

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING MINUTES  
TUESDAY, NOVEMBER 15, 2022, 7:30 PM**

**I. Call to Order** - The meeting was called to order at 7:35 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		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Absent

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

**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

Next week's meeting will include an update on the investigation of additional space for the Board office. As I have updated the Board throughout the last few weeks and this week during committee meetings, we will not be moving forward with ANY purchase of property at this point. We are in the process of investigating other options that may be available and I will have an update at next week's meeting.

In addition, I will provide a progress report/update on the Budget process for 2023-2024 at next week's meeting.

Building Updates:

Heating systems have been tested and are ready for the oncoming winter season. J&M has completed the replacement of filters, testing of the UV systems, and cleaning of equipment.

Associated Fire started our 5-year internal fire system inspection and will be finishing on 11/15.

Bloomfield Drapery came in to quote replacing the ripped stage curtain (front) and to fire-rate the stage curtain (back)

Winter Concerts: MTMS

Calendar:

Week of December 5 - Committee Meetings

December 13, 2022 - DECEMBER MEETING (ONLY MEETING IN DECEMBER)

January 10, 2022 - Reorganization Meeting

Week of January 16 - Committee Meetings

January 24, 2023 - JANUARY MEETING (ONLY MEETING IN JANUARY)

## VI. Board Secretary's Report

### ➤ Finance:

#### Updated 2023-2024 Budget Calendar

11/22/2022	Regular Monthly BOE Meeting – budget update
12/13/2021	Regular Monthly BOE meeting – budget update
01/10/2023	Reorganizational BOE meeting
01/24/2023	Regular Monthly BOE meeting – budget update
02/09/2023	2023-2024 Budget options to finance committee
02/21/2023	2023-2024 Budget option at Regular Meeting
02/24/2023	Governor's State of the State Address (tentative)
02/27/2023	Release of state aid figures (tentative)
03/14/2023	Budget preliminary adoption for the purpose of DOE review
03/17/2023	Preliminary 2023-2024 budget submission NJDOE for review
04/28/2023	Advertise for Public Hearing on 2023-2024 Budget
05/09/2022	Public Hearing/Work Session Meeting on 2023-2024 Budget – Adopt Budget
05/10/2022	Post a User-Friendly Budget on the website
05/12/2022	Certification of 2023-2024 budget and A4F taxes to municipalities, county, and state

- **HVAC & Roof Replacement at the MTES and MTMS** – 10 bid packets picked up for review – 1 vendor showed up for bid opening – rejected based on budget (required motion on agenda tonight as per code to reject) Next steps in the process are to rebid the project.  
Rebid Schedule – 11/16 send new ad to paper, 11/22 – out to bid, 12/08 – bid opening, 12/03 – award bid

## VII. Board President's Report – None.

## VIII. Correspondence – 11/15/22 J. Brauner – Purchase property

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

- Curriculum and Instruction – Mr. Keeling delivered the report
- Operations and Finance – Mr. Christmann delivered two reports – the committee met twice
- Personnel and Human Resources – Mr. Dubeck delivered the report
- Policy – Mr. Dumovic delivered the report
- Ad Hoc – None

**X. Unofficial Results of Election - November 8, 2022**

Unofficial results of the November 8, 2022, School Board Elections for three, three-year terms on the Mendham Township Board of Elections were as follows:

<u>Candidates (Four Candidates - 3 Seats - 3-Year Term)</u>	<u>Total Votes</u>
Rochelle Abraham	1,255
Andrew Christmann	1,511
Joan Mody	1,566
Diana Orban Brown	1,392

**XI. Consent Items**

**Approval of Minutes**

Work Session Minutes: October 11, 2022

Regular Session Minutes: October 18, 2022

**Approval of Executive Minutes**

Work Session Executive Minutes: October 11, 2022

Regular Session Executive Minutes: October 18, 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
12/01/22 Snow date 12/06/22	3rd Grade	STEAM Adventures, Morristown Unitarian Fellowship	Theresa McNamara 1 additional teacher (TBD) Kerri McCloskey (Nurse)
02/10/23	3rd Grade	Centenary University	Amy Fortuin Amanda Fullem Molly Koller Rachel Paciello

			Savannah Quinn Clare Riina Eileen Scanlan Beth Smith
04/21/23	3rd Grade	Liberty Science Center	Cara Dawes Amy Fortuin Amanda Fullem Molly Koller Rachel Paciello Savannah Quinn Clare Riina Beth Smith

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

**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
01/06/23	8th Grade	New York City, NY	Elizabeth Barter Donna Casagrande Erin Giarrusso Perry Hooker Carol Hueston Jaqueline Medina Catherine Moore Amanda Porter Fernando Rivera

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips that extend the day by more than two (2) hours to the above chaperones attending the New York City field trip.

3. **New - Middle School Field Trip**

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

Date	Grade	Activity	Chaperones
01/09/23	8th Grade	Articulation Concert, West Morris Mendham High School	Russell Branch Michael Mahadeen Catherine Moore 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 November 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 October 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **October 2022 Transfer Reports**

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

5. **November 2022 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final year-end November 2022 Bills List. This includes payroll checks N0396 through N0401.

Fund 10	\$
Fund 11	\$
Fund 30	\$
Fund 40	\$
Fund 60	<u>\$</u>
Total:	<u>\$</u>

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
National Conference	02/21/23	Lauren Johnson	\$346.00 +	\$346.00 +
American Choral	02/22/23		Substitute	Substitute
Directors Association	02/23/23		Teacher	Teacher

	02/24/23 02/25/23			
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7. **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
CheerNastics	<u>ES</u> Gym	Tuesdays & Thursdays 11/15/22 - 03/01/23	8:00 am - 8:45 am	Briana Panetta

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

8. **School Safety and Security Plan Statement of Assurance** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submission of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2022-2023 school year.

9. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the October 6, 2022 drill at 8:05 a.m., supervised by Dr. Ciccone and Elia Christina Kerekgyarto.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the October 6, 2022 drill at 8:40 a.m., supervised by Elia Christina Kerekgyarto.

**Personnel and Human Resources**

1. **Resignation: Shanae Marshall, Lunch/Recess Aide** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the resignation of Shanae Marshall, Elementary School Lunch/Recess Aide dated October 23, 2022, effective November 6, 2022.

2. **New Hire: Eugene George Pantozzi, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Eugene George Pantozzi, Transportation Driver, pending completion of paperwork, effective December 1, 2022, at an annual prorated salary of \$30,802.00 for the 2022-2023 school year.

3. **Leave of Absence: Deborah Templin**

**BE IT RESOLVED** that the Board hereby approves Deborah Templin, School Bus Driver, for a leave of absence, having received doctor's certification, commencing November 4, 2022, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

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

4. **Leave of Absence-Lacey Neil-(REVISED)**

**BE IT RESOLVED** that the Board hereby approves Lacey Neil, Elementary School Instructional Aide, for an extended unpaid leave of absence, (Not covered under the FMLA) having received doctor's certification, commencing November 28, 2022.

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

5. **Extra Hours: Instructional Aide Services - Christine Rollo**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$22.36 for Christine Rollo to provide aide services for student #15360987 during Zero Period chorus at Mendham Township Elementary School on Wednesdays and Fridays starting October 19, 2022, through the remainder of the 2022-2023 school year.

6. **Extra Hours: Michelle Molle Krowiak, Part-Time School Counselor**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$51.16 for Michelle Molle Krowiak having attended an SEL Morning Meeting Training on October 10, 2022.

7. **Elementary School Schedule B 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 Elementary School:

Activity	2022-2023 Salary	Staff Member
Kids Heart Challenge Fundraiser	\$225.00	Briana Panetta

8. **Middle School Student Council Dance Chaperones**

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment, at the contractual rate of \$100.00, to the following chaperones attending the October 31, 2022, Middle School Student Council Dance: Catherine Gustavsen, Erica Hays, Elizabeth Hollman, Jessica Mallonee, Amanda Porter, Lauren Procanik

9. **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
Dawn Cullinan	MacKenzie Storms	CEAS	\$275.00

10. **Substitute Teachers**

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

Cindy Nicol, Nadia Cunningham

**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 5512 Harassment, Intimidation, or Bullying (M) (Revised)

**XII. ACTION ITEMS**

**Curriculum and Instruction**

1. **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
11/28/22 - 12/16/22 12/16/22	St. Jude’s Math-A-Thon Movie Night - Elf	Gina Sodora

**Operations and Finance**

1. **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 one bid at the public bid opening from AMCO Enterprise, Inc., which bid substantially exceeds the Board’s cost estimate for the Project and the Board’s appropriation for the Project.

**NOW, THEREFORE, BE IT RESOLVED** that 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. **New Hire: Andrea Scalfani, Part-Time, 10-Month Secretary to the Superintendent** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Andrea Scalfani, Part-Time, 10 Month Secretary to the Superintendent, pending completion of paperwork, effective November 16, 2022, with two orientation days prior to the start date, at an annual prorated salary of \$30,000.00 for the 2022-2023 school year.

**Mr. Dumovic moved to approve the Action Items for November 15, 2022; Curriculum & Instruction item 1, Operations & Finance item 1, Personnel & Human Resources item 1, Policy item 0, seconded by Mr. Keeling, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mrs. Abraham; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Mr. Christmann; yes, and Mrs. Mody; yes – motions carry.**

### **XIII. Verbal Communications from the Public**

Mrs. Brauner – I came to the meeting tonight in regards to the potential purchase of property, the public should have been made aware of this further and prior to going to the polls. There is a police station already owned by the town and with the little renovation, it could be a great space for this.

Mrs. Orban Brown – congratulations to both Mrs. Mody and Mr. Christmann on getting re-elected. I agree with what Mrs. Brauner said. We already have a community center, so I strongly suggest utilizing the old police station, I hope you consider that. Thrilled that you are seeking the Owl System for meetings.

Dr. Constantino – I attended a meeting with Owl Labs today and it has great potential. I looked at the town system but his looks like a good up to date option for us. Briefly, in regard to relocation options, I believe that we will have an option for the BOE to consider. A good option, that is financially sensible. More details to follow next meeting.

Mrs. Mody – closed public comment at 8:29 pm

### **XIV. Discussion**

Mr. Keeling – I think it is great that we want to get ahead of the budget. With the headwinds, inflation, and pressure over CAPs, we owe it to everyone to go through it. I encourage more interaction but think it is necessary to find other ways to help and not just wait on the numbers about the insurance increases.

Dr. Constantino – in previous years there has been consideration of over/above revenues, along with the process of an ongoing dialog, with several opportunities to attend both in-person and virtual meetings. Hopefully, all of that will create a robust discussion.

Mr. Christmann – I would agree, especially since we are back to normal business now.

Mr. Dumovic – as part of the budget process, all BOE members should be involved and we should get community input prior to tentative approval. I vote that we do that prior to the tentative approval of the budget in March. It is especially important to let everyone know before the vote all expenses and revenues.

Mrs. Mody – how have we not done that in the past, what should change? We have always been transparent and provided the public with several opportunities to be involved with the budget.

Mr. Dumovic – all I am saying is that we should look at realistic options.

Dr. Constantino – We will do this, similar to how we always have. People do need to know and want to know, but those that characterize how things are undercover are nonsense. Those that say we are not providing the truth, enough. There will be plenty of opportunities and meetings to hear about the budget. Feedback is always welcomed.

Mr. Dubeck – I don't know how much more we can do. It is simple, either listen or don't because it is definitely out there but some people just don't want to take the time to hear it. This BOE has never been undercover, clearly, if people wanted to be more informed they would come to these meetings, but they just don't and that is on them.

Mr. Christmann – as a BOE we need to avail ourselves that we will never do as much as we did for the referendum but to put it into perspective that is a 20+ year endeavor for everyone. We need to just let the committee work on the process. We are the board that communicates.

Mrs. Mody – Mrs. Mosner provides a tentative budget calendar every year in August which sets the structure and timelines for the budget process and it is disingenuous to think otherwise until the state aid figures are released.

#### **XV. Adjournment**

Moved by Mrs. Abraham seconded by Mr. Dubeck adjourn the Work Session monthly meeting on November 15, 2022. The meeting was adjourned at 8:52 pm.

Moved by Mrs. Abraham, seconded by Mr. Keeling to re-open the meeting at 8:53 pm – all in favor

#### **Verbal Communications from the Public**

Mrs. Brauner – I feel very informed in this town but I did find out about the property after the fact.

Dr. Constantino – besides what we are doing, what else would you want?

Mrs. Brauner – email notifications to everyone might help when there are important things happening.

Mrs. Orban Brown – I feel that it was remarkable to hear this level of discussion tonight but you are relying on the people to get involved, many do not, and that is why the people feel uninformed.

Dr. Constantino – I appreciate your comments and we certainly do not want anyone to feel uninformed. Thank you

#### **Adjournment**

Moved by Mrs. Abraham seconded by Mr. Keeling adjourn the Work Session monthly meeting on November 15, 2022. The meeting was adjourned at 9:00 pm.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary