

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 13, 2022, 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
Mrs. Rochelle Abraham		Absent
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator/Board Secretary
General Public – Four

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
 - MTSD Board of Education Offices - relocation update
 - MTBOE Calendar for January, 2023
 - Governor's Educator of the Year: Perry Hooker and Darlyne Pieper
 - Thank you to Rochelle Abraham for her service to the Board and the community
 - Welcome: Assistant Principals, Nick Angrisani and Michal Ferenc
 - Thank you for an amazing 2022, looking forward to 2023!

VI. Board Secretary's Report

- Kathi Mantell, Nisivoccia, LLP - 06.30.22 ACFR summary and highlights
- Appreciative for the last year – wishing everyone a healthy and happy holiday season with their families.

VII. Board President's Report – Thank you to Mrs. Rochelle Abraham for the time you devoted to the district. Wishing everyone a happy holiday.

VIII. Correspondence – None.

IX. Committee Reports

- **Curriculum and Instruction** – Mr. Keeling delivered the report
- **Operations and Finance** – Mr. Christmann delivered the report
- **Personnel and Human Resources** – Mr. Dubeck delivered the report
- **Policy and Planning** – Dr. Constantino delivered the report

X. Consent Items

Approval of Minutes

Work Session Minutes: November 15, 2022

Regular Session Minutes: November 22, 2022

Approval of Executive Minutes

Regular Session Executive Minutes: November 22, 2022

Curriculum and Instruction

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

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

Date	Grade	Activity	Chaperones
01/14/23	4th Grade Chorus	Rutgers Music School	Lauren Johnson Parents
04/29/23	4th Grade Chorus	New Providence High School	Lauren Johnson
05/06/23		J.P. Case Middle School	

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment, at the rate of \$100.00 for the day, to the above chaperone attending the Rutgers Music School, New Providence High School, and J.P. Chase Middle School field trips.

2. **New - Middle School Field Trips** (*Attachments*)

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

Date	Grade	Activity	Chaperones
12/16/22	5th - 8th	Delivering food bags to Interfaith Food Pantry, Morris Plains	Nicholas Angrisani Geri Esposito Melanie Smith
12/22/22	7th, 8th,	Symphonic Orchestra to	Nicholas Angrisani

	possibly 6th	perform festive music during 3rd and 4th-grade lunch in the ES cafeteria	Michael Mahadeen Karen Schaberg
01/09/23	8th	Music students to Mendham High School	Russell Branch Stacey Bray Sara Cyr-Alai Alexandria Ferenc Perry Hooker Karen Schaberg

3. **Middle School Field Trip - Confirmation of Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2022-2023 school year, previously approved by the Board on July 19, 2022.

Date	Grade	Activity	Chaperones
02/23/23	6th-8th	Fourth Annual Technology Expo	Donna CasaGrande Alexandria Ferenc Jacqueline Medina

4. **Mendham Meet Up Proposal** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Meet Up Proposal by WMMHS student Kate Barban, bringing high school mentors together with elementary school students engaging in socialization, communication, and activities at the Elementary School, one hour per week, for the 2022-2023 school year.

5. **Tuition Contract with Morris School District Board of Education**

BE IT RESOLVED that the Mendham Township Board of Education, sending district, approves the Tuition Contract with P.G. Chambers School, receiving district, for the 2022 - 2023 school year, effective December 14, 2022, for 119 billable days for one (1) student (15871481) at a tuition of \$51,313.99.

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 December 2022 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 November 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2022 Treasurer’s Reports.

4. **December 2022 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2022 transfer report.

5. **December 2022 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final year-end December 2022 Bills List. This includes payroll checks N0435 through N0438.

Fund 10	\$ 27,982.94
Fund 11	\$ 874,989.84
Fund 20	\$ 12,195.00
Fund 30	\$ 40,915.31
Fund 60	\$ 36,130.41
Fund 80	<u>\$ 18,916.39</u>
Total:	<u>\$ 1,011,129.89</u>

6. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2022-2023 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
The Mendham Kids Club	<u>ES</u> Technology Room	Thursdays & Fridays 01/05/23 - 04/21/23	7:45 am - 8:45 am	Charles Gallo
MTPD “Active Shooter Training”	<u>MS</u> Building	Thursday 03/02/23	5:00 pm - 8:00 pm	Chief Johnson
Mendham Kids Club	<u>ES</u> Gym Classroom Playground	Monday - Friday 06/12/23-07/28/23	9:00 am - 3:00 pm	Charles Gallo

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

7. **Middle School Basketball Fan Bus Transportation**

BE IT RESOLVED that the Mendham Township Board of Education approves roundtrip transportation for the Middle School Basketball Fan Bus, December 1, 2022, to Mountain View Middle School, Mendham.

8. **School Bus Emergency Evacuation Drill Reports** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from Morris Plains Borough School at 500 Speedwell Avenue, Morris Plains, NJ detailing the November 22, 2022 drill at 8:00 a.m., supervised by Monica Crudele.

9. **Regular Operating District Grant**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Mendham Township Board of Education, in the County of Morris, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the Regular Operating District Grant project at both the Mendham Township Elementary and Middle Schools to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be a "Regular Operating District Grant" project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District's Capital Reserve Account."

10. **Acceptance of 2021/2022 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, 2021, through June 30, 2022, 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.

11. **Rejection of Bid**

WHEREAS, the Mendham Township Board of Education (“Board”) held a public bid opening for the HVAC & Roof Replacement at the Mendham Township Elementary School and the Mendham Township Middle School; and

WHEREAS, the Board received three bids at the public bid opening from AMCO Enterprise, Inc., TM Brennan Construction Services, and H&S Construction and Mechanical Inc. which bids all substantially exceed the Board’s cost estimate for the Project and the Board’s appropriation for the Project.

NOW, THEREFORE, BE IT RESOLVED that the pursuant to N.J.S.A. 18A:18A-22, the Board hereby rejects the bid received for the Project on the basis that it substantially exceeds the cost estimate for the Project and/or substantially exceeds the Board’s appropriation for the Project.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid security to the bidder.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to take the steps necessary to rebid the Project.

Personnel and Human Resources

1. **Resignation - Joseph DeGrazio, Director of Buildings and Grounds** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Joseph DeGrazio, Director of Buildings and Grounds, dated November 23, 2022, effective November 23, 2022.

2. **Resignation - Sara Bresky, Preschool Inclusion Teacher** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Sara Bresky, Preschool Inclusion Teacher, dated December 1, 2022, effective January 27, 2023.

3. **New Hire - Scott Bellows, Director of Buildings and Grounds** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Scott Bellows as the Director of Buildings and Grounds, effective January 16, 2023, for the 2022-2023 school year, at a prorated annual salary of \$85,000.00.

4. **New Hire - Daniel Wood, Full-Time Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Daniel Wood as a Full-Time Transportation Driver, effective January 2, 2023, at a prorated annual salary of \$30,801.60 for the 2022-2023 school year. Mr. Wood was approved as a Substitute Transportation Driver by the Board on November 22, 2023.

5. **Middle School Schedule C Stipend Position for 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2022-2023 Co-Curricular Stipend position for the Middle School:

Activity	2022-2023 Salary	Staff Member
Boys Basketball Coach	\$5,084.00	Daniel DePugh

6. **Middle School Chaperones for the 2022-2023 School Year** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Middle School staff to chaperone trips, activities, student council, and fundraisers for the 2022-2023 school year at rates per the MTEA Contract.

7. **Inclement Weather Maintenance Custodial Overtime**

BE IT RESOLVED that the Mendham Township Board of Education approves additional hours, as needed, for the Maintenance Custodial Staff for hours above and beyond contractual time due to inclement weather. Also, allow additional hours, as needed, for Dr. Constantino and Dr. Koroski to cover in the absence of the Director of Buildings and Grounds.

8. **Elementary School Winter Concert Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for the Elementary School Winter Concert, on December 20, 2022, at a contractual rate of \$100.00:

Eugenia Mastrogiannakos, Catherine Moore (pianist/chaperone), Darlyne Pieper

9. **Extra Hours: Marguerite Oswald, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves the extra hours for Marguerite Oswald, Transportation Assistant, at the current rate of \$20.00 per hour.

10. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute teachers, pending completion of paperwork, for the 2022-2023 school year at the current rate of \$125.00 per day.

Kerry Hightower, Peter Lee, Arianna Boelens

Policy and Planning

1. **First Reading** (*Attachment*)

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

P0168 Recording Board Meetings (Revised)

Mr. Keeling moved to approve the Committee Reports and the Consent Items for December 13, 2022; Acceptance of Committee Reports as presented, Approval of Work Session and Regular Sessions Minutes and Executive Session Minutes, Curriculum & Instruction items 1-5, Operations & Finance items 1 – 11, Personnel & Human Resources items 1 – 10, Policy and Planning item 1, seconded by Mr. Dubeck and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mr. Christmann; yes, and Mrs. Mody; yes – motions carry.

XI. Verbal Communications from the Public

Mrs. Orban Brown – wishing everyone to a warm holiday and looking forward to January.

XII. Discussion

Mr. Christmann – I would like to let everyone know ahead of time that I will be out of town for the second January meeting.

Dr. Constantino – wonderful 2022 – has been a challenge but your guidance, leadership and support is truly appreciated and valued. Thank you, it gives me the opportunity to make a difference for our students.

XIII. Adjournment

Moved by Mr. Christmann seconded by Dr. Mandel adjourn the regular monthly meeting on December 13, 2022. The meeting was adjourned at 9:12 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary