

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, MARCH 21, 2023 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:31 pm.

II. Flag Salute - Mrs. Mody asked the 4th grade to lead 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 - arrived at 8:09 pm
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Absent
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
Ms. Serena Mody – Student Representative to the Board of Education
Dr. Ciccone, MTMS Principal
Dr. Kotcho, MTES Principal
General Public – 17

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. Board President’s Report – None.

VI. Student Representative to the Board of Education - Serena Mody

3 things enjoyed by the student body this month

- You’re a Good Man Charlie Brown School Play
 - Thursday – Saturday last week
 - a lot of people came
 - cast and crew put in a lot of hard work
- Therapy Dog came
 - therapy dog came for recess to play with the kids and teach us about him
 - Budnick’s dog Bromley and their cat and another dog
 - he goes to the hospital to cheer up patients
- Black History Month Assembly
 - break dancing

- group participation about prejudice and discrimination
 - explain sweatshirt example
- a lot of people are saying that the assemblies are much better this year
- Later this week 8th graders are doing projects and presenting to the grade about a dystopian society

3 things we look forward to next month

- Lip Sync
 - fundraiser for 8th grade Gettysburg field trip
- The 8th graders are writing a TTT that has the same prompt as the one in the fifth grade
 - is the American Dream a myth or a reality
 - compare answers
 - not exactly fun but cool
- Spring Break

VII. Superintendent's Report

➤ District Updates, News, and Events

MTES Student Group - MTES History Presentation (Dawn Cullinan) – 4th-grade mastery enrichment
 Dr. Ciccone – MTMS building goals progress/updates and ELA/MATH scores/ranking presentation
 Dr. Kotcho – MTES building goals progress/updates and ELA/MATH scores/ranking presentation

Mr. Dumovic – this is great stuff, truly, thank you both. Will the Department of Education do an update similar to this?

Dr. Ciccone – I would not expect that, they frown on it.

Mr. Christmann – great job to both of you, you work well together, and this is good for us. Thank you.

Mrs. Orban Brown – do you have feedback from the high school about the preparedness of our students?

Dr. Ciccone – it is my understanding that our students feel very prepared. Shown with honor roll and entrance examinations to private schools and word of mouth.

Mr. Christmann – I can tell you as a father or a former student, she was very well prepared.

Dr. Constantino – I just want to thank these folks before they leave, we are extremely lucky to have such high-quality skilled professionals leading our schools. As always your continued effort is appreciated. You both do great things with our students.

Mrs. Mody – you can feel the energy in the buildings, everyone goes above and beyond each day.

The MTSD Admin team will be participating in a diversity virtual recruitment fair. The virtual recruitment fairs provide an opportunity for educators and school districts to connect and learn more about each other in a convenient online format. These fairs are designed to make the recruitment process more inclusive and equitable. Goals include: Attracting a diverse pool of candidates of talented educators from diverse backgrounds, cultures, and languages. Participate in this platform where educators from underrepresented groups come to connect with schools, districts, and organizations that are committed to diversity, equity, and inclusion. Affirm our commitment of fostering a positive school culture, providing mentorship and support, offering opportunities for teachers to give feedback and share concerns, and learning more about how to attract candidates from diverse backgrounds.

Information Items:

1. Student ID Cards - Suicide Prevention
2. CSA Evaluation/BOE Self Evaluation
3. MTMS Jazz Band in April
4. BOE Lease Agreement with Brookside Community Church
5. RK - May presentation.
 - a. Agreement with Care Solace
6. Strategic Plan 2023-2028

VIII. Board Secretary's Report

➤ **Finance:**

Bid for the Envelope Improvements at MTES

There was one bid opened for the Envelope Improvements at Mendham Township Elementary School. After review and consultation with the project attorney, the apparent responsible low bidder is Spartan Contracting General Contracting, Inc. all of their paperwork is complete and in compliance with the Project Manual.

The original scope was for repointing 1000 square feet of the existing glass block façade. Throughout the design and development phase, the design team revisited the proposed solution for repairing the failed joints. In lieu of repointing 1000 square feet of existing glass block, the final construction drawings included the replacement of 2700 square feet of glass block with a Translucent Panel Sandwich Assemblies system, which has better energy performance / weatherproofing characteristics, a longer warranty, a more modern aesthetic, and improved durability.

Bid for the Roof Replacement at MTES & MTMS – re-bid

There were three bids opened for the Roofs Replacements at Mendham Township Elementary School. After review and consultation with the project attorney, the apparent responsible low bidder is Mak Group, LLC, all of their paperwork is complete and in compliance with the Project Manual requirements.

The bid includes roof replacements for the MTES over the area of the child study team offices, the existing technology lab, and the kindergarten classrooms, and at the MTMS it is the area over the cafeteria, the boiler room area, the transportation office, and the faculty room.

IX. Correspondence – None.

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 N0462 through N0465.

Fund 10	\$ 29,235.88
Fund 11	\$1,177,209.20
Fund 20	\$ 15,646.25
Fund 30	\$ 127,483.92
Fund 60	\$ 44,265.31
Fund 95	<u>\$ 1,190.00</u>
Total:	<u>\$1,395,030.56</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
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 Vrabel, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Christopher Vrabel, 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 \$23.50 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 (previously approved - Christina Patella)

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.

Mr. Christmann moved to approve the Committee Reports and the Consent Items for March 21, 2023 Regular Meeting Agenda as presented; Approval of Work Session Minutes (02/21/2023), Curriculum & Instruction items 1-4, Operations & Finance items 1-6, Personnel & Human Resources items 1-6, Policy and Planning items 1-2, seconded by Mrs. Orban Brown and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Mrs. Mody, yes – motions carry.

Mr. Christmann moved to approve the Regular Session Minutes (02/28/2023), and Operations & Finance item 7, seconded by Mrs. Orban Brown and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Keeling; yes, Mrs. Orban Brown; abstained, Mr. Christmann; yes, Mr. Dubeck; yes, and Mrs. Mody, yes – motions carry.

XI. ACTION ITEMS

Operations and Finance

1. **Bid Results: Mendham Township Elementary School - Exterior**

WHEREAS, on March 14, 2023, the Mendham Township Board of Education (“Board”) held a public bid opening for the Envelope Improvements at Mendham Township Elementary School project (“Project”); and

WHEREAS, the Board received one (1) bid at the public bid opening from Spartan Construction General Contracting, Inc. (“Spartan”), South Amboy, New Jersey, in the total amount, inclusive of all allowances, of Eight Hundred Forty-Nine Thousand Eight Hundred Dollars (\$849,800.00), inclusive of a base bid of Three Hundred Ninety-Nine Thousand Eight Hundred Dollars (\$399,800.00), a bid of One Hundred Twenty Thousand Dollars (\$120,000.00) on Alternate #1, a bid of One Hundred Seventy Thousand Dollars (\$170,000.00) on Alternate #2, and a bid of One Hundred Sixty Thousand Dollars (\$160,000.00) on Alternate #3; and

WHEREAS, the Board, in consultation with its Architect, has determined Spartan to be the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED that in accordance with the provisions of N.J.S.A. 18A:18A-1, et seq., the Board hereby awards a contract for the Project to Spartan Construction General Contracting, Inc., in the amount of Eight Hundred Forty-Nine Thousand Eight Hundred Dollars (\$849,800.00), broken down as set forth above; and

BE IT FURTHER RESOLVED that upon receipt of the executed contract and approval of the bonds, insurance certificate, and other documents required by the contract from Spartan, the Business Administrator is authorized to return Spartan's bid security.

2. **Bid Results: Mendham Township School District - Roofs**

WHEREAS, on March 17, 2023, the Mendham Township Board of Education ("Board") held a public bid opening for the Roofs Replacements at Mendham Township School District project ("Project"); and

WHEREAS, the Board received three bids (3) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by MAK Group, LLC with a base bid, inclusive of all allowances of Seven Hundred Thirty-Nine Thousand Seven Hundred Fifty-Eight Dollars (\$739,758.00); and

WHEREAS, the Board, in consultation with its Architect, has determined MAK Group, LLC to be the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED that in accordance with the provisions of N.J.S.A. 18A:18A-1, et seq., the Board hereby awards a contract for the Project to MAK Group, LLC, inclusive of all allowances, in the amount of Seven Hundred Thirty-Nine Thousand Seven Hundred Fifty-Eight Dollars (\$739,758.00); and

BE IT FURTHER RESOLVED that upon receipt of the executed contract and approval of the bonds, insurance certificate, and other documents required by the contract from MAK Group, LLC, the Business Administrator is authorized to return bid securities to all bidders.

Mr. Christmann moved to approve the Action Items for March 21, 2023; Operations & Finance items 1–2, seconded by Mr. Keeling and the motion was CARRIED in a roll call vote: Mr. Keeling; yes, Mrs. Orban Brown; abstained, Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, and Mrs. Mody, yes – motions carry.

XII. Discussion

Mr. Dumovic – will there be an update on the website in regard to the referendum?

Dr. Constantino – it is under construction as we speak and should be updated shortly.

XIII. Verbal Communications from the Public

Dr. Giacona Kaufman – 4 Overlook Lane – In honor of Women's History Month – I wanted to come to the meeting tonight to discuss how we need to move away from Mrs. to Ms., this is unintentional discrimination that occurs too often. Many default to Mrs. and this creates micro-aggressions, changing to Ms. will help with these inequalities. So I urge you to reset the norm from Mrs. to Ms. and set it as the new default.

Mrs. Mody – thank you, public comment is now closed.

XIV. Adjournment

Moved by Mrs. Orban Brown, seconded by Mr. Keeling to adjourn the regular monthly meeting on March 21, 2023. The meeting was adjourned at 9:15 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary