

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REGULAR SESSION MEETING MINUTES
TUESDAY, OCTOBER 17, 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 - arrived at 8:16 pm
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
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
Dr. Robert Koroski, Director of Special Services
Mr. Nicholas Angrisani, MTMS Vice Principal
General Public - Fifteen

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

We will be doing a series of social media posts and publicity around Chef Melissa, who has replaced Chef Vinny in our kitchen. We are pleased to have her and with the release of the November menu, we hope to boost participation beyond the level we are already achieving.

The DEIB committee will be meeting on Tuesday the 24th to review the draft of the new Board policy. It is our hope that following this meeting we will pass the draft over to the Policy Committee.

We continue the work on alignment of the mathematics curriculum and assessments across the grade levels. In December, I will provide an update to the curriculum committee on our progress.

Next week is the NJSBA convention. We are looking forward to the many programs on the schedule and to the collaborative time with the administration and our vendors.

October 24, 2023 - DEIB Committee (8:30 AM)

Committee Meetings - Week of November 13, 2023

Monday (8:00 AM Google Meet) - Curriculum

Tuesday (8:00 AM Google Meet) - Ops/Finance

Wednesday (8:30 AM Google Meet) - Policy

Thursday (8:30 AM Google Meet) - Personnel

Friday (8:00 AM Google Meet) - Ad Hoc ESIP/Referendum

3rd Monday (8:30 AM Google Meet) - Ad Hoc DEIA

November 21, 2023 - Work Session

November 28, 2023 - Regular Meeting

Mrs. Charlene Peterson, NJSBA Representative

VI. Board Secretary's Report - None.

VII. Board President's Report -

Dr. Constantino, Mr. Christmann, and I have been working on the draft board standards. Please take a look at the draft and be prepared to offer any suggestions and feedback. Attorneys will be coming in to instruct us on reporting committee minutes at BOE meetings.

VIII. Correspondence - None.

IX. Committee Reports

➤ Curriculum and School Programs - Dr. Mandel 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 approves the September 2023 transfer report.

5. **October 2023 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2023 Bills List. This includes payroll checks N0509 through N0511 and N0512 through N0514.

Fund 11 - Treasurer Account	\$ 56,836.73
Fund 20 - Special Revenue/Grants	\$2,115,647.93
Fund 30 - Referendum Account	\$ 98,832.15
Fund 40 - Debt Service	\$ 254,327.11
Fund 60 - Food Service Account	\$ 46,067.46
Fund 95 - Athletics Account	<u>\$ 735.00</u>
Total:	\$2,572,446.38

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	Date	Employee	Event Cost	Total Cost
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Name				
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	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 2023-2024 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 approves the Transportation Agreement for the 2023-2024 school year with the parents of SID #4889939264 and authorizes 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 approves the Transportation Agreement for the 2023 Extended School Year with the parents of SID #9465295785 and authorizes 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 approves the Transportation Agreement for the 2023-2024 school year with the parents of SID #9465295785 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

Personnel and Human Resources

1. **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.

2. **Unpaid Leave - Deborah Luciano, Transportation Driver**

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

3. **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

4. **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.

5. **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.

6. **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 24, 2023, for the 2023-2024 school year.

7. **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 24, 2023, for the 2023-2024 school year.

8. **Substitute Teachers**

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

Julia Azzanni, Shannon Flatt, Sean Johnson, 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 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)

Mrs. Orban Brown moved to approve the Committee Report and the Consent Items for October 17, 2023; Approval of Regular Month Meeting minutes, Curriculum & Instruction items 1-4, Operations & Finance items 1-9, Personnel & Human Resources items 1-8, Policy and Planning items 1, seconded by Mr. Dubeck and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XI. ACTION ITEMS

Curriculum and Instruction

1. Contract with Positive Development Medical of New Jersey

BE IT RESOLVED that the Mendham Township Board of Education approve the contract with Positive Development Medical of New Jersey for contracted Speech and Language Therapy Services from 10/17/23 to 06/10/24. Therapy services will be provided at an hourly rate of \$85.00.

2. New - 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:

Date	Grade	Activity	Chaperones
11/17/23	Grades 5th-8th	Newark Academy, Choir Performance	Stephen Dodrv Elizabeth Barter Cindy Blood Megan Fazio

Operations and Finance

1. **2023-2024 M-1/Annual Maintenance Budget Worksheet** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2023-2024 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

2. **2023-2024 Comprehensive Maintenance Plan** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2023-2024 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

3. **Health and Safety School Building Checklist - MTES** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2023-2024 school year.

4. **Health and Safety School Building Checklist - MTMS** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2023-2024 school year.

5. **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
U Matter - Youth Mental Health First Aid Training	11/01/23	Elizabeth Barter Catherine Gustavsen	\$50.00 + Mileage Reimbursement	\$100.00 + Mileage Reimbursement

Personnel and Human Resources

1. Resignation - Yamille Thompson, Custodian (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Yamille Thompson, Custodian dated 10/06/23, effective 10/20/2023.

2. Chaperones Elizabeth Barter and Catherine Gustavsen

BE IT RESOLVED that the Mendham Township Board of Education approves payment to Elizabeth Barter and Catherine Gustavsen for attending the 11/01/23 U Matter - Youth Mental Health First Aid Training, beginning after contractual hours, at the contractual rate of \$100.00 per event, per person.

Dr. Mandel moved to approve the Action Items for October 17, 2023; Approval of Curriculum & Instruction items 1-2, Operations & Finance items 1-5, Personnel and Human Resources items 1-2, seconded by Mr. Keeling and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XII. Discussion - None.

VIII. Verbal Communications from the Public - None.

XIV. Moved by Mr. Christmann seconded by Mr. Keeling to adjourn the Regular Session Meeting of October 17, 2023. The meeting was adjourned at 8:17 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary