

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, FEBRUARY 27, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 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		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
Dr. Kotcho, MTES Principal
General Public – approximately twenty-five

Rachel Christie, Student Representative

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

Rachel Christie – presented her report for the month of February 2024.

Welcome to the West Morris Regional School Board Representative and Superintendent Barbara Sargent. We look forward to hearing about the upcoming \$26M Referendum and the planned school construction.

Welcome to MTES Teacher, Dori Smyth, and the MTES Masterminds group. We are very excited to hear about the work you have been doing and we are very grateful that you could be with us tonight.

On tonight's agenda, we have a resolution rejecting a bid we received for the Referendum project. The bid was out of order and the contractor requested in writing during the appropriate time period that the bid be withdrawn. The new bid timeline is listed below:

Drawings available: February 28, 2024

Bid Opening: March 14, 1:30 pm

Bid Award: March 19, 2024

VI. Board Secretary's Report

➤ Finance:

Ethics Disclosure Forms – 2024 Personal/Relative and Financial Disclosure Statements

The School Ethics Commission (SEC) has established an electronic method for all school districts to complete Personal/Relative and Financial Disclosure Statements (Disclosure Statements), which are required to be filed by all school officials annually.

The School Ethics Act (Act), N.J.S.A. 18A:12-25, and N.J.S.A. 18A:12-26 in particular require school officials who filed Disclosure Statements in the previous year (2023) to file new Disclosure Statements annually by April 30 during their term of office. Also, school officials who are newly elected or newly appointed to a school district are required to fill one out as well.

Last week, everyone should have received an email from me containing a unique authorization code, along with our district code (3100) so that you can file Disclosure Statements for the current 2024 reporting year.

This is a friendly reminder to those of you who have not completed this to please check your email for the code and link that was sent to you to fill this annual form out so that I can check it certify it and send it on to the county for review and final approval.

I truly appreciate you taking the time to do so for those of you who have completed it already. Thank you!

VII. Board President's Report – None.

VIII. Correspondence – None.

IX. Committee Reports

X. 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 (rain date: 03/05/24)	4th Grade	Brookside Post Office	Lisa Lombardo
03/14/24 (snow date: 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 Naughtright

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 N0535 through N0537 and N0540 through N0542.

Fund 10 - Treasurer Account	\$ 60,664.51
Fund 11 - Treasurer Account	\$2,555,979.41
Fund 20 - Special Revenue/Grants	\$ 19,520.95
Fund 30 - Referendum Account	\$ 36,916.29
Fund 40 - Debt Service Account	\$ 253,468.75
Fund 60 - Food Service Account	\$ 33,858.43
Fund 95 - Athletic Account	\$ 1,365.00
Total:	\$2,964,773.34

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, Walter Tilton

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

Mr. Christmann moved to approve the Consent Items on the Regular Session Agenda of February 27, 2024 to include the Approval of the Minutes, Curriculum and Instruction - items 1 – 5, Operations and Finance – items 1 – 7, Personnel and Human Resources – items 1 – 7, Policy and Planning – item 1, seconded by Dr. Mandel, 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.

XI. ACTION ITEMS

Curriculum and Instruction

1. **Elementary School Sponsored Knitting Club**

BE IT RESOLVED that the Mendham Township Board of Education approves Megan Sager, Pre-K Teacher to host an Elementary School sponsored Knitting Club effective February 28, 2024 - March 15, 2024, Wednesdays and Fridays, 8:00 a.m. to 8:45 a.m. for the 2023-2024 school year.

2. **Merlin’s Kids - Service Dog Visit**

BE IT RESOLVED that the Mendham Township Board of Education approves Merlin’s Kids to bring a service dog to Mrs. Herman’s Preschool Class on February 29, 2024.

Operations and Finance

1. **S. Houran USA Contractors, LLC - Request to Withdraw Bid**

WHEREAS, on February 21, 2024, the Mendham Township Board of Education (“Board”) held a public bid opening for the Interior, Mechanical, and Site Improvements at Mendham Elementary School and the Middle School Project #8610MES MMS (“Project”); and,

WHEREAS, the Board received one single bid from S. Houran USA Contractors, LLC (“S. Houran”), Lyndhurst, New Jersey; and,

WHEREAS, following the bid opening, S. Houran requested to withdraw its bid pursuant to N.J.S.A. 40A:11-23.3 based upon submitting the bid calculated on a prevailing wage only not union wage as required by the bid specifications for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby accepts S. Houran USA Contractors, LLC’s request to withdraw its bid.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid security to S. Houran USA Contractors, LLC.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to re-bid the Project.

Personnel and Human Resources

1. **New Hire - Robert Gessling, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Robert Gessling as a Transportation Driver at an hourly rate of \$29.37, effective March 1, 2024, for the 2023-2024 school year.

2. **Middle School Chaperone/Athletic Door Monitor - Karina Chacon**

BE IT RESOLVED that the Mendham Township Board of Education approves Karina Chacon, World Language Teacher as a substitute chaperone for future Middle School opportunities and as an Athletic Door Monitor for 04/11/24 and 04/24/24.

3. **Leave of Absence (REVISED) - Jerry Conover**

BE IT RESOLVED that the Board hereby approves Jerry Conover, Transportation Driver, for a leave of absence, commencing January 2, 2024, while utilizing 39 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 8 weeks on February 29, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Jerry Conover with an anticipated return to work date of March 1, 2024.

4. **Leave of Absence - Kleber Minuche**

BE IT RESOLVED that the Board hereby approves Kleber Minuche, Elementary School Head Custodian, for a leave of absence, commencing March 11, 2024, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Kleber Minuche to return to work at a later date, pending re-evaluation and certification from the physician.

5. **High Impact Tutoring Grant**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School teachers to be reimbursed \$50.00 each, as per the MTEA contract, paid from the High Impact Tutoring Grant, for missed prep periods to provide reading and/or math support for 3rd and 4th-grade students effective February 28, 2024, for the remainder of the 2023-2024 school year.

Charles Gallo, Theresa McNamara, Tracy Newton, Erica Parke, Jean Sosna

Mrs. Orban Brown moved to approve the Action Items under Curriculum and Instruction – items 1-2, Operations and Finance - item 1, and Personnel and Human Resources – items 1-5, seconded by Mr. Keeling, and the motions were 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 – motions carry.

XII. Discussion

- Old Business - The Mendham Township Board of Education approves the Minutes of the Regular Session meeting held on November 28, 2023.

Mrs. Mody – made a statement about transparency and the collegiate perspective of the BOE. Dr. Constantino issued a directive on the procedures of the minutes, therefore I am tabling this discussion indefinitely with so much happening with the Referendum and Budget. The November 28, 2023 minutes will be posted as approved at the December Regular Board Meeting. Thank you.

XIII. Verbal Communications from the Public

Liz Tamasi - 1 Winston Farm Lane – Thank you for your time and dedication to the district. I am a member of the Education Foundation and the Stigma Free Task Force.

XIV. Adjournment

Moved by Dr. Mandel, seconded by Mr. Dubeck to adjourn the February 27, 2024, Regular Session Meeting. The meeting was adjourned at 8:29 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary