

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 12, 2023 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:35 p.m.

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 |
| Mr. Adam Dubeck | | Present |
| Mr. Peter Dumovic | | Absent |
| Mr. Thomas Keeling | | Present |
| Dr. Rekha Mandel | | Present |
| Mrs. Diana Orban Brown | | Present |

Ms. Rachel Christie Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
Dr. Kotcho, MTES Principal
Mrs. Johnson, MTES 4th Grade Tiger Chorus
General Public - approximately twenty-eight

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. Student Representative to the Board of Education

- Rachel Christie
Extracurricular activities, math help, spring musical report, annual food drive, HIB and bullying precautions, mental health support at MTMS

VI. Superintendent’s Report

- District Updates, News, and Events

- MTES Tiger Chorus performance
- MTBOE Calendar for January 2024
 - January 7, 2024 (Re-org)
 - Week of January 15 - Committee Meetings
 - January 23, 2024 (Regular Meeting)
- Governor’s Educator of the Year:
 - Corrine Butler and Lisa Lombardo
- Welcome Charlene Peterson, NJSBA - Presentation on an Introduction to Robert’s Rules of Order and Parliamentary Procedures for the BOE
- Thank you for an amazing 2023, looking forward to 2024!

VII. Board Secretary’s Report

- The Reorganizational Meeting is scheduled for Tuesday, January 9, 2024, at 7:30 pm
- I would also like to echo Dr. Constantino’s sentiments towards 2023 being an amazing year and wish everyone a happy and healthy holiday season.

VIII. Board President’s Report

Please email me with any requests you may have for committee assignments, thank you

IX. Correspondence - None.

X. Committee Reports

- **Curriculum and Instruction** - Dr. Mandel delivered the report.
- **Operations and Finance** - Dr. Mandel delivered the report.
- **Personnel and Human Resources** - Mr. Dubeck delivered the report.
- **Policy and Planning** - Mr. Dubeck delivered the report.
- **Ad Hoc - DEIB** - Dr. Mandel delivered the report.
- **Ad Hoc - Referendum/ROD Grants** - No update this month.

XI. Consent Items

Approval of Minutes

Work Session Minutes: November 21, 2023

Regular Session Minutes: November 28, 2023

Approval of Executive Minutes

Executive Session Minutes: November 21, 2023

Curriculum and Instruction

1. Evening Virtual Math Lab

BE IT RESOLVED that the Mendham Township Board of Education approves the PTO-sponsored pilot program “Evening Virtual Math Lab” which will offer timely and free assistance to MTMS students facing challenges in mathematics homework completion and the “Problem of the Week”. Starting 12/04/23 through 02/01/24, Mondays - Thursdays from 6:30 p.m. to 8:30 p.m.

2. **Middle School New Curriculum** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the new Middle School World Language Curriculum (Grades 5 - 8) for the 2023-2024 school year.

3. **Contract with Anne Hunkler Karanikas**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Behavioral Consultation within the school from 12/04/23 to 06/10/24 for 2 hours per week for a total of 52 hours @ \$80/hr. not to exceed a total of \$4,160.00.

4. **New - Elementary School Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year:

| Date | Grade | Activity | Chaperones |
|----------|-------|-------------------------|---|
| 12/14/23 | LLD | Trader Joe’s (Denville) | Jillian Glander Dianna Micek Beth Smith |

5. **New - Middle School Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year:

| Date | Grade | Activity | Chaperones |
|----------|---------------------|--|--|
| 12/18/23 | 5th - 8th Grades | Interfaith Food Pantry, Morris Plains | Nicholas Angrisani Melissa Lucia Melanie Smith |

6. **Previously Approved - Middle School Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2023-2024 school year previously approved at the June 20, 2023 Board of Education meeting:

| Date | Grade | Activity | Chaperones |
|----------|-----------|------------------------------------|---------------------------------|
| 01/05/24 | 8th Grade | WMMHS, Annual Articulation Concert | Russell Branch Stephen Dodrv |

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 December 2023 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 December 2023 Board Secretary’s Reports.

3. Treasurer’s Report

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2023 Treasurer’s Reports.

4. December 2023 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2023 transfer report.

5. December 2023 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2023 Bills List. This includes payroll checks N0523 through N0525.

| | |
|----------------------------------|--------------------|
| Fund 10 - Treasurer Account | \$ 28,921.27 |
| Fund 11 - Treasurer Account | \$ 969,153.98 |
| Fund 20 - Special Revenue/Grants | \$ 29,043.26 |
| Fund 30 - Referendum Account | \$ 93,322.63 |
| Fund 60 - Food Service Account | \$ 41,538.63 |
| Fund 95 - Athletics Account | <u>\$ 1,055.00</u> |
| Total: | \$1,163,034.77 |

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 |
|------------------------------|----------|--|--|--|
| Orton Gillingham (online) | 01/18/24 | Dawn Cullinan * Andrea Fattorusso Amy Fortuin Amanda Fullem * Maria Messina * Kristin Miller Darlene Sardinsky | \$895.00 + Substitute Coverage * | \$895.00 + Substitute Coverage * |

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 |
|---|---|--|----------------|-------------------|
| The Mendham Kids Club <i>Spring Break Camp</i> | <u>ES</u> Gyms Classroom Library | Monday - Thursday 03/25/24 - 03/28/24 | 9:00am-3:00pm | Charles Gallo |
| The Mendham Kids Club <i>Summer Camp</i> | <u>ES</u> Gyms Classrooms Playground | Mondays - Fridays 06/17/24 - 07/26/24 | 9:00am -3:00pm | Charles Gallo |

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

Personnel and Human Resources

1. **Leave of Absence - Brenda Helbig**

BE IT RESOLVED that the Board hereby approves Brenda Helbig, Transportation Driver, for a leave of absence, commencing December 15, 2023, while utilizing 34 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 7 weeks on February 9, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Brenda Helbig with an anticipated return to work date of February 12, 2024.

2. **Leave of Absence - John McKeown**

BE IT RESOLVED that the Board hereby approves John McKeown, School Bus Driver, for a leave of absence, commencing January 15, 2024, while utilizing 19 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 4 weeks on February 9, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves John Mckeown with an anticipated return to work date of February 12, 2024.

3. **Leave of Absence (REVISED) - Mary (Geri) Esposito**

BE IT RESOLVED that the Board hereby approves Mary (Geri) Esposito, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing August 31, 2023, while utilizing Fifty-Six (56) accumulated sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2023.

BE IT FURTHER RESOLVED that the Board hereby approves Mary (Geri) Esposito for a leave of absence, commencing on November 27, 2023, while utilizing Fifty-Seven (57) sick days, under the NJ Family Leave Act (NJFLA) ending after Twelve (12) weeks on February 23, 2024;

BE IT FURTHER RESOLVED that the Board hereby approves Mary (Geri) Esposito with an extended paid leave of absence (Not covered under FMLA or NJ FLA) through June 14, 2024, using accumulated sick days.

BE IT FURTHER RESOLVED that the Board approves Mary (Geri) Esposito with a return to work date of the first day of the 2024-2025 school year.

4. **Leave Replacement (REVISED) - Mariah Clark**

BE IT RESOLVED that the Mendham Township Board of Education approves Mariah Clark, Leave Replacement Middle School Science Teacher, effective August 31, 2023, through June 14, 2024 (previously approved end January 26, 2024), at a prorated salary of \$55,275.00, BA, Step 1.

5. **New Hire - John Trahan, Transportation Driver**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of John Trahan, Full-Time Transportation Driver, at a prorated annual salary of \$32,400.00 effective December 13, 2023, for the 2023-2024 school year.

6. **New Hire - Jennifer Szczepanski, Part-Time Instructional Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jennifer Szczepanski as a Part-Time Instructional Aide at a prorated annual salary of \$22,770 effective December 13, 2023, for the 2023-2024 school year.

7. **New Hire - Lauren Costanza, Part-Time Instructional Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Lauren Costanza as a Part-Time Instructional Aide at a prorated annual salary of \$17,820 effective December 13, 2023, for the 2023-2024 school year.

8. **New Hire - Shilpa Dhamane, Morning Bus Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Shilpa Dhamane, pending completion of paperwork, as a Morning Bus Aide at an hourly rate of \$27.00 effective December 13, 2023, for the 2023-2024 school year.

9. **Evening Virtual Math Lab Teacher and Substitute Teachers**
BE IT RESOLVED that the Mendham Township Board of Education approves Diana Gomez (Teacher), James Haggerty and Diane Emr (Substitute Teachers) to be paid at the hourly rate of \$48.33, for “Evening Virtual Math Lab”, effective 12/04/23 through 02/01/24, funded by the PTO.

10. **Extra Hours: Instructional Aide Services – Katherine LoVecchio**
BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$22.36 for Katherine LoVecchio to provide aide services for student #13506812 during Zero Period orchestra at Mendham Township Elementary School on Wednesdays and Fridays starting December 5, 2023, through the remainder of the 2023-2024 school year.

11. **Job Descriptions Approval** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves for adoption of the following Job Descriptions:

10 Month (plus 20 days) Elementary School Secretary
10 Month (plus 20 days) Middle School Secretary
Part Time Elementary School Secretary

Part Time Middle School Secretary
 Administrative Assistant to the Elementary School Principal
 Administrative Assistant to the Middle School Principal
 Assistant to the Director of Special Services
 Administrative Assistant to the School Business Administrator for
 Operations/Accounts Receivable
 Administrative Assistant to the School Business Administrator for Finance
 Assistant to the Superintendent for Human Resources/Accounts Receivable
 Executive Assistant to the Superintendent

12. **Substitute Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute teacher, pending completion of paperwork, at the current rate of \$125.00 per day for the 2023-2024 school year. Sarah Daniel, Tricia Munley, Jeorgi Smith

Policy and Planning

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

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

~~P 5757 ——— Anti Discrimination, Diversity, Equity, Inclusion, and Belonging~~

2. **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 2270 Religion in the Schools (Revised)
- P & R 2419 School Threat Assessment Teams (M) (New)
- P 3161 Examination for Cause (Revised)
- P 3324 Right of Privacy (Revised)
- P 4161 Examination for Cause (Revised)
- P 4324 Right of Privacy (Revised)
- P 8500 Food Services (M) (Revised)

Mrs. Orban Brown moved to approve the Committee Report and the Consent Items for December 12, 2023; Approval of the Work Session, Regular Monthly, and Executive Session Meeting minutes, Curriculum & Instruction items 1-6, Operations & Finance items 1-7, Personnel & Human Resources items 1-12, Policy and Planning item 2, seconded by Mr. Christmann and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

Policy and Planning

1. First Reading (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policy:

P 5757 Anti-Discrimination, Diversity, Equity, Inclusion, and Belonging

Mrs. Orban Brown would like to make language changes to the policy - *Substitute "institutional" to replace the word "systemic"*

Dr. Mandel was that a motion?

Dr. Constantino replied no.

Mrs. Orban Brown - Are we voting?

Dr. Constantino replied yes, 1st reading

Mrs. Orban Brown - if the change is de minimis, would it require the BOE to go back to the first reading?

Dr. Constantino commented that he would have to check

Mr. Christmann wanted to know if this was a big change, and where are we going with this.

Mrs. Orban Brown responded that we have a definition of institutional, and it should be used in place of systemic.

Mrs. Orban Brown moved to approve Policy and Planning item 1, seconded by Dr. Mandel, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Mrs. Mody, yes – motion carries.

XII. Discussion - None.

XIII. Verbal Communications from the Public - None.

XIV. Adjournment

Moved by Mr. Thomas Keeling, seconded by Mr. Dubeck to adjourn the December 12, 2023 Regular Session Meeting. The meeting was adjourned at 8:51 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary