

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING MINUTES  
TUESDAY, APRIL 18, 2023 @ 7:30 PM**

**I. Call to Order** - The meeting was called to order at 7:32 pm.

**II. Flag Salute** - Mrs. Mody led the flag salute.

**III. Roll Call of the Board of Education**

Mrs. Joan Mody	President	Present
Mr. Andrew Christmann	Vice President	Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Present
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent  
Mrs. Donna Mosner, School Business Administrator/Board Secretary  
Ms. Mody – Student Representative  
General Public – one

**IV. Sunshine Law** - Mrs. Mody read the following statement -

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 and 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

Calendar - Teacher Appreciation, Science Expo, NJSLA Testing, Concerts, Field Trips, and many other EOY activities coming up

CSA Evaluation – You will receive an email over the next couple of weeks with directions for completing the evaluation. It is done entirely online through NJSBA. In addition, the Board Self-Evaluation will also be available for you to complete...it can be done in the same location.

Our next Board training has been confirmed for May 23. (Part of the new PDP)

Our budget has been reviewed and approved by the NJDOE. We will have a resolution for board approval next week following the presentation next week.

## Report on Open House Meetings -

### Community Survey:

- Final stages of review
- Will be sent to the community via email
- Will remain open through the end of April
- Data will inform the new strategic plan - authored throughout the summer of 2023
- Draft for Board review hopeful for September of 2023

### Serena Mody – Student Representative:

#### Enjoyed by Student Body (5)

- Spring Break was a much-deserved break for everyone and Spring sports are starting
- 5th graders presented on the 7 Wonders of the World
  - the kids made models and slides
  - voted on whose was best
    - Great Wall of China out of cardboard
- 6th graders celebrated Pi-Day with Ms. K
  - bringing in treats and learning about pi
- 7th Graders are making inventions in SS and learning about marketing
- 8th Graders are writing an essay in Spanish for our Spanish novel *Pobre Ana*
- 5th Graders did a presentation with SEL Teachers about coping mechanisms for anxiety
  - donut prize

#### Looking forward to May (5)

*(next month is fun and packed full of trips, with the exception of the NJSLA which everyone is working hard to prepare for)*

- Lip Sync is on Friday
  - kids dress up and lip-sync to their favorite songs
  - teachers and students can win
  - fundraiser for the eighth-grade field trip
- 8th Grade 2 day Overnight trip
  - Gettysburg
  - Lancaster
  - Hershey
- 5th Grade Overnight Minisink trip
  - outdoor cabin experience with class
- Shakespeare Festival
  - 8th-grade classes split up the roles in plays:
    - Hamlet
    - Romeo and Juliet
  - period 8 (Yawger: act I, Cyr: act II)

- Dorney Park Trip
  - music students perform in PA
  - get to go on rides for the rest of the day

## VI. Board Secretary's Report

### ➤ Finance:

**NJSBA's Annual Workshop 2023** will take place from Monday, October 23, 2023, to Thursday, October 26, 2023, at the Atlantic City Convention Center. It is co-sponsored by the New Jersey Association of School Administrators and the New Jersey Association of School Business Officials.

**What You Get** Workshop includes four full days of networking opportunities and professional development, including leadership training, keynote speakers, student entertainment, demonstrations from industry vendors and exhibits, networking opportunities, and more. It is the largest training conference for school officials in the Garden State.

Resorts Casino Hotel is the event headquarters hotel. Blocks of rooms have been secured at select Atlantic City hotels for Workshop attendees. Hotel and rate information is available at [Workshop 2023](#).

**Travel Waiver** Individuals whose one-way commute to the Atlantic City Convention Center exceeds 50 miles may obtain reimbursement from their school district, charter school, or renaissance school for overnight lodging for Monday, Oct. 23, Tuesday, Oct. 24, and Wednesday, Oct. 25. Please read the [waiver letter](#) for more information.

**Deadlines** Workshop registration invoices must be paid by Friday, Sept. 29. Hotel reservations must be completed by Friday, Sept. 22.

Please check your calendar and let me know if you are interested in attending so that I can register you.

