

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL CAFETERIA
REGULAR SESSION MEETING MINUTES
TUESDAY, NOVEMBER 19, 2024 @ 7:30 PM**

I. Call to Order

The meeting was called to order at 7:34 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	Absent
Mrs. Elisabeth Carrino-Tamasi		Present
Mr. Adam Dubeck		Present
Mr. Peter Dumovic		Present
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

● Halloween

- As always, Halloween was a ton of fun through all of our activities
- Making Halloween-themed videos and competing to see who had the most unique, original, and scariest Halloween costumes was a total blast.
- It was lovely to have a late morning after Halloween, giving everyone time to regroup and recharge after the late night.

● Fall Sports

- Our fall sports all came home with trophies
- Girls field hockey won for the first time ever in overtime

- Girls and Boys soccer won by playing back-to-back games, and Boys ended the season undefeated.
- Boys cross country won first, and girls got second
- All teams had one of the best seasons yet, so we looked forward to the winter sports kick-off.
- Winter Sports
 - As we do so, I had the pleasure of speaking with our girl's basketball coach, who thinks they have redeemed themselves from last season. Their game is this Tuesday
- 5th grade formal
 - It was not too long ago
 - according to my brother and his friends, who are in 5th grade, they all had so much fun and “look forward to all of the future events at the school.”
 - Hopefully, we can get a few more for the other grades this year
- AI
 - This past month, there has been a ton more usage of AI
 - I believe it has definitely been beneficial
 - We have listened to podcasts with historical figures, interviewed characters from novels, and even received help on our PBTS
 - Ai has been becoming a way to improve our everyday lives in middle school, so I look forward to keeping you updated on the future ways we use it here at MTMS.
 - All of our social studies teachers introduced us to the MTMS AI Safety Protocol - aimed at keeping our school community safe and secure while online communicating with AI and other sources.
- We just finished our Toiletry Drive.
 - We had a trip to drop 100s of pounds of toiletry supplies at Peapack Reform Church last Thursday.
 - Fundraisers are always the best way to help our community while creating a competitive spirit here.
 - The mini field trip for students that helped was eye-opening and heartwarming

VI. Superintendent’s Report

- District Updates, News, and Events

Strategic Planning Report (Summary of the First Meeting)

The first meeting of Mendham Township School District’s strategic planning initiative focused on assessing the district’s current status by identifying its **strengths** and **challenges/opportunities**. Participants included administrators, staff, Board members, parents, and community members. The meeting opened with welcoming remarks by Joan Mody, Board President, followed by an overview of

the district from Dr. Salvatore Constantino, Superintendent. Charlene Peterson from the New Jersey School Boards Association introduced the strategic planning process.

Participants were divided into three stakeholder groups to brainstorm and reach a consensus on the top 10 strengths and challenges/opportunities of the district. Key themes included:

- **Strengths:** Strong community connection, high-quality staff, student achievement, and diverse programming with a focus on social-emotional learning (SEL) and counseling.
- **Challenges/Opportunities:** Balancing technology use, increasing diversity among staff and students, staff retention, and advancing digital citizenship.

Preview of the Second Meeting – November 20, 2024

The second meeting will build on the outcomes of the first by shifting the focus to envisioning the district's desired future in the year 2030. Participants will be tasked with imagining Mendham Township School District as a model district recognized statewide for advancing student achievement.

Agenda Highlights:

1. **Welcome and Recap:** Led by Joan Mody and Charlene Peterson, this segment will summarize the findings of the first meeting and introduce the focus for the second session.
2. **Small Group Brainstorming:** Groups will envision the district's future success, identifying key priorities and goals for the next five years.
3. **Large Group Sharing:** Small groups will present their vision statements and ideas to the larger audience for collective discussion.

The ultimate goal of this meeting is to establish a foundation for the final session, where goal statements will be formalized based on input from both sessions.

Key Considerations for the Visioning Process

Participants will consider:

- Maintaining excellence in student achievement while promoting innovation.
- Addressing technological, academic, and social challenges to ensure equity and success for all students.
- Sustaining community engagement and support as a cornerstone of the district's mission.

The outcomes of the second meeting will play a pivotal role in shaping the district's strategic goals.

VII. Board Secretary's Report

- Kathi Mantel, Nisivoccia, LLP - 06/30/24, ACFR Summary
- Pomptonian Food Service - Chef Meal Program

Finance - The 2023-24 (year ended June 30, 2024) audit program provides financial reporting guidance for school districts. Annually, all school districts in

the state of New Jersey must have an independent audit firm engaged to audit the school district financial statements (ACFR). The Audit Program provides general compliance guidance including, but not limited to, The Application for State School Aid (ASSA) testing; public school contracts; year-end closing of financial records; preparation of statements and schedules; and fund accounting principles (general, special revenue, capital projects, debt service, enterprise, student activity, fixed/capital assets, and debt).

Audit Program Files by Section

- Introduction and Table of Contents
- Section I: General Compliance (Chapters 1 - 8)
- Section II: Specific Compliance
 - o Governmental Funds
 - § Fund 10 (General Fund)
 - § Fund 20 (Special Revenue Fund)
 - § Funds 30, 40, and 50 (Capital Projects, Debt Service, and Proprietary)
 - o Fund 60 (Proprietary Fund)
 - o Fiduciary Funds
 - § Funds 70, 80, 90, Capital Assets, and Long Term Liabilities (Internal Service Funds, Trust Funds, and Custodial Funds)
 - o Single Audit
 - § Sample Schedule A (Federal Award)
 - § Sample Schedule B (State Financial Assistance)
 - § Uniform Grant Guidance
 - § State Circular Letter No. 15-08-OMB
- Section III: Reporting
 - o Chapters 1, 2, and 3
 - o Chapters 4 and 5
 - § Schedules of Audited Enrollments (ASSA—districts)
 - § Schedules of Audited Enrollments (Charter Schools)
 - § Schedules of Audited Enrollments (Renaissance Schools)
 - o Chapters 6 and 7

VIII. Assistant Superintendent's Report

Special Education

- **Co-Teach Professional Development:**

- Our first co-tech PD session was held on 9/25/24 with Brittany Seeley from the New Jersey Center for Inclusive Education. Brittany and the co-teachers engaged in conversations related to the teaching styles and approaches used to meet both special education and general education student needs within the co-taught setting.
- Brittany returned to the elementary school on 10/7/24 for our first coaching session. Brittany spent an hour with each co-teach pair in their classroom, followed by a 30-minute debriefing session. (Personal training model)
- Our next session is scheduled for 11/13/24. We will continue with our coaching model of support, along with a specific literacy session designed to support the CKLA (Core Knowledge Language Arts) program with the co-taught classroom.
- We recently received notification that we were a grant recipient for an inclusion grant I submitted over the summer. We received \$1,000 from the First Day of School Foundation to support and expand inclusive programming at MTES, specifically in early elementary.

QSAC Update

- On the consent agenda this evening and for approval on the 29th is a motion for QSAC Quality Single Accountability Continuum. As a part of the QSAC process, the board approves the submission of our District Performance Review (DPR), in which the district completes a self-assessment in the areas of Instruction and Program, Personnel, Fiscal Management, Operations Management, and Governance.

IX. Board President's Report - None.

X. Correspondence - None.

Mrs. Obran Brown, seconded by Mrs. Carrino Tamasi, to approve a pause at 8:20 pm to enjoy some of the farm-to-fresh food that Pomptonian prepared for the board of education to sample as part of their presentation, unanimously carried in a voice vote.

Moved by Mr. Dumovic, seconded by Mr. Keeling, to reconvene to the Regular Session Meeting at 8:40 p.m., unanimously carried in a voice vote.

XI. Committee Reports

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

Mrs. Orban Brown discussed with the BOE the option of Gabel Associates coming to a future meeting to discuss a more detailed feasibility study if funding allows later in the year.

XII. Unofficial Results of Election - November 7, 2024

Unofficial 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>
Adam Dubeck	1,096
Peter Dumovic	1,168
Natasha Crossan	1,408
Spencer Raitt-Forrest	757

XIII. Action Items

Approval of Minutes

Work Session Minutes: October 15, 2024

Regular Session Minutes: October 29, 2024

Curriculum and School Programs

1. Previously Approved - 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 previously approved at the September 24, 2024 Board of Education meeting:

Date	Grade	Activity	Chaperones
12/03/24	Grade 3	Mayo Performing Arts Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller

			Rachel Paciello Clare Riina
03/19/25	Grade 3	Mayo Performing Arts Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller Rachel Paciello Clare Riina
04/25/25	Grade 3	Liberty Science Center	Katelyn Crelin Hannah Dunlevy Sierra Dunn Amanda Fullem Molly Koller Rachel Paciello Clare Riina

2. **Previously Approved - Middle School Field Trip** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2024-2025 school year previously approved at the August 27, 2024 Board of Education meeting:

Date	Grade	Activity	Chaperones
12/19/24	Grades 6-8	Perform at MTES during school lunches	Zachary Naughtright

3. **New - Middle School Field Trip** (*Attachment*)

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

Date	Grade	Activity	Chaperones
05/21/25	Grades 6-7	Middle School Choral Festival at Monroe Twp.	Stephen Dodrv Zachary Naughtright

4. **Revised Middle School Student Council Event**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised Middle School Student Council Event date to December 6, 2024, previously approved for November 15, 2024.

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 October 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 October 2024 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **October 2024 Transfer Reports**

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

5. **November 2024 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approve the November 2024 Bills List. This includes payroll checks N5585 through N5587 and N5588 through N5590.

Fund 10 - Treasurer Account	\$ 60,907.54
Fund 11 - Treasurer Account	\$ 2,015,998.47
Fund 20 - Grant Account	\$ 17,113.25
Fund 30 - Referendum Account	\$ 318,901.74
Fund 60 - Cafeteria Account	\$ 67,953.79

Fund 80 - Unemployment Account \$ 830.00

Total: \$ 2,481,604.79

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 Name	Date	Employee	Event Cost	Total Cost
NJSBA Annual Convention, Atlantic City, NJ	10/21/24	Dr. Constantino	\$2,200.00	\$2,200.00
	10/22/24	Mrs. Mosner		
	10/23/24	Dr. Koroski		
	10/24/24			
		<u>BOE Members</u>		
	Mr. Dubeck			
	Mr. Dumovic			
	Mrs. Orban-Brown			
	Mrs. Carrino-Tamasi			
NJ PE/Health & Coaching Conference, Florham Park, NJ	02/24/25	Tyler Johnston Gina Sodora	\$149.00 ea. + Substitute Coverage	\$298.00 + Substitute Coverage

7. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from West Morris Mendham High School, Mendham Borough’s Mountain View Middle School and Hilltop Elementary School, Chester’s Bragg/Dickerson Elementary School and Black River Middle School, and Mendham Township Elementary and Middle Schools.

8. **Transportation Request - Suburban Hills School, Chester**

BE IT RESOLVED that the Mendham Township Board of Education approve the transportation request from Suburban Hills School in Chester to Kessler Rehabilitation Center, Chester, on December 12, 2024, for \$258.83 for one bus and a driver.

9. **Acceptance of 2023/2024 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Annual Comprehensive Financial Report (ACFR) and Auditor’s Management Report for the

period July 1, 2023, through June 30, 2024, as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures - None.
2. Financial Planning, Accounting, and Reporting - None.
3. School Purchasing Program - None.
4. School Food Service - None.
5. Student Body Activities - None.
6. Application for State School Aid - None.
7. Pupil Transportation - None.
8. Facilities and Capital Assets - None.
9. Status of Prior Year's Findings/Recommendations - None.

Personnel and Human Resources

1. **Leave of Absence - Jillian Glander**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Jillian Glander, Special Education teacher, for a leave of absence, having received doctor's certification, commencing April 7, 2025, while utilizing seventeen (17) sick days, under the Federal Family Medical Leave Act (FMLA) ending after Twelve (12) weeks on September 5, 2025.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby approves Twelve (12) weeks under the NJ Family Leave Act (NJFLA) for Jillian Glander, commencing on May 12, 2025, through October 10, 2025, as requested in writing,

BE IT RESOLVED that the Mendham Township Board of Education approve Jillian Glander with an anticipated return to work date of October 13, 2025.

2. **Leave of Absence - Kleber Minuche**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Kleber Minuche, Head Custodian, for a leave of absence commencing November 27,

2024, while utilizing accumulated sick days under the Federal Family Medical Leave Act (FMLA).

BE IT FURTHER RESOLVED that the Board hereby approves Kleber Minuche to return to work at a later date, pending re-evaluation and certification from a physician.

3. **Elementary School Schedule B Stipend Position for 2024-2025**

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

CO-CURRICULAR Activities (Schedule B)

Activity	2024-2025 Salary	Staff Member
Chess Club	\$272.00 base + a max of 10 events @ \$70.00 each, not to exceed a total of \$972.00	Dori Smyth

4. **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.

Vincent D'Alessandro, Kathleen Engel, Adejoke Fifo, Glenn Haines, Emma Lukasko

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 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

Mr. Keeling reviewed the bill list and was satisfied with everything presented as is. Mrs. Mody thanked Mrs. Mosner for a job well done on the audit. A lot of time, effort, and work go into that and it does not go unnoticed.

Mrs. Orban Brown moved to approve the Committee Report and the Consent Items for November 19, 2024; Approval of all Monthly Meeting minutes, Curriculum & Instruction items 1-4, Operations & Finance items 1-9, Personnel & Human Resources items 1-4, Policy and Planning item 1, seconded by Mr. Keeling and the motion was CARRIED in a roll call vote: Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Mrs. Orban Brown; yes, Mrs. Carrino Tamasi; yes, and Mrs. Mody, yes – motions carry.

XIV. 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 legal 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 Mr. Keeling, seconded by Mrs. Orban Brown to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 9:10 p.m., unanimously carried in a voice vote.

XV. Reconvene Open Work Session Meeting

Moved by Mrs. Orban Brown, seconded by Mr. Keeling, to reconvene to the Regular Session Meeting at 9:22 p.m., unanimously carried in a voice vote.

XVI. Discussion

Mr. Keeling asked if the move forward with Transcend would allow for an increase in revenues for the district.

Dr. Constantino replied yes, as an offset.

Mr. Dumovic thanked Mr. Keeling for bringing that up.

XVII. Verbal Communications from the Public - None.

XVII. Adjournment

Moved by Mrs. Carrino Tamasi, seconded by Mr. Keeling, to adjourn the Regular Session meeting of November 19, 2024. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary