

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, MARCH 19, 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
Dr. Rekha Mandel	Vice President	Absent
Mr. Andrew Christmann		Absent
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
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
Dr. Ciccone, MTMS Principal
General Public – 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

VI. Superintendent’s Report

➤ District Updates, News, and Events

The MTES STEM Expo was held on Thursday, 3/14. It was a wonderful event and thank you to Mrs. Barlow and Mrs. Parke for organizing/supervising the event.

We are very proud of our students who participated in the spring musical, The Addams Family. it was a wonderful performance and we continue to admire how hard the students worked and the production quality. Thank you to Jillian Petrie and the staff that put it together, we look forward to Future performances and wish our eighth graders well as they take their talents to the high school.

School District Budget

COMING SOON!

You can view detailed information on the 2024-2025 Budget, as follows:

2024-2025 Advertised School Budget (Released in April 2024)

2024-2025 User Friendly Budget (Released in May 2024)

School Budget FAQ (Coming Soon - March 22, 2024)

Board of Education Presentation: March 12, 2024

Board of Education Public Hearing Presentation: (Coming Soon - May 1, 2024)

Dr. Ciccone and Dr. Kotcho presentation on the NJSLA reports and school goals.

VII. Board Secretary's Report

➤ Finance:

Revised meeting schedule for the end of April and May

<u>Month</u>	<u>Work Session</u>	<u>Regular Meeting</u>	<u>Year</u>
April	23	May 2	2024
May	14	21	2024

Committee meeting week will be the week before the Work Session Meeting as always.

May 2, 2024 will be the Public Hearing and the Regular Monthly Meeting will be immediately following.

VIII. Board President's Report – None.

IX. Correspondence – 03/15/24 – Letter of withdrawal from Brockwell & Carrington Contractors, Inc.

X. Committee Reports

XI. Consent Items

Approval of Minutes:

February 20, 2024	Work Session Minutes
February 27, 2024	Regular Session Minutes

Curriculum and School Programs

1. Tuition Contracts for the 2023-2024 School Year with Cornerstone Day School

BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with Cornerstone Day School for the 2023 - 2024 school year effective March 19, 2024, to June 28, 2024, for one (1) student (15912734) as per IEP at a tuition of \$30,292.68.

2. **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
04/02/24	Grade 1	Raritan Valley Community College Planetarium	Eugenia Mastrogiannakos Kelly Merlino Laura Porrovecchio Tiffany Reed
04/22/24	Grade 2	Franklin Mineral Museum	Brianna Boland Andrea Fattorusso Katelyn Jones Kristin Miller Theresa Milow Kevin O'Keefe Darlyne Pieper
05/13/24	Grade 4	Lake Hopatcong	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Lisa Lombardo Theresa McNamara Maria Messina Erica Parke 10 Parent Chaperones TBD
05/17/24	Grade 4	Camp Bernie YMCA, Port Murray	Diane Barlow Dawn Cullinan Kellie DeGise Hannah Dunlevy Lisa Lombardo Kerri McCloskey (Nurse) Maria Messina Erica Parke

3. **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
05/03/24	Grades 5-8	Music Festival at Dorney Park	Russell Branch Stephen Dodrv Erin Giarrusso (Nurse) Michael Mahadeen Zachary Naughtight + 7 teachers (TBD)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips that extend the day by more than two (2) hours to the above chaperones attending the Dorney Park field trip.

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 March 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 February 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **February 2024 Transfer Reports**

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

5. **March 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2024 Bills List. This includes payroll checks N0543 through N0548.

Fund 10 - Treasurer Account \$ 62,086.71

Fund 11 - Treasurer Account	\$1,645,695.92
Fund 20 - Special Revenue/Grants	\$ 32,661.36
Fund 60 - Food Service Account	\$ 54,845.47
Fund 95 - Athletic Account	<u>\$ 1,060.00</u>
Total:	\$1,796,349.46

6. **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/ Chester Running Club	<u>MS</u> Fields	Tuesdays 03/12/24-06/04/24	5:30-6:30 pm	Jenifer Martin
NJ Cyclones	<u>MS</u> Gyms	Fridays 03/29/24-06/07/24	7:00-8:00 pm	Ryan Marchese

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

Personnel and Human Resources

1. **New Hire - Maureen Cullen, Transportation Dispatcher**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Maureen Cullen as a Transportation Dispatcher, pending completion of paperwork, at an annual salary of \$45,000.00. Salary to be prorated effective April 1, 2024, for the 2023-2024 school year.

2. **New Hire - Jackeline Rivera, Transportation Driver**

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

3. **Middle School Athletic Monitors for the 2023-2024 School Year** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the attached Athletic Monitors at the contractual rate of \$100.00 for events that start after contractual hours for the 2023-2024 school year.

4. **Elementary School Talent Show Chaperone**

BE IT RESOLVED that the Mendham Township Board of Education approves Dawn Cullinan to chaperone (in place of previously approved Erica Parke) the Elementary School Talent Show on March 8, 2024, at the rate of \$100.00 for events that begin after contractual hours.

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

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

Early Childhood Education Teacher
Elementary Education Teacher
Guidance Counselor
Health and Physical Education Teacher
K-12 Art Teacher
K-12 Music Teacher
(MTMS) K-12 Subject Area Teacher
Reading Specialist
School Library Media Specialist
School Nurse
Special Education Teacher
Substitute Teacher

Policy and Planning

1. **First Reading** (*Attachments*)

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

P 1140 Educational Equity Policies/Affirmative Action (M)
P 1523 Comprehensive Equity Plan (M)
P 1530 Equal Employment Opportunities (M)
R 1530 Equal Employment Opportunity Complaint Procedure (M)
P 1550 Equal Employment/Anti-Discrimination Practices (M)
R 2200 Curriculum Content (M)
P 2260 Equity in School and Classroom Practices (M)
R 2260 Equity in School and Classroom Practices Complaint Procedure (M)
P 2411 Guidance Counseling (M)
P 2423 Bilingual Education (M)
R 2423 Bilingual Education (M)
P 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
P 3211 Code of Ethics
P 5570 Sportsmanship
P 5750 Equitable Educational Opportunity (M)
P 5755 Equity in Educational Programs and Services (M) Abolished
P 5841 Secret Societies
P 5842 Equal Access of Student Organizations
P 7610 Vandalism
R 7610 Vandalism

P 9323 Notification of Juvenile Offender Case Disposition

2. **Second Reading** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Second reading and adoption of the following policy:

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

Mrs. Orban Brown moved to approve the Consent Items on the Regular Session Agenda of March 19, 2024 to include the Approval of the Minutes, Curriculum and School Programs - items 1 – 3, Operations and Finance – items 1 – 6, Personnel and Human Resources – items 1 – 5, Policy and Planning – item 1-2, seconded by Mr. Dumovic, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, and Mrs. Mody; yes – motions carry.

XII. ACTION ITEMS

Curriculum and School Programs

1. **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
04/11/24	Grades 7-8 (20 students)	MTES - Welcome 4th graders and prepare them for middle school.	Alexander Ferenc Jacqueline Medina

Personnel and Human Resources

1. **Unpaid Absence - Deborah Getchius, Transportation Bus Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves Deborah Getchius to take March 18, 2024, through March 22, 2024, as an unpaid absence.

Mrs. Orban Brown moved to approve the Action Item - Curriculum and School Programs - item 1 and Personnel and Human Resources – item 1, seconded by Mr. Keeling, and the motions were CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, Mr. Dubeck; yes, Mrs. Mody; yes – motions carry.

Operations and Finance

1. **MTES & MTMS Interior, Mechanical, and Site Improvements**

WHEREAS, the Mendham Township Board of Education (“Board”) held a public bid opening for the re-bid of the Interior, Mechanical, and Site Improvements at Mendham Elementary School & Mendham Middle School project (“Project”); and

WHEREAS, the Board received five (5) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Brockwell & Carrington, Towaco, New Jersey; and

WHEREAS, promptly following the bid opening, Brockwell & Carrington requested to withdraw its bid based upon the “substantial and unintentional omission of labor, material and services for the Project”; and

WHEREAS, the second lowest numerical bid was submitted by M&M Construction Co., Inc., Cranford, New Jersey, with a total bid of \$12,912,000.00, consisting of a base bid of \$12,880,000.00, which base bid includes Project allowances totaling \$2,271,000.00, and a bid of \$32,000 of Alt-1; and

WHEREAS, the Board’s design professionals have recommended awarding the contract to M&M Construction Co., Inc.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated as if set forth here at length.

BE IT FURTHER RESOLVED that the Board hereby accepts the request of Brockwell & Carrington to withdraw its bid.

BE IT FURTHER RESOLVED that pursuant to the provisions of New Jersey’s Public School Contracts Law, N.J.S.A. 18A:18A-18 et seq., the Board hereby awards a contract for the Project to M&M Construction Co., Inc., Cranford New Jersey, in the total amount of \$12,912,000.00, inclusive of all Project allowances and broken out as set forth above.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid securities to all but the three lowest bidders, if requested.

BE IT FURTHER RESOLVED that upon receipt by the Board of a partially executed contract, bonds, insurance certificate, and all other documents required by the Project specifications, the Business Administrator is authorized to return the remaining bid securities.

Mrs. Orban Brown attended the bid opening, it was a job well done. Congratulations to our staff for all of their hard work. What happens to the balance?

Dr. Constantino commented that there is an overage allowance for contingencies and then projects that are still needed within the scope of the referendum.

Mrs. Orban Brown moved to approve the Action Item – Operations and Finance - item 1, seconded by Mr. Keeling, and the motion was CARRIED in a roll call vote: Mr. Keeling; yes, Mrs. Orban Brown; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, and Mrs. Mody; yes – motion carries.

XIII. Discussion

Mr. Dumovic spoke about the 2024 Morris County Unsung Heroes Student Recognition Ceremony that was going to take place at CCM on March 20th. The recipient for the Mendham Township School District is 8th Grader Francesca Voyles.

Mr. Dubeck wanted to know if the district was planning on purchasing solar glasses for the upcoming Eclipse on April 8th or was there going to be an early dismissal.

Mrs. Mosner responded that solar glasses had already been ordered for all of the students and staff.

Mrs. Orban Brown asked about actual figures for the transportation study. The study used averages of Morris County, not our numbers. Also, when will the referendum website be updated?

Dr. Constantino responded that Mrs. Mosner will have the transportation study updated and I will have the website updated sometime in April.

XIV. Verbal Communications from the Public – None.

XV. Adjournment

Moved by Mr. Dumovic, seconded by Mr. Keeling to adjourn the March 19, 2024, Regular Session Meeting. The meeting was adjourned at 9:02 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary