

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
REGULAR SESSION MEETING MINUTES
TUESDAY, JULY 16, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:50 p.m.

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
Mr. Andrew Christmann		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Absent
Mr. Thomas Keeling		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 - none.

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

NJSBA - Charlene Peterson - Presentation of Board Roles using Policy Governance Model

This training completes the training requirements for the BOE to become a certified board. There will be a recognition ceremony in the Fall of 2024 for all of those who completed this. The next step, if the BOE decides to continue with its training, would be to receive 10 more hours of training which would bring the BOE to the master level. Only 50 out of 500 districts within the state have accomplished this.

VI. Board Secretary's Report

- Closing the 2023-2024 school year and getting ready for the audit. I have requested to have our audit date moved up and they are seeing if they can accommodate that, if not, it will be in the early part of October.
- The kick-off into the 2024-2025 school year has been very busy. The business office has rolled over both the accounting/budget and personnel software to prepare for the up and coming school year. Placing orders has been a challenge this year due to the lack of space for deliveries, however, our custodial staff is doing a wonderful job, keeping the areas in the building that are not part of the construction spotless and organized to hold all shipments.
- In my file, you will find a list of vehicles, as requested in a prior meeting for the BOE to review. During the 2023-2024 the district owns 5 vans and 28 buses.
- Two minor changes to the minutes during my final review today, under the roll call section (page 1) – I moved Dr. Mandel up into the VP slot and Mr. Christmann down below her. Also, under action items (page 3), I had Mr. Dubeck listed twice inadvertently in the motion, instead of Mr. Dubeck and Mr. Dumovic. Both have been corrected and the document was uploaded to show this. Apologies for any inconvenience this may have caused.

VII. Board President's Report

this is just a friendly reminder that next month we go back to a two-meeting per month schedule. Also, questions about Solar from the Environmental Committee from Mendham Township should be facilitated through the Ad Hoc - Referendum/Rod Grant committee and then reported back to the entire board.

VIII. Correspondence - None.

IX. Committee Reports

- **Curriculum and School Programs** - the report delivered by Mr. Thomas Keeling
- **Operations and Finance** - the report was delivered by Dr. Rekha Mandel
- **Personnel and Human Resources** - the report was delivered by Mr. Thomas Keeling
- **Policy** - the report was delivered by Mr. Andrew Christmann
- **Ad Hoc - Referendum/ROD Grant** - the report was delivered by Mrs. Diana Orban Brown

XIII. Consent Items

Approval of Minutes

Regular Session Minutes: June 18, 2024

Executive Session: June 18, 2024

Curriculum and School Programs

1. Student Safety Data System

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Student Safety Data System for Period 2 (January 1, 2024 - June 30, 2024) to the New Jersey Department of Education.

2. Mentoring Plan (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the 2024-2025 Mentoring Plan.

3. 2019-2022 Comprehensive Equity Plan Extension Statement of Assurance for the 2024-2025 School Year (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission for the extension of its current Comprehensive Equity Plan for the 2024-2025 school year.

4. Tuition Contract with NJ Commission for the Blind and Visually Impaired

BE IT RESOLVED that the Mendham Township Board of Education approves the Tuition Contract with CBVI for the 2024-2025 school year for (1) student (15027946) as per IEP at a tuition rate of \$2,420.00.

5. Home Instruction via Educere Online Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Educere as an online delivery of home instruction for one student (ID# 15912734) in the amount of \$390.00.

6. Professional Services Agreement with New Jersey Coalition for Inclusive Education (NJCIE)

BE IT RESOLVED that the Mendham Township Board of Education approves the agreement with NJCIE to provide co-teaching professional development for the 2024-2025 School Year utilizing IDEA grant funds not to exceed \$14,750.

7. Contracts with Rainbow Therapy Services LLC

BE IT RESOLVED that the Mendham Township Board of Education approves Rainbow Therapy Services LLC to provide bilingual evaluations (Educational, Psychological, and Speech-Language) for one student (ID#16245414) @ \$600 per evaluation not to exceed a total of \$1,800.00.

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, 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 June 2024 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 June 2024 Board Secretary’s Reports.

3. **Treasurer’s Report**

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

4. **June 2024 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the June 2024 transfer report.

5. **June 2024 Year-End Final Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the June 2024 Bills List. This includes payroll checks N0568 through N0573.

Fund 10 - Treasurer Account	\$ 30,509.00
Fund 11 - Treasurer Account	\$ 913,304.84
Fund 20 - Special Revenue/Grants	\$ 49,535.32
Fund 30 - Referendum Account	<u>\$ 716,426.31</u>
Total:	\$1,709,775.47

6. **July 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the July 2024 Bills List. This includes payroll checks N0574 through N0576.

Fund 10 - Treasurer Account	\$ 3,170.13
Fund 11 - Treasurer Account	<u>\$651,033.55</u>
Total:	\$654,203.68

7. **Approval of Submission of Elementary and Secondary Education Act (ESEA) 2024-2025**
BE IT RESOLVED that the Mendham Township Board of Education accepts the allocations and approves the submission of the Elementary and Secondary Education Act (ESEA) grant application to the New Jersey Department of Education for the 2024-2025 school year in the amount of \$7,471 for Title II-Part A and \$10,000 for Title IV-Part A.

8. **Approval of Submission of IDEA Grant 2024-2025**
BE IT RESOLVED that the Mendham Township Board of Education accepts the allocations and approves the submission of the 2024-2025 Individuals with Disabilities Education Act Grant Application (IDEA) to the New Jersey Department of Education. The application amounts are \$181,698 for the Basic IDEA Grant (Grades K-8) and \$9,678 for the Preschool IDEA Grant.

9. **School Bus Emergency Evacuation Drill Reports (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from P. G. Chambers School at 15 Halko Drive, Cedar Knolls, NJ detailing the May 26, 2024.

Personnel and Human Resources

1. **Staff Resignation: Jannette Vega**
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Jannette Vega, Transportation Driver, dated and effective June 28, 2024.

2. **Leave of Absence (REVISED) - Lauren Johnson**
BE IT RESOLVED that the Mendham Township Board of Education hereby approves Lauren Johnson, Elementary Music Teacher, for a leave of absence, having received doctor's certification, commencing November 11, 2024, while utilizing thirty-two (32) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on February 14, 2025.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Lauren Johnson, commencing on January 6, 2025, through March 28, 2025, as requested in writing;

BE IT FURTHER RESOLVED that the Board hereby approves Lauren Johnson with an extended unpaid leave of absence (Not covered under FMLA or NJ FLA) beginning March 31, 2025, through June 20, 2025.

BE IT RESOLVED that the Board approves Lauren Johnson with a return to work date of the first day of the 2025-2026 school year.

3. **Leave of Absence - Cara Dawes** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Cara Dawes, Elementary Teacher, for a leave of absence, having received doctor's certification, commencing September 27, 2024, while utilizing Zero (0) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on December 20, 2024.

BE IT FURTHER RESOLVED that the Board hereby approves Cara Dawes with an extended unpaid leave of absence (Not covered under FMLA or NJ FLA) beginning January 2, 2025, through January 17, 2025.

BE IT ALSO RESOLVED that the Board approves Cara Dawes with a return to work date of January 21, 2025, since Martin Luther King Day followed the end of her approved leave on January 17, 2025.

4. **New Hire - Alexandra Gonzalez, Elementary School Nurse** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Alexandra Gonzalez as a Full-Time Elementary School Nurse, pending completion of paperwork, effective September 3, 2024, for the 2024-2025 school year, at an annual salary of \$68,665.00, BA, Step 16.

5. **New Hire - Rebecca Scanlon, Speech Therapist** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Rebecca Scanlon as a Full-Time Speech Therapist, pending completion of paperwork, effective September 3, 2024, for the 2024-2025 school year, at an annual salary of \$63,540.00, MA/BA+45, Step 5.

6. **New Hire - Michael Schlossberg, Middle School Math Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Michael Schlossberg as a Full-Time Middle School Math Teacher, pending completion of paperwork, effective September 3, 2024, for the 2024-2025 school year, at an annual salary of \$77,565.00, MA+30, Step 14.

7. **New Hire - Talitha Fain, Elementary School Spanish Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Talitha Fain as a Full-Time Elementary School Spanish Teacher, pending completion of paperwork, effective September 3, 2024, for the 2024-2025 school year, at an annual salary of \$87,315.00, MA+30, Step 18.

8. **Elementary School Lunch/Recess Aides**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Robert Gessling, Christopher Vrabel, and Erna Hauswald as

Lunch/Recess Aides at an hourly rate of \$15.00, effective September 5, 2024, for the 2024-2025 school year.

9. Paraprofessional for the 2024-2025 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jennifer Eliassen as a Paraprofessional, at an annual salary of \$26,517.00, effective September 3, 2024, for the 2024-2025 school year.

10. Substitute Transportation Drivers for the 2024-2025 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Transportation Drivers, at an hourly rate of \$28.00, for the 2024-2025 school year: Albert Ascolese, Roosevelt Marin, Jannette Vega

11. Elementary School Summer Curriculum Work - Correction to Hours

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following to provide a maximum of 15 hours each (previously approved at 7.5 hours each) at the contractual rate of \$60.00 per hour for the following curriculum work not to exceed \$900.00 per person:

Staff Member Name	Curriculum
Laura Porrovecchio Erica Parke	Social Studies/ Science ELA Alignment K-4

12. ~~Job Description Approval (Attachment)~~

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Job Description:

~~—Assistant Superintendent~~

13. Elementary School Schedule B Stipend Positions for 2024-2025

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2024-2025 Co-Curricular Stipend positions for Elementary School:

CO-CURRICULAR Activities (Schedule B)

Activities	2024-2025 Salary	Staff Member
School Publication Advisor (1) Masterminds	\$1,111.00	Dori Smyth

Activities	2024-2025 Salary	Staff Member
Tiger Leaders/Grade 4 Advisors (2)	\$1,529.00 each	Hillary Clark Michelle Molle
Technology Integration Specialist	\$4,532.00	Charles Gallo
Tiger Chorus Director/Grade 3	\$1,529.00 each	Lauren Johnson Laura Porrovecchio
Tiger Chorus Director/Grade 4	\$1,529.00 each	Lauren Johnson Laura Porrovecchio
Advanced Artist Program Coordinator	\$3,058.00	Sarah Bizzarro
Art Explorer Program Coordinator	\$3,058.00	Sarah Bizzarro
Sustainability Coordinators (2)	\$2,064.50 each	Tracy Newton Erica Parke
Band Director/Elementary School	\$3,058.00	Russell Branch

CO-CURRICULAR Activities (Schedule B) - Special Projects

Activities	2024-2025 Salary	Staff Member
Social Studies League/Grades 2-4	\$277.00	Theresa Milow
Science Expo	\$277.00 Each	Diane Barlow Erica Parke
Safety Patrol/Grade 4	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Dori Smyth
Outdoor Learning Center/ Chicken Coop Coordinator	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Charles Gallo
Talent Show Coordinators	\$272.00 base + Max of 10 events @ \$70.00 each,	Hannah Dunlevy Katelyn Jones

	not to exceed a total of \$972.00	
Science Olympiad Tournament	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Dori Smyth

14. **Middle School Schedule B & C Stipend Positions for 2024-2025**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2024-2025 Co-Curricular Stipend positions for Middle School:

CO-CURRICULAR Activities (Schedule B & C)

Activities	2024-2025 Salary	Staff Member
Homework Club (Paid by timesheet)	\$63.83 per hour	James Haggerty Francesca Hare Catherine Gustavsen Elizabeth Barter (for one day)
Minisink Director	\$695.00	Craig Clausen
8th Grade Advisor	\$3,058.00	Amanda Porter
Yearbook Advisor	\$3,058.00	Elizabeth Hollman
School Publication Advisors	\$1,111.00 Each	Melanie Smith Matthew Viggiano (MIAM)
Student Council Advisors	\$1,529.00 Each	Perry Hooker Fernando Rivera
Chorus Director/Middle School	\$3,058.00	Stephen Dodrv
Band Director/Middle School	\$4,588.00	Russell Branch
Strings/Orchestra Director District	\$4,588.00	Zachary Naughtright
Play Liaisons (Done on rotation/paid by timesheet)	\$3,043.00	Elizabeth Barter Tara Horutz

Technology Integration Specialist	\$3,532.00 (M.V.) \$1,000.00 (M.S.)	Matthew Viggiano Melanie Smith
Tech Club Grades 5-8 (1 hour each) Zero Period	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Matthew Viggiano
Intramural Sports Grade 5 (1 hour each) After School	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Karina Chacon
Indoor Soccer League Grades 5-8 (1 hour each) Zero Period	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Perry Hooker
Basketball Enrichment Grades 6-7	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Perry Hooker
Indoor Girls Lacrosse Skills Grades 5-8 (1 hour each) Zero Period	\$272.00 base + Max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Carol Hueston
Girls Field Hockey	\$5,750.00	Carol Hueston
Girls Field Hockey JV (1/2 Stipend)	\$2,875.00	Jacqueline Medina
Girls Soccer	\$5,750.00	Perry Hooker
Boys Soccer	\$5,750.00	James Haggerty
Cross Country	\$5,750.00	Daniel DePugh

Boys Basketball	\$6,274.00	Daniel DePugh
Girls Basketball	\$6,274.00	Perry Hooker
Girls Volleyball	\$4,008.00	Greg Racz
Boys Volleyball	\$4,008.00	Craig Clausen
Cheerleading	\$4,177.00	Amanda Porter
Boys Lacrosse	\$5,750.00	Tyler Johnston
Girls Lacrosse	\$5,750.00	Carol Hueston
Baseball	\$5,750.00	Craig Clausen
Softball	\$5,750.00	Greg DePugh
Athletic Director	\$7,491.00	Daniel DePugh
Home Athletics (Door 10) Supervisors About 45 events/Done on rotation/Time Sheet	\$100.00 per event	Elizabeth Barter Catherine Gustavsen Tara Horutz

Policy and Planning

1. First Reading (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the First reading of the following policy and regulations:

- P 0141 Board Member Number and Term (Revised)
- P 0141.1 Board Member Number and Term – Sending District (Revised)
- P 0141.2 Board Member Number and Term – Receiving District (Revised)
- P 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- P 2200 Curriculum Content (M) (Revised)
- P & R 3160 Physical Examination (M) (Revised)
- P & R 4160 Physical Examination (M) (Revised)
- R 5200 Attendance (M) (Revised)
- P 5337 Service Animals (Revised)
- P 5350 Student Suicide Prevention (M) (Revised)
- P 5440 Honoring Student Achievement (Revised)
- P 7231 Gifts From Vendors (M) (Abolished)
- P 8420 Emergency and Crisis Situations (M) (Revised)

P & R 8467 Firearms and Weapons (M) (Revised)

P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Mr. Andrew Christmann moved to approve the Committee Report and the Consent Items for July 16, 2024; Approval of Regular and Executive Monthly Meeting minutes, Curriculum & Instruction items 1-7, Operations & Finance items 1-9, Personnel & Human Resources items 1-11 and 13-14 - strike #12, Policy and Planning item 1, seconded by Mr. Keeling and the motion was CARRIED in a roll call vote: Mr, Christmann; yes, Mr. Dubeck; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody, yes – motions carry.

XIV. Discussion

Mr. Keeling & Mrs. Orban Brown reviewed the topics for consideration for the 2024-2025 school year Board Training

- Community engagement/communication
- Special Education
- Committee Structures
- Student Achievement

Mrs. Mody - thank you so much for the time you spent on this.

XV. Verbal Communications from the Public - None.

XVI. Adjournment

Moved by Mr. Christmann seconded by Dr. Mandel to adjourn the meeting of July 16, 2024. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary