

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
(MEETING IS BEING HELD VIRTUALLY,
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)
REGULAR SESSION MEETING AGENDA
TUESDAY, JANUARY 26, 2021**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist	President
Mr. Andrew Christmann	Vice President
Mr. Peter Dumovic	
Dr. Rekha Mandel	
Mrs. Joan Mody	
Mr. Aadithya Thayyar	
Mr. Robert Wowk	

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

Work Session Minutes: November 17, 2020

Regular Session Minutes: November 24, 2020

December 15, 2020

Reorganizational Minutes: January 5, 2021

Approval of Executive Minutes:

Curriculum and Instruction

1. **Student Safety Data System**

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Student Safety Data System for Period 1 (September 1, 2020 - December 31, 2020) to the New Jersey Department of Education.

2. **Stepping Forward Home Instruction**

BE IT RESOLVED that the Mendham Township Board of Education approves the Contract for Home Instruction for one (1) student (ID#13906897) for ten (10) hours per week of instruction at a rate of \$75.00 per hour commencing January 25, 2021 through June 9, 2021.

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 January 2020 that no major accounts and fund balances in the 2020/2021 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 December 2020 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2020 Treasurer's Reports.

4. **January 2021 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2021 transfer report.

5. **January 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final January 2021 Bills List. This includes payroll checks N0244 through N0248 and N0250 through N0252.

Fund 10	\$ 48,070.62
Fund 11	\$1,533,475.96
Fund 20	\$ 9,410.01
Fund 60	\$ 4,363.53
Fund 80	\$ <u>4,754.65</u>

Total: \$1,600,074.77

6. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2020 - 2021 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Resp. Party
Mendham Kids Club	ES Classrooms Gyms Playground	Summer Camp 06/14/21 – 07/30/21 Mondays – Fridays	9:00am–3:00pm	Charles Gallo

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

7. **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
Environmental Code Compliance and Sustainability <i>Rutgers/Online</i>	02/01/21	Christopher Hemmings	\$760.00	\$760.00
	02/03/21			
	02/08/21			
	02/10/21			
	02/15/21			
	02/17/21			
	02/22/21			
02/24/21				

8. **Revised - Transportation Agreement for the 2020 - 2021 School Year**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the revised joint transportation agreement between the Mendham Township Board of Education and the West Morris Mendham High School for the 2020 - 2021 school year.

Joiner District To and From Total Route Cost: \$14,099.29							
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# Of Host District Students	# of Joiner District Students	Joiner Cost
02/2021	06/2021	GSB01A	Gill Saint Bernards	D165S1	11	15	\$14,099.29

9. **Acceptance of 2019/2020 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report for the period July 1, 2019 through June 30, 2020 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 - Policies and procedures must be implemented to ensure that all federal grant funds are expended in accordance with the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Elementary and Secondary Education Act (ESEA), the U.S. Department of Education’s Department General Administrative Regulations (EDGAR) and New Jersey Public School Contracts Law.
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 - The prior year audit recommendations regarding public school contract law requirements was corrected.

AND IT IS FURTHER RESOLVED, that the Mendham Township Board of Education approves the Corrective Action Plan (CAP) for the 2019/2020 School year as presented.

Personnel and Human Resources

1. **Home Instruction - Charles Gallo**

BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Charles Gallo commencing January 29, 2021 for the remainder of the 2020 - 2021 school year, for one (1) student (12546235) for up to a total of ten (10) hours per week, at a rate of \$41.00 per hour.

2. **Leave of Absence - Deborah Luciano** *(Attachment)*

BE IT RESOLVED that the Board hereby approves Deborah Luciano, School Bus Driver, for a leave of absence, having received doctor's certification, commencing January 4, 2021 under the Federal Family Medical Leave Act (FMLA), ending after Ten (10) weeks on March 11, 2021, while utilizing Forty-Six (46) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Deborah Luciano with an anticipated return to work date of March 12, 2021.

3. **New Hire - Odilio Larios, Part-Time Custodian** *(Attachment)*

BE IT RESOLVED, that the Mendham Township Board of Education approves the appointment of Odilio Larios, Part-Time Custodian, pending completion of paperwork, at an annual salary of \$19,500 prorated, effective January 27, 2021 for the 2020 - 2021 school year.

4. **Leave Replacement - Erica Koehler, Spanish Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Erica Koehler as a Full-Time Leave Replacement Spanish Teacher, effective January 27, 2021 through May 27, 2021, at an annual salary of \$53,945 prorated, BA, Step 5.

5. **Substitute Nurse - Dr. Rachael Simpson** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves Dr. Rachael Simpson, Substitute Nurse, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$160.00 per day.

6. **Substitute Teacher - Rebekah Griffin**

BE IT RESOLVED that the Mendham Township Board of Education approves Rebekah Griffin, Substitute Teacher, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$92.00 per day.

7. **Suspension of Employee** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education hereby suspends Employee #67177097 based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective January 14, 2021 - January 20, 2021.

8. **Leave of Absence - Noel Lazoricsek**

BE IT RESOLVED that the Board hereby approves Noel Lazoricsek, Middle School Teacher, for an unpaid leave of absence, having received doctor's certification, commencing January 22, 2021 under the Federal Family Medical Leave Act (FMLA), ending after Four (4) weeks on February 23, 2021.

BE IT FURTHER RESOLVED that the Board hereby approves Noel Lazoricsek with an anticipated return to work date of February 24, 2021.

9. **Leave Replacement - Charlyn Lynch, Special Education Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Charlyn Lynch as a Full-Time Leave Replacement Special Education Teacher, effective January 21, 2021 through February 23, 2021, at an annual salary of \$59,045, MA, Step 5, prorated.

X. Discussion

XI. Verbal Communications from the Public

XII. 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 a student matter and negotiations. 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.

XIII. Reconvene Open Regular Session Meeting

XIV. Adjournment