

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING MINUTES  
TUESDAY, FEBRUARY 20, 2024 @ 7:30 PM**

**I. Call to Order**

The meeting was called to order at 7:33 p.m.

**II. Flag Salute** - Dr. Mandel led the flag salute.

**III. Roll Call of the Board of Education**

Mrs. Joan Mody	President	Absent
Dr. Rekha Mandel	Vice President	Present
Mr. Andrew Christmann		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
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 – one

**IV. Sunshine Law – Dr. Mandel 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

On March 8 the Morris Plains Math department and principal will visit MTMS starting at 9 am to learn about our math program.

February 22 and 23 - Spring Pictures @ MTES

March 8 - MTES Talent Show

March 14 - MTES STEM Expo

March 14, 15, 16 - MTMS Spring Musical

**Remaining Board Meeting Guests**

- **Attorneys - Committee Process Training (Feb 20)** Cleary, Giacobbe, Alfieri, and Jacobs LLC
- WMMHS Superintendent and BOE President - Referendum Information (Feb 27)
- Budget Presentations (March 12, April 30)
- Julie and PJ (March 19)
- Ross Johnson - MTPD (April 23)

- NJSBA - HIB Training (May 28)
- March 19, May 21 (MTMS)
- February 27, April 23 (MTES)

**Meeting Minutes:**

After our monthly meetings, Donna will compile the minutes for the work and the regular sessions. Those minutes will be posted in a folder for the following month by the start of the committee week. We ask that you review the minutes before the work session. Any changes or recommendations you suggest can be sent to Donna or brought to the work session. Donna will include a document in the minutes’ folder that lists all the suggested changes so that Board members can review them and compare them to her original document. At the work session, we will review and discuss any changes submitted or brought up by a board member. Following the work session, the minutes will be locked and no changes will be made before the regular meeting.

**VI. Board Secretary’s Report**

➤ **Finance:**

Special Education Medicaid Initiative (SEMI) - Fiscal Year 2025 Reimbursement Revenue Projections

**Background** - In accordance with N.J.S.A. 18A:55-3, school districts are required to maximize their participation in the SEMI program and the Fiscal Accountability Regulations at N.J.A.C. 6A:23A-5.3 contain the requisite SEMI programmatic guidelines and standards. The NJDOE County Offices provide districts with individual FY2025 SEMI reimbursement revenue projections and the final SEMI reimbursement revenue achieved for FY2023. This information will help districts monitor progress, assist in the FY2025 budget submission, and aid in determining if alternate reimbursement revenue projections or waivers should be considered.

**SEMI Budget Requirements** - In preparing its annual budget submission to the respective Executive County Superintendent, each district shall recognize as reimbursement revenue no less than 90 percent of the SEMI reimbursement revenue projection provided by the NJDOE.

A district must submit a waiver request if it is projected to have 40 or fewer Medicaid-eligible special education students for the 2024-2025 school year. The Executive County Superintendent will render a decision within 20 days of receipt of the waiver request.

**Mendham Township SEMI Allocations -  
FY 2025 Reimbursement Revenue Projection**

Medicaid-Eligible/Special Education Student Count per NJ SMART 10/13/2023 snapshot	5
District Projected Reimbursement Revenue:	\$2,684.20 <sup>35</sup>
District Budgeted Reimbursement Revenue Requirement:	\$2,415.78 <sup>36</sup>

**VII. Board President’s Report – None.**

**VIII. Correspondence**

February 6, 2024 - Sana & Dr. Seyad Shahmehdi - Dr. Constantino spoke with the faculty involved – feel free to reach out to me if you have any questions.

**IX. Verbal Communications from the Public – 7:53 pm**

Ms. Sana – 3 Kensington Court – Thank you for your initiatives in regard to diversity, equity, and inclusion.

The admin team did a wonderful job on the budget presentation – informative and engaging. Thank you.

**Public comment – closed at 7:55 pm**

**X. Committee Reports**

- **Curriculum and Instruction** – Mr. Keeling delivered the report.
- **Diversity, Equity, Inclusion, and Belonging** – Mr. Dubeck delivered the report.
- **Operations and Finance** – Dr. Mandel delivered the report.
- **Personnel and Human Resources** – Mr. Keeling delivered the report.
- **Policy and Planning** – Mr. Christmann delivered the report.
- **Ad Hoc - Referendum/ROD Grant** - Mrs. Orban Brown delivered the report.

**XI. Consent Items**

**Approval of Minutes**

Regular Session Minutes: January 23, 2024

**Curriculum and Instruction**

1. **Biannual Statement of Assurance Paraprofessional Staff 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submittal of the Biannual Statement of Assurance for the 2023-2024 Use of Paraprofessional Staff to the New Jersey Department of Education.

2. **Contract with Step Up Family Services**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Step Up Family Services to provide Assessment services during the 2023-2024 school year not to exceed a total of \$350.00.

3. **Contracts 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 02/12/24 to 06/14/24 for 2 hours per week for a total of 34 hours @ \$80/hr. not to exceed a total of \$2,720.00.

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

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

Date	Grade	Activity	Chaperones
02/29/24	Pre-K	Brookside Post Office	Joy Lia Megan Sager
03/04/24 ( <i>rain date: 03/05/24</i> )	4th Grade	Brookside Post Office	Lisa Lombardo

03/14/24 ( <i>snow date:</i> 03/15/24)	4th Grade Quest	Morristown Unitarian Universalist Fellowship	Theresa McNamara Nurse
03/21/24	3rd Grade	The Seeing Eye	Amanda Fullem Robert Koroski

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

**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
03/08/24	4th - 7th Grades Bass Orchestra Players	Mahwah High School	Zachary Naughtight

**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 February 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 January 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **January 2024 Transfer Reports**

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

5. **February 2024 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the February 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	\$
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
NJ Buildings and Grounds Association Convention	03/17/24 03/18/24 03/19/24 03/20/24	Scott Bellows	\$325.00 Registration + \$300.00 Lodging + Mileage Reimbursement	\$325.00 Registration + \$300.00 Lodging + Mileage Reimbursement

7. **Waiver of Special Education Medicaid Initiative (SEMI) Program 2024-2025 (Attachment)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following resolution:

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 budget year, and

**WHEREAS**, the Mendham Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid-eligible classified students OR participation in SEMI would not provide a cost-benefit to the district based on the projection of the district’s available SEMI reimbursement for the 2024-2025 budget year, and

**WHEREAS**, the waiver request is based on the 2023-2024 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students, and the 2023-2024 Revenue Projection report from the NJDOE and

**NOW, THEREFORE BE IT RESOLVED** that the Mendham Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2024-2025 school year.

## Personnel and Human Resources

1. **Staff Resignation - Yomelly Parra** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Yomelly Parra, Transportation Driver, dated February 9, 2024, effective March 4, 2024.

2. **Leave of Absence (REVISED) - Deborah Templin**

**BE IT RESOLVED** that the Board hereby approves Deborah Templin, School Transportation Driver, for a leave of absence, commencing November 22, 2023, while utilizing 58 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 12 weeks on February 26, 2024.

**BE IT FURTHER RESOLVED** that the Board hereby approves Deborah Templin to return to work on February 27, 2024.

3. **Leave of Absence (REVISED) - John McKeown**

**BE IT RESOLVED** that the Board hereby approves John McKeown, School Transportation Driver, for a leave of absence, commencing January 15, 2024, while utilizing 24 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 5 weeks on February 16, 2024.

**BE IT FURTHER RESOLVED** that the Board hereby approves John McKeown with an anticipated return to work date of February 20, 2024, since February 19, 2024, is a Holiday and school is closed.

4. **Leave of Absence - Erica Hays (Peterson)**

**BE IT RESOLVED** that the Board hereby approves Erica Hays, Middle School Teacher, for a leave of absence, commencing January 30, 2024, while utilizing 11 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 2 weeks on February 13, 2024.

**BE IT FURTHER RESOLVED** that the Board hereby approves Erica Peterson with an anticipated return to work date of February 14, 2024.

5. **Elementary School Chaperones**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following chaperones at the rate of \$100.00 each per events that begin after contractual hours. The events were previously approved by the Board on April 23, 2023:

Date	Event	Chaperones
March 8, 2024	Talent Show	Hannah Dunlevy Erica Parke Darlyne Pieper
March 14, 2024	STEM Expo	Andrea Fattorusso Katelyn Jones Lisa Lombardo

6. **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.

Mina Bahrami, Jennifer Halpern, Stephanie Manson, Megan Pinyan, Christina Thomases

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

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

Instructional Aide  
Instructional Aide - Part-Time  
Lunch/Recess Aide  
10-Month ABA Classroom Aide  
Special Education Aide  
Special Education One-On-One Aide

**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

**XII. 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 Mr. Christmann, seconded by Mrs. Orban Brown to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 9:25 p.m., unanimously carried in a voice vote.**

**XIII. Reconvene Open Work Session Meeting**

Moved by Mrs. Orban Brown, seconded by Mr. Christmann, to reconvene to the Work Session Meeting at 9:31 p.m., unanimously carried in a voice vote.

**XIV. 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 # 258578\_MTE\_01232024 - *accepts*

**Mr. Dubeck moved to approve the Action Item - Curriculum and School Programs - item 1 to accept the Superintendent’s recommendation with respect to the HIB Incident #258578, seconded by Mrs. Orban Brown, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Dr. Mandel; yes – motion carries.**

**Operations and Finance**

1. **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
STEM Facilitator Program	02/21/24	Matthew Viggiano	\$0.00 + Mileage Reimbursement + Substitute Teacher	\$0.00 + Mileage Reimbursement + Substitute Teacher
Northern NJ Physical Education & Health Summit	02/27/24	Gina Sodora	\$149.00 + Mileage Reimbursement + Substitute Teacher	\$149.00 + Mileage Reimbursement + Substitute Teacher

**Personnel and Human Resources**

1. **New Hire - Laura Ryan, Part-Time Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Laura Ryan as an Elementary School Part-Time Instructional Aide, at a prorated salary of \$22,770.00 effective January 31, 2024, for the 2023-2024 school year.



2. **New Hire - Karen Perry, Part-Time Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Karen Perry as an Elementary School Part-Time Instructional Aide, at a prorated salary of \$22,770.00 effective January 31, 2024, for the 2023-2024 school year.

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

**XV. Discussion**

Mrs. Orban Brown – November 28, 2023 minutes discussion of process and clarification of amendment process.  
RE – Policy 0168 – minutes should be reasonably comprehensive?

Dr. Mandel – the minutes should not be changed by one individual, nor should they be verbatim.

Mr. Christmann – Point of order – not on the agenda, therefore this discussion is not appropriate, and should be continued at our next meeting.

**XVI. Adjournment**

Moved by Mr. Thomas Keeling, seconded by Mr. Dubeck to adjourn the February 20, 2024 Work Session Meeting. The meeting was adjourned at 9:50 p.m.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary