

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, JULY 18, 2023 @ 6:00 PM**

I. Call to Order

The meeting was called to order at 6:02 pm.

II. Flag Salute - Mr. Christmann led the flag salute.

III. Roll Call of the Board of Education

Mrs. Joan Mody	President	Present – 6:10 pm arrived
Mr. Andrew Christmann	Vice President	Present – 7:54 pm left
Mr. Adam Dubeck		Absent
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Present
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – zero

IV. Sunshine Law – Mr. Christmann 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

- ☐ New Jersey School Board Association – Discussion and review of the board of education and district goals with field representative; Mr. Matthew Lee. Time allotment also can be counted towards credits for the BOE certification process – 2 hours

I am pleased to report that we have the following schedule outlined for our BOE meetings for the next school year:

- *September, November, January, March, and May (MTMS Students/Programs)*
- *October, December, February, April, and June (MTES Students/Programs)*

- July 18, 2023
 - Review of Board Self-Evaluation and Goal Setting for 2023-2024
- August 23, 2023
 - NJSBA Training - Roles and Responsibilities of a Board of Education Member
- September - SPED Goals/Update
- October 17, 2023
 - School Finance
- October - Principals, School Goals, and Student Assessment Data
- November - Chief Johnson
- December 12, 2023
 - HIB Updates - Community Relations
- December - AP Goals and Projects
- March - Principals, Progress of Building Goals, ELA/Math Scores, SPED, Comparison Data
- April - Chief Johnson
- May - SPED Update
- June - AP Goals and Projects

The sick leave bill, A-5060/S-3440, was signed into law on July 3, 2023. This law expands the permissible use of sick days for public school staff. The previous law limited the use of the 10 annual statutory sick days to a teacher's own illness, injury, disability, or quarantine due to exposure to a contagious disease. The new law maintains those purposes but also allows sick days to be used for the following:

1. Recovering from, diagnosing, or treating a health condition (mental or physical) or for preventative medical care.
2. Caring for a sick family member, providing diagnosis, treatment, or care for their health condition (mental or physical), or offering preventative medical care.
3. Assisting oneself or a family member who is a victim of domestic or sexual violence, including the need for medical attention, services, counseling, relocation, or legal proceedings.
4. Taking bereavement leave for a family member (up to seven days).
5. Attending a child's school-related conference, meeting, function, or other event at the request of a school staff member, or attending a meeting related to the child's health condition or disability.
6. Using sick leave if a child's school or daycare is closed by a public official's order or due to a state of emergency or public health emergency.

The definition of family members is broad and includes children, grandchildren, siblings, spouses, domestic partners, civil union partners, parents, grandparents, and other close relations that have an equivalent family relationship (blood relation not required). The term "children" encompasses biological, adopted, or foster children, stepchildren, legal wards, or the child of a domestic partner or civil union partner.

This law does not diminish any collectively bargained rights. For example, if family illness days and/or bereavement leave are included in the teacher's contract (which we have here in Mendham), those days remain in addition to the 10 statutory sick days per year.

Regarding notification, if sick leave is foreseeable, a minimum of seven calendar days' advance notice is required. If the need for sick leave is not foreseeable, notice should be given as soon as

possible, provided that the employer has informed employees of this requirement. Employers can prohibit foreseeable sick leave on specific dates, and if unforeseen sick leave occurs on those dates, reasonable documentation may be required.

If sick leave is used for three or more consecutive days, the employer may request reasonable documentation to verify that the leave is being used for a valid purpose. For those caring for a sick family member, a signed document from the healthcare provider is sufficient. In the case of a child's school or daycare closure, a copy of the order from a public official or health authority serves as valid documentation. Victims of domestic or sexual violence may need to provide reasonable documentation depending on the reason for leave, which can come from sources such as the court, agency, social worker, law enforcement, counselor, attorney, or other relevant professionals assisting the individual.

<https://www.nj.com/education/2023/07/nj-teachers-can-now-use-sick-days-when-they-arent-sick-heres-why.html>

VI. Board Secretary's Report

☐ Finance:

IDEA-B State Fiscal Year 2024 Entitlement Allocations and Electronic Grant Application Information

The Individual with Disabilities Education Act (IDEA) Part-B State Fiscal Year (SFY) 2024 allocations were made available on the New Jersey Department of Education (NJDOE) IDEA Allocations webpage. Section 611 (Basic 3-21) - \$ 183,271 and Section 619 (Preschool 3-5) awards are distributed on a formula basis to local educational agencies (LEAs) and state agencies. - \$9,915

SFY 2024 IDEA-B Electronic Grant Submission

The SFY 2024 IDEA grant application is due by Monday, July 31, 2023.

Grant Project Period Timelines/Obligation of Funds

LEAs and state agencies that submit their applications in substantially approvable form by the due date may obligate these funds beginning July 1 of the fiscal year for which the funds were appropriated. The grant project period for SFY 2024 runs from July 1, 2023, through September 30, 2024, with an additional 12-month period of availability of unexpended funds to be budgeted in the following fiscal year.

Revised 2023-2024 Maximum Expenditure for Nonpublic School Transportation

Pursuant to the 2023-2024 Appropriations Act, the maximum allowable per-student expenditure for nonpublic school transportation for the 2023-2024 school year is \$1,165, or a daily rate of \$6.47 (\$1,165 divided by 180). The daily rate applies when the student's application is received after the start of school or when the student withdraws from the nonpublic school before the close of the school year.

If transportation cannot be provided, parents are entitled to \$1,165 as aid-in-lieu of transportation. Each resident district board of education that provides transportation to remote public school students is required to provide transportation services to eligible nonpublic school students. In accordance with N.J.A.C. 6A:27-2.3(b), the parents of each nonpublic school student

and the nonpublic school administrator shall be notified by the district board of education as to the determination of each application for nonpublic school transportation by August 1 of each year.

VII. Board President's Report – Reminder if anyone is interested in attending the annual NJSBA workshop at the end of October in Atlantic City.

VIII. Correspondence – None.

IX. Committee Reports

- Curriculum and Instruction – 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 – Mrs. Orban Brown
- Ad Hoc – DEIA – Dr. Mandel delivered the report
- Ad Hoc – ESIP/Referendum – No report at this time

X. Consent Items

Approval of Minutes

Regular Session Minutes: June 20, 2023

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 2 (January 1, 2023 - June 30, 2023) to the New Jersey Department of Education.

2. Mentoring Plan (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the 2023-2024 Mentoring Plan.

3. Revised - Elementary School Curriculum (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the revised Elementary School Math Curriculum for Grades K-4 for the 2023-2024 school year.

4. Elementary School Tentative Field Trips (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the proposed Elementary School field trips for the 2023-2024 school year.

5. Tuition Contracts for the 2023-2024 School Year with NJ Commission for the Blind and Visually Impaired

BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with CBVI for the 2023 - 2024 school year effective September 1, 2023, to June 30, 2024, for one (1) student (15027946) as per IEP at a tuition of \$2,200.00.

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 June 2023 that no major accounts and fund balances in the 2022/2023 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 June 2023 Board Secretary's Reports.

3. Treasurer's Report

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

4. June 2023 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the 2022 - 2023 final transfer report.

5. June 30, 2023 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the final June 30, 2023 Bills List. This includes payroll checks N0491 through N0493.

Fund 10 - Treasurer Account	\$2,890.35
Fund 11 - Treasurer Account	\$358,007.13
Fund 20 - Special Revenue/Grants	\$4,535.35
Fund 30 - Referendum Account	\$474,079.49
Fund 60 - Food Service Account	\$11,023.20
Fund 95 - Athletics Account	<u>\$422.00</u>
Total:	\$850,957.52

July 2023 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the final July 2023 Bills List.

Fund 11 - Treasurer Account	\$94,033.93
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6. Use of 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
Chester Mendham Baseball & Softball Club	ES Gyms	Mondays 11/27/23 - 03/11/24	5:00 pm - 8:00 pm	Lauren Garofalo

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

7. **Approval of Submission of Elementary and Secondary Education Act (ESEA) 2023-2024**
BE IT RESOLVED that the Mendham Township Board of Education accepts the allocations and approves the submission of the Elementary and Secondary Education Act (ESEA) grant application to the New Jersey Department of Education for the 2023-2024 school year in the amount of \$8,473 for Title II-Part A.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby refuses the funds allocated for ESEA Title I for the 2023-2024 school year.

8. **Approval of Submission of IDEA Grant 2023-2024**
BE IT RESOLVED that the Mendham Township Board of Education accepts the allocations and approves the submission of the 2023-2024 Individuals with Disabilities Education Act Grant Application (IDEA) to the New Jersey Department of Education. The application amounts are \$183,271 for the Basic IDEA Grant (Grades K-8) and \$8,473 for the Preschool IDEA Grant.

9. **Food Service Management Company Contract - Pomptonian Food Services 2023-2024**
BE IT RESOLVED that the Mendham Township Board of Education approves the contract agreement for food services management company (FSMC) with Pomptonian Food Services of Fairfield, NJ for the 2023-2024 school year.

Elementary School	
Student Lunch	\$4.75
Featured Favorite Lunch	\$5.35
Unique Higher Tier Lunch	\$5.75
Middle School	
Student Lunch	\$4.75
Featured Favorite Lunch	\$5.35
Unique Higher Tier Lunch	\$5.75

Elementary & Middle School Faculty

Faculty Lunch	\$5.25
Faculty Featured Favorite Lunch	\$5.85
Faculty Unique Higher Tier Lunch	\$6.00

10. **Receipt and Award Bid - School Bus** (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education accepts the bid from Hunterdon County Education Services Commission, for the purchase of a 2011 24-passenger school bus for the total amount of \$11,000.00.
11. **Transportation Trip Jointure Costs for the 2023-2024 School Year**
BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Trip Jointure Costs for the 2023-2024 school year at a rate of \$85.00/per hour for a 54-passenger bus and \$75.00/per hour for a 24-passenger bus.
12. **Transportation Requests - Chester Camp & Montgomery Summer Trips** (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the transportation requests for the Chester Camp and Montgomery Summer Trips at an hourly rate of \$85.00 for a full-size bus and \$75.00 for a van.

Personnel and Human Resources

1. **New Hires - Elementary School Lunch/Recess Aides**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Bonnie Manzo and Sharalynn Hopkins, pending completion of paperwork, as Elementary School Lunch/Recess Aides at an hourly rate of \$15.00, effective September 5, 2023, for the 2023-2024 school year.
2. **New Hire - Maria Messina, Elementary School Special Education Teacher** (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Maria Messina as a Full-Time Elementary School Special Education Teacher, effective August 31, 2023, for the 2023-2024 school year, at an annual salary of \$55,525.00, BA, Step 2.
3. **New Hire - Gabrielle Testa, Elementary School Preschool/Special Education Teacher** (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Gabrielle Testa as a Full-Time Elementary School PreK/Special Education Teacher, effective August 31, 2023, for the 2023-2024 school year, at an annual salary of \$62,125.00, BA+45/MA, Step 6.
4. **New Hire - Megan Sager, Elementary School Preschool Teacher** (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Megan Sager as a Full-Time Elementary

School Preschool Teacher, effective August 31, 2023, for the 2023-2024 school year, at an annual salary of \$62,675.00, BA+45/MA, Step 7.

5. **New Hire - Substitute Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Albert Asolese as a Substitute Transportation Driver effective July 19, 2023, at an hourly rate of \$25.00 for the 2023-2024 school year.

6. **Revised - Summer Enrichment Middle School**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of James Haggerty for the Middle School Summer Enrichment Program, effective July 18, 2023, for 3.5 hours a day (8:30 a.m. to 12:00 p.m.), 2 days a week for 4 weeks at a rate of \$42.00 an hour.

Policy and Planning

1. **First Reading (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policies and regulations:

P 2419 School Threat Assessment Teams (M)

Mrs. Orban Brown moved to approve the Committee Reports and the Consent Items for July 18, 2023; Approval of Regular Month Meeting minutes, Curriculum & Instruction items 1-5, Operations & Finance items 1-12, Personnel & Human Resources items 1-6, Policy and Planning items 1, seconded by Mr. Keeling and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XI. Discussion

Mrs. Orban Brown - went to the new BOE offices to review the bill list and they are lovely.
Dr. Constantino - we are all very excited, however, we will miss being at MTES.

XII. Verbal Communications from the Public – None.

XII. Adjournment

Moved by Mrs. Orban Brown seconded by Dr. Mandel to adjourn the meeting of July 18, 2023. The meeting was adjourned at 8:56 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary