

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, JANUARY 24, 2023, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 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	Absent
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
General Public – 2

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. Superintendent's Report

- District Updates, News, and Events
 1. HIB Semi-Annual Report
 2. Referendum Update – Parette Somjen Architects
Rachel Tiedemann & Caitlyn Adames – Reported on the status of the Referendum, Capital Improvements, and Rod Grants, & ESIP updates
 3. Budget Update - included as part of the Operations/Finance Committee report

VI. Board Secretary's Report

- **Finance:**

❖ Updated 2023-2024 Budget Calendar

02/14/2023 2023-2024 Budget options with the finance committee
02/17/2023 2023-2024 Budget discussions with the finance committee
02/21/2023 2023-2024 Budget option at BOE Work Session Meeting
02/24/2023 Governor's State of the State Address (tentative)
02/27/2023 Release of state aid figures (tentative)
02/28/2023 2023-2024 Budget discussion with the finance committee
02/28/2023 2023-2024 Budget discussion at BOE Regular Monthly Meeting
03/14/2023 Budget preliminary adoption for the purpose of DOE review
03/17/2023 Preliminary 2023-2024 budget submission NJDOE for review
04/20/2023 Approval by Executive County Superintendent
04/27/2023 Advertise for Public Hearing on 2023-2024 Budget
05/04/2022 Public Hearing Meeting on 2023-2024 Budget – Adopt Budget
05/05/2022 Post User-Friendly Budget on the website
05/08/2022 Certification of 2023-2024 budget and A4F taxes to municipalities, county, and state

❖ 2023 BOE Bill List Review Schedule

❖ 2023 BOE Annual Meeting Notice

VII. Board President's Report – None.

VIII. Correspondence – None.

IX. Committee Reports

- **Curriculum and Instruction** – Dr. Mandel delivered the report.
- **Operations and Finance** – Dr. Mandel delivered the reports for both meetings.
Dr. Constantino presented slides for the 2023-2024 budget summary and where we stand now, with options for the BOE to see.
- **Personnel and Human Resources** - Mr. Dubeck delivered the report.
- **Policy** – Mr. Dubeck delivered the report.
- **Ad Hoc Diversity** – Dr. Mandel delivered the report.

X. Consent Items

Approval of Minutes

Regular Session Minutes: December 13, 2022

Reorganizational Minutes: January 10, 2023

Curriculum and Instruction

1. **Student Safety Data System**

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Student Safety Data System for Period 1 (September 1, 2022 - December 31, 2022) to the New Jersey Department of Education.

2. **Paraprofessional Staff 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Statement of Assurance for the 2022-2023 Use of Paraprofessional Staff to the New Jersey Department of Education.

3. **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
03/21/23	Grade 4 Advanced Art & Art Explorers	The Metropolitan Museum of Art, NY	Sarah Bizzarro
05/26/23	Grade 4	Camp Bernie Port Murray, NJ	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Michal Ferenc Nancy Hammer Julianne Kotcho Lisa Lombardo Kerrie McCloskey (Nurse) Erica Parke

4. **Middle School Field Trips - Confirmation of Field Trips** *(Attachments)*

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

Date	Grade	Activity	Chaperones
01/23/23	Grades 6, 7, 8	Choral Festival, West Morris Central High School	Elizabeth Barter Alexandria Ferenc Catherine Moore
02/08/23	Grade 7 & 8 Band Students	District Honors Band, West Morris Mendham High School	Russell Branch

5. **Elementary School Fundraiser for the 2022-2023 School Year**

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

Date	Activity/Description	Staff
April 2023	St. Jude's Math-A-Thon - Improve math and comprehensive skills - Solve age-appropriate math problems - Understand the importance of helping others	Kevin O'Keefe

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 December 2022 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. **January 2023 Transfer Reports**

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

5. **January 2023 Bills List**

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

Fund 10	\$ 83,034.89
Fund 11	\$2,878,546.62
Fund 12	\$ 52,855.94
Fund 20	\$ 16,865.75
Fund 30	\$ 107,208.40
Fund 60	\$ 32,956.30
Fund 95	<u>\$ 1,170.00</u>
Total:	<u>\$3,172,637.90</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
Sports Games	<u>ES</u> Gym	Thursdays & Fridays 02/02/23 - 03/23/23	8:00 am-8:45 am	Briana Panetta
CheerNastics	<u>ES</u> Gym	Tuesdays & Wednesdays 03/07/23 - 06/06/23	8:00 am-8:45 am	Briana Panetta

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

7. **Preschool Tuition for the 2023-2024 and 2024-2025 School Years**

BE IT RESOLVED that the Mendham Township Board of Education approves the Preschool Tuition rate for the 2023-2024 and 2024-2025 school years:

Monthly Preschool Tuition.....\$1,175.00 (September - June)

Personnel and Human Resources

1. **New Hire - Lisa Campbell, Middle School Secretary** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Lisa Campbell as a 10 Month (plus 20 days) Middle School Secretary, effective January 25, 2023, for the 2022-2023 school year, at a prorated annual salary of \$58,000.00.

2. **New Hire - Cilem Kanca, Preschool Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Cilem Kanca as a Full-Time Preschool Teacher, effective March 6, 2023, for the 2022-2023 school year, at a prorated annual salary of \$65,055.00, MA+30, Step 7.

3. **New Hire - Andrew Shieh, Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Andrew Shieh, Elementary School Lunch/Recess Aide, at an hourly rate of \$14.13, effective January 25, 2023, for the 2022-2023 school year.

4. **Appointment - Julia Coyne, Assistant to the Business Administrator for Finance**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Julia Coyne as a Full-Time Assistant to the Business Administrator for Finance, effective January 25, 2023, for the 2022-2023 school year.

5. **Appointment - Andrea Scalfani, Part-Time School Secretary**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Andrea Scalfani as a Part-Time Elementary School Secretary, effective January 25, 2023, for the 2022-2023 school year.

6. **Job Descriptions Approval** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following job descriptions:

- Executive Assistant to the Superintendent
- Assistant to the Superintendent for Human Resources/Accounts Receivable
- Assistant to the Business Administrator for Finance
- Assistant to the Business Administrator for Governance/Accounts Payable
- Part-Time School Secretary

Staff Member	Job Description
Christine Cianciotto	Assistant to the Business Administrator for Governance/Accounts Payable
Aletha Consales	Assistant to the Superintendent for Human Resources/Accounts Receivable
Julia Coyne	Assistant to the Business Administrator for Finance
Karyn Monaghan	Executive Assistant to the Superintendent
Andrea Scalfani	Part-Time School Secretary

7. **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-three (33) 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 February 27, 2023, through May 26, 2023, as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Kellie DeGise with an anticipated return to work date of May 30, 2023.

8. **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, at the revised effective date

of January 9, 2023 (previously approved start date of January 11, 2023) through May 29, 2023, at a prorated salary of \$68,380.00, M/BA+45, Step 14.

9. **Staff Resignation - Steven Molnar, Transportation Driver** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Steven Molnar, Transportation Driver, dated January 20, 2023, effective February 3, 2023.

10. **Elementary School Extra Instructional Periods for 2022-2023 (Revised)**

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 2022-2023 school year at a prorated stipend based on \$8,500/year for an additional five (5) times a week for a full year, and independent of placement on the salary guide.

Extra Instructional Periods (Revised)

Smart Time	3 periods/week	Andrea Fattorusso - effective 01/09/23 <i>(Kellie DeGise previously approved)</i>	\$5,100/prorated
Smart Time	3 periods/week	Amanda Fullem - effective 01/17/23 <i>(Katelyn Jones previously approved)</i>	\$5,100/prorated

11. **New Jersey State Minimum Wage Increase**

BE IT RESOLVED that the Mendham Township Board of Education adjusts the minimum wage hourly rates to \$14.13 for Lunch/Recess Aides and \$14.00 for substitute Lunch/Recess Aides effective February 1, 2023, for the 2022-2023 school year for the following staff members:

Lunch Aides: Erna Hauswald, Valerie Marrero, Erika Romero

Substitute Lunch Aides: Rebekah Griffin, Susan Reuter

12. **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 2022-2023 school year.

Ella Azeri, Andrea Christie, Raquel Russomano, Sharon Smith, Andrea Varughese

13. **Substitute Nurse**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Nurse, pending completion of paperwork, at the current rate of \$200.00 per day for the 2022-2023 school year. Susan Stringham

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 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)

2. **Second Reading** (*Attachment*)

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

P 0168 Recording Board Meetings (Revised)

Mr. Keeling moved to approve the Committee Reports and the Consent Items for January 24, 2023; Approval of Regular and Reorganizational Minutes, Curriculum & Instruction items 1-5, Operations & Finance items 1-7, Personnel & Human Resources items 1-13, Policy and Planning item 1-2, seconded by Mr. Dubeck and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Dr. Mandel; yes, Mr. Keeling; yes, Mrs. Orban Brown; abstained to the approval of the December 13, 2022 minutes and yes everything else, and Mrs. Mody, yes - motions carry.

XI. **Discussion** - None.

XIII. **Verbal Communications from the Public** - None.

XIV. **Adjournment** - Moved by Dr. Mandel second by Mrs. Orban Brown to adjourn the meeting. The meeting was adjourned at 8:53 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary