

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
WORK SESSION MEETING MINUTES
TUESDAY, OCTOBER 10, 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	Absent - arrived at 7:34 pm
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
Mr. Thomas Keeling		Present
Dr. Rekha Mandel		Absent
Mrs. Diana Orban Brown		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
Dr. Ciccone - MTMS Principal
Dr. Kotcho - MTES Principal
Mr. Ferenc - Assistant Principal MTES
General Public - approximately twenty

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

Columbus Day In-Service programs were conducted yesterday at MTMS and MTES. Survey data revealed the day to be positive and productive.

Next week we will be joined by our new student rep to the BOE and Charlene Peterson from NJSBA.

We are pleased to welcome the following:

- MTES Tiger Leader students with Mr. Ferenc
- Dr. Ciccone and Dr. Kotcho

VI. Board Secretary's Report

❖ Finance:

Comprehensive Maintenance Plan (CMP) and the M-1 Form

The M-1 worksheet is a tool to help districts estimate the annually required maintenance budget amount that is to be submitted with the district's Comprehensive Maintenance Plan (CMP).

School districts are expected to update the M-1 Form on an annual basis. The M-1 Form projects the annual maintenance budget for the school facilities in the district. This worksheet was designed as a tool to track maintenance expenditures for a 10-year period.

The Comprehensive Maintenance Plan is to be done annually in conjunction with the M-1 Form. This form provides more detail with a three-year snapshot of the maintenance budget. It shows the actual audited figures from 2022-2023, the current year budget figures for the 2023-2024 school year, and finally a projection of the anticipated expenditures for the 2024-2025 school year. Both are required to be submitted to the NJDOE after Board approval.

Health and Safety Evaluation of School Buildings Checklist

This evaluation checklist must be completed annually for each building within the district by appropriate district personnel and kept on file for inspection or other legal issues. Further, districts must submit the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance annually. These checklist items cover regulations issued by the New Jersey Department of Education, the New Jersey Department of Community Affairs, and the Occupational Safety and Health Administration. This too is to be submitted to the NJDOE after BOE approval.

VII. Board President's Report – None.

VIII. Correspondence – October 1, 2023 - C. Rollo

IX. Committee Reports

- **Curriculum and Instruction** - Mr. Keeling delivered the report.
- **Operations and Finance** - Mr. Christmann delivered the report.
- **Personnel and Human Resources** - Mrs. Orban Brown delivered the report.
- **Policy and Planning** - Mr. Dubeck delivered the report.
- **Ad Hoc - DEIB** - Mr. Dubeck delivered the report.
- **Ad Hoc - Referendum** - Mr. Keeling delivered the report.

X. Consent Items

Approval of Minutes

Work Session Minutes: September 19, 2023
Regular Session Minutes: September 26, 2023

Approval of Executive Minutes

Executive Session Minutes: September 19, 2023

Curriculum and Instruction

1. Mendham Township School District Calendar 2024-2025 (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township School District Calendar for the 2024-2025 school year.

2. HIB School Self-Assessment for Determining Grades (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School’s and the Mendham Township Middle School’s Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

3. Elementary School Building Goals (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education adopts the Elementary School Building Goals for the 2023-2024 school year.

4. Middle School Field Trip - Confirmation of 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 by the Board on June 20, 2023.

Date	Grade	Activity	Chaperones
11/04/23	Grades 4th-8th	Metropolitan Museum of Art New York, NY	Sarah Bizzarro Francesca Hare Elizabeth Barter

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment, at the rate of \$100.00 for the day, to the above chaperones attending the Metropolitan Museum of Art 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 October 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 September 2023 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **September 2023 Transfer Reports**

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

5. **October 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approve the October 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
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Visitation to Pine Beach Elementary School	09/27/23	Brianna Boland Andrea Fattorusso Katelyn Jones Theresa Milow Kristin O'Dowd Kevin O'Keefe Darlyne Pieper Laura Porrovecchio Tiffany Reed Jean Sosan Amy Williamson	\$0.00 + Substitute Coverage + Mileage Reimbursement	\$0.00 + Substitute Coverage + Mileage Reimbursement
Quarterly Insurance Meeting	09/29/23 12/14/23	Donna Mosner	\$0.00	\$0.00
Morris County ASBO Meetings	09/29/23 10/13/23 11/03/23 12/08/23 01/12/24 02/09/24 03/15/24 04/26/24 05/10/24 06/05/24	Donna Mosner	\$0.00	\$0.00

7. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2022-2023 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
GRIT 360 Basketball	<u>MS</u> Gyms	Tuesdays & Thursdays 04/02/24 - 05/16/24	6:00 pm-8:30 pm	Kerry Foderingham

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

8. **Contract with AssistiveTek**

BE IT RESOLVED that the Mendham Township Board of Education approve the contract with AssistiveTek to provide Special Education services during the 2023 - 2024 school year.

9. **Approval of Transportation Agreements (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approve the Transportation Agreement for the 2023-2024 school year with the parents of SID #4889939264 and authorize the Board President and Board Secretary to execute the same on behalf of the Board.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the Transportation Agreement for the 2023 Extended School Year with the parents of SID #9465295785 and authorize the Board President and Board Secretary to execute the same on behalf of the Board.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the Transportation Agreement for the 2023-2024 school year with the parents of SID #9465295785 and authorize the Board President and Board Secretary to execute the same on behalf of the Board.

Personnel and Human Resources

1. **Leave Replacement - Diane Dearie, Speech Therapist Teacher (Attachment)**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Diane Dearie as a Full-Time Leave Replacement Speech Therapist Teacher, effective October 23, 2023, through June 14, 2024, at a prorated salary of \$60,625.00, M/BA+45, Step 2.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve Diane Dearie as a Substitute Teacher effective October 16, 2023, through October 20, 2023, at the current rate of \$125.00 per day.

2. **Leave of Absence - Noel Lazoricsek**

BE IT RESOLVED that the Board hereby approves Noel Lazoricsek, Middle School Teacher, for a leave of absence, commencing November 3, 2023, while utilizing accumulated sick days, under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Noel Lazoricsek to return to work at a later date, pending re-evaluation and certification from a physician.

3. **Unpaid Leave: Deborah Luciano, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approve Deborah Luciano to take October 30, 2023, through November 3, 2023, as unpaid absences.

4. **Elementary School Schedule B Stipend Position**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2023-2024 Schedule B Co-Curricular Activity Stipend position for the Elementary School:

Activities	2023-2024 Salary	Staff Member
Leaders in Training Program Coordinator	\$225.00 base + Max of 10 events @ \$56.00 each, not to exceed a total of \$788.00 per team or program	Briana Panetta

5. **Revised: Middle School Chaperones for the 2023-2024 School Year** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the revised attached Middle School Chaperone List for the 2023-2024 school year.

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

BE IT RESOLVED that the Mendham Township Board of Education approve 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.

7. **Revised: Annual Salary for Marguerite Oswald, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised annual salary of \$21,492.00 to be pro-rated for Marguerite Oswald, due to route adjustments, effective October 23, 2023, for the 2023-2024 school year.

8. **New Hire: Diane Erlemann, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Diane Erlemann, Transportation Assistant, pending completion of paperwork, at an annual salary of \$19,800.00 to be pro-rated, effective October 23, 2023, for the 2023-2024 school year.

9. **Substitute Teacher**

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

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 & 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 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)

XI. 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 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 Mr. Keeling to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 9:09 p.m., unanimously carried in a voice vote.

XII. Reconvene Open Regular Session Meeting

Moved by Mr. Christmann, seconded by Mr. Keeling, to reconvene to the Work Session Meeting at 9:25 p.m., unanimously carried in a voice vote.

XIII. 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* the Superintendent’s recommendations for:

Incident #1: 251510-MTES - *accepts*

Incident #2: 252281-MTMS - *accepts*

Mr. Christmann moved to approve the Action Item - Curriculum and School Program item #1 and accept the recommendation of the Superintendent for both incident #1 and #2; seconded by Mrs. Orban Brown and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, Mr. Christmann; yes, and Mrs. Mody, yes – motion carries.

Operations and Finance

1. **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
State Counseling Conference (NJSCA)	10/13/23	Alexandria Ferenc Jacqueline Medina	\$109.00 + (1) Substitute Teacher	\$218.00 + (1) Substitute Teacher

Personnel and Human Resources

1. **Revised: Annual Salary for Deborah Getchius, Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised annual salary of \$37,573.00 for Deborah Getchius, due to route adjustments, effective October 1, 2023, for the 2023-2024 school year.

2. Revised: Middle School - 2023 Summer Hours

BE IT RESOLVED that the Mendham Township Board of Education approves the revised summer hours for School Counselors Alexandria Ferenc and Jacqueline Medina not to exceed 5 hours each, both at a rate of \$39.96 per hour.

Mr. Christmann moved to approve the Action Items for October 10, 2023; Approval of Operations and Finance item 1, Personnel and Human Resources items 1-2, seconded by Mrs. Orban Brown and the motions were CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XIV. Discussion

Mr. Dubeck - proposed a delayed opening on November 1, 2023, for the day after Halloween. Our district has a very structured academic program and I believe that it is necessary to have rewards and breaks, it sends a message to the students that they deserve it with all of the hard work that they do.

Mrs. Orban Brown - after much thought, I believe that it sends an incorrect message and I have concerns that it may set a bad precedent. Was approved last year based on a student petition, would have been unfortunate to not approve it last year with the student representative bringing it forward.

Mr. Keeling - I agreed with the committee recommendation, but what about the next event (Super Bowl) I am concerned that it will set precedence and worried this could be the beginning of many days, etc. Need to bring some educational component to it...donate some of the candy to a charity or worthy cause.

Mr. Christmann - I do not feel this is realistic. When you are out in the real world, you do not get the next day off if you stay out late or have plans the night before. I would like to know the recommendation of the Superintendent.

Dr. Constantino - I recommend an annual calendar in the Spring each year for the BOE to vote on.

Mrs. Mody - I appreciate the work that the committee has done and the recommendation that some of the candy should be donated to a worthy cause. Would like to see this in the calendar earlier, but it is a holiday that many students participate in, so we should approve it.

Mr. Christmann - so as a board, we have decided to change the calendar, this is the first time we have done this.

Mr. Dubeck moved to approve a delayed opening on November 1, 2023, seconded by Mrs. Mody, and the motion was CARRIED in a roll call vote: Mrs. Orban Brown; no, Mr. Christmann; no, Mr. Dubeck; yes, Mr. Keeling; yes, and Mrs. Mody; yes - motion carries.

XV. Verbal Communications from the Public - None.

XVI. Adjournment

Moved by Mr. Keeling seconded by Mrs. Orban Brown to adjourn the Work Session meeting of October 10, 2023. The meeting was adjourned at 9:41 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary