

**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, NOVEMBER 24, 2020, 7:30 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
- District Goals:  
The Administrative Team will work throughout the year, in collaboration with faculty, staff, and the community to update and regularly review the policies, practices, and structures in our school system to ensure equity based on race, gender, sexual orientation, and ethnicity. (Focus areas: Staff & leadership recruiting, hiring & training, and culturally responsive Curriculum)
- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)

**Official Results of Election - November 5, 2020**

Official results of the November 5, 2020 School Board Elections for two, three year terms on the Mendham Township Board of Elections were as follows:

<u>Candidates (Two Candidates - For 3-Year Term)</u>	<u>Total Votes</u>
Thomas Keeling	1,299
Robert Wowk	1,369

Richard Gondek  
Rekha J. Mandel

1,065  
1,316

## **VI. Board Secretary's Report**

## **VII. Board President's Report**

## **VIII. Correspondence**

## **IX. CONSENT ITEMS**

### **Approval of Minutes**

Work Session Minutes: October 13, 2020

Regular Session Minutes: October 27, 2020

### **Approval of Executive Minutes**

Executive Session Minutes: October 13, 2020

## **Curriculum and Instruction**

### **1. Audiological Support Services**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Lake Drive Program to provide Audiological Support Services for one (1) student (14047627) for 3 hours at a rate of \$200.00 per hour for a total not to exceed \$600.00.

### **2. Home Instruction**

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

### **3. HIB Self-Assessment for Determining Grades (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

## **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 November 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. **November 2020 Transfer Reports**

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

3. **November 2020 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final November 2020 Bills List. This includes payroll checks N0227 through N0229 and N0230 and N0222 through N0233.

Fund 10	\$ 47,440.73
Fund 11	\$1,297,996.68
Fund 20	\$ 9,410.01
Fund 40	\$ 0.00
Fund 60	\$ <u>13,010.88</u>
Total:	<u>\$1,367,858.30</u>

4. **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
Rutgers Online Conference: Literacy Development	11/17/20	Lisa Lombardo	\$35.00	\$35.00
Rutgers Online Conference: Literacy Development	12/10/20	Lisa Lombardo	\$35.00	\$35.00

5. **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 the Mendham Township Elementary School detailing the October 15, 2020 drill at 8:50 a.m., Mendham Township Middle School (blue cohort) detailing the October 15, 2020 drill at 2:45 p.m., and Mendham Township Middle School (gold cohort) detailing the October 15, 2020 drill at 2:45 p.m.

6. **2020 - 2021 Joint Transportation Agreement with Sussex County Regional Transportation Cooperative** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Sussex County Regional Transportation Cooperative for

transportation to special education, schools for the handicapped, and other students who have specialized and specific transportation needs.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Sussex County Regional Transportation Cooperative for transportation of students to Public Schools and Private Schools; and

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Sussex County Regional Transportation Cooperative for transportation of students to sporting events and field trip expeditions to specific destinations.

### **Personnel and Human Resources**

1. **Staff Retirement - Sterry Colvin** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education accepts with regret, the letter of retirement from Sterry Colvin, Elementary School Custodian, effective January 1, 2021.

2. **Staff Resignation - Rosalynn Ariza**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Rosalynn Ariza, Elementary School Cafeteria/Recess Aide, effective November 23, 2020.

3. **Leave of Absence - Elizabeth Hollman** *(Attachment)*

**BE IT RESOLVED** that the Board hereby approves Elizabeth Hollman, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing January 29, 2021 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on April 30, 2021, while utilizing Twenty Eight (28) sick days.

**BE IT FURTHER RESOLVED** that the Board hereby approves Eight (8) weeks under the NJ Family Leave Act (FLA) for Elizabeth Hollman, commencing on April 5, 2021 through May 27, 2021 as requested in writing; and

**BE IT FURTHER RESOLVED** that the Board hereby approves Elizabeth Hollman with an anticipated return to work date of May 28, 2021.

4. **Substitute Transportation Dispatcher - Deborah Mercurio**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Deborah Mercurio, Substitute Transportation Dispatcher for the 2020 - 2021 school year at the current rate of \$20.00 per hour.

5. **Substitute Cafeteria/Recess Aide - Olga Garcia**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Olga Garcia, Substitute Cafeteria/Recess Aide, at the current rate of \$12.14 per hour for the 2020 - 2021 school year.

**6. Substitute Teachers**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following substitute teachers, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$92.00 per day:

James Francks, Christine Thalacker

**Policy and Planning**

**1. Second Reading (Attachments)**

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

- P 1620 Administrative Employment Contracts (M) (Revised)
- P 2431 Athletic Competition (M) (Revised)
- R 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
- P 2464 Gifted and Talented Students (M) (Revised)
- P 5330.05 Seizure Action Plan (M) (New)
- R 5330.05 Seizure Action Plan (M) (New)
- P 6440 Cooperative Purchasing (M) (Revised)
- P 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
- R 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
- P 7440 School District Security (M) (Revised)
- R 7440 School District Security (M) (Revised)
- P 7450 Property Inventory (M) (Revised)
- P 7510 Use of Facilities (M) (Revised)
- R 7510 Use of Facilities (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

**X. ACTION ITEMS**

**Operations and Finance**

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

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following joint transportation agreement between West Morris Regional HSD and the Mendham Township Board of Education for the 2020 - 2021 school year.

Joiner District: Mendham Township BOE To and From Total Route Cost: \$941.21						
Start Date	End Date	Host District's Route#	Destination	# Of Host District Students	# of Joiner District Students	Joiner Cost
09/02/20	06/30/21	BR04	Gill St Bernards	1	15	\$941.21

2. **School Health Insurance Fund**

**WHEREAS** The Mendham Township Board of Education hereby resolves, effective February 1, 2021, to make the following changes to its group medical, prescription drug, and vision insurance carrier:

1. Terminate its Horizon Blue Cross Blue Shield of New Jersey group medical, prescription drug, and vision insurance policy, group number 8507F.
2. All appropriate Board of Education staff members are authorized to take such action and affect such documentation as necessary to implement this change.

**WHEREAS**, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

**WHEREAS**, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

**WHEREAS**, the governing body of the Mendham Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
  - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long term philosophy on rates.

- b.) A willingness to work with bargaining units to achieve plan design changes.
- c.) Professional management with stability and commitment.
- d.) Rating structure based on actuarial numbers.

**BE IT FURTHER RESOLVED** that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

3. **School Health Insurance Term Health Agreement**

**WHEREAS**, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

**WHEREAS**, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

**NOW, THEREFORE**, it is agreed as follows:

- 1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to the same.
- 2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.
- 3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on February 1, 2021, and ending on January 31, 2024, at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.

4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF, (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the SCHOOL BOARD is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.
6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on-demand.
7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all money in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.
8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense, and stop-loss insurance or reinsurance premiums for each risk or liability as follows:
  - a) Employer contributions to group health insurance
  - b) Employee contributions to contributory group health insurance
  - c) Employer contributions to a contingency account
  - d) Employee contributions to a contingency account
  - e) Other trust accounts as required by the Commissioner of Insurance
9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.



10. Each SCHOOL BOARD who shall become a member of the SHIF shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement. Each SCHOOL BOARD, by the execution and delivery of an Indemnity and Trust Agreement, agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

4. **Appointment of FUND Commissioner to SHIF**

**BE IT RESOLVED BY THE** Mendham Township Board of Education approves the School Business Administrator, Mrs. Donna Mosner to be appointed as the FUND Commissioner to the Schools Health Insurance Fund on behalf of the Mendham Township Board of Education; and

**BE IT FURTHER RESOLVED THAT** the Superintendent, Dr. Salvatore Constantino is appointed as Alternate Fund Commissioner to the Schools Health Insurance Fund effective immediately.

5. **Appointment of Benefit-Risk Manager**

**WHEREAS,** The Mendham Township Board of Education hereby resolves effective February 1, 2021, to designate James T. Finn, CLU, of Brown & Brown, Inc. as its Benefit-Risk Manager for our Schools Health Insurance Fund (SHIF) medical plan.

**Personnel and Human Resources**

1. **Termination of Employment** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education hereby terminates the employment of Employee #4211 based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective November 18, 2020.

2. **Leave of Absence**

**BE IT RESOLVED** that the Board of Education approves the following employees for emergency sick leave, commencing December 14, 2020 under the Families First Coronavirus Response Act (FFCRA), ending on December 23, 2020, while utilizing 8 sick days.

Jeanne Brown  
Donna CasaGrande  
Nancy Hammer  
Theresa McNamara

Darlyne Pieper  
Ann Quidore  
Stephanie Sawicki

**XI. Discussion**

**XII. Verbal Communications from the Public**

**XIII. Adjournment**