November 11, 2024, through June 20, 2025, at a prorated salary of \$69,840.00, MA+60, Step 4.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Olivia Betzen as a substitute teacher, pending completion of paperwork, at the current rate of \$125.00 per day effective October 21, 2024.

XII. Discussion

XIII. 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.

XIV. Adjournment