## VII. Board Presidents – None.

## VIII. Correspondence – None.

## IX. Committee Reports – a brief summary was shared by the chair of each committee about agenda items

- Curriculum and Instruction – Dr. Mandel delivered the report
- Operations and Finance – Mr. Christmann delivered the report
- Personnel and Human Resources – Mr. Dumovic delivered the report
- Policy and Planning – Mr. Dubeck delivered the report
- Ad Hoc – DEIA – Dr. Mandel delivered the report
- Ad Hoc – ESIP/Referendum – Mr. Keeling delivered the report

## X. Consent Items

### Approval of Minutes

Work Session Minutes: March 14, 2023

Regular Session Minutes: March 21, 2023

## Curriculum and Instruction

### 1. New - Elementary School Field Trips (Attachment)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trips for the 2022-2023 school year:

Date	Grade	Activity	Chaperones
04/28/23	LLD	M.T. Police Department Brookside, NJ	Jillian Glander Abigail Kreczkowski Cheryl Riccardello Christine Rollo
05/05/23	LLD	Patriots Path Walk Brookside, NJ	Jillian Glander Deborah Hall Christine Rollo
05/19/23	LLD	Kings Supermarket Mendham, NJ	Jillian Glander Deborah Hall Christine Rollo
06/02/23	LLD	Priscilla's Pantry Morristown, NJ	Jillian Glander Deborah Hall Christine Rollo
06/06/23	Grade 4	Brookside Beach	PTO will be chaperoning

## 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 April 2023 that no major accounts and fund balances in the 2022/2023 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 March 2023 Board Secretary's Reports.

### 3. Treasurer's Report

**BE IT RESOLVED** that the Mendham Township Board of Education approves the March 2023 Treasurer's Reports.

### 4. March 2023 Transfer Reports

**BE IT RESOLVED** that the Mendham Township Board of Education approves the March 2023 transfer report.

5. **April 2023 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final April 2023 Bills List. This includes payroll checks N0440 through N0442 and N0443 through N0445 and N0447 through N0449.

Fund 11	\$
Fund 20	\$
Fund 30	\$
Fund 40	\$
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 \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Integrated Pest Management, Bridgewater, NJ	04/14/23	Michael Marini	\$0.00	\$0.00
Buildings & Grounds Chapter Meeting, Lafayette, NJ	04/18/23	Scott Bellows	\$0.00	\$0.00
MTES STEM Expo, Elementary School	04/19/23	Diane Barlow Erica Parke	\$0.00 + Substitute Coverage	\$0.00 + Substitute Coverage
American Heart Association, East Hanover, NJ	04/26/23	Briana Panetta Kerry McMahon	\$0.00 + Substitute Coverage	\$0.00 + Substitute Coverage
The Center for Literacy Development, Rutgers University	05/25/23	Lisa Lombardo	\$175.00 + Substitute Coverage	\$175.00 + Substitute Coverage

7. **Lease Agreement with Brookside Community Church** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Lease Agreement between the Mendham Township Board of Education and the Brookside Church.

**Personnel and Human Resources**

1. **Termination Letter** (*Attachment*)

**BE IT RESOLVED** that the Board of Education has informed employee (No. 4895) of their termination of employment dated and effective April 6, 2023.

2. **Staff Resignation - Kerry McMahon** (Attachment)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Kerry McMahon, Elementary School Physical Education Teacher, dated April 11, 2023, effective June 7, 2023.

3. **Elementary School Activity Chaperones - Festival of the Arts (May 25, 2023)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves payment to the following four (4) chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity.

Katelyn Jones, Eugenia Mastrogiannakos, Tracy Newton, Erica Parke

4. **Middle School Activity Chaperones - March Madness (March 3, 2023)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves payment to the following chaperone at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity. Diana Gomez

5. **Middle School 5th Grade Minisink Trip - Chaperones**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following chaperones for the 5<sup>th</sup> Grade trip to Fairview Lake/Minisink on May 31 - June 2, 2023, including the contractual payment of \$250.00 per night for staff who accompany students on overnight field trips:

Male Chaperones

Primary (BOE Employee)	Secondary
1. Craig Clausen	1. Frank Kontely (pending paperwork) *
2. Charles Gallo	2. Quinn Kontely (pending paperwork) *
3. James Haggerty	3. Lucas Mauriello (pending paperwork) *
4. Andre Viola	4. Aidan Hassan (pending paperwork) *

Alternates:

Female Chaperones

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Erica Hays	1. Allie Bishop (pending paperwork) *
2. Jessica Mallonee	2. Colleen O'Mahoney (pending paperwork) *
3. Megan Fazio	3. Abigail Kontely (pending chaperone) *
4. Elizabeth Hollman	4. Kate Villorosi (pending paperwork) *
5. Elizabeth Barter	5. Lucy Rockwell (pending paperwork) *
	Parent Chaperone: Lauren Rimelis *
Nurse: Erin Giarrusso	* Board to reimburse the fingerprinting fee

6. **Middle School Schedule B & C Stipends for 2022-2023**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following 2022-2023 Middle School Schedule B & C Stipend positions:

Activity	Staff Member	Stipend

Club Getaway	Fernando Rivera	\$225.00
Girls Lacrosse	\$2,330.00 Each	Carol Hueston Jacqueline Medina

7. **Elementary School Schedule B Stipend Positions for 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following 2023-2024 Co-Curricular Stipend positions for the Elementary School:

**CO-CURRICULAR Activities (Schedule B)**

Activities	2021-2022 Salary	Staff Member
School Publication Advisors	\$901.00	Dori Smyth
Tiger Leaders/Grade 4 Advisors (2)	\$1,239.00 Each	Hillary Clark Michelle Molle
Technology Integration Specialist	\$2,266.00 Each	Charles Gallo Tracy Newton
Tiger Chorus Director/Grade 3	\$2,479.00	Lauren Johnson
Tiger Chorus Director/Grade 4	\$2,479.00	Lauren Johnson
Advanced Artist Program Coordinator	\$2,479.00	Sarah Bizzarro
Art Explorer Program Coordinator	\$2,479.00	Sarah Bizzarro
Sustainability Coordinators (2)	\$2,064.50 Each	Tracy Newton Erica Parke
Band Director/Elementary School	\$2,479.00	Russell Branch

**CO-CURRICULAR Activities (Schedule B) - Special Projects**

Activities	2021-2022 Salary	Staff Member
Social Studies League/Grades 2 & 3	\$225.00	Theresa Milow
Festival of the Arts	\$225.00	Sarah Bizzarro
Science Expo	\$225.00 Each	Diane Barlow Erica Parke
Safety Patrol	\$225.00	Dori Smyth
Outdoor Learning Center/Chicken Coop Coordinator	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Charles Gallo
Talent Show Coordinators	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Briana Panetta Lauren Porrovecchio

8. **Elementary School Extra Instructional Periods for 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Elementary School staff members to teach extra periods of instruction during the 2023-2024 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**

Jump Start Grade 1	3 period/wk	Laura Porrovecchio	\$5,100.00
Jump Start Grade 2	3 period/wk	Amanda Fullem	\$5,100.00
SMART TIME Grade 3	3 period/wk	Jean Sosna	\$5,100.00
SMART TIME Grade 4	3 period/wk	Cara Dawes	\$5,100.00
SMART TIME Grade 4	3 period/wk	Lisa Lombardo	\$5,100.00

9. **Middle School Schedule B & C Stipend Positions for 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following 2023-2024 Co-Curricular Stipend positions for the Middle School:

**CO-CURRICULAR Activities (Schedule B & C)**

Activities	2021-2022 Salary	Staff Member
Homework Club	\$51.83 per hour	James Haggerty Francesca Hare Catherine Gustavsen
Minisink Director	\$563.00	Craig Clausen
8th Grade Advisor	\$2,478.00	Amanda Porter
Yearbook Advisor	\$2,478.00	Elizabeth Hollman
School Publication Advisors	\$901.00 Each	Melanie Smith (4 Issues "Windows and Mirrors") Matthew Viggiano (Mendham in a Minute Weekly Video)
Student Council Advisors	\$1,239.00 Each	Perry Hooker Fernando Rivera
Chorus Director/Middle School	\$2,479.00	Catherine Moore
Band Director/Middle School	\$3,718.00	Russell Branch
Strings/Orchestra Director District	\$3,718.00	TBD
Play Director	\$3,043.00	Christine Rollo
Technology Integration Specialist	\$4,532.00	Matthew Viggiano
Tech Club Grades 5-8 (1 hour each) Zero Period/After School	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Matthew Viggiano
Intramural Sports Grade 5 (1 hour each)	\$225.00 base + Max of 10 events	Amanda Porter



After School	@ \$56.00 each, not to exceed a total of \$785.00	
Indoor Soccer League Grades 5-8 (1 hour each) Zero Period	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Perry Hooker
Basketball Tournament ZP Grades 5-8 (1 hour each) Zero Period/2:50 pm-3:50 pm	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Andre Viola
Indoor Girls Lacrosse Skills Grades 5-8 (1 hour each) Zero Period	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Carol Hueston
Girls Field Hockey	\$4,660.00	Carol Hueston
Girls Field Hockey JV (1/2 Stipend)	\$2,330.00	Jacqueline Medina
Girls Soccer	\$4,660.00	Perry Hooker
Boys Soccer	\$4,660.00	James Haggerty
Cross Country	\$4,660.00	Daniel DePugh
Boys Basketball	\$5,084.00	Daniel DePugh
Girls Basketball	\$5,084.00	Perry Hooker
Girls Volleyball	\$3,248.00	Greg Racz
Boys Volleyball	\$3,248.00	Craig Clausen
Cheerleading	\$3,248.00	Amanda Porter
Boys Lacrosse	\$4,660.00	Lou Sodano
Girls Lacrosse	\$2,330.00 Each	Carol Hueston Jacqueline Medina
Baseball	\$4,660.00	Craig Clausen
Softball	\$4,660.00	Greg DePugh
Athletic Director	\$6,071.00	Daniel DePugh

10. **Middle School Extra Instructional Periods for 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Middle School staff members to teach extra periods of instruction during the 2023-2024 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**

Geometry/Algebra 2	5 period/wk	James Haggerty	\$8,500.00
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8th Grade Language Arts	2 period/wk	Sara Cyr-Alai	\$3,400.00
7th Grade Language Arts	2 period/wk	Lauren Procanik	\$3,400.00
6th-8th Grade Language Arts	2 period/wk	Carol Hueston	\$3,400.00
5th-8th Math Zero Period	5 period/wk	Matthew Viggiano	\$8,500.00
Remedial Reading Wilson	5 period/wk	Jennifer Vazquez	\$8,500.00
Remedial Reading Wilson	5 period/wk	Carol Hueston	\$8,500.00
Band Regions Workshop Music - 9th Period	2 period/wk	Russell Branch	\$3,400.00
Writing Lab	4 period/wk	Franziska Dragon	\$6,800.00

11. **Substitute Teachers**

**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 2022-2023 school year.

Benjamin Monaghan, Zachary Naughtright

**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 0145 Board Member Resignation and Removal (M)
- P 0144 Board Member Orientation and Training (Revised)
- P 2520 Instructional Supplies (M) (Revised)
- R 2520 Instructional Supplies (M) (Revised)
- P 3217 Use of Corporal Punishment (Revised)
- P 4217 Use of Corporal Punishment (New)
- P 5305 Health Services Personnel (M) (Revised)
- P 5308 Student Health Records (M) (Revised)
- R 5308 Student Health Records (M) (Revised)
- P 5310 Health Services (M) (Revised)
- R 5310 Health Services (M) (Revised)
- P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01 Federal Awards/Funds Internal Controls - Allow ability of Costs (M) (New)
- P 6115.04 Federal Funds - Duplication of Benefits (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440 School District Security (M) (Revised)
- P 9140 Citizens Advisory Committees (Revised)
- R 9140 Citizens Advisory Committee (M) (Abolished)

**XI. ACTION ITEMS**

**Operations and Finance**

1. **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 \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Spring into Joyful Literacy Instruction, Centenary University	04/21/23	Diane Barlow Erica Parke	\$99.00 each + Substitute Coverage	\$198.00 + Substitute Coverage

**Mrs. Orban Brown moved to approve the Action Items from April 18, 2023, Work Session Agenda as presented; Operations and Finance items 1, seconded by Mr. Keeling, and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, Mr. Dubeck; yes, and Mrs. Mody; yes – motion carries.**

**XI. Discussion**

Mr. Dumovic – discussed that Mr. Andrew Christmann has been a BOE member for 10 years and that he would be receiving a milestone award at the MCSBA recognition meeting on Thursday, May 4, 2023, at Hanover Park High School at 6:00 pm. He also requested that a proclamation be issued at the May 16, 2023 BOE meeting.  
Mrs. Mody – thank you Mr. Dumovic and Mr. Christmann.

Mr. Dubeck mentioned that it was World Holocaust Day. It is important to educate and teach since it is a growing problem. 10 incidents still occur each day and the opportunities for survivors are dwindling.  
Mr. Christmann – anything we can do to remind people is important.

**XII. Verbal Communications from the Public – N/A**

**XI. Adjournment**

Moved by Mr. Christmann, seconded by Mr. Dumovic adjourn the work session monthly meeting on April 18, 2023. The meeting was adjourned at 8:20 pm.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary