

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM  
(MEETING IS BEING HELD VIRTUALLY,  
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)  
WORK SESSION MEETING AGENDA  
TUESDAY, OCTOBER 13, 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

**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**
- **Policy and Planning**

**X. CONSENT ITEMS**

**Approval of Minutes**

Work Session Minutes:  
Regular Session Minutes:

### **Approval of Executive Minutes**

Executive Session Minutes:  
Executive Session Minutes:

## **Curriculum and Instruction**

1. **Plan for Certified and Noncertified Nurses** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the Assigned Plan for Certified and Noncertified Nurses for the 2020 - 2021 school year.
2. **Elementary School Building Goals** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education adopts the Elementary School Building Goals for the 2020 - 2021 school year.
3. **Week of Respect, School Violence Awareness Week, Red Ribbon Week for the 2020 - 2021 school year** (*Attachments*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Elementary School and the Mendham Township Middle School in observance for the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2020 - 2021 school year.
4. **Request for Educational Services**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the Request for Educational Services for one (1) Mendham Township School District student (10436) by St. Clare's Hospital for one (1) hour instruction per day commencing September 23, 2020 at a rate of \$55.00 per hour.

## **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 October 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. **September 2020 Transfer Reports**  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the September 2020 transfer report.

3. **October 2020 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final October 2020 Bills List. This includes payroll checks N0184 through N0186 and N0189 through N0191 and N193.

Fund 10	\$
Fund 11	\$
Fund 20	\$
Fund 40	\$
Fund 60	\$
Fund 61	Total: \$

4. **Washington Township to Purchase Van from Mendham Township**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the sale of one Van to Washington Township:

Item	Year	Capacity	Value	Purchase Price
Van 4	2012	15 Passenger + Wheelchair	\$14,200	\$0

5. **Washington Township to Sell Buses to Mendham Township**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the purchase of two Buses from Washington Township:

Item	Year	Capacity	Value	Purchase Price
Bus 8	2010	54 Passenger Bus	\$7,500	\$0
Van 8	2011	24 Passenger Bus	\$6,700	\$0

6. **2021 - 2022 Budget Calendar** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the budget calendar outlining the development process and prospective timeline for the 2021 - 2022 School Year District Budget.

7. **School Safety and Security Plan Statement of Assurances** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submittal of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2020 - 2021 school year.

8. **2020 - 2021 M-1/Annual Maintenance Budget Worksheet** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2020 - 2021 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

9. **2020 - 2021 Comprehensive Maintenance Plan** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2020 - 2021 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.
  
10. **Health and Safety School Building Checklist - MTES** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2020 - 2021 school year.
  
11. **Health and Safety School Building Checklist - MTMS** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2020 - 2021 school year.
  
12. **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	Responsible Party
Mendham Patriots	<u>ES</u> Gyms	10/19/20 - 03/15/21 Mondays-Fridays & Saturdays	5:30pm - 9:30pm 8:00am - 4:00pm	Patrick Reed
	<u>MS</u> Gyms	09/08/20 - 03/15/21 Mondays-Fridays Saturdays & Sundays	5:30pm - 9:30pm 8:00am - 6:30pm 11:00am - 6:00pm	

**Personnel and Human Resources**

1. **Transportation: Substitute Dispatcher** *(Attachment)*  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Julie Moran, Substitute Dispatcher, at a rate of \$20.00 per hour for the 2020 - 2021 school year.
  
2. **Leave of Absence (Extended)-Melissa Lucia**  
**BE IT RESOLVED** that the Board hereby approves Melissa Lucia, Middle School Teacher, for an extended unpaid leave of absence, commencing November 16, 2020 through January 1, 2021. (Not covered under the FMLA or NJ FLA)

**BE IT FURTHER RESOLVED** that the Board hereby approves Melissa Lucia with an anticipated return to work date of January 4, 2021.

3. **Revised Leave Replacement Dates: Charlyn Lynch (Magat), Special Education Teacher**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Charlyn Lynch (Magat), Part-Time Leave Replacement Special Education Teacher, effective August 24, 2020 through the revised date of December 23, 2020. Charlyn Lynch (Magat) was previously approved effective August 24, 2020 through November 13, 2020 by the Board on August 12, 2020, at an annual salary of \$59,045, MA, Step 5 prorated.

4. **2020 - 2021 Merit Goals (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Ms. Julianne Kotcho, Elementary School Principal.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Dr. Robert Koroski, Director of Special Services.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Mrs. Donna Mosner, School Business Administrator.

**Policy and Planning**

1. **First Reading (Attachments)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the first 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)

**XII. Discussion**

**XIII. Verbal Communications from the Public**

**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 a personnel matter. 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.

**XV. Reconvene Open Work Session Meeting**

**XVI. Adjournment**