

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MAIN GYM  
REGULAR SESSION MEETING AGENDA  
TUESDAY, MARCH 17, 2020, 6:00 PM**

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call of the Board of Education**

Mrs. Gretchen Holquist	President
Mr. Aadithya Thayyar	Vice President
Mr. Andrew Christmann	
Mr. Peter Dumovic	
Mrs. Heather Fraser	
Mr. Richard Gondek	
Mrs. Joan Mody	

**IV. Sunshine Law**

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 Updates, News and Events
- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)

**VI. Board Secretary's Report**

**VII. Board President's Report**

**VIII. Correspondence**

**IX. Committee Reports**

- **Curriculum and Instruction**
- **Operations and Finance**
- **Personnel and Human Resources**

**X. Consent Items**

**Approval of Minutes**

Regular Session Minutes: February 26, 2020

**Approval of Executive Minutes:** February 26, 2020

**Curriculum and Instruction**

1. **Elementary School Field Trip - Confirmation of Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
04/23/20	Grade 4	Liberty Science Center Jersey City, NJ	\$0	\$48.76	Diane Barlow Theresa McNamara Lisa Lombardo Nancy Hammer Cindy Blood Carole Hudson ( <i>nurse</i> ) 6 parent chaperones

2. **Middle School Field Trips - Confirmation of Field Trips** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trips for the 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
03/06/20	Grades 5-8	Annie Jr. Performance at MTES	\$0	\$0	Gina Sodora
04/09/20	Various Grades	Peer Leaders to MTES	\$0	\$0	Alexandria Perrotta

3. **Middle School Field Trip - Frost Valley, NY** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year, replacing the previously approved field trip Club Getaway by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
04/24/20 04/25/20 04/26/20	Grade 7	Frost Valley Claryville, NY	\$0	\$350.00	Gina Sodora Franziska Dragon Alexandria Perrotta Ignacio Angulo-Pizarro

					Perry Hooker Fernando Rivera
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4. **New - Middle School Field Trip** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
05/09/20	Grades 7 & 8	STOMP at MPAC Morristown, NJ	\$0	\$75.00	Ignacio Angulo-Pizarro Russell Branch Alexandria Perrotta *Elizabeth Barter (* alternate)

5. **Contract with Anne Hunkler**

**BE IT RESOLVED** that the Mendham Township Board of Education approves: Anne Hunkler for contracted Behavioral Consultation within the school until 6/11/20 for one (1) student (14738813) for 3 hours per week as per the IEP for a total of 33 hours @ \$80.00/hr. not to exceed a total of \$2,640.00.

6. **New Volunteers - Parent Led Recess at MTES & MTMS**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Rekha Mandel and Ann Pregner, volunteer parents, to participate in parent led recess activities for the 2019 - 2020 school year.

7. **Middle School Leadership/SAVE - Creature Comfort Pet Therapy**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Gina Sodora's Middle School Leadership/SAVE group, to host and re-certify therapy dogs, from Creature Comfort Pet Therapy on May 2, 2020.

8. **Mendham Township School District Calendar 2021 - 2022** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Mendham Township School District Calendar for the 2021 - 2022 school year.

**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 February 2020 that no major accounts and fund balances in

the 2019/2020 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. **February 2020 Transfer Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the February 2020 transfer report.

3. **March 2020 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final March 2020 Bills List. This includes payroll checks N0158 through N0160, N0162 through N0164.

Fund 10	\$ 47,933.69
Fund 11	\$1,557,594.84
Fund 20	\$ 20,306.95
Fund 60	\$ 37,179.92
Fund 95	\$ 1,968.04
Total:	<u>\$1,664,983.44</u>

4. **Use of District Facilities**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following use of facility applications for the 2019 - 2020 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Mendham Magic	<u>ES</u> Fields	Mondays & Wednesdays 04/06/20 - 06/05/20	5:00pm-6:30pm	Scott Cirillo

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

5. **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
Preventive Maintenance Sparta, NJ	03/02/20 03/04/20 03/09/20 03/11/20 03/16/20	Chris Hemmings	\$571.00	\$571.00

Science Expo MTES	03/05/20	Diane Barlow Erica Parke	Substitute Coverage	Substitute Coverage
Distance Learning Prep MTES	03/12/20	Charles Gallo	Substitute Coverage	Substitute Coverage
View Sonic Demo for Smart Board Technology Long Valley, NJ	03/24/20	Peter Ricci	\$0	\$0
Self-Compassion for Educators - Mindfulness Online	03/27/20 <i>through</i> 05/07/20	Darlyne Pieper Lisa Lombardo	\$295.00 Each	\$295.00 Each
Kindergarten Screenings MTES	04/22/20 04/23/20 04/30/20 05/01/20	Carolyn Allen Kelly Johnson Kelly Merlino Amy Williamson	Substitute Coverage	Substitute Coverage
Remove artwork from Mendham Township Library M.T. Library	04/30/20	Sarah Bizzarro	Substitute Coverage	Substitute Coverage
Field Day MTES	05/20/20 <i>rain date</i> 05/22/20	Gregory Gormly Briana Panetta	Substitute Coverage	Substitute Coverage
Lemon Ball Set-Up MTES	05/29/20	Briana Panetta	Substitute Coverage	Substitute Coverage

6. **Alliance for Competitive Energy Services (ACES) Resolution**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials will solicit bids from electric power suppliers for electric generation services through an energy aggregation program. NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act (citation) and the regulations promulgated thereto; and

**WHEREAS**, the Mendham Township School District is a Participating member of the ACES Cooperative Pricing System #E8801-ACESCPS and is eligible thereby to obtain electric generation services for its own use through a contract awarded to electric power suppliers following said bid for electric generation services pursuant to the aggregation program; and

**WHEREAS**, the Lead Agency will issue a Request for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.* and the Electric Discount and Energy Competition Act," N.J.S.A. 48:3-49 *et seq.*; and

**WHEREAS**, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Units will preauthorize the Lead Agency to award a contract for Electric Generation Service to a supplier(s) whose prices will provide estimated savings to the Participating Unit, based on its previous electric usage;

**WHEREAS**, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with prices estimated to be lower than the utility-provided basic generation service; and

**WHEREAS**, the District agrees to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) through the electric power supplier(s) awarded said contract for a term not to exceed two-years; now, therefore, be it

**RESOLVED** by the District binds itself to the ACES Cooperative Pricing System #E8801-ACESCPS to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) from the electric power supplier(s) awarded the contract for electric generation services by the Lead Agency; and, be it

**FURTHER RESOLVED** that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the Districts of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future) for a term not to exceed two years and at prices determined by the Lead Agency to provide estimated savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

**FURTHER RESOLVED** that ACES is authorized to continue to rebid to obtain electric generation services on behalf of the ACES Cooperative Pricing System if energy market conditions do not lead to a successful bid, dates to be determined by the Lead Agency; and

**FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage. Any recession of this resolution shall not affect any Agreements entered into prior to such recession.

7. **Resolution to Continue Membership in the Morris Essex Insurance Group**  
*(Attachments)*

**WHEREAS**, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B and;

**WHEREAS**, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

**WHEREAS**, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

**WHEREAS**, the Mendham Township Board of Education has determined that membership in the Morris Sussex Insurance Group is the best interest of the District;

**NOW THEREFORE, BE IT RESOLVED** that the Mendham Township Board of Education does hereby agree to renew membership in the Morris Essex Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2020 to June 30, 2023.

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

**Personnel and Human Resources**

1. **Leave of Absence - Kelly Johnson**

**BE IT RESOLVED** that the Board hereby approves Kelly Johnson, Elementary School Teacher, for a leave of absence, commencing April 8, 2020 under the Federal Family Medical Leave Act (FMLA), ending on April 17, 2020 while utilizing seven (7) sick days.

**BE IT FURTHER RESOLVED** that the Board hereby approves Kelly Johnson with an anticipated return to work date of April 20, 2020.

2. **Leave of Absence - Sondra Farnon (REVISED)**

**BE IT RESOLVED** that the Board hereby approves Sondra Farnon, School Bus Driver, for a leave of absence, having received Doctor's certification, commencing November 11, 2019 through February 25, 2020, under the Federal Family Medical Leave Act (FMLA), utilizing twelve (12) weeks of the FMLA (11/11/19-2/14/20) and sixty-four (64) sick days.

**BE IT RESOLVED** that the Board hereby approves Sondra Farnon with an extended leave of absence from February 26, 2020 through May 13, 2020, while utilizing the remaining forty-seven (47) sick days and 2.5 personal days.

**BE IT RESOLVED** that the Board approves Sondra Farnon with an unpaid leave of absence beginning May 14, 2020.

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

3. **Elementary School Activity Chaperones - STEM Expo**

**BE IT RESOLVED** that the Mendham Township Board of Education approves payment to the following two (2) chaperones, at the contractual rate of \$100.00 each for events that start after contractual hours, for the previously approved Co-Curricular Activity, STEM Expo, March 5, 2020:

Carolyn Allen                      Dawn Cullinan

4. **Extra Hours – Instructional Aide**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Cindy Blood, Instructional Aide, at her contractual hourly rate of \$28.56 for extra hours not to exceed two (2) hours for one student to participate in the All District Concert at Mendham High School on March 25, 2020 between 6:30 and 8:30 pm.

5. **New Hire - Drimet Gimenez, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Drimet Gimenez, full time Transportation Driver, pending completion of paperwork, for the 2019 - 2020 school year, effective April 6, 2020 at a prorated salary of \$28,490.40.

6. **Substitute Transportation Driver (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Dan Wood, substitute Transportation Driver, pending completion of paperwork, at an hourly rate of \$22.86 for the 2019 - 2020 school year.

**Policy and Planning**

1. **First Reading (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves for first reading the following policies and regulations:

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)



- P & R 5330 Administration of Medication (M) (Revised)
- P 7243 Supervision of Construction (M) (Revised)
- P 8210 School Year (Revised)
- P 8220 School Day (M) (Revised)
- R 8220 School Closings (Revised)
- P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)

**XI. Discussion**

**XII. Verbal Communications from the Public**

**XIII. Action Item**

**1. ADOPTION OF THE TENTATIVE BUDGET 2020-2021**

**A. BUDGET AND PUBLIC HEARING**

**BE IT RESOLVED** that the Mendham Township Board of Education approves and authorizes the submission of the tentative budget for the 2020-2021 School Year to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b><u>GENERAL FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>2020-21 Total Expenditures</b>	19,489,282	130,000	1,171,175	20,790,457
<b>Less: Anticipated Revenues</b>	2,857,198	130,000	0	2,987,198
<b>Taxes to be Raised</b>	<b>16,632,084</b>	<b>0</b>	<b>1,171,175</b>	<b>17,803,259</b>

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held at the Mendham Township Elementary Staff Development Room at 18 West Main Street, Brookside, New Jersey, on May 5, 2020 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year, and

**B. APPROVAL OF BANKED LEVY**

**WHEREAS**, the Mendham Township Board of Education, in the County of Morris, New Jersey, acknowledges that it has a taxing authority composed of unused expiring banked levy from previous budgets of \$213,558 and adjustments for enrollment of \$608,991, from the proposed 2020-2021 school year budget, totalling \$822,549 to be used to increase the tax levy above and beyond the allowable 2% (\$309,991), for the 2020-2021 school year budget.

**C. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2020-2021**

**WHEREAS**, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$25,000 for all staff and board members for the 2020-2021 school year, and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

#### **XIV. Adjournment**