

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL CAFETERIA
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 17, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:35 PM.

II. Flag Salute - Mrs. Mody led the flag salute.

III. Roll Call of the Board of Education

Mrs. Joan Mody	President	Present
Dr. Rekha Mandel	Vice President	Present
Mrs. Elisabeth Carrino-Tamasi		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
Mr. Thomas Keeling		Present
Mrs. Diana Orban Brown		Present

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. Student Representative to the Board of Education

➤ Student Representative - Grace Legacki - No report this month

VI. Superintendent’s Report

Board of Education Information - Presentations

- MTMS Student Group - Mr. Angrisani - Miss Clark - 7th grade animal and plant cell project
- Dr. Ciccone and Dr. Kotcho - Tri-Annual Report

I’d like to highlight some of the wonderful activities happening in our school:

1. Turning Cardboard into Innovation: QUEST 3 Students Shine

Our QUEST 3 students recently participated in the Cardboard Engineering Challenge through the New Jersey Consortium of Gifted and Talented Programs. Tasked with creating

Fairy or Gnome Houses with moving components using 90% cardboard, the students showcased their creativity, engineering skills, and problem-solving. Their dedication is evident in the innovative projects and videos submitted for judging. Congratulations to all participants, and we look forward to seeing some of these projects presented at our January 7th Board meeting.

2. MTMS Holiday Concerts

Congratulations to our Music Department team—Mr. Branch, Mr. Dodrv, Mr. Naughtright, and Ms. Stolting—for a spectacular Holiday Concert season. The Band, Chorus, and Orchestra performances brought tremendous joy to our school community.

3. Teacher and Service Professional of the Year

We are proud to recognize two exceptional staff members at MTMS:

- **Franziska Dragon**, MTMS (ELA) Teacher of the Year, for inspiring her students through meticulous and engaging instruction that fosters high achievement.
- **Erin Giarrusso**, Service Staff Member of the Year at MTMS, for her dedication, professionalism, and compassionate care for our students and staff.
- **Nancy Hammer**, Service Staff Member of the Year at MTES, for her commitment to supporting students across many grade levels and programs for more than 10 years in Mendham.
- **Molly Koller**, MTES grade 3 teacher. Molly’s dedication, creativity, and unwavering commitment to her students inspire excellence every day. Her passion for teaching and ability to make a lasting impact on young learners truly exemplify the best of our educational community.

Congratulations to all for this well-deserved recognition.

Operations and Referendum Updates

The MTSD Referendum continues to progress as planned:

- **Phase 3** is just about complete, with punch list work, equipment installations, and inspections scheduled for completion this month.
- **Phase 4**, scheduled for summer 2025, will include substantial renovations at MTES and MTMS. Planning continues and more updates regarding details and the schedule of construction will be available soon.

Enrollment and Special Services

Our current enrollment reflects steady growth - we are expecting 3 new families (5 new students) to start in the District after the new year.

Upcoming Meetings

A reminder that our next Board meeting will take place on January 7, 2025, when we will officially reorganize the board and develop our calendar for 2025.

Thank You

On behalf of the Mendham Township School District, I would like to extend our deepest gratitude to Adam Dubeck for his dedicated service on the Board of Education. Adam has been a steadfast advocate for our students, staff, and the entire school community, bringing thoughtful leadership, integrity, and a commitment to excellence in education throughout his tenure. His collaborative spirit and focus on enhancing opportunities for all learners have left a lasting impact, and his contributions have helped shape the continued success of our schools. We thank Adam for his tireless efforts and look forward to honoring him at an upcoming meeting.

VII. Board Secretary's Report

➤ Finance –

December 3, 2024, @ 1:00 PM, we had a bid opening for the HVAC work to be done at both the Mendham Township Middle School and the Mendham Township Elementary School.

5 Bids were received

Desesa Engineering	\$1,125,000
TM Brennan Services, Inc.	\$1,236,000
GDS Mechanical Incorporated	\$1,088,000
EACM Corporation	\$1,377,000
Centralpack Engineering Corporation	\$ 902,725

After counsel reviews the documentation, we will award it to Centralpack Engineering Corporation tonight by motion. Work will begin as soon as possible.

VIII. Assistant Superintendent's Report

Special Education

WMMHS 8th grade parent/student special ed. transition night 1/9/25 6:00 in the high school library.

Master Board Certification-Special Education

2/18 Special Education Presentation - Master Board. Nathanya Simon and Rob Koroski. Please send your special education to Rob.

IX. Board President's Report - Thank you to everyone for a great year. I appreciate all of your time and support for the district. I would also like to thank Adam Dubeck for his dedication to the Board of Education, and I would like to read the following proclamation recognizing his time on the BOE and thanking him.

Proclamation

WHEREAS, Adam Dubeck served honorably as a member of the Mendham Township Board of Education from January 2022 through December 2024 and

WHEREAS, during his term as a member of the Mendham Township Board of Education, Adam Dubeck advanced policies consistent with his personal commitment to the best education program possible for the students of Mendham Township and,

WHEREAS, Adam Dubeck was a valued member of many committees in particular, Diversity, Equity, Inclusion and Belonging, Personnel and Human Resources, and Operations and Finance Committees of the Mendham Township Board of Education; and,

WHEREAS, Adam Dubeck lent his experience and time to engaging and informing the public in regard to the Board's financial program and plans, and,

WHEREAS, Adam Dubeck worked tirelessly to partner with other Board members and Administration on the effective management of the Mendham Township School District;

NOW THEREFORE BE IT RESOLVED THAT the Mendham Township Board of Education, at its meeting on the 17th of December, 2024, does hereby commend and thank Adam Dubeck for his years of service to the Board of Education.

X. Correspondence - None.

XI. Committee Reports

- **Curriculum and School Programs** - Mr. Keeling delivered the report.
- **DEIB** - Mr. Dubeck delivered the report.
- **Operations and Finance** - Dr. Mandel delivered the report.
- **Personnel and Human Resources** - Mr. Keeling delivered the report.
- **Policy** - Mrs. Orban Brown delivered the report.
- **Ad Hoc - Referendum/ROD Grant** - Mrs. Orban Brown delivered the report.

XII. Official Results of Election - November 7, 2024

Official results of the November 7, 2024, School Board Elections for two, three-year term on the Mendham Township Board of Elections were as follows:

<u>Candidates (Four Candidate - 2 Seat - 3-Year Term)</u>	<u>Total Votes</u>
Natasha Crossan	1,408
Peter Dumovic	1.168

XIII. Consent Items

Approval of Minutes

Work Session Minutes: November 19, 2024

Executive Session Minutes: November 19, 2024

Curriculum and School Programs

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

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2024-2025 school year:

Date	Grade	Activity	Chaperones
12/11/24	LLD	Target Rockaway, NJ	Jillian Glander Katherine LoVecchio
01/08/25	Grade 8	WMMHS	Russell Branch Stacey Bray Sara Cyr Stephen Dodrv Diane Emr Perry Hooker Zachary Naughtright
01/17/25	Grade 4	Medieval Times, Lyndhurst Castle	Diane Barlow Sarah Bizzarro Dawn Cullinan Jessica Couto Kellie DeGise Denelle Kagan Lisa Lombardo Theresa McNamara Maria Messina

			Tracy Newton Erica Parke School Nurse
--	--	--	---

2. **Elementary School Sponsored Knitting Club**

BE IT RESOLVED that the Mendham Township Board of Education approves Megan Sager, Pre-K Teacher, to host an Elementary School sponsored Knitting Club effective January 10, 2025, through May 23, 2025, on Fridays from 8:00 AM - 8:45 AM for the 2024-2025 school year.

Operations and Finance

1. **Certification Reports**

BE IT RESOLVED that the Mendham Township Board of Education certify, pursuant to N.J.A.C. 6A:23A-16(a), 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, N.J.S.A. 18A:22-8, and N.J.A.C. 6A:23A-16.10(b), after review of the Board Secretary’s and Treasurer’s monthly financial reports for November 2024 that no major accounts and fund balances in the 2024/2025 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 November 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2024 Treasurer’s Reports.

4. **November 2024 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approve the November 2024 transfer report.

5. **December 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approve the December 2024 Bills List. This includes payroll checks N5591 through N5593 and N5594 through N5596.

Fund 10 - Treasurer Account	\$ 60,297.71
Fund 11 - Treasurer Account	\$ 2,061,270.42
Fund 12 - Capital Projects	\$ 102,004.99
Fund 20 - Grant Account	\$ 26,768.55
Fund 30 - Referendum Account	\$ 332,752.05
Fund 60 - Cafeteria Account	\$ 59,795.31
Fund 95 - Athletic Account	<u>\$ 680.00</u>

Total: \$2,643,569.03

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, N.J.S.A. 18A:11-12, N.J.A.C. 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
Defusing Anger, Anxiety, and Aggression: Improving Student Behavior (online)	01/29/25	Darlyne Pieper	\$295.00 + Substitute Coverage	\$295.00 + Substitute Coverage

7. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2024-2025 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Mendham Boy Scouts Pack 3 Pinewood Derby	<u>MS</u> All Purpose Room	Friday 02/21/25 Saturday 02/22/25	5:00 PM - 9:30 PM 8:00 AM - 4:00 PM	Derek Pahl

The Mendham Kids Club LLC	<u>ES</u> Makerspace	Wednesdays Thursdays Fridays 01/08/25 - 03/28/25	8:00am - 8:45am	Charles Gallo
Minecraft Education				

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

8. **Contract for Best Choice Home Care LLC** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves a contract with Best Choice Home Care LLC to provide Registered Nurse services to the Mendham Township School District as needed at \$72.00 per hour, effective December 2, 2024, through June 30, 2025.

9. **HVAC Bid Approval**

WHEREAS, the Mendham Township Board of Education (“Board”) held a public bid opening for the HVAC Upgrades at Mendham Township Middle School and Mendham Township Elementary School for the project (“Project”); and

WHEREAS, the Board received five (5) bids at the public bid opening and

WHEREAS, the lowest numerical bid was submitted by Centralpack Engineering Corporation, Hibernia, New Jersey, with a total bid of \$902,725.00; and

WHEREAS, the Board’s design professionals have recommended awarding the contract to Centralpack Engineering Corporation;

NOW, THEREFORE, BE IT RESOLVED that the above recitals are incorporated as if set forth here at length.

BE IT FURTHER RESOLVED that pursuant to the provisions of New Jersey’s Public School Contracts Law, N.J.S.A. 18A:18A-18 et seq., the Board hereby awards a contract for the Project to Centralpack Engineering, Corporation, Hibernia, New Jersey, in the total amount of \$902,725.00;

BE IT FURTHER RESOLVED that the Business Administrator is authorized to return the bid securities to all but the three lowest bidders, if requested.

BE IT FURTHER RESOLVED that upon receipt by the Board of a partially executed contract, bonds, insurance certificate, and all other documents required by the Project

specifications, the Business Administrator is authorized to return the remaining bond securities.

Personnel and Human Resources

1. **Leave of Absence (REVISED) - Megan Fazio**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Megan Fazio, 5th Grade Teacher, for a leave of absence, having received doctor's certification, commencing December 2, 2024, while utilizing Sixty (60) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on March 7, 2025.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Megan Fazio with an extended leave of absence through April 4, 2025, while utilizing (15) sick days.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Eleven (11) weeks under the NJ Family Leave Act (FLA) for Megan Fazio, commencing on April 7, 2025, through June 20, 2025, as requested in writing,

BE IT RESOLVED that the Mendham Township Board of Education approve Megan Fazio with a return to work date of the first day of the 2025-2026 school year.

2. **Leave of Absence - Talitha Fain**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Talitha Fain, Elementary School Teacher, for a leave of absence, NOT covered under the Federal Family Medical Leave Act (FMLA), commencing November 18, 2024, while utilizing ten (10) accumulated sick days, and four (4) Personal days, and ending on December 5, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Talitha Fain with an anticipated return to work date of December 6, 2024.

3. **Leave of Absence - Dori Smyth**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Dori Smyth, Elementary School Teacher, for a leave of absence commencing November 27, 2024, while utilizing 11 accumulated sick days, ending on December 13, 2024.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Dori Smyth with an anticipated return to work date of December 16, 2024.

4. **Resignation from Mail Duties - Deborah Getchius** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation of mail duties from Deborah Getchius dated November 19, 2024, effective January 16, 2025.

5. **Staff Resignation - Alaina Commarato** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Alaina Commarato, Middle School Science Teacher, dated November 24, 2024, effective January 27, 2025.

6. **New Hire - Jennifer Slater, Middle School 6th Grade Science Teacher**
(Attachments)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jennifer Slater, pending completion of paperwork, as a Full-Time Middle School 6th Grade Science Teacher, at a prorated salary of \$77,565.00, MA+30, Step 13, effective February 4, 2025, for the 2024-2025 school year.

7. **New Hire - Dylan Hepburn, Transportation Driver**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Dylan Hepburn, pending CDL and paperwork, as a Full-Time Transportation Driver at an hourly rate of \$32.00, effective January 2, 2025, for the 2024-2025 school year.

8. **New Hire - Ana Nolasco Desantana, Transportation Driver**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Ana Nolasco Desanta, pending CDL and paperwork, as a Full-Time Transportation Driver, at an hourly rate of \$32.00, effective January 2, 2025, for the 2024-2025 school year.

9. **Extra Hours - Instructional Aide Services – Beth Smith**
BE IT RESOLVED that the Mendham Township Board of Education approve extra hours, at an hourly rate of \$26.99, for Beth Smith to provide aide services for student #13506812 and the student’s participation in the Middle School Play from December through March.

10. **Extra Hours - Karina Chacon for Middle School Band Concert**
BE IT RESOLVED that the Mendham Township Board of Education approve extra hours, at an hourly rate of \$41.02, for Karina Chacon to provide support for a student during the December 5, 2024, Middle School Band Concert.

11. **Revised - Middle School Schedule B Stipend Position for 2024-2025**
BE IT RESOLVED that the Mendham Township Board of Education approves the revised 2024-2025 Co-Curricular Stipend position for Middle School:

Activity	2024-2025 Salary	Staff Member
Play Liaisons	\$1,521.50 each	Elizabeth Barter Tara Horutz

12. **Chaperones for Middle School Events**
BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for the Student Council School-Wide Event to be held on December 6, 2024, from 7:00 PM to 9:00 PM. Chaperones will be paid at the contractual rate.

Perry Hooker (Advisor)	Fernando Rivera (Advisor)
Karina Chacon	Jessica Costanzo
Diane Emr	Erica Hays
Michelle Scaramellino	Jonathan Smith

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Jonathan Smith and Michelle Scaramellino to be substitute chaperones for future Middle School events for the 2024-2025 school year.

13. **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 2024-2025 school year.

Ashley Casper, Michael Godleski, Justin Minolfo

Policy and Planning

1. **First Readings** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the first reading of the following policy and regulations:

P 1120 Management Team
P 1130 Staff Liaison Committees
P 1210 Board-Superintendent Relations
P 1230 Superintendent’s Duties (M)
P 1260 Incapacity of Superintendent

- P 1320 Duties of School Business Administrator/Board Secretary
- P 1330 Evaluation of School Business Administrator (M)
- R 1330 Evaluation of School Business Administrator (M)
- P 1331 Evaluation of Board Secretary
- P 1350 Incapacity of School Business Administrator/Board Secretary
- P 1400 Job Descriptions (M)
- R 1400 Job Descriptions (M)
- P 1522 School Level Planning (M)
- P 1540 Administrators Code of Ethics
- P 1570 Internal Controls (M)
- R 1570 Internal Controls (M)
- P 1631 Residency Requirements for Person Holding School District Office, Employment or Position
- P 2110 Philosophy of Education/District Mission Statement (M)
- P 2132 School District Goals and Objectives
- P 2210 Curriculum Development (M)
- P 2220 Adoption of Courses (M) - ABOLISHED
- P 2230 Course Guides - ABOLISHED
- R 2230 Course Guides - ABOLISHED
- P 2240 Controversial Issues
- P 2310 Student Grouping

2. **Second Readings** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the second reading and adoption of the following policies and regulations:

- P 2365 Acceptable Use of Generative Artificial Intelligence (AI)

- P 0110 Identification
- P 0120 Authority and Powers
- P 0132 Executive Authority
- P 0133 Adjudication of Dispute
- P 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (M)
- P 0142.1 Nepotism (M)
- P 0146 Board Member Authority
- P 0148 Board Member Indemnification
- P 0151 Organization Meeting
- P 0153 Annual Appointments
- P 0154 Annual Motions and Designations
- P 0155 Board Committees
- P 0164 Conduct of Board Meeting
- P 0165 Voting

- P 0166 Executive Sessions
- P 0169 Board Member Use of Electronic Mail/Internet
- P 0171 Duties of Board President and Vice President
- P 0172 Duties of Treasurer of School Money
- P 0173 Duties of Public School Accountant
- P 0174 Legal Services (M)
- P 0175 Contracts with Independent Consultants
- P 0176 Collective Bargaining and Contract Approval/Ratification
- P 1100 District Organization
- P 1110 Organization Chart

Dr. Mandel reviewed the bill list and was satisfied with everything presented as is.

Mrs. Orban Brown moved to approve the Committee Report and the Consent Items for December 17, 2024; Approval of all Monthly Meeting minutes, Curriculum & Instruction items 1-2, Operations & Finance items 1-9, Personnel & Human Resources items 1-13, Policy and Planning items 1-2, seconded by Mrs. Carrino Tamasi, and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, Mrs. Carrino Tamasi; yes, and Mrs. Mody, yes – motions carry.

XVI. Discussion - None.

XVII. Verbal Communications from the Public - None.

XVIII. Adjournment

Moved by Mrs. Orban Brown, seconded by Dr. Mandel, to adjourn the Regular Session meeting of December 17, 2024. The meeting was adjourned at 8:54 PM.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary