

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
THURSDAY, MAY 2, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:35 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
General Public – approximately nine

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. 2024-2025 Public Hearing Budget Presentation – Dr. Constantino

VI. Verbal Communications from the Public

Mrs. Moreen – a member of the Mendham Township Committee - has heard questions about an increase in counseling services versus an increase in academic needs coming out of COVID-19.

Dr. Constantino – there is a student ratio within the state we follow and the need for additional student services. We have an academic environment but we want to be certain that our students have everything they need overall as well.

Mayor Niebart – How do you base the revenues on a 6-month or 12-month basis?

Dr. Constantino – It is based on 12 months.

Mayor Niebart – In district special education versus out-of-district special education students, how do we balance this?

Dr. Constantino – it is based on student needs; we have a responsibility to educate them.

Mayor Niebart – I just want to confirm that the percentage of the budget is increase is 6.85%

Dr. Constantino – that is correct.

VII. Action Items:

Operations and Finance

1. ADOPTION OF THE FINAL BUDGET AS APPROVED BY THE EXECUTIVE COUNTY SUPERINTENDENT

A. 2024-2025 BUDGET APPROVAL

BE IT RESOLVED that the Mendham Township Board of Education adopts and approval of the final budget for the 2024-2025 School Year as delineated below:

	GENERAL FUND	SPECIAL REVENUES FUNDS	DEBT SERVICE FUND	TOTAL
2024-25 Total Expenditures	\$25,139,612	\$155,000	\$1,353,388	\$26,648,000
Less: Anticipated Revenues	\$ 5,960,084	\$155,000	\$427,156	\$ 6,542,240
Taxes to be Raised	\$19,179,522	\$0	\$926,232	\$20,105,754

B. USE OF ADJUSTMENTS - 2024-2025

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative 2024-2025 budget the use of a banked cap adjustment totaling **\$796,211** (for enrollment from 2021-2022 in the amount of \$373,327 that was about to expire, an adjustment from 2022-2023 in the amount of \$422,884), and a cap adjustment for enrollment increases on the Prebudget Year Levy and enrollment report in the amount of **\$92,960**. The district intends to utilize this adjustment for supplies and materials necessary for the increase in enrollment from additional students.

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the weighted adjustment for increased costs of health benefits in the amount of \$130,763. The additional funds will be used to pay for the additional increases in health benefit premiums for district staff.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$873,716. (This reflects the usage of an enrollment adjustment of \$891,013, plus a health care adjustment of \$130,763, less the Chapter 44 weighted adjustment of \$148,060.) In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the supplies and materials necessary for the increase in enrollment from additional students and increases in health benefit premiums for staff. The

Board of Education will complete this by June 30, 2024, and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

C. **TRAVEL AND RELATED EXPENSE REIMBURSEMENT - 2024-2025**

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2024-2025 school year a maximum travel expenditure in the amount of \$25,000. The establishment of this maximum travel expenditure is pursuant to N.J.A.C. 6A:23A-7.3 and is defined in N.J.A.C. 6A:23A-7.1 et seq.

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education also set a maximum travel expenditure amount of \$25,000 for the 2023-2024 school year, of which, \$12,900 has been spent and \$1,878 is encumbered to date.

WHEREAS, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel, not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$25,000 for all staff and board members for the 2024-2025 school year, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

D. **CAPITAL RESERVE - 2024-2025**

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget for the 2024-2025 school year a capital reserve withdrawal in the amount of **\$1,300,000** for the purpose of completing projects for the district during the 2024-2025 school year. To include but are not limited to the replacement of the sewer line at the Mendham Township Elementary School, the purchase of a Kiln at the Mendham Township Middle School, and furniture, supplies/materials for both schools that are needed for the referendum project that were removed to keep the project cost of the bonding down.

E. **PROFESSIONAL SERVICES - 2024-2025 BUDGET**

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year (2024-2025); and

WHEREAS, the final 2024-2025 budget includes the following appropriations:

Legal	\$12,000
Auditor	\$35,000
Architect	\$35,000
Physician	\$4,200

BE IT RESOLVED, that the School Business Administrator track and record these costs to ensure that the maximum amount is not exceeded.

2. **RESOLUTION FOR DISTRICT TAX - 2024-2025**

BE IT RESOLVED that the amount of district taxes needed to meet the obligations of the Mendham Township Board of Education during the school year 2024-2025 is \$19,179,522 for the General Fund plus \$926,232 for Debt Service, which equals \$20,105,754 in total for the tax levy for the 2024-2025 school year that Mendham Township is hereby requested to place in the hands of the Treasurer of School Monies that amount according to the following schedule in accordance with the statutes relating thereto:

Monthly Due Date	General Fund Tax Levy	Debt Service Tax Levy	Monthly Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	1,598,296.00	463,116.00	January 1, 2025	1,598,296.00	466,116.00
August 1, 2024	1,598,293.00		February 1, 2025	1,598,293.00	
September 1, 2024	1,598,293.00		March 1, 2025	1,598,293.00	
October 1, 2024	1,598,293.00		April 1, 2025	1,598,293.00	
November 1, 2024	1,598,293.00		May 1, 2025	1,598,293.00	
December 1, 2024	1,598,293.00		June 1, 2025	1,598,293.00	
TOTAL 2024:	9,589,761.00	463,116.00	TOTAL 2025:	9,589,761.00	463,116.00

FY 2024-2025 Approved Total: \$19,179,522.00 \$ 926,232.00

Certified Tax Levy: \$20,105,754.00

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

VIII. Move to regular monthly meeting agenda – 8:15 pm

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.

Remaining Board Meeting Guests

- Budget Presentation (May 2)
 - HIB Training - NJSBA (May 15)
 - Ross Johnson - MTPD/Shared Services Presentation (May 15)
 - Guidance - Restorative Practices (May 21)
 - Teachers of the Year Invite (May 21)
 - Jackie Medina & student sales pitch for self-care (May 21)
 - Transportation Presentation (June 18)
- Thank you for being flexible with our meeting schedule during this very busy time of year.
 - Completing my portion of the Superintendent’s evaluation and the board's self-evaluation. You should receive an email before the 15th to begin your part of the evaluations. If you can set aside some time to complete them by the end of the month so we can make them part of our June business, that would be appreciated.

VII. Board Secretary’s Report – None.

VIII. Board President’s Report – Thank you to the administration, finance committee, and BOE for a successful budget season.

IX. Correspondence – 05/01/24 – Letter of from Rosaleen Holmes

X. Committee Reports

XI. Consent Items

Approval of Minutes:

May 12, 2024	Work Session Minutes
May 19, 2024	Regular Session Minutes

Curriculum and School Programs

1. Bring Your Child to Work Day

BE IT RESOLVED that the Mendham Township Board of Education approves April 25, 2024, as “Bring Your Child to Work Day” in the Mendham Township Schools.

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, 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 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 March 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **March 2024 Transfer Reports**

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

5. **April 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the April 2024 Bills List. This includes payroll checks N0549 through N0551.

Fund 10 - Treasurer Account	\$ 31,736.57
Fund 11 - Treasurer Account	\$1,743,919.27
Fund 20 - Special Revenue/Grants	\$ 9,623.74
Fund 60 - Food Service Account	<u>\$ 31,107.76</u>
Total:	\$1,816,387.34

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
Eduscape STEM Curriculum Training	04/22/23	Matthew Viggiano	\$0.00 Substitute Coverage + Mileage Reimbursement	\$0.00 Substitute Coverage + Mileage Reimbursement

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
Stronghold Hoops LLC	<u>MS</u> Gyms	Mondays & Wednesdays 04/03/24-06/03/24	5:00-9:30pm	Nate Suresh
North Jersey Performing Arts	<u>ES</u> Classroom Playground Garden	Monday - Friday 06/10/24-06/14/24	8:30-11:30am	Jennifer Branch
Chester Mendham Baseball & Softball Club	<u>ES</u> All Purpose Room	Saturday 04/13/24 <i>(Rain location for Opening Day photos)</i>	8:00am-2:00pm	Lauren Garofalo
Chester Mendham Baseball & Softball Club	<u>ES</u> Gyms	Mondays 11/25/24-03/10/25	5:30-8:30pm	Lauren Garofalo

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

8. Submission of NJSIG Safety Grant Application 2024-2025

BE IT RESOLVED that the Mendham Township Board of Education hereby approves the submission of the grant application for the 2024-2025 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, to include safety initiatives within the buildings and classroom security, in the amount of \$3,000 for the period of July 1, 2024, through June 30, 2025.

Personnel and Human Resources

1. **Staff Retirement: Carlos Echeverry** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of retirement from Carlos Echeverry, Middle School Custodian, dated April 12, 2024, effective June 30, 2024.

2. **Staff Retirement: Geri Esposito** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of retirement from Geri Esposito, Middle School Science Teacher, dated April 8, 2024, effective July 1, 2024.

3. **Staff Resignation: Savannah Quinn** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Savannah Quinn, Elementary School Third Grade Teacher, dated April 2, 2024, effective June 13, 2024.

4. **Staff Resignation: Amy Fortuin** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Amy Fortuin, Elementary School Third Grade Co-Teacher, dated April 10, 2024, effective June 13, 2024.

5. **Staff Resignation: Alexander Hufford** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Alexander Hufford, Middle School Physical Education Teacher, dated April 18, 2024, effective June 13, 2024.

6. **Staff Resignation: Cecilia Maggiore** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Cecilia Maggiore, Elementary School World Language Teacher, dated April 22, 2024, effective June 13, 2024.

7. **Leave of Absence - Alaina Commarato**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Alaina Commarato, for a leave of absence, having received doctor’s certification, commencing September 3, 2024, while utilizing Fifteen (15) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Alaina Commarato, commencing on October 28, 2024, through January 24, 2025, as requested in writing;

BE IT RESOLVED that the Mendham Township Board of Education approves Alaina Commarato with a return to work date of January 27, 2025.

8. **Middle School Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for Activities and Student Council Events previously approved by the Board at their June 20, 2023 meeting.

April 12, 2024 - PTO Sponsored Dance (7:00 p.m. - 8:30 p.m.)		
Alexandria Ferenc	Jaqueline Medina	Fernando Rivera
Perry Hooker	Amanda Porter	
Alexander Hufford	Lauren Procanik	

May 5, 2024 - 8th Grade Evening Lip Sync Contest (7:00 p.m. - 8:30 p.m.)		
Mariah Clark	Diana Gomez	Jaqueline Medina
Jessica Costanzo	Perry Hooker	Amanda Porter/Advisor
Megan Fazio	Tara Horutz	

May 23, 2024 - Evening of the Arts (6:00 p.m. - 8:30 p.m.)		
Stephen Dodrv/Advisor		
Alexandria Ferenc		
Francesca Hare/Advisor		
Zachary Naughtright/Advisor		

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the above chaperones at the contractual rate of \$100.00 (per event) that begins after contractual hours.

9. **Revised Middle School Field Trip Chaperones**

BE IT RESOLVED that the following teachers will be chaperoning the field trip to West Essex High School on April 24, 2024. This field trip was previously approved by the Board on March 19, 2024.

Russell Branch, Stephen Dodrv, Zachary Naughtright

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

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

Learning Disabilities Teacher Consultant
 School Psychologist
 School Social Worker
 Speech Therapist
 Affirmative Action Officer
 District Anti-Bullying Coordinator
 School Anti-Bullying Coordinator

Policy and Planning

1. **Second Reading** (*Attachments*)

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

Mrs. Orban Brown moved to approve the Consent Items on the Regular Session Agenda of May 2, 2024 to include the Approval of the Minutes, Curriculum and School Programs - item 1, Operations and Finance – items 1 – 8, Personnel and Human Resources – items 1 – 10, Policy and Planning – item 1, seconded by Mr. Dubeck, 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.

XII. ACTION ITEMS

Personnel and Human Resources

1. Leave of Absence - James Castiglione

BE IT RESOLVED that the Mendham Township Board of Education hereby approves James Castiglione, Bus Driver, for a leave of absence, commencing April 15, 2024, while utilizing 14 accumulated sick days, under the Federal Family Medical Leave Act (FMLA), ending after 3 weeks on May 3, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves James Castiglione with an anticipated return to work date of May 6, 2024, pending re-evaluation and certification from a physician.

2. Leave of Absence - Jannette Vega

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Jannette Vega, School Bus Driver, for a leave of absence, commencing May 2, 2024, under the Federal

Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA), while utilizing Eight (8) sick days, and ending after Two (2) weeks on May 13, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Jannette Vega with an anticipated return to work date of May 14, 2024.

Dr. Mandel moved to approve the Action Item – Personnel and Human Resources - items 1-2, 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.

XIII. Discussion

Mrs. Orban Brown suggested that the BOE retreat this summer be a little longer so that there is more time to handle board business.

XIV. Verbal Communications from the Public – None.

XIV. Adjournment

Moved by Dr. Mandel, seconded by Mr. Dubeck to adjourn the May 2, 2024, Public Hearing and Regular Session Meeting. The meeting was adjourned at 8:27 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary