

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, SEPTEMBER 20, 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
Mrs. Rochelle Abraham		Present
Mr. Adam Dubeck		Absent
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 – 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

MTMS Fall Sports: All of our teams are very active, and game schedules are on our school website. Calendars can be subscribed to...

Our first Mendham TV program is in production! It will air in October. These stories will include back-to-school highlights. We hope to produce two per month highlighting the events in both buildings.

As I mentioned in last week's report, we have signed off on the roof replacement and HVAC replacement documents from the architects and engineers. These are essential, as they will be bid separately and have the longest lead time for equipment. The bid for this area of the project is scheduled for sometime in October. Just today, I signed off on the documents that will go to the DOE for Final Educational Adequacy Review. Once returned, we will be ready for the bid process, likely in the mid-late fall.

Fall Tri-Annual Reports – October Work Session:
Dr. Ciccone (MTMS)
Mrs. Kotcho (MTES)

Meeting schedule for September/October
September 27, 2022 - Regular Meeting

Committee Meetings – Week of October 3, 2022
Monday (8:00 AM Google Meet) – Curriculum
Tuesday (8:30 AM Google Meet) – Ops/Finance
Wednesday (8:00 AM Google Meet) – Policy
Thursday (8:30 AM Google Meet) – Personnel
Friday (8:30 AM Google Meet) – Ad Hoc ESIP

October 11, 2022 - Work Session Meeting
October 18, 2022 - Regular Meeting

- Chief Ross Johnson, Mendham Township Police Department – Safety & Security

VI. Board Secretary’s Report

- **Finance:**

Preparation for the district audit is still in process, the auditors are scheduled to be onsite from October 17th through 21st.

- **ESIP update:**

ESCO – has been a long process but after receiving all of the required documentation for the RPQ and reviewing the few items that had been requested we are going to approve Willdan tonight to move forward with the ESCO energy efficient project, hoping to coordinate the timelines with the referendum for a smooth transition with those items that can benefit the district which involves both.

Willdan - For over 55 years, Willdan has delivered industry-leading engineering and energy solutions that have transformed government and commerce – having implemented over 100 utility programs and served 230,000 small business, healthcare, hospitality, and education customers nationwide. Today, we are leading our clients into a future accelerated by a change in resources, infrastructure, and technology.

Willdan has worked with over 200 higher education clients and 2,000 K-12 schools. We understand that educational facilities prioritize a safe, comfortable, and efficient learning environment. Educational facilities have individualized goals based on a variety of factors, such as the size of campuses, functionality of campus buildings, funding sources, and decision-makers.

- **NJSBA Annual Convention in A/C:**

Workshop 2022 is quickly approaching. The conference, which is the largest professional development event for school leaders in New Jersey, will run from Monday, Oct. 24 through Thursday, Oct. 26 at the Atlantic City Convention Center. There is still time if anyone else is interested in attending, the deadline is this Friday, so please let me know as soon as possible.

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 – Mr. Christmann delivered the report
- Personnel and Human Resources – Mrs. Abraham delivered the report
- Policy – Mr. Dumovic delivered the report
- Ad Hoc ESIP – Mr. Keeling delivered the report

X. Consent Items

Approval of Minutes

Work Session Minutes: August 16, 2022

Regular Session Minutes: August 23, 2022

Approval of Executive Minutes: None

Curriculum and Instruction

1. **Professional Development Plan 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the 2022-2023 Professional Development Plan.

2. **Paraprofessional Staff 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the 2022-2023 Use of Paraprofessional Staff.

3. **HIB Self-Assessment for Determining Grades** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades for the 2021-2022 school year under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

4. **Elementary School Building Goals** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education adopts the Elementary School Building Goals for the 2022-2023 school year.

5. **Tuition Contract with Morris School District Board of Education** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education, sending district, approves the Tuition Contract with the Morris School District, receiving district, for the 2022 - 2023 school year, effective September 6, 2022, to June 20, 2023, for one (1) student (14141029) at a tuition of \$64,225.80.

6. **Contract with Anne Hunkler**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted IR&S/504 students within the school from 09/09/22 to 06/08/23 for 6 hours per month for a total of 54 hours @ \$80/hr.

7. **Approval of Action Research Project** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Social Studies action research project materials for the 2022-2023 school year.

Grade Level	Title
8th Grade	Online Learning Tool Mastery Assessment: Google Classroom and Google Drive

8. **Elementary School Fundraiser for the 2022-2023 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School activity for the 2022-2023 school year:

Date	Activity/Description	Staff
Month of October	Kids Heart Challenge Fundraiser > Preschool - 4th Grade > Kick-off assembly October 4, 2022	Briana Panetta

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

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
09/16/22	LLD Class	Brookside Post Office	Jillian Glander Abby Kreczkowski Cheryl Riccardello Christine Rollo
10/12/22 Rain date 10/13/22	1st Grade	Turtle Back Zoo	Eugenia Mastrogiannakos Kelly Merlino Laura Porrovecchio Tiffany Reed
10/12/22	LLD Class	Wightman Farm	Jillian Glander Deborah Hall Christine Rollo

10/12/22	4th Grade	Morristown Unitarian Fellowship	Theresa McNamara
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10. **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
10/14/22	7th Grade	Philadelphia Trip	Elizabeth Barter Cindy Blood Franziska Dragon Erin Giarrusso Perry Hooker Erica Koehler Fernando Rivera Jennifer Vazquez

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 Philadelphia field trip.

11. **Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2022 - 2023 school year** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Elementary School and the Mendham Township Middle School in observance of the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2022-2023 school year.

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 September 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 August 2022 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the August 2022 Treasurer's Reports.

4. **August 2022 Transfer Reports**

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

5. **September 2022 Bills List**

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

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

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
SAIF Quarterly Meeting Perona Farms Byram Twp., NJ	09/13/22	Donna Mosner	\$0	\$0
NJ Consortium for Gifted and Talented Programs Morris Plains, NJ	09/23/22	Theresa McNamara	\$0	\$0
SEL Certification Program Rutgers Online	09/2022 through 11/2022	Lisa Lombardo	\$435.00	\$435.00
SHIF Quarterly Meeting Old Mill Inn Basking Ridge, NJ	09/28/22	Donna Mosner	\$0	\$0
MCASBO	09/21/22	Donna Mosner	\$0	\$0

Meadow Wood Manor Randolph, NJ	10/19/22 11/16/22 12/21/22 01/18/23 02/15/23 03/22/23 04/19/23 05/17/23 June - TBD			
SLP Conference: Building the Dream Team (virtual)	Month of October	Stacey Lipschutz	\$45.00	\$45.00

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
GRIT Basketball	<u>MS</u> Gym	Saturdays & Sundays 09/24/22, 09/25/22 10/22/22, 10/23/22 10/29/22, 10/30/22 04/15/23, 04/16/23 05/06/23, 05/07/23 05/13/23, 05/14/23	9:00 am - 1:00 pm	Kerry Foderingham
Chester Mendham Baseball & Softball Club	<u>ES</u> Gym	Weekday 11/01/22-03/31/23	5:30 pm - 7:30 pm	Lauren Garofalo

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

8. **Approval of Submission of the additional ARP-IDEA Grant Funds for the 2022-2023 School Year**

BE IT RESOLVED that the Mendham Township Board of Education accepts the allocations and approves the submission of the 2021-2022 American Rescue Plan-Individuals with Disabilities Education Act Grant Application (ARP-IDEA) to the New Jersey Department of Education. The application amounts are \$31,381 for the Basic ARP-IDEA Grant (Grades K-8) and \$2,681 for the Preschool ARP-IDEA Grant.

9. **Contract for Nurse's Services with Best Choice Home Care Limited Liability Company** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Best Choice Home Care Limited Liability Company to provide, on an as-needed basis, Nurse Services to the Mendham Township School District at a rate of \$68.00 an hour for RN Services for the 2022-2023 school year

Personnel and Human Resources

1. **New Hire Transportation Bus Aide - Danielle Donato**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Danielle Donato, Transportation Bus Aide, pending completion of paperwork, at an hourly rate of \$22.00 per hour, effective September 28, 2022, for the 2022-2023 school year.

2. **New Hire Transportation Driver - Yina Laitano Ortez**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Yina Laitano Ortez, Transportation Driver, pending completion of paperwork, full-time at an hourly rate of \$28.52, effective October 10, 2022, for the 2022-2023 school year.

3. **New Hire Elementary School Lunch/Recess Aide - Valerie Marrero**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Valerie Marrero, pending completion of paperwork, as a Lunch/Recess Aide at an hourly salary of \$13.25 for the 2022-2023 school year:

4. **Staff Resignation - Anthony Massato**

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Anthony Massato, District Groundsman/Custodial Maintenance, dated and effective September 16, 2022.

5. **Leave of Absence - Cheryl O'Connor**

BE IT RESOLVED that the Board hereby approves Cheryl O'Connor, Administrative Assistant, for a leave of absence, having received doctor's certification, commencing August 8, 2022, while utilizing Twelve (12) sick days and Three (3) vacation days, under the Federal Family Medical Leave Act (FMLA) ending after Three (3) weeks on August 26, 2022.

BE IT FURTHER RESOLVED that the Board hereby approves Cheryl O'Connor with an anticipated return to work date of August 29, 2022.

6. **Leave of Absence - Steven Molnar**

BE IT RESOLVED that the Board hereby approves Steven Molnar, School Bus Driver, for an unpaid leave of absence commencing October 21, 2022,* (*Actual Start date may be adjusted), under the Federal Family & Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) ending after Twelve (12) weeks on Jan 20, 2023.

BE IT FURTHER RESOLVED that the Board approves Steven Molnar with an anticipated return to work date of Jan 23, 2023

7. **Extra Instructional Periods for 2022-2023**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff members to teach extra periods of instruction during the 2022-2023 school year, effective September 6, 2022, at a prorated stipend based on \$8,500/year, for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Zero Period/MTES Muti-Sensory Reading Program	5 periods/wk	Dawn Cullinan	\$8,500.00
Zero Period/MTMS Muti-Sensory Reading Program	3 periods/wk	Jennifer Vazquez	\$5,100.00
8th Grade Math (one on one)	5 periods/wk	Allison Steitz	\$8,500.00

8. **Revised: 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
Diane Emr	Diana Gomez	CE	\$1,000.00 (District share \$550.00, Diana Gomez share \$450.00)

9. **Extra Hours: Michael Mahadeen, Music Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves Michael Mahadeen, Music Teacher, additional hours for substitute coverage from August 22, 2022, through August 26, 2022, at his hourly contractual rate of \$44.47.

BE IT FURTHER RESOLVED that the Board approves Michael Mahadeen, Music Teacher, additional hours as needed for substitute coverage, at his hourly contractual rate of \$44.47, to serve as a substitute music teacher.

10. **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 #13506812 during Zero Period Chorus at Mendham Township Elementary School on Mondays and Wednesdays starting September 12, 2022, through the remainder of the 2022-2023 school year.

11. **Unpaid Absence - Deborah Getchius**

BE IT RESOLVED that the Mendham Township Board of Education approves Deborah Getchius to take August 24, 2022 - August 26, 2022, as unpaid absences.

12. **Unpaid Absence - Teresa Sanchez**

BE IT RESOLVED that the Mendham Township Board of Education approves Teresa Sanchez to take August 31, 2022 - September 2, 2022, as unpaid absences.

13. **Substitute Teacher - Kathleen Quigley Shann**

BE IT RESOLVED that the Mendham Township Board of Education approves Kathleen Quigley Shann, Substitute Teacher, pending completion of paperwork, for the 2022-2023 school year at the current rate of \$125.00 per day.

Policy and Planning

1. **Second Reading** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the second reading and adoption of the following policies and regulations:

- P 0143.2 Middle School Student Representative to the Board of Education (M) (Revised)
- P 0163 Quorum (Revised)
- P 1511 Board of Education Website Accessibility (M) (Revised)
- P 2415 Every Student Succeeds Act (M) (Revised)
- P&R 2432 School Sponsored Publications (Abolished)
- P 3216 Dress and Grooming (Revised)
- P 3270 Professional Responsibilities (Revised)
- R 3270 Lesson Plans and Plan Books (Revised)
- P 4216 Dress and Grooming (New)
- P&R 5513 Care of School Property (M) (Revised)
- P 5517 School District Issued Student Identification Cards (M) (Revised)
- P 5722 Student Journalism (M) (New)

XI. ACTION ITEMS

Operations and Finance

RESOLUTION APPOINTING AN ENERGY SERVICES COMPANY TO ASSIST WITH THE DEVELOPMENT OF THE DISTRICT’S ENERGY SAVINGS IMPROVEMENT PROGRAM

WHEREAS, The Board of Education of the Township of Mendham in the County of Morris, New Jersey (the “Board of Education” or the “School District”) conducted energy audits of the School District schools and facilities pursuant to the Local Government Energy Audit Program, and such audits were completed and delivered to this to this Board of Education; and

WHEREAS this Board of Education has determined to consider the implementation of an energy savings improvement program pursuant to N.J.S.A. 18A:18A-4.6 and to seek the assistance of an energy services company (an “Energy Services Company”) through competitive contracting pursuant to N.J.S.A. 18A:18A-4.6(b)(1) and N.J.S.A. 18A:18A-4.1 for assistance with the development and implementation of an energy savings plan; and

WHEREAS this Board of Education advertised on May 9, 2022, for receipt of proposals, and proposals were received on June 21, 2022, through competitive contracting in accordance with N.J.S.A. 18A:18A-4.1 *et seq.* to select an Energy Services Company in order to prepare an energy savings plan with the intent to later enter into a contract to implement energy conservation measures selected by the Board of Education and described in the plan; and

WHEREAS only one proposal was submitted by Willdan Energy Solutions in accordance with the advertised Request for Proposals to Select an Energy Services Company to Develop and Implement an Energy Savings Plan through an Energy Savings Improvement Program (the “RFP”); and

WHEREAS a committee was selected to review the proposal and report to the Board of Education the results of their review, a copy of which report was submitted to this Board of Education; and

WHEREAS, after reviewing the report of the committee, this Board of Education has determined that it is in the best interest of the School District to appoint Willdan Energy Solutions, Inc. (“Willdan”) as the Energy Services Company with which the Board of Education will work to prepare an energy savings plan for the School District; now, therefore,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY AS FOLLOWS:

Section 1. The proposal submitted by Willdan, dated May 21, 2022, in accordance with the School District’s RFP (the “Willdan Proposal”) is hereby approved.

Section 2. The Board President is hereby authorized to execute and enter into a contract on behalf of the Board of Education that is required to implement this resolution in a form consistent with the RFP and the Willdan Proposal and approved by McManimon, Scotland & Baumann, LLC, Bond Counsel. The Willdan Proposal stipulates that Willdan will charge no fee initially for assistance with the development of the energy savings plan and charge a break fee of \$25,500 if the Board decides not to implement the energy savings plan. The Willdan Proposal further stipulates that it will assist the Board of Education with the implementation of the energy savings plan once it is verified by an independent third party and approved by the Board of Education and this Board of Education determines the energy conservation measures to be implemented in accordance with the plan for the fees set forth in and in accordance with the RFP and the Willdan Proposal and a contract to be approved by the Board of Education and entered into by and between the Board of Education and Willdan, also in accordance with the RFP and the Willdan Proposal;

Section 3. The Board Secretary is hereby authorized and directed to publish a notice of contract awarded in the newspaper as required by law

Section 4. The Board of Education hereby declares its intent to issue tax-exempt obligations to provide for funding as may be deemed necessary in a subsequent resolution of this Board and to use the proceeds to pay or reimburse any expenditures for the costs of the energy conservation measures in an amount not exceeding \$250,000 until the actual amount of such funding is determined. This Section 3 is a declaration of

intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

Section 5. This resolution shall take effect immediately.

Mr. Dumovic moved to approve the Action Items for September 20, 2022; Curriculum & Instruction items 0, Operations & Finance items 1, Personnel & Human Resources item 0, Policy item 0, seconded by Mrs. Abraham, and the motion was CARRIED in a roll call vote: Mrs. Abraham; yes, Mrs. Christmann; yes, Mr. Dumovic; yes, yes, Dr. Mandel; yes, and Mrs. Mody; yes – motion carries.

Policy and Planning

P 0152 Board Officers

Mr. Dumovic moved to add Policy item P 0152 discussed, seconded by Dr. Mandel, and the motion was CARRIED in a roll call vote: Mrs. Christmann; yes, Mr. Dumovic; yes, yes, Dr. Mandel; yes, Mrs. Abraham; yes, and Mrs. Mody; yes – motion carries.

XII. Verbal Communications from the Public –

Mrs. Orban-Brown – who determines the fees on the savings, be very careful that it can be tricky.
Dr. Constantino – we do, so we will be careful.

Mrs. Orban-Brown – with the concern of health insurance increases, the Governor made an agreement with state employees, all municipalities and school districts need to go to the Governor and ask for the same, creating a groundswell.

Dr. Constantino – last month we passes a resolution to be sent to the legislators in opposition to this.

XIII. Discussion - Dr. Constantino commented on the following upcoming event -

Tackling Tough Topics

In recent years, boards of education have seen increased interest in board meetings, education issues, and school district decisions. Join us Wednesday, Sept. 28, to learn how to address tough issues while keeping the discussion civil.

Guest speakers include:

- Sal Constantino, Superintendent, Mendham Township School District
- Michael Ben-David, Superintendent, West Morris Regional High School District.
- Paul Breda, School Board Member, Wharton Borough Board of Education
- Peter Dumovic, School Board Member, Mendham Township Board of Education

XIV. Adjournment

Moved by Dr. Mandel seconded by Mrs. Abraham adjourn the regular monthly meeting on September 20, 2022. The meeting was adjourned at 9:36 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary