

**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, SEPTEMBER 15, 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

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**

X. Consent Items

Approval of Minutes

Work Session Minutes: August 12, 2020

Regular Session Minutes: August 25, 2020

Curriculum and Instruction

1. **Mentoring Plan (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the District’s Mentoring Plan.
2. **Professional Development Plan (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the Professional Development Plan.
3. **Middle School Building Goals (Attachment)**
BE IT RESOLVED that the Mendham Township Board of Education adopts the Middle School Building Goals the 2020 - 2021 school year.
4. **Agreement with New Jersey Coalition for Inclusive Education, Inc.**
BE IT RESOLVED that the Mendham Township Board of Education approves the NJCIE Intake Agreement between the Mendham Township School District and the New Jersey Coalition for Inclusive Education, Inc. to provide the equivalent of up to 10 days of consulting at a cost of \$1,250.00 per day for a total of \$12,500.00, utilizing the Federal IDEA grant, and commencing September 2020 through June 2021, dates of service to be determined.

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 September 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 August 2020 transfer report.
3. **September 2020 Bills List**
BE IT RESOLVED that the Mendham Township Board of Education approves the final September 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. **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 (<i>Virtual</i>) Continuing Studies	09/2020 thru 10/2020	Jean Barno		
Codes, Stats & Regulations			\$483.00	\$483.00
Employee Training and Safety Education			\$668.00	\$668.00

Personnel and Human Resources

1. **Leave of Absence-Lisa Conte** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Lisa Conte, Middle School Teacher, for a medical leave of absence, having received doctor’s certification, commencing October 8, 2020, while utilizing 18.5 sick days, under the Federal Family Medical Leave Act (FMLA), ending after Ten (10) weeks on December 18, 2020.

BE IT FURTHER RESOLVED that the Board hereby approves Two (2) weeks under the NJ Family Leave Act (FLA) for Lisa Conte, commencing on December 7, 2020 through December 18, 2020.

BE IT FURTHER RESOLVED that the Board hereby approves Lisa Conte with an anticipated return to work date of December 21, 2020.

2. **Substitute Teachers**

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

Jill Kendrick

3. **New Hires: Substitute Cafeteria/Recess Aides**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Cafeteria/Recess Aides, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$12.14 per hour:

Mary Ellen Stampf
Christa Carotenuto

4. **Field Trips and Activity Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves all Mendham Township School District certificated teachers and instructional aides to serve as alternate chaperones, as needed, for any field trips or activities during the 2020 - 2021 school year.

XI. ACTION ITEMS

Personnel and Human Resources

1. **Building Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following building substitute teachers for the 2020 - 2021 school year at a rate of \$92.00 per day for the following days of the week, Monday, Tuesday, Thursday and Friday, effective September 16, 2020.

Lisa Crow - Elementary School
Laurel Reilly - Middle School

XII. Discussion

XIII. Verbal Communications from the Public

XIV. Adjournment