

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, MARCH 14, 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		Absent
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
Dr. Ciccone, MTMS Principal
Dr. Kotcho, MTES Principal
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

Presentations for next week:

- MTES Students on the MTES History Project
- Dr. Ciccone and Kotcho

MTMS Musical - You're a Good Man Charlie Brown
Thursday - Saturday of this week

Ceed the remainder of my time to committee and budget presentation.

VI. Board Secretary’s Report

➤ **Finance:**

The New Jersey School Boards Association will host its third annual Spring Education Symposium on **Tuesday, April 25, 2023**, from 9 a.m. to 4 p.m.

This virtual event will feature multiple concurrent training sessions covering meaningful subjects school officials have requested, including forming better community relations, exploring future education innovations, and reexamining school ethics.

Session topics include:

- Public relations
- School law
- Educational initiatives in local communities
- School district technology
- Sustainability resources
- Advocacy
- Policy

Anyone interested in attending please let me know so that I can register you

Discussion under Action Item –

Debt Service update – in the process of going out for referendum our project of 19,900,000 qualified for an up to amount of tax relief of 40% - this needs to be approved and provided by the state each year.

Series 2022 Interest	40.701.510.834	08/01/23	263,799	106,952	
Series 2022 Principal	40.701.510.910	02/01/24	1,033,000	418,809	
Series 2022 Interest	40.701.510.834	08/01/23	253,469	102,764	
		2023-2024 Payments:	<u>1,550,268</u>	\$628,524	40.54%
		Taxes to be raised for 2023-2024 Budget:	921,744		

Notation on the date of the public hearing moved from May to April 25th Regular Meeting date

VII. Board Presidents – let us remember that under committee reports, the questions are for the chairs of the committee, clarification, and all other questions should be under discussion.

VIII. Correspondence – None.

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

- Curriculum and Instruction – Mr. Dumovic delivered the report
- Operations and Finance – Mr. Christmann delivered the report and Dr. Constantino reviewed the budget presentation.

Mrs. Orban Brown wanted to make mention that the taxing authority is not a piggy bank.

Mr. Dumovic asked how long the adjustments would be available.
Dr. Constantino responded that you will see that later on another slide.

Mr. Dumovic asked about what the reserve funding was going to be used for.
Dr. Constantino responded that it was for capital expenses that will be needed to go along with the referendum.

Mr. Keeling stated that the focus of the committee has been to first and foremost continue to provide for the needs of all of the students. There was an obvious challenge with benefit increases this year, benefits and union salaries are 3.2% of the budget, other salaries are .07% of the budget, and step-ups are .07% of the budget. He also mentioned that transportation revenues will continue to grow year over year. Multi-year contracts should help with this. Under the state guidelines, we are here.

Mrs. Mody – thank you to the Ops & Finance committee and the administration. It is obvious there has been a lot of work done with this budget.

Mr. Christmann – wanted to add that this was one of the best budget seasons on this committee, as a group we were all aligned with the same goal and it made the process much better.

Mr. Keeling – I agree but I do think we need to look outside the budget cycle to find areas of revenue.

- Personnel and Human Resources – Mr. Dumovic delivered the report
- Policy and Planning – Mrs. Orban Brown 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: February 21, 2023

Regular Session Minutes: February 28, 2023

Curriculum and Instruction

1. **2019-2022 Comprehensive Equity Plan Extension Statement of Assurance for the 2023-2024 School Year** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the submission for the extension of its current Comprehensive Equity Plan for the 2023-2024 school year.

2. **Bring Your Child to Work Day**

BE IT RESOLVED that the Mendham Township Board of Education approves April 27, 2023, as “Bring Your Child to Work Day” in the Mendham Township Schools.

3. **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
04/18/23	2nd Grade	Franklin Mineral Museum Franklin, NJ	Brianna D’Almeida Andrea Fattorusso Katelyn Jones Kristin Miller Theresa Milow Kevin O’Keefe Darlyne Pieper
04/19/23	1st Grade	Raritan Valley Community College Planetarium Branchburg, NJ	Eugenia Mastrogiannakos Kelly Merlino Laura Porrovecchio Tiffany Reed

4. **Previously Approved - 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 previously approved by the Board on July 19, 2022:

Date	Grade	Activity	Chaperones
04/11/23	5th - 8th Grades	Dress Rehearsal for All District Orchestra WMMHS	Karen Schaberg

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 March 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 February 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **February 2023 Transfer Reports**

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

5. **March 2023 Bills List**

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

Fund 10	\$
Fund 11	\$
Fund 12	\$
Fund 20	\$
Fund 30	\$
Fund 40	\$
Total:	\$

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
NJ Cyclones Basketball	<u>MS</u> Gym	Mondays 03/20/23 - 06/06/23	3:30 pm - 5:00 pm	Perry Hooker
Mendham Chester Running Club	<u>MS</u> Fields	Monday - Friday 03/14/23 - 05/19/23	6:00 pm - 7:30 pm (Tuesdays) 5:00 pm - 6:00 pm	Ted Rostiac
GRIT 360 Basketball	<u>MS</u> Gym	Tuesdays & Thursdays 03/21/23 - 05/30/23	6:00 pm - 8:30 pm	Kerry Foderingham
Sport Games	<u>ES</u> Gym	Thursdays 04/06/23 - 06/01/23 Fridays 04/14/23 - 06/02/23	8:00 am - 8:45 am	Briana Panetta
MT Soccer Camp	<u>MS</u> Fields	Monday - Friday 06/12/23 - 06/30/23	9:00 am - 3:00 pm	Andre Viola

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

7. **SELECTION OF ESCO FOR THE IMPLEMENTATION OF AN ENERGY SAVINGS IMPROVEMENT PROJECT (ESIP)**

WHEREAS; N.J.S.A. P.L. 2011, c.139 (LFN 2012-10) enables local contracting units to utilize national cooperative contracts as a method of procurement, the Mendham Township Board of Education (BOE) being a member of the TIPS USA National Cooperative (TIPS) and;

WHEREAS; Energy Savings Performance Contract Services are available via contract No. 220104 within the TIPS portfolio;

WHEREAS; TIPS utilized a competitive bidding process in the selection of contractors capable of implementing an Energy Savings Performance Contract and,

WHEREAS; Honeywell International under contract #220104 has competed and has been selected as a provider of Energy Savings Performance Contracts under TIPS and;

WHEREAS; Honeywell International is also designated under the Department of Management and Construction (DPMC) in the State of New Jersey under a CO36 classification as a qualified Energy Services Company (ESCO) and;

WHEREAS; Honeywell International has implemented multiple Energy Savings Performance Contracts within New Jersey as titled the Energy Savings Improvement Program (ESIP)

WHEREAS; the BOE has selected Honeywell International, 534 Fellowship Rd, Mt Laurel Township, NJ 08054 the qualified Energy Service Company (ESCO) to detail, design and implement an Energy Saving Plan and ESIP project for the BOE in accordance with P.L 2012, c.55 (P.L.2009, c.4); and

WHEREAS, Honeywell will provide an Energy Savings Plan, including engineering, construction, and project management as part of their proposal, and the total cost of services will be a predetermined amount and paid for out of the energy, operational savings, rebates, and grants as calculated in accordance with P.L. 2012, c.55,

WHEREAS, there is no cost for the Energy Savings Plan if the district moves forward with an ESIP project and the BOE will have the option to continue the process to full implementation of the ESIP project once the ESP has been reviewed and approved by an independent 3rd party in accordance with P.L.2012, c.55, and adopted by the BOE.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education authorizes the School Business Administrator / Board Secretary to execute a Project Development Agreement with Honeywell upon review and approval from the Board Attorney.

Personnel and Human Resources

1. **Elementary School Activity Chaperones - Talent Show (March 9, 2023)**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following two (2) chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity.

Carolyn Allen, Kelly Merlino

2. **Elementary School Activity Chaperones - STEM Expo (April 19, 2023)**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following two (2) chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity.

Hannah Dunlevy, Lisa Lombardo

3. **New Hire - Christopher Varbel, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Christopher Varbel, full-time Transportation Driver, pending completion of paperwork and CDL requirements, for the 2022-2023 school year, at a prorated salary of \$30,801.60.

4. **Substitute Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Ernest Bernard, Substitute Transportation Driver, pending completion of paperwork, at an hourly rate of \$25.00 for the 2022-2023 school year.

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 Middle School:

Activities	2022-2023 Salary	Coach
Softball	\$4,660	Greg DePugh <i>(previously approved - Christina Patella)</i>

6. **Substitute Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Teacher at the current rate of \$125.00 per day for the 2022-2023 school year.

Eileen Scanlan, MacKenzie Storms

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 0168 Recording Board Meetings (Revised)

2. **Revised - Mendham Township School District Calendar 2022-2023** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the revised 2022-2023 Mendham Township School District Calendar.

XI. ACTION ITEMS

Operations and Finance

1. ADOPTION OF THE TENTATIVE BUDGET 2023-2024

A. BUDGET AND PUBLIC HEARING

BE IT RESOLVED that the Mendham Township Board of Education approves and authorizes the Board Secretary to the Board of Education to submit the tentative budget for the 2023-2024 School Year using the 2023-2024 state aid figures to the Executive County Superintendent of Schools for approval in accordance with the N.J.S.A. 18A:7F-5 and 18A:7F-6 to comply with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES FUNDS	DEBT SERVICE FUND	TOTAL
2023-24 Total Expenditures	\$22,363,135	\$ 155,000	\$1,550,268	\$24,068,403
Less: Anticipated Revenues	\$ 4,413,380	\$ 155,000	\$ 628,524	\$ 5,196,904
Taxes to be Raised	\$17,949,755	\$ 0	\$ 921,744	\$18,871,499

And, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Mendham Township Elementary School in the library located at 18 West Main Street, Brookside, New Jersey, on April 25, 2023, at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year, and

B. USE OF ADJUSTMENTS – 2023-2024

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$466,275. The district intends to utilize this adjustment for supplies and materials necessary for the increase in enrollment from additional students.

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for increased costs of health benefits in the amount of \$43,457. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$394,807. (This reflects the usage of an enrollment adjustment of \$466,275, plus a health care adjustment of \$43,457, less the Chapter 44 weighted adjustment of \$114,925.) In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to/for the supplies and materials necessary for the increase in enrollment from additional students and increases in health benefit premiums. The Board of Education will complete this by June 30, 2024, and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

C. **TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2023-2024**

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2023-2024 school year a maximum travel expenditure in the amount of \$25,000. The establishment of this maximum travel expenditure is pursuant to N.J.A.C. 6A:23A-7.3 and is defined in N.J.A.C. 6A:23A-7.1 et seq.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education also set a maximum travel expenditure amount of \$25,000 for the 2022-2023 school year, of which, \$12,900 has been spent and \$1,878 is encumbered to date.

WHEREAS, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel, not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$25,000 for all staff and board members for the 2023-2024 school year, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

D. **MAINTENANCE RESERVE – 2023-2024**

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2023-2024 school year a maintenance reserve withdrawal in the amount of \$200,000 for the purpose of maintenance work and projects for the district during the 2023-2024 school year.

Mrs. Orban Brown – amazing job by the administration and committee, thank you.

Mr. Dumovic – it's obvious a huge amount of work went in to 2023-2024 Budget; I agree with Diana. We have a truly fiscally responsible budget, especially in light of the challenges. It is important to see whether we can execute more contracts from neighboring districts for transportation revenues prior to the Budget Public Hearing if possible. Also, our focus should always be on student achievement and specifically looking to make up any learning loss. Last, I hope given Dr. Koroski's outreach to other districts we may be able to realize greater tuition-based revenues within our special education programs. I fully support this budget; a stellar job.

Mrs. Orban Brown – when I first heard 8.99%, I blanched, after some hard work there was a discussion of 4.87% which was better, and the final is now at 4.29% with investigations and explanations including additional increases in revenues. I do support this budget.

Mr. Christmann – it needs to be said that the committee only stays on task with the work provided by the administrators. Both Sal and Donna do a great job with this.

Mrs. Mody – I appreciate all of the efforts and information each year and the dedication to our students. The staff works very hard and it reflects well on the district.

Dr. Mandel – being on Ops & Finance can be intimidating but Thom did a great job with the deep dive into things and Andy explains everything very well but it could not happen without both Donna and Sal. We provide all these needed benefits to the students while trying to be conservative. Thank you to everyone involved.

Mr. Keeling – I echo what all have said in regards to the hard work from Sal and Donna and the committee but with headwinds out there we need to look ahead to find additional funding sources all year long.

Mr. Christmann – listening to all of these comments, some will support this and some will want no increase at all. It is our job to pivot to the education of our students is what is important as part of the budget presentation.

Mr. Christmann moved to approve the Action Items from March 14, 2023, Work Session Agenda as presented; Operations and Finance items 1a – 1d the adoption of the tentative 2023-2024 budget, seconded by Dr. Mandel 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, and Mrs. Mody; yes – motions carry.

XI. Discussion

Mrs. Orban Brown – thank you for reaching out while I was out. We need to remember that the budget is a living organism and we need to continue to look at the finances and revenue sources. The more we know about best practices and exploration all year.

Mr. Keeling – when can we expect a special education presentation from Dr. Koroski, can it be before year-end?
Dr. Constantino – that is a great idea, he will be at our May meeting.

XII. Verbal Communications from the Public – N/A

XI. Adjournment

Moved by Mr. Keeling, seconded by Mrs. Orban Brown adjourn the work session monthly meeting on March 14, 2023. The meeting was adjourned at 9:40 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary