

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, FEBRUARY 21, 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		Absent
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
General Public – none

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

Referendum/ESIP Update:

Following the District meeting with EPIC, Board Attorney and PSA to go over next steps, we are now working on the following: We are reaching out via District letters for ESCO services through Competitive Contracting to Honeywell and Schneider Electric and one addressed to Andrew Conte of Gabel Associates for Energy Consulting Services. We used the priorities from the RFP to describe the scope of the potential project.

No award will be recommended following the bid opening on February 7. The roofing bid package will be rebid in the next few weeks. The HVAC contract will becoming part of the larger bid package and bid collectively.

At our next BOE meeting, we will have guests from MTMS. The program is in support of former Mendham Township Middle School Student, Katelyn Liloia, who is seeking her Girl Scout Gold Award

In this program, our students shared their love and knowledge of the Spanish language and culture with children admitted into Children's Hospitals by creating an online mini lesson, story book, interactive activity, craft, game or video that teaches basic Spanish. Students were asked to give back to a community of children and their families by participating in an outreach service project. We are looking forward to having the students once again.

PR Program:

1. Bi-weekly newsletters (email)
2. Press releases, social media
3. MTTV

Mrs. Orban Brown asked if the agenda could be sent out by the town to the public.

Dr. Constantino responded that there will be a link for the agenda in the bi-weekly newsletter going forward.

VI. Board Secretary's Report

➤ Finance:

Energy Savings Improvement Program - ESIP update

The district issued a bid for an Energy Service Contract (ESCO) – went through the bid process, several bid packages had been picked up and reviewed but unfortunately, only one company submitted a bid. Willdan Energy Solutions submitted a bid and was interested in the project, however in the process of finalizing the contract, they withdrew stating that this was not the size or type of business that they could focus on or dedicate resources to at this time since they were in the process of changing leadership. After some research, it was determined that they had done this to a few other districts also recently.

Time to look into plan B - After regrouping with our professional team; PSA, Epic, and Counsel it was determined that due to the size of our project and the timing to keep this in line with the referendum work schedule as much as possible, it was decided that we should try to obtain quotes from a few co-operatives. This will allow the district to see some options and costs related to our priority list taken from the prior bid and the referendum work so an informed decision can be made in regards to moving forward.

Letters went out to three companies and meetings are being set to have a sit down to do just that.

VII. Board President's Report – This is just a reminder that everyone has a lot going on and to respect everyone's time by keeping the meeting moving and the flow of business and to please provide a timely committee report each month. Thank you.

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. Dubeck delivered the report

- Policy and Planning – Mr. Dubeck delivered the report
- Ad Hoc – DEIA – Dr. Mandel delivered the report

X. Consent Items

Approval of Minutes

Regular Session Minutes: January 24, 2023

Curriculum and Instruction

1. **Contract with Anne Hunkler Karanikas**

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunker Karanikas for contracted Functional Behavioral Assessment within the school effective January 23, 2023, for one (1) student (ID#s 14532703). Anne Hunkler Karanikas will provide 5 hours of consultation per term of the contract at a rate of \$80/hr.

2. **Tuition Contract with Fusion Learning, Inc**

BE IT RESOLVED that the Mendham Township Board of Education, approves the Supplemental Math Services Tuition Contract with Fusion Learning, Inc., effective January 30, 2023, to May 31, 2023, for one (1) student (15107606) at a tuition of \$5,100.00.

3. **Middle School Participation in WMMHS “Future Educators Program”**

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School’s participation in WMMHS Future Educators Program to be held on March 16, 2023.

4. **County College of Morris Teacher Educator Program**

BE IT RESOLVED that the Mendham Township Board of Education approves Rachel Wong, County College of Morris Educators Program, eight hours of classroom observation in the Middle School World Language classes and one hour of observation in Special Education classes as part of her Alternate Route Program.

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

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	4th Grade Quest	Liberty Science Center Jersey City, NJ	Theresa McNamara
05/08/23	2nd Grade	Turtle Back Zoo West Orange, NJ	Briana D’Almeida Andrea Fattorusso Katelyn Jones Kristin Miller Theresa Milow Kevin O’Keefe

			Darlyne Pieper
05/31/23	4th Grade Chorus	Drew University Madison, NJ	Lauren Johnson Christine Rollo

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

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

Date	Grade	Activity	Chaperones
04/28/23 04/29/23 04/30/23	7th Grade Students	Club Getaway Kent, CT	Elizabeth Barter Catherine Gustavsen Perry Hooker Fernando Rivera

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$250.00 per night to the above chaperones attending the Club Getaway field trip.

7. **New - Middle School - School Service Group Fundraiser**

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

Date	Activity/Dates	Staff
05/04/23 Rain Date: 05/11/23	MTMS Global Tailgate/ Teacher Appreciation \$30.00 per card All proceeds donated to "Syrian Medical American Society"	Gina Sodora

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 January 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 January 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2023 Treasurer’s Reports.

4. **February 2023 Transfer Reports**

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

5. **February 2023 Bills List**

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

Fund 10	\$
Fund 11	\$
Fund 20	\$
Fund 30	\$
Fund 60	\$
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
NJSBGA Chapter Meeting	02/21/23	Scott Bellows Michael Marini	\$0	\$0
19th Annual School Counselor Conference	04/21/23	Hillary Clark Alexandria Ferenc Jacqueline Median Michelle Molle	\$35.00 each + 1 Substitute Teacher	\$140.00 + 1 Substitute Teacher
Google Educator Level 1 & Level 2	04/28/23 05/01/23 05/15/23	Salvatore Constantino Robert Koroski	\$510.00 each	\$1,020.00

7. **Authorization to Invest funds with New Jersey Asset & Rebate Management Program (NJARM)**

BE IT RESOLVED by the Mendham Township Board of Education as follows:

1. The Mendham Township Board of Education hereby finds and determines that

(a) it has received and reviewed

(i) the Information Statement dated as of January 3, 2005, describing the New Jersey Asset & Rebate Management Program ("NJ/ARM") and

(ii) the Amended and Restated Interlocal Services Investment Agreement governing the NJ/ARM Program ("Program Agreement") and

(b) has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Mendham Township Board of Education has determined that it is in the best interests of the district to authorize Mrs. Donna Mosner on behalf of the Mendham Township Board of Education to participate in NJ/ARM.

2. The Program Agreement is hereby approved and the Business Administrator is authorized to execute the Program Agreement on behalf of the Mendham Township Board of Education.

3. U.S. Bank, N.A., as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of Public Funds for the Mendham Township Board of Education, in Mendham Township, Morris County.

4. The Mendham Township Board of Education acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the Information Statement and in the Program Agreement.

5. This resolution shall take effect immediately upon its adoption.

8. **Waiver of Special Education Medicaid Initiative (SEMI) Program 2023-2024** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following resolution:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 budget year, and

WHEREAS, the Mendham Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students OR participation in SEMI would not provide a cost-benefit to the district based on the projection of the district's available SEMI reimbursement for the 2023-2024 budget year, and

WHEREAS, the waiver request is based on the 2022-2023 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students and the 2022-2023 Revenue Projection report from the NJDOE and

NOW, THEREFORE BE IT RESOLVED that the Mendham Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2023-2024 school year.

Personnel and Human Resources

1. **Exude Human Capital Proposal** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the Proposal for Recruiting Assessment Consulting from Exude Human Capital.

2. **Staff Resignation - Lacey Neil** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Lacey Neil, Instructional Aide, dated and effective February 2, 2023.

3. **Leave of Absence - Nancy Hammer**

BE IT RESOLVED that the Board hereby approves Nancy Hammer, Elementary School Instructional Aide, for a leave of absence, commencing February 7, 2023, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

4. **Leave of Absence - Kellie DeGise (REVISED)**

BE IT RESOLVED that the Board hereby approves Kellie DeGise, Elementary School Teacher, for a leave of absence, having received doctor’s certification, commencing January 9, 2023, while utilizing Thirty-eight (38) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on April 7, 2023.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Kellie DeGise, commencing on March 6, 2023, through June 8, 2023, as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Kellie DeGise with an anticipated return to work date of August 31, 2023, for the 2023-2024 school year.

5. **Leave Replacement - Laura Gavilanes, Elementary School 4th Grade Teacher (REVISED)**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Laura Gavilanes as a Leave Replacement Elementary School 4th Grade Teacher, the effective date of January 9, 2023, through June 8, 2023, (previously approved end date of May 29, 2023), at a prorated salary of \$68,380.00, M/BA+45, Step 14.

6. **Public Relations Schedule B Stipend Position**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff member as Public Relation Liaison for the 2022-2023 school year:

Activity	2022-2023 School Year	Staff Member
Public Relations Liaison	\$3,000.00	Andrea Scalfani

7. **New Hire - Rachel Mills, Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Rachel Mills, Elementary School Lunch/Recess Aide, at an hourly rate of \$14.13, effective March 1, 2023, for the 2022-2023 school year.

8. **Extra Hours - Deborah Nisivoccia**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours for Deborah Nisivoccia, having covered 3 hours of zero period, 01/17/23, 01/18/23 and 01/23/23, at an hourly rate of \$33.92.

9. **Unpaid Absence - Deborah Getchius**

BE IT RESOLVED that the Mendham Township Board of Education approves Deborah Getchius to take February 21, 2023, through February 28, 2023, as an unpaid absence.

10. **Leave Replacement - MacKenzie Storms, Elementary School Special Education Teacher/LLD**

BE IT RESOLVED that the Mendham Township Board of Education approves MacKenzie Storms, having received her CEAS Teaching Certification, be placed on guide at a prorated salary of \$59,355.00, M/BA+45, Step 1, effective March 1, 2023. Ms. Storms was previously approved by the Board on October 18, 2022.

11. **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
Ann Quidore	Cilem Kanca	CE	\$275.00

Policy and Planning

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

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policy: P 0168 Recording Board Meetings (Revised)

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 1648.11 The Road Forward COVID-19-Health and Safety (M) (Abolished)

P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

P 0152 Board Officers (Revised)

P 0161 Call, Adjournment, and Cancellation (Revised)

P 0162 Notice of Board Meetings (Revised)

P & R 2423 Bilingual and ESL Education (M) (Revised)

P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)

R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P 5512	Harassment, Intimidation, or Bullying (M) (Revised)
P 8140	Student Enrollment (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)

XI. Discussion

Dr. Constantino said to keep an eye out for updates to the google calendar, there are a few meetings that I need to change to match the meeting calendar.

Dr. Constantino also mentioned that he received a letter from the MTEA requesting to use one unused snow day on Easter Monday.

Mr. Christmann stated that it is too soon to take action on that now with the rest of February and March ahead of us, when do you think we would take action on that?

Dr. Constantino – March, to review at the Work Session and act at the Regular Monthly meeting.

Mrs. Orban Brown – how many days are built into the calendar?

Dr. Constantino – four (4)

Mr. Dubeck – preference to take all of them at the end, especially since Spring Break if so close to Easter.

Mr. Keeling – complying shows good faith to the staff.

Dr. Mandel – I agree with Mr. Keeling.

Mr. Christmann – we need to be open minded about other days that are important to everyone.

Dr. Constantino – I am very aware of that and support of it.

Mrs. Mody – I am on board as well, thank you for the feedback received

Mrs. Mody – any more feedback in regards to the assessment on Exude Human Capital?

Mrs. Orban Brown – after zoom today I believe that they understand Mendham and that we will get a report that will help us.

Mr. Dubeck – on paper they were just ok, face to face much better, I agree.

Mr. Keeling – did they provide references?

Dr. Constantino – I did check references and they are going to provide a case study from a high school.

XII. Verbal Communications from the Public – N/A

XI. Adjournment

Moved by Mrs. Orban Brown seconded by Mr. Keeling adjourn the regular monthly meeting on February 21, 2023. The meeting was adjourned at 8:41 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary