

**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, OCTOBER 27, 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
- Tri-Annual Report - Dr. Ciccone and Ms. Kotcho

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. CONSENT ITEMS

Approval of Minutes

Work Session Minutes:	September 15, 2020
Regular Session Minutes:	September 22, 2020

Approval of Executive Minutes

Executive Session Minutes: None.

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. **October 2020 Transfer Reports**
BE IT RESOLVED that the Mendham Township Board of Education approves the October 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 N0218 through N0220 and N0221and N0222 through N0226.

Fund 10	\$ 47,334.28
Fund 11	\$1,923,694.28
Fund 20	\$ 14,017.07

Fund 40	\$ 43,400.00
Fund 60	\$ 6,011.72
Fund 61	Total: <u>\$2,034,457.35</u>

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 Form 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 (CMP)** (*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	
GRIT 360	<u>ES</u> Gyms	TBD	TBD	Kerry Foderingham
	<u>MS</u> Gyms			

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 NJFLA)

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)

X. ACTION ITEMS

Curriculum and Instruction

1. **Agreement with Therapy Source**
BE IT RESOLVED that the Mendham Township Board of Education approves the Agreement with Therapy Source to provide Special Education Teacher Services for a leave replacement absence effective 10/21/20 - 12/18/20 at a rate of \$41.00 per hour.
2. **Home Instruction**
BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Michal Ferenc commencing November 19, 2020 to December 22, 2020, for one (1) student (14765327) for two (2) hours per week, at a rate of \$41.00 per hour.

Personnel and Human Resources

1. **Public Relations Schedule B Stipend Position 2020 - 2021** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Daragh Gallagher-Carpenter, Public Relations Liaison, at a salary of \$6,798.00 for the 2020 - 2021 school year.
2. **Middle School Chaperones: Student Council Outdoor Mendhamfest for Grades 5th & 6th**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones, at the contractual rate of \$100.00 each for events that start after contractual hours, for the Middle School Student Council Outdoor Mendhamfest for Grades 5th & 6th on November 20, 2020:

Cindy Blood	Lauren Calabro
Michal Ferenc	Jessica Mallonee
Alexandria Perrotta	

3. **Middle School Chaperones: Student Council Outdoor Festival for Grades 7th & 8th**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones, at the contractual rate of \$100.00 each for events that start after contractual hours, for the Middle School Student Council Outdoor Festival for Grades 7th & 8th on November 13, 2020:

Franziska Dragon	Alexandria Perrotta
Amanda Porter	Megan Ryan
Gina Sodora	

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

5. **Leave of Absence: Kristin Miller**
BE IT RESOLVED that the Board hereby approves Kristin Miller, Elementary School Teacher, for a medical leave of absence, having received doctor's certification, commencing November 4, 2020, under the Federal Family Medical Leave Act (FMLA), while utilizing thirty-two (32) sick days, ending after Seven (7) weeks on December 23, 2020.

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

6. **Substitute Callers for the 2020 - 2021 School Year**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Dr. Salvatore M. Constantino and Dr. Robert Koroski as substitute callers for the Elementary and Middle Schools at a rate of \$3,000.00 each for 2020 - 2021 school year.

7. **2020 - 2021 Merit Goal** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goal for Dr. Salvatore M. Constantino, Superintendent of Schools.

XI. Discussion

XII. Verbal Communications from the Public

XIII. 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.

XIV. Reconvene Open Work Session Meeting

XV. Adjournment