

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, JANUARY 24, 2024 @ 7:30 PM**

I. Call to Order - The meeting was called to order at 7:32 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
Dr. Robert Koroski, Director of Special Services
General Public - approximately three

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

- *Happy New Year - no issues coming back from break*
- *Students are utilizing the extra help sessions*
- *Basketball and cheer coming to a close*
- *MTMS workload: students in younger grades are finding it difficult to keep up with the workload. Teachers are offering extra help in all subject areas. Guidance counselors are helping as well.*
- *Dress code violations - tasmin uggas are of concern. Students would like us to review the item for consideration. RC spoke to the principal to review.*

- *Super Bowl Sunday - delayed opening consideration for Monday morning.*

VI. Superintendent's Report

➤ District Updates, News, and Events

- ❖ Assistant Principals, Nick Angrisani and Michal Ferenc
- ❖ *Middle School Leadership, Diversity, Equity, Inclusion, and Belonging Group - embedded in AP presentation*

PreK and Kindergarten registration is now officially available and all registration packets are available on the school district's website. Parents with young children ages three or four may register for Mendham Township Elementary School's full-day preschool program. Children eligible to register for the program must turn three by Sept. 1, 2024, and be fully toilet trained.

Referendum Update: The upcoming bid award will cover the remaining work, which will take place during the summers of 2024 (Middle School) and 2025 (Elementary School) was sent out on 12/20/23. A Pre-Bid Meeting was held on 1-3-24. Nineteen vendors have inquired about the project and the bid opening will be held on 2/13/24 at 1 p.m. at MTES

We have made some adjustments to the calendar, including having the BOE Attorney at our February regular meeting and we are working on scheduling the NJSBA reps to complete the HIB updates.

The **Morris County SBA 2024 Unsung Heroes Program** - recognizes students who make outstanding contributions to their schools and communities but are often overlooked by other traditional student recognition programs.

Congratulations to MTMS 8th grader Francesca Voyles who is our New Jersey School Boards Unsung Heroes nominee! She models good citizenship and a spirit of quiet strength that inspires all of us!

VII. Board Secretary's Report

- Kathi Mantell, Nisivoccia, LLP - 06.30.23, ACFR Summary

VIII. Board President's Report

January is Board of Education appreciation month, so I would like to take this time to thank you for the time and effort everyone puts into this and commend you all on the progress we have made to becoming a certified BOE. Also, when we are stating motions, please be precise when stating the specific motion (with all our PD, we should be able to do this, I will remind). Minutes will be in redline form, so BOE members can track changes prior to approval.

IX. Correspondence - None.

X. Committee Reports

- **Curriculum and Instruction** - Mr. Keeling delivered the report.

- **Diversity, Equity, Inclusion, and Belonging** - Mr. Dubeck delivered the report.
- **Operations and Finance** - Mr. Christmann 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: December 12, 2023

Reorganization Meeting Minutes: January 9, 2024

Executive Session Meeting Minutes: January 9, 2024

Curriculum and Instruction

1. **Student Safety Data System**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Student Safety Data System for Period 1 (September 1, 2023 - December 31, 2023) to the New Jersey Department of Education.

2. **Approve the acceptance of NJ High Impact Tutoring Funds 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education accepts the grant funds awarded for the NJ High Impact Tutoring grant in the amount of \$38,000. The submission was previously approved by the Board on September 26, 2023.

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 for (1) student (16246068) from 01/08/24 to 06/10/24 for 2 hours per week for a total of 44 hours @ \$80/hr. not to exceed a total of \$3,520.00.

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

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
01/24/24	LLD	Priscilla's Pantry, Basking Ridge	Jillian Glander Katherine LoVecchio Kerri McCloskey (Nurse) Beth Smith

02/02/24	LLD	Life Town Shoppes, Livingston	Jillian Glander Kerri McCloskey (Nurse) Dianna Micek Beth Smith
03/05/24	3rd Grade	Mayo Performing Arts Center, Morristown	Cara Dawes Amy Fortuin Amanda Fullem Molly Koller Kerri McCloskey (Nurse) Rachel Paciello Savannah Quinn Clare Riina
05/09/24	LLD	Mayo Performing Arts Center, Morristown	Jillian Glander Kerri McClosky (Nurse) Dianna Micek Beth Smith
05/17/24	2nd Grade	Turtle Back Zoo, West Orange	Brianna Boland Andrea Fattorusso Darlyne Pieper Katelyn Jones Kristin Miller Theresa Milow Kevin O'Keefe

5. **Previously Approved - Middle School Field Trips** (*Attachment*)

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

Date	Grade	Activity	Chaperones
12/21/23	Wind Ensemble, Symphonic Orchestra & Bulldog Choir	Performance at MTES	Russell Branch Stephen Dodrv Zachary Naughtright
01/29/24	7th & 8th	Rehearsal/	Stephen Dodrv

	Choral Students	Performance at WMCHS	
02/06/24	All District Band Students	Performance at WMMHS	Russell Branch

6. **Elementary School Participation in WMMHS “Future Educators Program”**
BE IT RESOLVED that the Mendham Township Board of Education approves the Elementary School’s participation in WMMHS Future Educators Program to be held on February 22, 2024.

7. **Elementary School Fundraiser for the 2023-2024 School Year**
BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School activity for the 2023-2024 school year:

Date	Activity/Description	Staff
April 2024	St. Jude’s Math-A-Thon - Improve math and comprehensive skills - Solve age-appropriate math problems - Understand the importance of helping others	Kevin O’Keefe

8. **Middle School Student Activities: Revised Dates**
BE IT RESOLVED that the Mendham Township Board of Education approves the revised dates of the following Middle School Student Activities previously approved by the Board on June 20, 2023:

- Student Council Winter Olympics: February 9, 2024
- Student Council Mendham Madness: March 1, 2024
- 8th Grade Sponsored Lip Sync: May 3, 2024

Diversity, Equity, Inclusion, and Belonging (DEIB)

1. **Statement of Beliefs (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education approves the Diversity, Equity, Inclusion, and Belonging (DIEB) Statement of Beliefs.

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 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2023 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. **January 2024 Bills List**

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

Fund 10 - Treasurer Account	\$ 86,669.16
Fund 11 - Treasurer Account	\$2,651,895.56
Fund 20 - Special Revenue/Grants	\$ 37,247.87
Fund 30 - Referendum Account	\$ 112,379.36
Fund 60 - Food Service Account	\$ 56,211.43
Fund 80 - Unemployment Account	\$ <u>2,226.00</u>
Total:	\$2,946,629.38

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
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NJ Consortium of Gifted and Talented Programs	01/26/24	Theresa McNamara	\$0.00	\$0.00
Princeton University Art Museum Focus Group	01/26/24	Sarah Bizzarro	\$0.00 Substitute Coverage + Mileage Reimbursement	\$0.00 Substitute Coverage + Mileage Reimbursement
Carl Anderson <i>(Teaching with Mentor Text)</i>	02/07/24	Amanda Fullem	\$0.00 Substitute Coverage	\$0.00 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
Mendham Boy Scouts Pack 133 Pack Meeting	<u>MS</u> All Purpose Room	Friday 01/05/24	5:45-7:15pm	Lauren Garofalo
Mendham Boy Scouts Pack 133 Pinewood Derby	<u>MS</u> All Purpose Room	Friday 02/23/24 Saturday 02/04/24	6:00-9:30pm 8:00am-5:00pm	A.S. Whitmore
West Morris Mendham HS Competition Cheerleading	<u>MS</u> All Purpose Room	Wednesday 01/10/24 Monday 02/05/24	3:30-5:30pm 4:30-6:00pm	Samantha Koval
North Jersey Performing Arts	<u>ES</u> Classrooms Playground Garden	Monday through Friday 06/10/24-06/14/24	8:30-11:30am	Jennifer Branch

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

8. **Acceptance of 2022/2023 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report for the period July 1, 2022, through June 30, 2023, as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures - None.
2. Financial Planning, Accounting, and Reporting - None.
3. School Purchasing Program - None.
4. School Food Service - None.
5. Student Body Activities - None.
6. Application for State School Aid - None.
7. Pupil Transportation - None.
8. Facilities and Capital Assets - None.
9. Status of Prior Year's Findings/Recommendations - None.

Personnel and Human Resources

1. **Middle School Play Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following teachers, at the contractual rate of \$100.00/per event, to chaperone play rehearsals 01/02/24 - 03/13/24:

Elizabeth Barter, Alexandria Ferenc, Tara Horutz, Lauren Procanik

2. **Extra Hours: Instructional Aide Services – Beth Smith**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$26.42 for Beth Smith to provide aide services for student #13506812 during the Holiday Concert on December 19, 2023, at Mendham Township Elementary School.

3. **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
Amanda Porter	Karina Chacon	CEAS	\$550.00

4. **Leave of Absence - Jerry Conover**

BE IT RESOLVED that the Board hereby approves Jerry Conover, School Bus Driver, for a leave of absence, commencing January 2, 2024, while utilizing 32 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 7 weeks on February 16, 2024.

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

5. **Resignation - Shilpa Dhamane Morning Bus Aide**

BE IT RESOLVED that the Mendham Township Board of Education approved the resignation of Shilpa Dhamane, Morning Bus Aide effective December 15, 2023.

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

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

- Transportation Supervisor
- Assistant to the Transportation Supervisor
- Assistant to the Transportation Supervisor - Part-Time
- Bus Dispatcher
- Bus Driver
- Bus Aide
- Head Custodian
- Custodian

Mr. Christmann moved to approve the Committee Reports and the Consent Items for January 23, 2024; Approval of all of the minutes, Curriculum & Instruction items 1-8, Operations & Finance items 1-8, Personnel & Human Resources items 1-6, seconded by Mr. Keeling 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.

Mr. Christmann moved to approve the Diversity, Equity, Inclusion, and Belonging (DEIB) Statement of Beliefs as attached, seconded by Mrs. Orban Brown, 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. ACTION ITEMS

Personnel and Human Resources

1. Extra Instructional Periods

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff members to provide extra periods of Math instruction before or after the school day during the 2023-2024 school year, effective February 5, 2024, through May 17, 2024, at a prorated stipend based on \$8,500/year, for an additional period two (2) or three (3) times a week for a full year, and independent of placement on the salary guide.

Elementary School Extra Math Support Grade 3	2 Periods/Wk	Molly Koller	\$3,400.00 (prorated)
Elementary School Extra Math Support Grade 3	2 Periods/Wk	Savannah Quinn	\$3,400.00 (prorated)
Elementary School Extra Math Support Grade 4	3 Periods/Wk	Andrea Fattorusso	\$5,100.00 (prorated)
Elementary School Extra Math Support Grade 4	3 Periods/Wk	Amy Fortuin	\$5,100.00 (prorated)

2. Evening Virtual Math Lab Teacher and Substitute Teachers - Revised Dates

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, 4 evenings per week, 2 hours per evening for “Evening of Virtual Math Lab” to continue through May 5, 2024. Previously approved by the Board on December 12, 2023.

3. **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
Carol Hueston	Ben Monaghan	CEAS	\$550.00

4. **Unpaid Leave - Carolyn Allen, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves Carolyn Allen, Transportation Assistant, an unpaid leave effective January 22, 2024 return to work date will be determined at a later date.

Mrs. Orban Brown moved to approve the Action Items for January 23, 2024; Approval Personel and Human Resources items 1-4, seconded by Mr. Keeling, 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.

XIII. Discussion

Dr. Mandel - I would like to discuss making a motion to amend previously approved minutes from the November 28 BOE meeting.

Mr. Christmann - revert back to the original minutes that were in the folder, document what was said - important that exactly what was said - if changes are to be made, we should receive notice, and have a discussion - at the meeting they were approved, they had been changed. Good that they will be redlined in the future, we should know about the changes to the minutes

Mrs. Orban Brown - at the meeting, we had audio problems. A great deal of what was said was inaudible, it would be very difficult for anyone to reconstruct the discussion that went on. The minutes that were approved were circulated in the folder, they were not sprung on the BOE members. I wrote a note that was not responded to about this...Then Mrs. Orban Brown read her email to the Board Secretary asking that she change the minutes based on her statement. (word ENSURE, sentence written in a broad way, word "AUTHENTICALLY"). Furries and cats doesn't belong in the minutes because they were not my beliefs, just illustrating my thoughts. I don't think we should modify the minutes, based on that.

Dr. Mandel - I understand your points, but you said those words. I am not here to point fingers, I want to make sure we are transparent, we all heard it. Your words and the fact that you voted against the board standards is very telling. You chose to take that knowledge and vote against the standards. I don't appreciate that a singular member asks to get things removed from the minutes. I am doing my best to follow the rules, but I want to work together and follow the rules.

Mrs. Orban Brown - I agree, Mrs. Mosner does not due transcriptions, it was not a favor - I want to make sure it was clear from my notes.

Dr. Mandel - The original minutes should stand.

Mrs. Orban Brown - The original minutes were a draft and posted for review.

Mr. Christmann - Unless you went and did a copy compare, you might have thought you were approving one version of the minutes, not another. We didn't have a conversation about changes that were made, they were just made. The point is valid about the process and transparency perspective, I think it is dangerous territory.

Mr. Dubeck - Cutoff time, no changes after this time, etc.

Mrs. Mody - Asking for things to be changed, I haven't seen it since I have been here. Some BOE members ask for changes, I have never seen anyone ask for things to be deleted.

Mrs. Orban Brown - At the time the minutes had not been approved. If you go into a word doc, you can see the revision history. I agree on the redline versions, but you can go into the revision history. I look on a daily basis to make sure I am looking at the most recent version of each document. This is nothing new and it is not nefarious, it is trying to create an accurate version of what was said.

Mrs. Mody - No one knew that the changes were made. That is the issue.

Mr. Keeling - Broaden the conversation, I go through things over the weekend prior to a BOE meeting. There should be a time when everything is frozen - so they are really visible for everyone to see. Same thing with respect to minutes.

Mr. Christmann - More work that can be done to the process. We used to get a board box on Fridays...that was the frozen moment. In the case of minutes, when someone wanted a change, for clarity correction etc, it was discussed during the work session - then cutoff. The gap is the lack of conversation that we should have had at that meeting and ended up with a modified version.

Mr. Keeling - I don't know what we are reverting to, are we reopening and looking for another future approval.

Mr. Christmann - rescind them and post them again for future approval. If you rescind what was accepted, if you want to change them, it can be proposed again.

Mrs. Orban Brown - from the standpoint of someone trying to reconstruct that discussion, reading from the notes - it is fair to say I was misquoted in the minutes - the original was posted.

Dr. Mandel - I did not see the original.

Mrs. Orban Brown - Draft version of the minutes - 1st version is in the November 28 folder currently.

Mr. Keeling - can we table so I can look?

Mr. Christmann - we need some clarity around minutes. Minutes are important because we want to get them right, I want to make sure that - it was posted and it was changed, we may have thought we were voted on a previous version. So we can table and review or we could vote to rescind and put approval on the agenda for the next meeting.

Mr. Christmann made a motion to table this discussion until the next meeting and to review all versions of the November 28, 2023 Regular Session Minutes, seconded by Mr. Keeling 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.

Mr. Dubeck - at our last meeting (re-org) before we vote on this position we should ask if it is a position they want to accept.

Dr. Constantino - responded that those positions are assigned and if there was a particular committee that someone was interested in, they had the opportunity to reach out to him before the meeting.

Mr. Christmann - Dr. Mandel's husband is serving in Israel, their practice donated an ambulance and he is over there helping people and wanted to highlight that.

XIV. Verbal Communications from the Public

Mr. Abraham - Roxiticus Road - 1st BOE meeting - 4 kids - wanted to come and check it out. Want to praise everyone, transparency conversation, and thank you for your service.

XV. Adjournment

Moved by Mr. Thomas Keeling, seconded by Mr. Dubeck to adjourn the January 23, 2024, Regular Session Meeting. The meeting was adjourned at 9:57 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary