

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, NOVEMBER 21, 2023 @ 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
Mr. Andrew Christmann	Vice President	Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Absent
Dr. Rekha Mandel		Present
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public - none.

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 News and Updates

Next week and every regular meeting going forward, Rachel Christie (our new student representative to the BOE) will be joining us. We are very proud to have Rachel and look forward to her contributions.

The fourth grade Tiger Leaders lead a school-wide food drive, collecting various food items that will be donated to local food banks. The classrooms were assigned special food items to collect and earned special feathers to chart their progress. Mrs. Johnson’s kindergarten class earned the coveted turkey trophy this year with Mrs. Brown’s preschool class closely following in second place.

11/14 PACSS/SEPAG Parent Presentation

On Tuesday evening we held the first PACSS-SEPAG parent presentation of the year. The presentation titled: Is Your Child Struggling with Reading, Writing, and//or Math? If so, Learn How You Can Help Your Child!

The presentation was well attended and the feedback from parents was very positive. We look forward to providing more presentations like this for our families in the future.

On Wednesday, November 15, we conducted a highly productive student meeting in preparation for our upcoming production of *The Addams Family*. We discussed the intricacies of the play, providing insightful details about the storyline, characters, and the overall vision for the production. As Mrs. Petrie outlined the various roles and responsibilities, her deep understanding of the production resonated in her words. She instilled enthusiasm for being a part of the play, but reminded the students in attendance of the commitment expected of them should they participate. The meeting served not only as an organizational platform but also as a motivational session, inspiring everyone involved to contribute their best to bring the play to life.

VI. Board Secretary's Report

❖ Finance:

Updated 2024-2025 Budget Calendar - tentative based on Govenors budget address

11/28/2023	Regular Monthly BOE Meeting
12/12/2023	Regular Monthly BOE meeting - budget update
01/09/2024	Reorganizational BOE meeting
01/23/2024	Regular Monthly BOE meeting - budget update
02/13/2024	2024-2025 Budget options to finance committee
02/20/2024	2024-2025 Budget option at Regular Meeting
02/24/2024	Governor's State of the State Address (tentative)
02/27/2024	Release of state aid figures (tentative)
03/12/2024	Budget preliminary adoption for the purpose of DOE review
03/18/2024	Preliminary 2024-2025 budget submission NJDOE for review
03/19/2024	Regular Monthly BOE Meeting
04/24/2024	Advertise for Public Hearing on 2024-2025 Budget
04/30/2024	Public Hearing/Regular Meeting on 2024-2025 Budget - Adopt Budget

05/01/2024 Post User-Friendly Budget on the website

05/10/2024 Certification of 2024-2025 budget and A4F taxes to municipalities, county, and state

VII. Board President's Report – None.

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 delivered the report.
- **Ad Hoc - DEIB** - Dr. Mandel delivered the report.
- **Ad Hoc - Referendum** - Mrs. Orban Brown delivered the report.

X. Unofficial Results of Election - November 7, 2023

Unofficial results of November 7, 2023, School Board Elections for two, three-year term on the Mendham Township Board of Elections were as follows:

<u>Candidates (Two Candidate - 2 Seat - 3-Year Term)</u>	<u>Total Votes</u>
Thomas Keeling	1,403
Rekha Mandel	1,124

XI. Consent Items

Approval of Minutes

Work Session Minutes: October 10, 2023

Regular Session Minutes: October 17, 2023

Approval of Executive Minutes

Executive Session Minutes: October 10, 2023

Curriculum and Instruction

1. **School Safety and Security Plan Statement of Assurance** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approve the submission of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2023-2024 school year.

2. **Contract with Dr. Joel E. Morgan (Neuropsychology Assoc. of NJ)**

BE IT RESOLVED that the Mendham Township Board of Education approves Dr. Joel E. Morgan (Neuropsychology Assoc. of NJ) for contracted Comprehensive

Neuropsychological Evaluation outside the school on 11/29/23 for one (1) student (ID#s 14038010) not to exceed \$5,000.00.

3. **Contract with Anne Hunkler Karanikas**

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunker Karanikas for contracted Functional Behavioral Assessment to be completed between November 29, 2023, and June 9, 2024, for one (1) student (ID#s 4874605806). Anne Hunkler Karanikas will provide 5 hours of consultation per term of the contract at a rate of \$80/hr.

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
11/16/23	LLD	Brookside Fire Department	Jillian Glander Dianna Micek Beth Smith
12/06/23 Snow date 12/07/23	Quest Grade 3	Morristown Unitarian Universalist Fellowship	Theresa McNamara Nurse
12/08/23	Grade 3	Centenary University	Cara Dawes Amanda Fullem Amy Fortuin Molly Koller Rachel Paciello Savannah Quinn Clare Riina Karen Sorto
04/16/24	Kindergarten	The Frelinghuysen Arboretum	Carolyn Allen Shilpa Dhamame Alex Gonzales Kelly Johnson Abby Kreczkowski Kristen O'Dowd Meredith Vasquez Amy Williamson

04/19/24	3rd Grade	Liberty Science Center	Cara Dawes Amy Fortuin Amanda Fullem Molly Koller Rachel Paciello Savannah Quinn Clare Riina Karen Sorto
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5. **Middle School Fundraiser for the 2023-2024 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School fundraiser for the 2023-2024 school year:

Date	Fundraiser/Description	Staff
The month of February 2024	Penny Wars Fundraiser - Money will be donated to “Refugee Strong” in Kenya.	Melanie Smith Christine Yawger

6. **Middle School Holiday Concert Selections** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School’s Holiday Concert Programs for the 12/07/23 and 12/13/23 performances.

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 November 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 approve the October 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approve the October 2023 Treasurer’s Reports.

4. **October 2023 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approve the October 2023 transfer report.

5. **November 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approve the November 2023 Bills List. This includes payroll checks N0491 through N0493.

Fund 11 - Treasurer Account	\$
Fund 20 - Special Revenue/Grants	\$
Fund 30 - Referendum Account	\$
Fund 40 - Debt Service	\$
Fund 60 - Food Service Account	\$
Fund 95 - Athletics Account	\$
Total:	\$

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
Motor Speech Master Series <i>(online)</i>	12/01/23	Maureen Hengst	\$241.00	\$241.00
Rutgers Literacy Series <i>(The Brain and Reading)</i>	04/17/24	Diane Barlow Kellie DeGise Hannah Dunlevy	\$180.00 each + Substitute Coverage	\$540.00 + Substitute Coverage
Rutgers Literacy	05/21/24	Dawn Cullinan Lisa Lombardo	\$180.00 each + Substitute	\$540.00 + Substitute

Series (Phonics Vocabulary and Fluency)		Maria Messina	Coverage	Coverage
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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
<u>Winter</u> Sports Games	<u>ES</u> Gyms	Thursdays & Fridays 12/07/23-03/01/24	8:00 am-8:45 am	Programs of Panetta, LLC Briana Panetta
<u>Winter</u> CheerNastics	<u>ES</u> Gyms	Tuesdays & Wednesdays 12/05/23-02/28/24	8:00 am-8:45 am	Briana Panetta
<u>Spring</u> Sports Games	<u>ES</u> Gyms	Thursdays & Fridays 03/07/24-06/14/24	8:00 am-8:45 am	Briana Panetta
<u>Spring</u> CheerNastics	<u>ES</u> Gyms	Tuesdays & Wednesdays 03/05/24-06/12/24	8:00 am-8:45 am	Briana Panetta
The Mendham Kids Club Minecraft Camp	<u>ES</u> Computer	Thursdays & Fridays 01/04/24-04/26/24	8:00 am-8:45 am	Charles Gallo

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

8. **Approval of Transportation Agreement** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Transportation Agreement for the 2023-2024 school year with the parents of SID

#16130759 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

9. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the October 4, 2023 drill at 7:15 a.m., supervised by Dr. Ciccone and Elia Christina Kerekgyarto.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the October 4, 2023 drill at 8:40 a.m., supervised by Elia Christina Kerekgyarto.

Personnel and Human Resources

1. **Middle School Activity Chaperone - Alexandria Ferenc**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to Alexandria Ferenc for having chaperoned the 10/20/23 Student Council event at the contractual rate of \$100.00 for events that start after contractual hours.

2. **Extra Hours - Elizabeth Barter**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours for Elizabeth Barter, having covered 1 hour of zero period on 10/20/23 at an hourly rate of \$34.94.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve Elizabeth Barter to substitute for zero period for the 2023-2024 school year.

3. **Middle School Schedule B & C Stipends for 2023-2024**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2023-2024 Middle School Schedule B & C Stipend positions:

Activity	Staff Member	Stipend
Boys Lacrosse	Alexander Hufford <i>(previously approved L. Sodano)</i>	\$4,660.00
Grades 6th & 7th Basketball Enrichment	Alexander Hufford	\$225.00 base + a max of 19 events/competitions/ student meetings or

		work sessions @ \$56.00 each totaling \$1,289.00 per team or program.
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4. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approve the following substitute teachers, pending completion of paperwork, at the current rate of \$125.00 per day for the 2023-2024 school year.

Kelly Bierals, Sean Brody, Allyson Daly, Luis Freire, Cole Fitzgerald

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

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

Central Office Administration

Superintendent
Assistant Superintendent
Business Administrator/Board Secretary

Business Plant Operations

Director of Special Services
Principal
Assistant Principal
Director of Buildings and Grounds

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 2270 Religion in the Schools (Revised)
- P & R 2419 School Threat Assessment Teams (M) (New)
- P 3161 Examination for Cause (Revised)
- P 3324 Right of Privacy (Revised)
- P 4161 Examination for Cause (Revised)
- P 4324 Right of Privacy (Revised)
- P 8500 Food Services (M) (Revised)

2. **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 & R 1642.01 Sick Leave (New)
- P & R 3212 Attendance (M) (Revised)

P & R 4212	Attendance (M) (Revised)
P & R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P & R 5116	Education of Homeless Children and Youths (Revised)
P 1524	School Leadership Councils (Abolished)
P & R 3432	Sick Leave (Abolished)
P & R 4432	Sick Leave (Abolished)
P & R 5460.02	Bridge Year Pilot Program (M) (Abolished)
P 6361	Relations With Vendors for Abbott Districts (Abolished)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)

XII. Adjourn to Closed EXECUTIVE SESSION

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances, and

WHEREAS, said the law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss student and legal matters. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Moved by Mr. Christmann, seconded by Dr. Mandel to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:25 p.m., unanimously carried in a voice vote.

XIII. Reconvene Open Regular Session Meeting

Moved by Mrs. Orban Brown, seconded by Dr. Mandel, to reconvene to the Work Session Meeting at 8:50 p.m., unanimously carried in a voice vote.

XIV. ACTION ITEMS

Curriculum and School Programs

1. **Harassment/Intimidation/Bullying Report**

WHEREAS, the Mendham Township Board of Education has received the Superintendent’s report of the incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent’s recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED that the Board will *accept, reject, or modify* the Superintendent’s recommendations for:

Incident: 253887 MTES 10252023 - *accepted*

Mr. Dubeck moved to approve the Action Item - Curriculum and School Programs item #1 and accept the recommendation of the Superintendent for incident #253887; seconded by Dr. Mandel and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Mrs. Mody, yes – motion carries.

Personnel and Human Resources

1. **Resignation - Susan Romero, Transportation Driver** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Susan Romero dated October 27, 2023, effective November 10, 2023.

2. **New Hire - Luis A. Yela, Elementary School Custodian**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Luis A. Yela, Full-Time Elementary School Custodian, at a prorated salary of \$40,000.00 effective November 27, 2023, pending completion of paperwork, for the 2023-2024 school year.

3. **Leave of Absence - Deborah Templin**

BE IT RESOLVED that the Board hereby approves Deborah Templin, School Bus Driver, for a leave of absence, commencing November 22, 2023, while utilizing 54 accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Deborah Templin to return to work on February 20, 2024.

4. **Home Instruction**

BE IT RESOLVED that the Mendham Township Board of Education approves Diana Gomez and Franziska Dragon to provide home instruction for student (ID# 161301330)

for a total of 10 hours per week, effective 11/06/23 with an anticipated end date of 12/22/23.

Diana Gomes 6 hours per week and Franziska Dragon for 4 hours per week at a rate of \$41.00 per hour.

Mr. Christmann moved to approve the Action Items for November 21, 2023; Approval of Personnel and Human Resources items 1-4, seconded by Mr. Dubeck and the motions were CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XV. Discussion

Mr. Dumovic provided an update on the Annual NJSBA Convention that he attended I will hit briefly on three areas - Inclusive discussions and empathetic listening sessions, several exhibitors with plenty of information, and “All in” speaker, Gian Paul Gonzalez, that we should consider having here.

Mr. Dubeck also attended the annual convention this year and provided an update. Even if only for a day, well worthwhile to try to attend. Public relations is key, some districts have them on staff, the MTES Presentation that Dr. Kotcho and Mrs. Clark provided was well received, and E-Sports - something to consider investing in, was very popular.

Mrs. Orban Brown attended the convention for the first time and she also provided an update. Thank you for the opportunity to attend - nearly 200 sessions available, was able to attend eight (8) School Board Communications - Ray and Paul, the board should encourage communication with the public, involve the community - engage them in roles, etc. Publicize meeting dates/times - outsiders can shape public opinion if no communication. Committee meetings - allow quorum at meetings, advise that no action may be taken, and have some selected public members there. Enhances public acceptance of decisions, etc. Might bring about better community engagement and interaction.

XVI. Verbal Communications from the Public - None.

XVII. Adjournment

Moved by Dr. Mandel seconded by Mrs. Orban Brown to adjourn the Work Session meeting of November 21, 2023. The meeting was adjourned at 9:11 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary