

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
WORK SESSION MEETING MINUTES  
TUESDAY, SEPTEMBER 19, 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
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
Mr. Thomas Keeling		Present - arrived at 7:32 pm
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  
General Public - One

**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 Meeting: Dr. Koroski and the MTMS Student Council

NJASA School Safety and Security Report will likely result in legislative action that may affect our plans for school security protocols and infrastructure.

Science of Reading and JerseyCan- loudly opposed to requiring “a program” for schools to adopt

Lame Duck session of the legislature will likely result in movement of the Snow/Remote option bill as well as bills addressing certification issues and the impact on staff shortages

Back to school night at ES and MS completed - both very well attended. Thank you to the MTEF and PTO for participating.

At our next meeting, we will present our activities planned for the "Week of Respect" and "Red Ribbon Week".

We are still searching for a part-time paraprofessional and a leave replacement for our speech and language specialist.

In the next week or so, we will be sending out information about the "Teacher of the Year Program". Though this seems a little out of sorts with the calendar, it is essential that we begin work on this now so our teachers are eligible to win the Governor's Teacher of the Year.

## **VI. Board Secretary's Report**

### **❖ Finance:**

REMINDER - The New Jersey School Boards Association will host a mandated training day on Saturday, Sept. 23, 2023.

Time: 10:00 – 11:30 a.m. (Governance IV)  
12:30 – 2:00 p.m. (Governance II)

Location: Virtual via Swoogo

Please set up your account in advance and log on early to be ready when the session begins. We will use the Swoogo conference platform for all hybrid meetings. You will be familiar with the layout if you previously attended an NJSBA program on a Swoogo platform.

<https://njsba.swoogo.com/LiveVirtualMT23>

### **Account Setup Instructions**

1. Click on the "EVENTHUB" button on the top right of the navigation bar.
2. Then, click the "Forgot Password" link to enter your email address.
3. Check your email for a link to create your password, and follow the instructions.
4. Once you have completed this process, you may log onto the site.

If you have attended an NJSBA program on a Swoogo platform, you can use your password from the prior program.

If you have questions, please contact Lucia Gershman at [lgershman@njsba.org](mailto:lgershman@njsba.org)

**VII. Board President’s Report** – Thank you for participating last month in the training and for the fruitful discussion with NJSBA representative Charlene Peterson.

**VIII. Correspondence** – September 15, 2023 - C. Rollo - Employment

**IX. Committee Reports**

- **Curriculum and Instruction** - Dr. Mandel delivered the report.
- **Operations and Finance** - Mr. Keeling delivered the report.
- **Personnel and Human Resources** - Mr. Dumovic delivered the report.
- **Ad Hoc - DEIA** - Dr. Mandel delivered the report.
- **Ad Hoc - ESIP/Referendum** - Mr. Keeling delivered the report.

**X. Consent Items**

**Approval of Minutes**

Regular Session Minutes: August 23, 2023

**Curriculum and Instruction**

**1. Paraprofessional Staff 2023-2024**

**BE IT RESOLVED** that the Mendham Township Board of Education approve the submission of the Paraprofessional Staff Statement of Assurance for the 2023-2024 school year.

**2. Contract with Anne Hunkler Karanikas**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Anne Hunkler Karanikas for contracted Behavioral Consultation within the school from 08/31/23 to 06/10/24 for 3 hours per week for a total of 108 hours @ \$80/hr. not to exceed a total of \$8,640.00.

**3. New - Elementary School Field Trips (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Elementary School field trips for the 2023-2024 school year:

Date	Grade	Activity	Chaperones
10/04/23	LLD	Wightman’s Farm	Jillian Glander Beth Smith TBD
10/16/23	LLD	Mendham Township Library	Jillian Glander Beth Smith TBD

4. **Middle School Field Trip - Confirmation of Field Trip** (Attachment)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Middle School field trip for the 2023-2024 school year, previously approved by the Board on June 20, 2023.

Date	Grade	Activity	Chaperones
10/13/23	7th Grade	Philadelphia, PA	Elizabeth Barter Franziska Dragon Alexandria Ferenc James Haggerty Carol Hueston Perry Hooker Alexander Hufford Fernando Rivera

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above chaperones attending the Philadelphia, PA 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 July 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 approves the August 2023 Board Secretary's Reports.

3. **Treasurer's Report**

**BE IT RESOLVED** that the Mendham Township Board of Education approve the August 2023 Treasurer's Reports.

4. **August 2023 Transfer Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the August 2023 transfer report.

5. **September 2023 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the September 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 \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
NJSBGA Northwest Chapter Meeting	09/12/23	Scott Bellows	\$0.00	\$0.00
NJ Consortium for Gifted & Talented Programs	09/32/23	Theresa McNamara	\$0.00 + Substitute Teacher	\$0.00 + Substitute Teacher
Multisensory Language Instruction	10/19/23	Jillian Glander	\$0.00 + Substitute Teacher	\$0.00 + Substitute Teacher
Nonviolent Crisis Intervention	10/24/23 10/25/23 10/26/23	Jillian Glander	\$4,349.00 + Mileage Reimbursement	\$4,349.00 + Mileage Reimbursement

			+ Substitute Teacher	+ Substitute Teacher
IPM Training Session	10/27/23	Scott Bellows	\$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
Mendham Patriots Sports Association	<u>ES</u> Gyms	Mondays - Fridays & Saturdays 11/13/23-03/15/24	5:30 pm-9:30 pm 8:00 am-4:00 pm	Patrick Reed
	<u>MS</u> Gyms	Mondays - Fridays Saturdays Sundays 09/08/23-03/15/23	5:30 pm-9:30 pm 8:00 am-6:00 pm 11:00 am-6:00 pm	

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

8. **HVAC/Hot Water Boiler Maintenance Agreement** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves J & M Cooling/Heating, LLC of Caldwell, NJ to provide preventive maintenance for the HVAC and Hot Water Boiler equipment at both the Mendham Township Elementary and Middle Schools for the 2023-2024 school year.

9. **Transportation Agreement with Montgomery YMCA**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the transportation agreement with Montgomery YMCA from Monday, September 11, 2023, through Friday, June 14, 2023, at an hourly rate of \$85.00 for a 54-passenger full-size bus.

## **Personnel and Human Resources**

1. **Rescind - Stephanie McKinney**

**BE IT RESOLVED** that the Board of Education rescinds the appointment of Stephanie McKinney for the 2023-2024 school year.

2. **Resignation - Bonnie Manzo, Elementary School Lunch/Recess Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the resignation of Bonnie Manzo dated and effective September 8, 2023.

3. **Substitute Elementary School Lunch/Recess Aide - Bonnie Manzo**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Bonnie Manzo as a Substitute Elementary Lunch/Recess Aide at an hourly rate of \$15.00 for the 2023-2024 school year.

4. **Christopher Vrabel, Elementary School Lunch/Recess Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Christopher Vrabel as a Lunch/Recess Aide at an hourly rate of \$15.00, effective September 8, 2023, for the 2023-2024 school year. Mr. Vrabel is an employee of the MTSD as a Transportation Driver.

5. **Leave of Absence - Susan Oths**

**BE IT RESOLVED** that the Board hereby approves Susan Oths, Elementary School Instructional Aide, for a leave of absence, commencing September 5, 2023, while utilizing Eighteen (18) sick days, ending after Four (4) weeks on September 29, 2023. (Not covered under the Family & Medical Leave Act-FMLA)

**BE IT RESOLVED** that the Board approves Susan Oths with a return to work date of October 2, 2023.

6. **Leave of Absence (REVISED )-Mary (Geri) Esposito**

**BE IT RESOLVED** that the Board hereby approves Mary (Geri) Esposito, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing August 31, 2023, while utilizing Fifty-Six (56) accumulated sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on November 22, 2023.

**BE IT FURTHER RESOLVED** that the Board hereby approves Mary (Geri) Esposito for a leave of absence, commencing on November 27, 2023, while utilizing Thirty-Seven (37) sick days, under the NJ Family Leave Act (NJFLA) ending after Eight (8) weeks on January 26, 2024;

**BE IT RESOLVED** that the Board approves Mary (Geri) Esposito with an anticipated return to work date of January 29, 2024.

7. **Leave Replacement (REVISED) - Mariah Clark**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Mariah Clark as a Leave Replacement Middle School Science Teacher, effective August 31, 2023, through January 26, 2024 (previously approved end date of December 31, 2023), at a prorated salary of \$55,275.00, BA, Step 1.

8. **Extra Hours: Cindy Blood, Instructional Aide Services**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$32.14 for Cindy Blood to provide 1:1 student services for all extracurricular activities for the 2023-2024 school year.

9. **Extra Instructional Periods**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following staff members to teach extra periods of instruction during the 2023-2024 school year, effective September 11, 2023, at a prorated stipend based on \$8,500/year, for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Zero Period - Elementary School Multi-Sensory Reading Program	5 Period/wk	Dawn Cullinan	\$8,500.00
Zero Period - Middle School Multi-Sensory Reading Program	5 Period/wk	Jennifer Vazquez	\$8,500.00

10. **Elementary School Schedule B Stipend Positions for 2023-2024**

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

Activities	2023-2024 Salary	Staff Member
Special Project: The Kids Heart Challenge	\$225.00 per project	Briana Panetta
Enrichment Team: MTES Safety Patrol	\$225.00 base + max of 10 events @ \$56.00 each, not to exceed a total of \$785.00	Dori Smyth



11. **Extra Hours: Susan Reuter, Transportation Assistant**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours for Susan Reuter having covered summer mail for a total of 13 hours from 08/17/23 through 08/25/23 at an hourly rate of \$27.00.

12. **Transportation - Fleet Washing**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Daniel Wood to wash the outside of the transportation fleet twice per year (Fall & Spring) at an hourly rate of \$27.00, not to exceed \$1,485.00, for the 2023-2024 school year.

13. **New - Schedule B Co-Curricular Activity Stipend** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Schedule B, Co-Curricular Activity, Leaders in Training for Grade 3 beginning with the 2023-2024 school year.

14. **Substitute Teacher – Reappointment**

**BE IT RESOLVED** that the Mendham Township Board of Education reappoints Andrea Christie, Substitute Teacher for the 2023-2024 school year at the current rate of \$125.00 per full day and \$62.50 per half day.

**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 personnel 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 Mrs. Orban Brown, seconded by Mr. Keeling to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:04 p.m.**

**XII. Reconvene Open Regular Session Meeting**

Moved by Mrs. Orban Brown, seconded by Mr. Keeling, to reconvene to the Work Session Meeting at 8:17 p.m., unanimously carried in a voice vote.

### **XIII. ACTION ITEMS**

#### **Personnel and Human Resources**

1. **New Hire - Stephen Dodrv, Middle School Music/Chorus Teacher** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Stephen Dodrv as a Full-Time Middle School Music/Chorus Teacher, effective September 25, 2023, the 2023-2024 school year, at a prorated salary of \$55,775.00, BA, Step 2.
2. **Termination of Employment**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the termination of employment of Employee #4658 effective September 20, 2023.

**Dr. Mandel moved to approve the Action Items for September 19, 2023; Approval of Personnel and Human Resources items 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, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.**

### **XII. Discussion -**

**Mr. Dumovic provided an update on the MTEF. He is the liaison on the BOE and has had a crucial role in revitalizing the organization which is now under new leadership.**

**Mr. Keeling commended Mr. Dumovic on advancing the progress.**

**Dr. Mandel commented that this is a great group of leaders.**

**Mrs. Orban Brown encouraged them to meet with the Township Committee**

**Mr. Dubeck inquired about a delayed opening on November 1st (appreciated by families and staff)**

### **XIII. Verbal Communications from the Public - None.**

### **XIV. Adjournment**

Moved by Mr. Keeling seconded by Mrs. Orban Brown to adjourn the meeting of September 19, 2023. The meeting was adjourned at 8:28 p.m.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary