

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL LIBRARY  
REGULAR SESSION MEETING MINUTES  
TUESDAY, SEPTEMBER 26, 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  
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**

This is our second year implementing The Morning Meeting, from the Responsive Classroom Model, into our K-4 daily schedule. After our morning announcements, all students join together with their classmates and teachers from 9:00-9:20 to connect, bond, build trust, and establish respectful relationships with each other. In addition, our school counselors Mrs. Clark

and Mrs. Molle have been teaching lessons in the classrooms on how to be a respectful school citizen and create a positive learning environment.



The Fall 2023 season began last week and the Bulldogs are off to an exciting start. Field Hockey competed against Boonton last Wednesday, a game that ended in a hard-fought 1-1 tie! On Friday it was a clean sweep as Boys Soccer, Girls Soccer, Boys XC, and Girls XC all defeated their opponents (Rockaway Boro). The Bulldogs are coming off of a very strong 2022 season where 4 county championships were captured in the Fall season alone. This year's athletes are eager to keep things going! Looking forward to a great Fall and a strong year!!



During the 2023-2024 school year, select classes in grades K-2 will pilot the Core Knowledge Language Arts Program. Teachers participating in the pilot will receive comprehensive training and program materials from CKLA Amplify, along with consultation support throughout the school year. This program will be evaluated based on alignment with NJSLs, The Science of Reading research, teacher observation and anecdotal notes/feedback, and student engagement with the program. In addition, teachers in the pilot program will utilize MClass (DIBELS-8) to collect and analyze student assessment data throughout the year. Recommendations for full implementation of the program will be reviewed at the end of the 23-24 school year.

#### Committee Meetings – Week of October 2, 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

October 10, 2023 - Work Session

October 17, 2023 - Regular Meeting

Week of Respect Activity List

MTMS Student Council Presentation with Mr. Hooker, Mr. Rivera, and selected students.

Dr. Koroski - Special Education Update

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

##### **❖ Finance:**

Finance Committee

It is the responsibility of the Finance Committee to oversee the district budget development process and submission to the county office and possibly to the voters. The budget submission requires full Board approval. Below is a breakdown of the budget process and tentative timeline.

August - Board goals finalized

September - Preliminary budget discussion and schedule review with the admin team

October 15 - Individual schools/ departments instructed to begin line-item budget

November - Early November - meeting held with the Superintendent of Schools, School Business Administrator, and Administrators of each School and the CST to review additional needs and resources for the following year.

December 15 - Budget submission by all departments due to Business office

January - Finance Committee review of department budgets

February

1. The first draft of the budget complete
2. Tentative budget approved

March

1. Submission of the tentative budget for the Department of Education review
2. Prepare for public presentation
3. Approve the finalized budget

April / May

1. Municipal presentations TBD by the Superintendent
2. Public Hearing
3. Tax certification filed as indicated in the Department of Education budget guidelines

**VII. Board President's Report** – None.

**VIII. Correspondence** – None.

**IX. Committee Reports**

Ad Hoc – DEIB – Dr. Mandel delivered the report

*2nd meeting of the month - review draft standards*

*The committee came to a decision that it would be to draft policies regarding anti-racism and equity/inclusion/belonging*

*A-net was hired to help with anti-racism programming, not continuing - staff training, etc was supposed to continue*

*The committee would like to engage the Policy committee to help produce these policies*

*PD - DEIB will put together draft policies to pass along to PC*

**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 that 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 approves the August 2023 Treasurer's Reports.

### **4. August 2023 Transfer Reports**

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

### **5. September 2023 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approve the September 2023 Bills List. This includes payroll checks N0503 through N0505 and N0806 through 508.

Fund 10 - Treasurer Account	\$ 52,724.89
Fund 11 - Treasurer Account	\$1,745,581.80
Fund 20 - Special Revenue/Grants	\$ 67,329.52
Fund 30 - Referendum Account	\$ 472,978.70
Fund 60 - Food Service Account	\$ 1,491.86
Fund 80 - Unemployment Acct	<u>\$ 5,213.96</u>
Total:	\$2,345,320.73

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 23-02-OMB rate (currently \$0.47 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 + Substitute Teacher	\$4,349.00 + Mileage Reimbursement + 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	ES Gyms	Mondays - Fridays & Saturdays	5:30 pm-9:30 pm 8:00 am-4:00 pm	Patrick Reed

Sports Association	<u>MS</u> Gyms	11/13/23-03/15/24  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	
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\* 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.
  
10. **NJ High Impact Tutoring Grant 2023-2024**  
**BE IT RESOLVED** that the Mendham Township Board of Education accepts the allocations and approves the submission of the 2023-2024 NJ High Impact Tutoring Grant Application to the New Jersey Department of Education in the amount of \$38,000.

**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 approve 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.

**Mrs. Orban Brown moved to approve the Committee Report and the Consent Items for September 26, 2023; Approval of Regular Month Meeting minutes, Curriculum & Instruction items 1-4, Operations & Finance items 1-10, Personnel & Human Resources items 1-14, Policy and Planning items 0, seconded by Mr. Keeling 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.**

**XI. ACTION ITEMS**

**Curriculum and Instruction**

1. **New - Elementary School Field Trip** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the following Elementary School field trip for the 2023-2024 school year:

Date	Grade	Activity	Chaperones
10/11/23	Grade 1	Turtle Back Zoo	Eugenia Mastrogiannakos Kelly Merlino Tiffany Reed Laura Porrovecchio Jamal Springer Jillian Glander Katherine LoVecchio Dylan Lehman Christina Coats

## **Operations and Finance**

1. **N.J. Learning Acceleration Program - High Impact Tutoring Competitive Grant**  
**BE IT RESOLVED** that the Mendham Township Board of Education approve the submission of the New Jersey Learning Acceleration Program - High Impact Tutoring Competitive Grant in the amount of \$38,000.00 for a project period of 10/11/2023 through 08/31/2024.

## **Personnel and Human Resources**

2. **Resignation - Susan Oths, Instructional Aide** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education accepts the resignation of Susan Oths dated and effective September 20, 2023.
3. **Revised - Staff Resignation - Catherine Moore**  
**BE IT RESOLVED** that the Mendham Township Board of Education approve the revised resignation effective date of September 27, 2023.

**Mrs. Orban Brown moved to approve the Action Items for September 26, 2023; Approval of Curriculum & Instruction item 1, Operations & Finance items 1-3, seconded by Dr. Mandel 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 - None.**

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

**XIV. Adjournment**

Moved by Mr. Keeling seconded by Mrs. Orban Brown to adjourn the meeting of September 26, 2023. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary