

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING MINUTES  
TUESDAY, OCTOBER 11, 2022, 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 – arrived @ 9:15 pm
Mrs. Rochelle Abraham		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		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

Columbus Day In-Service programs were conducted yesterday at MTMS. Survey data revealed the day to be positive and productive.

Tomorrow evening is the Open House - Information Session regarding the MTEF. It will be here at the ES at 7PM. Speakers include myself, Judith Kern, Chrissie Wehterbee and [Eileen Collins Neri](#) of the NJEd Foundation Partnership. Please spread the word.

Next week we will have our Principals joining us as well as our new student representative to the BOE, Serena Mody.

## VI. Board Secretary's Report

### ➤ Finance:

#### **Comprehensive Maintenance Plan (CMP) and the M-1 Form**

The M-1 worksheet is a tool to help districts estimate the annual required maintenance budget amount that is to be submitted with the district's Comprehensive Maintenance Plan (CMP).

School districts are expected to update the Form M-1 Form on an annual basis. The Form M-1 projects the annual maintenance budget for the school facilities in the district. This worksheet was designed as a tool to track maintenance expenditures for a 10 year period.

The Comprehensive Maintenance Plan is to be done annually in conjunction with the M-1 Form. This form provides more detail with a three year snapshot of the maintenance budget. It shows the actual audited figures from the 2021-2022, the current year budget figures for the 2022-2023 school year, and finally a projection of the anticipated expenditures for the 2023-2024 school year. Both are required to be submitted to the NJDOE after Board approval.

#### **Health and Safety Evaluation of School Buildings Checklist**

This evaluation checklist must be completed annually for each building within the district by appropriate district personnel and kept on file for inspection or other legal issues. Further, districts must submit the [Health and Safety Evaluation of School Buildings Checklist Statement of Assurance](#) annually. These checklist items cover regulations issued by New Jersey Department of Education, New Jersey Department of Community Affairs, and Occupational Safety and Health Administration. This too is to be submitted to the NJDOE after BOE approval.

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

## 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 – Dr. Mandel delivered the report
- Personnel and Human Resources – Mr. Dubeck & Mr. Dumovic delivered the report
- Policy – Mr. Dumovic delivered the report
- Ad Hoc – None

## X. Consent Items

### **Approval of Minutes**

Work Session Minutes: September 20, 2022

Regular Session Minutes: September 27, 2022

## **Curriculum and Instruction**

### **1. Contract with Anne Hunkler**

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves Anne Hunker Karanikas for contracted Functional Behavioral Assessment within the school effective 10/01/22 for one (1) student (ID#s 14124463). Anne will provide 5 hours of consultation per term of contract at a rate of \$80/hr.

2. **Holiday Concert Selections for Mendham Township Middle School** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Mendham Township Middle School Holiday Concert Programs for the December 8, 2022 and December 14, 2022 performances.

3. **Field Observation Hours - Erica Gallo, Centenary University**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Erica Gallo from Centenary University to complete her required semester observation hours at Mendham Township Elementary School.

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

**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
02/28/23	Kindergarten	Mayo Theater Morristown, NJ “Pete the Cat”	Carolyn Allen Christina Coats Lisa Crowe Shilpa Dhamane Kelly Johnson Cheryl Riccardello Meredith Vasquez Amy Williamson

5. **Middle School Field Trip - Confirmation of 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
11/05/22	Grades 4th-8th	Metropolitan Museum of Art New York, NY	Elizabeth Barter Sarah Bizzarro Diana Gomez Francesca Hare

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment, at the rate of \$100.00 for the day, to the above chaperones attending the Metropolitan Museum of Art field trip.

**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 October 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 September 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **September 2022 Transfer Reports**

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

5. **October 2022 Bills List**

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

Fund 10	\$
Fund 11	\$
Fund 30	\$
Fund 40	\$
Fund 60	\$
Total:	\$

6. **2022-2023 M-1/Annual Maintenance Budget Worksheet** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2022 - 2023 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

7. **2022-2023 Comprehensive Maintenance Plan** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2022-2023 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.
8. **Health and Safety School Building Checklist - MTES** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2022-2023 school year.
9. **Health and Safety School Building Checklist - MTMS** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2022- 2023 school year.
10. **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
NJ Annual Learning Consultant Symposium (virtual)	10/21/22	Darlene Sardinsky	\$145.00	\$145.00
NJ School Boards Convention Atlantic City, NJ	10/24/22 10/25/22 10/26/22	Sal Constantino Adam Dubeck Peter Dumovic Rekha Mandel Donna Mosner	Group Rate \$2,200.00	Group Rate \$2,200.00
Help Your Students Develop Self-Regulation Skills (virtual)	11/30/22	Darlyne Pieper	\$279.00 + Substitute Coverage	\$279.00 + Substitute Coverage

11. **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
Girl Scouts of Greater NJ	<u>ES</u> Soccer Field	1st Monday 10/2022 - 6/2023	3:45 pm-5:00 pm	Michelle Scaramellino
Brookside Basketball	<u>MS</u> Gym	Tuesdays 10/11/22 - 06/08/23	6:30 pm-9:00 pm	Rick Pappalardo
Township of Mendham	<u>MS</u> All Purpose Room	November 2022 thru September 2023	Various times for for Township Meetings	Jason Gabloff, Township Administrator
The Mendham Kids Club	<u>ES</u> Classroom Gyms Playground	Monday - Friday 03/27/23 - 03/31/23	9:00 am-3:00 pm	Charles Gallo

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

12. **Contract for Nurse’s Services with Delta-T Group** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the contract with Delta-T Group to provide, on an as-needed basis, Nurse Services to the Mendham Township School District at a rate of \$55.00 an hour for RN Services and \$47.00 an hour for LPN Services for the 2022-2023 school year.

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

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from Mountain View Middle School at 100 Dean Road, Mendham, NJ detailing the September 7, 2022 drills at 8:00 a.m., supervised by Amy Toth.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Bragg and Dickerson Schools at 250 Route 24, Chester, NJ detailing the September 13, 2022 drill at 3:20 p.m., supervised by Michele Stanton and Melissa Fair.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Black River Middle School at 133 North Road, Chester, NJ detailing the September 28, 2022 drill at 2:25 p.m., supervised by Brad Currie.

**Personnel and Human Resources**

1. **Extra Hours - Cindy Blood, Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$31.21, for Cindy Blood to serve as an aide for student #16158867815 to attend Home Work Club at Mendham Township Middle School, two to three days a week, starting October 3, 2022 to May 12, 2023 for up to 3 hours each week.

2. **Staff Resignation - Teresa Sanchez, Transportation Driver** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Teresa Sanchez, Transportation Driver, dated September 29, 2022, effective October 14, 2022.

3. **Leave of Absence - Kellie DeGise**

**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 16, 2023, while utilizing Twenty-eight (28) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on April 14, 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.

4. **Leave Replacement - MacKenzie Storms, Elementary School Special Education Teacher/LLD** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of MacKenzie Storms as a Leave Replacement Elementary School Special Education LLD Teacher, effective November 1, 2022 through March 17, 2023, at the current rate of \$125.00 per day pending completion of certification.

5. **Leave Replacement - Eileen Scanlan, Elementary School 3rd Grade Teacher** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Eileen Scanlan as a Leave Replacement Elementary School 3rd Grade Teacher, effective November 1, 2022 through March 10, 2023, at a prorated salary of \$58,255, BA+15, Step 7.

6. **Substitute Teachers**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Substitute Teachers, pending completion of paperwork, for the 2022-2023 school year at the current rate of \$125.00 per day: Jessica Couto, Jennifer Szczepanski

## **Policy and Planning**

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

**BE IT RESOLVED** that the Mendham Township Board of Education approves for first reading the following policy:

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

**XI. Adjourn to Closed EXECUTIVE SESSION**

**WHEREAS**, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances, and

**WHEREAS**, said the law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel matters. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

**Moved by Dr. Mandel, seconded by Mr. Keeling to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 7:59 p.m.**

**XII. Reconvene Open Work Session Meeting**

Moved by Mr. Keeling, seconded by Mrs. Abraham, to reconvene to the Work Session Meeting at 8:09 p.m., unanimously carried in a voice vote.

**XIII. ACTION ITEMS**

**Personnel and Human Resources**

1. **New Hire - Maria Llinas, Custodian**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Maria Llinas as a Full-Time Custodian, effective October 12, 2022 for the 2022-2023 school year, at an annual salary of \$35,360.00.

2. **New Hire - Ryan Spellmon, Custodian**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Ryan Spellmon as a Full-Time Custodian, effective October 25, 2022 for the 2022-2023 school year, at an annual salary of \$35,360.00.

3. **Leave of Absence - Lacey Neil**

**BE IT RESOLVED** that the Board hereby approves Lacey Neil, Elementary School Instructional Aide, for a leave of absence, commencing October 3, 2022, while utilizing



Twelve (12) sick days and Four (4) personal days, under the Federal Family Medical Leave Act (FMLA) ending after Six weeks on November 11, 2023.

**BE IT FURTHER RESOLVED** that the Board hereby approves an extended unpaid leave (Not covered under FMLA) for Lacey Neil, commencing on November 14, 2022 through November 25, 2022 as requested in writing;

**BE IT FURTHER RESOLVED** that the Board hereby approves Lacey Neil with an anticipated return to work date of November 28, 2022.

**4. Adjusted Salary - Norma Mogrovejo Arevalo, Custodian**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Norma Mogrovejo Arevalo, Elementary School Custodian, effective October 17, 2022, an adjusted annual prorated salary of \$35,360.00 for the 2022-2023 school year.

**5. Adjusted Salary - Ana Minuche, Custodian**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Ana Minuche, Middle School Custodian, effective October 17, 2022, an adjusted annual prorated salary of \$35,360.00 for the 2022-2023 school year.

**6. Employee (68520428)**

**BE IT RESOLVED** that the Mendham Township Board of Education suspends employee (68520428) with pay effective October 10, 2022 through October 18, 2022.

**7. 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 band at Mendham Township Elementary School on Thursdays starting October 13, 2022 through the remainder of the 2022-2023 school year.

**8. Extra Hours: Instructional Aide Services - Deborah Hall**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$27.70 for Deborah Hall to provide aide services for student #15360987 during Zero Period band at Mendham Township Elementary School on Mondays starting October 17, 2022 through the remainder of the 2022-2023 school year.

**Dr. Mandel moved to approve the Action Items for October 11, 2022; Curriculum & Instruction items 0, Operations & Finance items 0, Personnel & Human Resources item 1-8, Policy item 0, seconded by Mr. Dubeck, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mrs. Abraham; yes, Mr. Dumovic; yes, yes, Dr. Mandel; yes, Mr. Keeling; yes, and Mrs. Mody; yes – motion carries.**

**XII. Verbal Communications from the Public – N/A**

**XIII. Discussion –**

Mr. Dumovic – provided a brief summation in regards to the September 28 MCSBA event on “Tough Topics” that both he and Dr. Constantino participated in. The event well attended with 29 in-person and 21 virtual attendees and there was a lot of positive feedback. Successful due to the Superintendent perspective. Thank you Sal.

Dr. Constantino – discussion on classroom space. He reviewed a brief PowerPoint presentation reviewing a few potential options to address the spacing issues:

1. Reconfiguration of the current building space
2. Creating new spaces on the current property
3. Acquiring space

It was a very informative discussion about the pros and cons about the process and potential.

Potential piece of property available directly across the street from the elementary school – 13 West Main Street Which was a nursery school year ago, then went to residential, so it would an option.

Mr. Dumovic – we all agree that we want to provide the best education for every student. This is a big deal, we want to show that we have looked at all of the options carefully. It is also really important from a communication standpoint.

Mr. Christmann – purchasing property could be leased in the future if we no longer need it, so it is an asset to us, which is a positive. I also believe this option is an opportunity.

Mrs. Mody – this has been discussed by Ops & Finance and mentioned by the parents that came to the board meetings last year concerned about the existing rooms within our building.

Dr. Mandel – the proximity and funds are available, so this seems to make the most sense.

Mr. Dumovic – we need to be certain to look at all options.

Dr. Constantino – I assure you, if a lease or rental was available I would have presented it. There is nothing within the last six months available.

Mr. Keeling – Is there an option to have them sign a clause that will have 60 days for them to hold it for us or where we could pay them a compensation fee.

Mr. Dubeck – this is an opportunity that will not be available for long considering the location and layout. We should move quickly.

Dr. Constantino – we will have to discuss our options with the attorney. This would need to go to the zoning committee and that will take some time.

#### **XIV. Adjournment**

Moved by Dr. Mandel seconded by Mrs. Abraham adjourn the regular monthly meeting on October 11, 2022. The meeting was adjourned at 9:45 pm.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary