

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, SEPTEMBER 27, 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	Present
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 – 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

Final touches are being put on the first MTV program. It will be released next week - we are planning one per week going forward.

Also, we have renewed our emphasis on press and social media information. We actively use Facebook, Instagram, and various local news outlets to communicate the happenings around the district. Please consider following us or checking our website (MTSD News) for updates.

The population continues to grow in our schools as we have seen an increase of 6 students in the past month and more are coming. As the population increases, demand for services and space inside the buildings grows considerably. There are pressure points that have developed and we will explore these over the next month or two in the various committees and what that means for our programming/staffing/facilities usage.

Fall Tri-Annual Reports – October Work Session:

Dr. Ciccone (MTMS) Mrs. Kotcho (MTES)

Assessment data - to include start strong - and school goals.

During the November Board meetings, we will have the first of our public budget discussions and review. We will examine current conditions, including any new information on revenues and contract costs/major

expenditures. This is one of the many ways we have been successfully engaging the public and providing information to the entire Board on the development process and details.

Our week of respect and violence awareness week activities are planned and ready to begin next week. Board attachments describe the specific events each day.

Meeting schedule for October:

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

Mr. Dumovic – who is the lead on the MTV program?

Dr. Constantino – myself, assisted by both Principals.

VI. Board Secretary’s Report

Audit – Preliminary work is done for the audit to begin in October. All of the required reports and information is ready and available for them.

Friday, October 14, 2022, is the snapshot date being utilized by the state for the official enrollment count that calculates the district’s state aid for each district within the state. The report that is filed with the DOE is called the ASSA – Application for School State Aid and it is due by November 15, 2022.

DRTRS – District Report of Transportation Resident Students is also based on the snapshot date of October 14, 2022. This report is due to the DOE by November 15, 2022.

VII. Board President’s Report – I would recommend to everyone take some time and schedule a building walk-through with Dr. Constantino. This will help you to get an understanding as to whether or not the space is being maximized and provide a connection as to why we are board members.

VIII. Correspondence – None.

IX. Committee Reports

X. Consent Items

Approval of Minutes

Work Session Minutes: August 16, 2022

Regular Session Minutes: August 23, 2022

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

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 N0414 through N0416 and checks N0418 through N0420.

Fund 10	\$ 29,292.83
Fund 11	\$1,639,701.95
Fund 20	\$ 20,510.25
Fund 30	\$ 161,906.23
Fund 60	<u>\$ 2,115.00</u>
Total:	<u>\$1,853,526.26</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
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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 Meadow Wood Manor Randolph, NJ	09/21/22 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	Donna Mosner	\$0	\$0
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	9:00am - 1:00pm	Kerry Foderingham

		04/15/23, 04/16/23 05/06/23, 05/07/23 05/13/23, 05/14/23		
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. **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.

5. **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

6. **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

7. **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)

8. **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.

9. **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.

10. **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.

11. **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.

12. **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 0152 Board Officers
- 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)

Mr. Christmann moved to approve the Committee Reports and the Consent Items for September 27, 2022; Acceptance of Committee Reports as presented, Approval Work Session and Regular Sessions Minutes, Curriculum & Instruction items 1-11, Operations & Finance items 1 – 9, Personnel & Human Resources items 1 – 12, Policy item 1, seconded by Dr. Mandel and the motion was CARRIED in a roll call vote: Mrs. Abraham; yes, Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, and Mrs. Mody; yes – motions carry.

XI. ACTION ITEMS

Curriculum and Instruction

1. Elementary School Fundraiser for 2022-2023 School Year

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

Date	Activity	Description
October 2022	GiGi’s Playhouse	Lisa Lombardo’s 4th Grade Class Collection of needed supplies

Operations and Finance

1. Revised - Transportation Agreement for the 2022-2023 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following revised joint transportation agreement between the Mendham Township Board of Education and the West Morris Regional High School district for the 2022-2023 school year.

Joiner District To and From Total Route Cost: \$486,164.00							
Start Date	End Date	MTSD Route #	Destination	Contracted Vehicle	Contractor Code	# of Joiner District Students	Joiner Cost
08/2022	06/2023	M01	WMMHS	E769S1	26	54	\$41,803.00
08/2022	06/2023	M03	WMMHS	P365S1	09	54	\$52,022.00
08/2022	06/2023	M04	WMMHS	H378S1	18	54	\$50,922.00
08/2022	06/2023	M05	WMMHS	D672S1	24	54	\$42,590.00
08/2022	06/2023	M08	WMMHS	V975S1	36	54	\$64,477.00
08/2022	06/2023	M09	WMMHS	P365S1	23	54	\$59,545.00
08/2022	06/2023	M11	WMMHS	S1R313	10	54	\$33,055.00
08/2022	06/2023	M11P	WMMHS	S1U532	8	54	\$34,465.00
08/2022	06/2023	M12	WMMHS	R884S1	38	54	\$55,390.00
08/2022	06/2023	M15	WMMHS	S1V692	15	54	\$51,895.00

Personnel and Human Resources

1. **Staff Resignation - Cheryl O'Connor, Middle School Administrative Assistant**

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Cheryl O'Connor, Middle School Administrative Assistant, dated September 20, 2022, effective October 28, 2022.

2. **Extra Instructional Periods - Smart Time**

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 per the dates listed below, at a prorated stipend based on \$8,500/year, for an additional period three (3) times a week for a full year, and independent of placement on the salary guide.

Smart Time	10/17/2022	3 Period/wk	Laura Porrovecchio	\$5,100.00
Smart Time	10/17/2022	3 Period/wk	Katelyn Jones	\$5,100.00
Smart Time	09/28/2022	3 Period/wk	Hannah Dunlevy	\$5,100.00

Mr. Christmann moved to approve the Action Items from September 27, 2022, as presented; Curriculum and Instruction item 1, Operation and Finance item 1, Personnel and Human Resources items 1-2, seconded by Dr. Mandel, and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Abraham; yes, and Mrs. Mody; yes – motions carry.

XI. Discussion

Mr. Keeling inquired about why we are having a change to the joint transportation agreement with West Morris Regional High School.

Mrs. Mosner responded that this happens on occasion, some students will drive and certain routes can be combined. Unfortunately, it was bad timing in regards to when they notified us two days before school started and a little professional courtesy would have been nice, nonetheless, we dropped this route and added another with a different district so it all worked out.

Dr. Constantino asked everyone to mark their calendars for a meeting on October 12th @ MTES at 7:00 pm for the Mendham Township Education Foundation – please get the word out to anyone that might be interested.

XII. Verbal Communications from the Public – None.

XV. Adjournment

Moved by Mr. Keeling seconded by Dr. Mandel adjourn the regular monthly meeting on September 27, 2022. The meeting was adjourned at 8:14 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary