

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING MINUTES  
TUESDAY, OCTOBER 18, 2022, 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
Mrs. Rochelle Abraham		Present - arrived @ 7:35 pm
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  
Dr. Ciccone, MTMS Principal  
Dr. Kotcho, MTES Principal  
General Public – One.

**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

We are inviting our architects and engineers to a November meeting to update the Board on the Referendum process. As we inch closer to bids being sent out and a final schedule being put together, I want to make sure that we are up to date with all the details.

Donna and I are looking forward to attending the NJSBA Convention next week. Several of you have mentioned that you may stop down for the day, please let us know if you intend to be there.

I was presented a petition put together by the students of MTMS. Their request was that the District consider a delayed opening on November 1, following Halloween. They cited missing Halloween over the last few years and that Halloween is a Monday afternoon/evening this year. After consideration, I would like to suggest to the Board that they consider (much like the WMRHS District does) granting us a delayed opening In-Service morning. This will allow us to follow up on many programs and sessions that took place during the October 10 In-Service program and give teachers time to meet departmentally to review data and plans.

We are pleased to welcome some guests here tonight -

First, our new student representative - Serena Mody

Next to come on the agenda will be our Principals - Julianne Kotcho and PJ Ciccone

➤ Middle School Board of Education Representative: Serena Mody – Report

First, on behalf of the student body I would like to thank the BOE, Dr. Constantino, Dr. Ciccone, and Dr. Kotcho, for all of their hard work for the school, everyone really appreciates everything you do.

**3 Major Events (most enjoyed by student body):**

- ❖ Field Day (All Grades)
  - Bounce Houses
  - I noticed a lot more participation this year than usually, especially the girls were really working as a team
  
- ❖ Assembly for Week of Respect (All Grades)
  - Amazing Hero Art by Surrette (Disney artist, travels world)
    - Inspired many students to follow their dreams
    - Personal stories
    - Do something for the greater good – like Mother Teresa with homelessness
  
- ❖ National Hispanic Heritage Month Presentation (All Grades)
  - Parents of students came in and gave presentations on their Hispanic Heritage
    - Expanded horizons
    - Helped them learn about the culture of their peers

**Something the Student Body is looking forward to in November:**

- ❖ Student Council is participating in more hands on volunteer work in addition to our Annual Thanksgiving food drive (partnering with 8<sup>th</sup> grade graduate – TM)
  - Students can volunteer to help out with, nature programs, animal programs, food pantries, abuse shelters, homeless shelters
  
- ❖ Really exciting:
  - Help students see how life is like for people that are less privileged than people in Mendham and help

**Halloween petition – Delayed Opening:**

- ❖ Dr. Constantino currently is in possession of a scanned petition of 300 signatures of students and staff arguing for a delayed opening: (nearly the entire student body)
  - What happens with lack of sleep/sugar
    - Some students are tired after staying out late after Halloween, therefore
    - So kids end up staying home
    - Not trying in class after Halloween
    - Teachers waste their energy trying to teach students through sugar haze

- Teachers who stay out late also stay out late with their kids
- Benefits
  - With extra time to sleep students are happy and well rested, more productive, better attendance, more engagement
  - Also, this would benefit teachers because they would get to sleep in too so they will also be happy and well rested, have time to prepare better lesson plans, and be more focused
  - Teenagers don't get enough sleep in general, so a delay will help them to catch up
  - Gratitude!
  - In past years some kids didn't even get to trick or treat because of how severe covid was, so this would be extra special to them because this would be the first time in 3 years to have a normal Halloween, with the bonus of not having to deal with lack of sleep the next day.

**VI. Board Secretary's Report** – no updates with the audit, almost complete. Thank you to Mr. Dumovic for reviewing the bill list this month and being thorough.

**VII. Board President's Report** – Congratulations to Dr. Kotcho on receiving the NJSBA School Leader award for 2022 for MTES

**VIII. Correspondence** – None.

**IX. Tri-Annual Report Presentations: Dr. Patrick Ciccone and Dr. Julianne Kotcho**

**X. 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, legal, and negotiations 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 8:44 p.m.**

**XI. Reconvene Open Work Session Meeting**

Moved by Mr. Keeling, seconded by Dr. Mandel, to reconvene to the Regular Session Meeting at 9:33 p.m., unanimously carried in a voice vote.

**XII. Consent Items**

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-	Metropolitan	Elizabeth Barter

	8th	Museum of Art New York, NY	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 N0421 through N0423 and checks N0425 though N0427.

Fund 10	\$ 56,501.22
Fund 11	\$ 1,965,964.12
Fund 20	\$ 12,195.00

Fund 30	\$ 75,305.55
Fund 60	\$ 42,236.06
Fund 80	\$ 330.00
Fund 95	\$ <u>1,235.00</u>
Total:	\$ <u>2,152,766.95</u>

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	10/24/22	Sal Constantino	Group Rate	Group Rate

Convention Atlantic City, NJ	10/25/22 10/26/22	Adam Dubeck Peter Dumovic Rekha Mandel Donna Mosner	\$2,200.00	\$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 \$58,255.00, 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)

**Mr. Dumovic moved to approve the Committee Reports and the Consent Items for October 18, 2022; Acceptance of Committee Reports as presented, Approval Work Session and Regular Sessions Minutes and Executive Session Minutes, Curriculum & Instruction items 1-5, Operations & Finance items 1 – 13, Personnel & Human Resources items 1 – 6, Policy item 1, seconded by Mrs. Abraham and the motion was CARRIED in a roll call vote: Mrs. Abraham; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, and Mrs. Mody; yes – motions carry.**

## **XI. ACTION ITEMS**

### **Operations and Finance**

#### **RESOLUTION AUTHORIZING NEGOTIATION OF AGREEMENT FOR PURCHASE OF REAL PROPERTY**

**WHEREAS**, the Mendham Township Board of Education has identified certain real property located within the vicinity of the school district, located at 13 West Main Street, Brookside, New Jersey, to be of potential benefit to the operation of the school district; and

**WHEREAS**, exploration of the possible acquisition of the property by the Board has been determined to be in the best interest of the district;

**NOW THEREFORE BE IT RESOLVED**, that the Mendham Township Board of Education hereby authorizes the Superintendent of Schools to enter into discussions with the owner(s) of the residence and real

property located at 13 West Main Street, Brookside, New Jersey for the purpose of determining whether reasonable terms for the acquisition of the property by the Board exist; and

**BE IT FURTHER RESOLVED**, that in the event potential reasonable terms of acquisition of the residence and real property located at 13 West Main Street, Brookside, New Jersey are determined to exist, the Superintendent is hereby authorized to negotiate the terms of a tentative agreement for the acquisition of the property, which tentative agreement shall be subject to Board review and approval by the Board in accordance with applicable Board Policies and state regulations on the acquisition of property by public school districts.

**Personnel and Human Resources**

1. **New Hire - Walter Garcia, District Grounds man/Custodial Maintenance**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Walter Garcia, District Grounds man/Custodial Maintenance, effective November 1, 2022 for the 2022-2023 school year, at an annual salary of \$49,525.00 and a prorated stipend of \$5,000.

2. **New Hire - Jacqueline Medina, Middle School Academic Lab School Counselor**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Jacqueline Medina as a Full-Time Middle School Academic Lab School Counselor at an annual salary of \$59,605.00 prorated, MA/BA +45, Step 2, effective November 14, 2022 for the 2022-2023 school year.

3. **Leave Replacement - Laura Gavilanes, Elementary School 4th Grade Teacher** *(Attachment)*

**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, effective January 11, 2023 through May 29, 2023, at a prorated salary of \$68,380.00, M/BA+45, Step 14.

4. **Approval of Chaperone - Middle School Field Trip**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Justin DelBene as a chaperone for the Middle School 7th Grade Field Trip to Philadelphia on October 14, 2022 at the current rate of \$120.00 for field trips which extend the day by more than two (2) hours.

5. **Elementary School Schedule B Stipend Position for 2022-2023**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Schedule B Stipend position for the Elementary School:

Activity	2022-2023 Salary	Staff Member
Tiger Chorus (Grade 3)	\$2,479.00	Lauren Johnson

**Dr. Mandel moved to approve the Action Items from October 18, 2022, as presented; Curriculum and Instruction item 0, Operation and Finance item 1, Personnel and Human Resources items, seconded by Mrs. Abraham, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Abraham; yes, and Mrs. Mody; yes – motion carries.**

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

Mrs. Orban Brown – 1. Congratulations to Ms. Mody for her new position on the school board, these are the first steps to becoming move involved in government.

2. The presentation by Dr. Ciccone and Dr. Kotcho was excellent – thank you

3. The purchase of real estate is a big mistake, the township purchased real estate and it was a huge cost to do the work to it. I urge the BOE to take into consideration other options, find best practices, and look for alternatives. I don't think you realize the situation you may be walking into.

Mrs. Mody – thank you – public comment is now closed @ 9:49 pm

## **XII. Discussion**

Mr. Dumovic – MCSBA, at the Association meeting on 11/03/2022, will recognize and present MTES with the NJSBA Annual School Leader Award for its work to create a positive school culture and climate. Congratulations to Mrs. Kotcho and her team.

**Motion by Mr. Dubeck, that the Mendham Township Board of Education approve a one-time change in the school calendar to have a delayed opening on Tuesday, November 1, 2022, seconded by Mrs. Abraham, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Abraham; yes, and Mrs. Mody; yes – motion carries.**

## **XV. Adjournment**

Moved by Mrs. Abraham seconded by Dr. Mandel adjourn the regular monthly meeting on October 18, 2022. The meeting was adjourned at 9:58 pm.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary