

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, APRIL 23, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:31 p.m.

II. Flag Salute - Mrs. Mody led the flag salute.

III. Roll Call of the Board of Education

Mrs. Joan Mody	President	Present
Dr. Rekha Mandel	Vice President	Present
Mr. Andrew Christmann		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
Dr. Koroski, Director of Special Services
General Public – approximately 15

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, 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
- QUEST - Theresa McNamara
- HIB Training - NJSBA

Unfortunately, we had a last-minute adjustment and need to reschedule our meeting with the NJSBA on HIB updates. Please see the schedule below for our upcoming meeting agendas:

Remaining Board Meeting Guests

- Budget Presentation (May 2)
- HIB Training - NJSBA (May 14)
- Ross Johnson - MTPD/Shared Services Presentation (May 14)
- Guidance - Restorative Practices (May 21)
- Teachers of the Year Invite (May 21)

- Jackie Medina & student sales pitch for self-care (May 21)
- Transportation Presentation (June 18)
- We have three important events coming in the next week or so that I want to mention:
 - Administrative Assistant's Day - 4/24
 - Take Your Child to Work Day - 4/25
 - Teacher Appreciation Week - 4/29
- Committee Reports will cover the remainder of my updates.

VI. Board Secretary's Report

NJSBA's – Governance I-IV Self-Paced Online Courses

Registration for the Governance I, II, III, and IV self-paced online training courses is open. If you are unable to make an in-person mandated training event, taking a self-paced online course is the perfect opportunity to fulfill your requirements.

This interactive format allows board members and charter school trustees to take the mandated training course at their convenience. Courses align with NJSBA's live Governance training programs, ensuring members have access to all materials.

Completion of this course fulfills the School District Accountability Act Mandated Training requirement. Learn more about all mandated training offerings on the NJSBA website.

Governance I: New Board Member Orientation

Governance II: Finance

Governance III: Student Achievement

Governance IV: Legal Update

For those of you who need to be registered for this mandated training, I proxy-registered you today, so you should be receiving an email in the near future.

Reminder – The advertised budget is going to be running in the Daily Record on Thursday, April 25th. Open House Budget Discussions are scheduled for April 29, 2024, at 10:00 am and 6:00 pm at the Elementary School. The Public Hearing and final vote on the 2024-2025 budget will be on May 2, 2024, at 7:30 pm in the media center of the elementary school.

VII. Board President's Report – None.

VIII. Correspondence – None.

IX. Committee Reports

- **Curriculum and Instruction** – Mr. Keeling delivered the report.
- **Diversity, Equity, Inclusion, and Belonging** – Dr. Mandel delivered the report.
- **Operations and Finance** – Dr. Mandel delivered the report.
- **Personnel and Human Resources** – Mr. Dumovic delivered the report.

- **Policy and Planning** – Mr. Christmann delivered the report.
- **Ad Hoc - Referendum/ROD Grant** - Mrs. Orban Brown delivered the report.

X. Consent Items

Approval of Minutes:

March 12, 2024	Work Session Minutes
March 19, 2024,	Regular Session Minutes

Curriculum and School Programs

1. **Bring Your Child to Work Day**

BE IT RESOLVED that the Mendham Township Board of Education approves April 25, 2024, as “Bring Your Child to Work Day” in the Mendham Township Schools.

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, 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 March 2024 that no major accounts and fund balances in the 2023/2024 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 March 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2024 Treasurer’s Reports.

4. **March 2024 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2024 transfer report.

5. **April 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the April 2024 Bills List. This includes payroll checks N0523 through N0528.

Fund 10 - Treasurer Account	\$
Fund 11 - Treasurer Account	\$
Fund 20 - Special Revenue/Grants	\$

Fund 30 - Referendum Account	\$
Fund 60 - Food Service Account	\$
Fund 80 - Unemployment Account	\$
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 \$0.47 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Eduscape STEM Curriculum Training	04/22/23	Matthew Viggiano	\$0.00 Substitute Coverage + Mileage Reimbursement	\$0.00 Substitute Coverage + Mileage Reimbursement

7. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2023-2024 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Stronghold Hoops LLC	<u>MS</u> Gyms	Mondays & Wednesdays 04/03/24-06/03/24	5:00-9:30pm	Nate Suresh
North Jersey Performing Arts	<u>ES</u> Classroom Playground Garden	Monday - Friday 06/10/24-06/14/24	8:30-11:30am	Jennifer Branch
Chester Mendham Baseball & Softball Club	<u>ES</u> All Purpose Room	Saturday 04/13/24 <i>(Rain location for Opening Day photos)</i>	8:00am-2:00pm	Lauren Garofalo
Chester Mendham Baseball & Softball Club	<u>ES</u> Gyms	Mondays 11/25/24-03/10/25	5:30-8:30pm	Lauren Garofalo

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

8. **Submission of NJSIG Safety Grant Application 2024-2025**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves the submission of the grant application for the 2024-2025 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, to include safety initiatives within the buildings and classroom security, in the amount of \$3,000 for the period of July 1, 2024, through June 30, 2025.

Personnel and Human Resources

1. **Staff Retirement: Carlos Echeverry** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of retirement from Carlos Echeverry, Middle School Custodian, dated April 12, 2024, effective June 30, 2024.

2. **Staff Retirement: Geri Esposito** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of retirement from Geri Esposito, Middle School Science Teacher, dated April 8, 2024, effective July 1, 2024.

3. **Staff Resignation: Savannah Quinn** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Savannah Quinn, Elementary School Third Grade Teacher, dated April 2, 2024, effective June 13, 2024.

4. **Staff Resignation: Amy Fortuin** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Amy Fortuin, Elementary School Third Grade Co-Teacher, dated April 10, 2024, effective June 13, 2024.

5. **Staff Resignation: Alexander Hufford** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Alexander Hufford, Middle School Physical Education Teacher, dated April 18, 2024, effective June 13, 2024.

6. **Staff Resignation: Cecilia Maggiore** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Cecilia Maggiore, Elementary School World Language Teacher, dated April 22, 2024, effective June 13, 2024.

7. **Leave of Absence - Alaina Commarato**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Alaina Commarato, for a leave of absence, having received doctor's certification, commencing September 3, 2024, while utilizing Fifteen (15) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Alaina Commarato, commencing on October 28, 2024, through January 24, 2025, as requested in writing;

BE IT RESOLVED that the Mendham Township Board of Education approves Alaina Commarato with a return to work date of January 27, 2025.

8. **Middle School Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for Activities and Student Council Events previously approved by the Board at their June 20, 2023 meeting.

April 12, 2024 - PTO Sponsored Dance (7:00 p.m. - 8:30 p.m.)		
Alexandria Ferenc	Jaqueline Medina	Fernando Rivera
Perry Hooker	Amanda Porter	
Alexander Hufford	Lauren Procanik	

May 5, 2024 - 8th Grade Evening Lip Sync Contest (7:00 p.m. - 8:30 p.m.)		
Mariah Clark	Diana Gomez	Jaqueline Medina
Jessica Costanzo	Perry Hooker	Amanda Porter/Advisor
Megan Fazio	Tara Horutz	

May 23, 2024 - Evening of the Arts (6:00 p.m. - 8:30 p.m.)		
Stephen Dodrv/Advisor		
Alexandria Ferenc		
Francesca Hare/Advisor		
Zachary Naughtright/Advisor		

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the above chaperones at the contractual rate of \$100.00 (per event) that begins after contractual hours.

9. **Revised Middle School Field Trip Chaperones**

BE IT RESOLVED that the following teachers will be chaperoning the field trip to West Essex High School on April 24, 2024. This field trip was previously approved by the Board on March 19, 2024.

Russell Branch, Stephen Dodrv, Zachary Naughtright

10. **Job Descriptions Approval** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Job Descriptions:

Learning Disabilities Teacher Consultant
School Psychologist
School Social Worker
Speech Therapist
Affirmative Action Officer
District Anti-Bullying Coordinator
School Anti-Bullying Coordinator

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 1140	Educational Equity Policies/Affirmative Action (M)
P 1523	Comprehensive Equity Plan (M)
P 1530	Equal Employment Opportunities (M)
R 1530	Equal Employment Opportunity Complaint Procedure (M)
P 1550	Equal Employment/Anti-Discrimination Practices (M)
R 2200	Curriculum Content (M)
P 2260	Equity in School and Classroom Practices (M)
R 2260	Equity in School and Classroom Practices Complaint Procedure (M)
P 2411	Guidance Counseling (M)
P 2423	Bilingual Education (M)
R 2423	Bilingual Education (M)
P 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
P 3211	Code of Ethics
P 5570	Sportsmanship
P 5750	Equitable Educational Opportunity (M)
P 5755	Equity in Educational Programs and Services (M) Abolished
P 5841	Secret Societies
P 5842	Equal Access of Student Organizations
P 7610	Vandalism
R 7610	Vandalism
P 9323	Notification of Juvenile Offender Case Disposition

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 student 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 Mrs. Orban Brown, seconded by Dr. Mandel to move to Closed Executive Session.
The Board adjourned to Closed Executive Session at 8:23 p.m., unanimously carried in a voice vote.**

XII. Reconvene Open Work Session Meeting

Moved by Mr. Christmann, seconded by Mrs. Orban Brown, to reconvene to the Work Session Meeting at 8:35 p.m., unanimously carried in a voice vote.

XIII. ACTION ITEMS

Curriculum and School Programs

1. Harassment/Intimidation/Bullying Report

WHEREAS, the Mendham Township Board of Education has received the Superintendent's report of the incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED that the Board will *accept* the Superintendent's recommendations for Incident #262311_MTM_03132024 – *accepts*

Dr. Mandel moved to approve the Action Item - Curriculum and School Programs - item 1 to accept the Superintendent's recommendation with respect to the HIB Incident #03132024, seconded by Mr. Keeling, 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. Orban Brown; yes, and Mrs. Mody; yes – motion carries.

Curriculum and School Programs

2. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves Learn Well Student Services to provide home instruction for student (ID# 16130133) for a total of 10 hours a week at a rate of \$53.25 per hour, effective 4/17/24 until the student is able to return to school.

3. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves Silvergate Prep to provide home instruction for student (ID# 13425960) for a total of 10 hours a week at a rate of \$60.00 per hour, effective 4/22/24 until the student is able to return to school.

Personnel and Human Resources

1. New Hire: Bob Keene, Transportation Driver Trainer & Driver

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Bob Keene as a Full-Time Transportation Driver Trainer & Driver, pending completion of paperwork, at a prorated salary of \$55,000, effective May 1, 2024, for the 2023-2024 school year.

2. New Hire: Roosevelt Marin, Substitute Transportation Driver

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Roosevelt Marin as a Substitute Transportation Driver, pending completion of paperwork, at an hourly rate of \$25.00, effective April 24, 2024, for the 2023-2024 school year.

Mrs. Orban Brown moved to approve the Action Items under Curriculum and School Programs - items 2-3, and Personnel and Human Resources – items 1-2, seconded by Mr. Keeling, and the motions were CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Mrs. Mody; yes – motions carry.

XIV. Discussion

Dr. Constantino provided an update on transportation – cameras are being installed on the buses. Our former system was being replaced with a new system by Transportant.

Mr. Dumovic mentioned that on May 2, 2024, the Morris County SBA is having a celebration recognition ceremony and the last meeting of the year. Mrs. Diana Orban Brown will be receiving her new board member certification.

Mr. Dumovic also asked about the status of the strategic plan district goal.

Dr. Constantino commented that it has been a very busy year and that has been lower on the priority list. There will be a draft before year-end.

XV. Verbal Communications from the Public – None.

XVI. Adjournment

Moved by Mr. Keeling, seconded by Mr. Dubeck to adjourn the April 23, 2024, Work Session Meeting. The meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary