

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
REGULAR SESSION MEETING AGENDA
TUESDAY, DECEMBER 14, 2021, 7:30 PM**

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	
Mr. Richard Gondek	
Dr. Rekha Mandel	
Mrs. Joan Mody	
Mr. Aadithya Thayyar	

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

PROCLAMATION (1)

WHEREAS, Richard Gondek served honorably as a member of the Mendham Township Board of Education from August, 2021 through December, 2021; and,

WHEREAS, during his term as a member of the Mendham Township Board of Education, Richard Gondek advanced policies consistent with his personal commitment to the best education program possible for the students of Mendham Township; and,

WHEREAS, Richard Gondek was a valued member of many committees and in particular, provided leadership to the Policy and Planning Committee of the Mendham Township Board of Education; and,

WHEREAS, Richard Gondek lent his experience and time to engaging and informing the public in regard to the Board's financial program and plans; and,

WHEREAS, Richard Gondek worked tirelessly to partner with other Board members and Administration on the effective management of the Mendham Township School District;

NOW THEREFORE BE IT RESOLVED, THAT the Mendham Township Board of Education at its meeting on the 14th of December, 2021 does hereby commend and thank Richard Gondek for his years of service to the Board of Education.

PROCLAMATION (2)

WHEREAS, Aadithya Thayyar served honorably as a member of the Mendham Township Board of Education from January, 2016 through December, 2021; and,

WHEREAS, during her term as a member of the Mendham Township Board of Education, Aadithya Thayyar advanced policies consistent with his personal commitment to the best education program possible for the students of Mendham Township; and,

WHEREAS, Aadithya Thayyar was a valued member of many committees and in particular, provided leadership to the Curriculum and School Programs Committee of the Mendham Township Board of Education; and,

WHEREAS, Aadithya Thayyar lent his experience and wisdom to preparing and planning for the Board's financial program and plans; and,

WHEREAS, Aadithya Thayyar worked tirelessly to partner with other Board members and Administration on the effective management of the Mendham Township School District;

NOW THEREFORE BE IT RESOLVED, THAT the Mendham Township Board of Education at its meeting on the 14th of December, 2021 does hereby commend and thank Aadithya Thayyar for his years of service to the Board of Education.

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**
- **Ad Hoc**

X. CONSENT ITEMS

Approval of Minutes

Work Session Minutes: November 16, 2021

Regular Session Minutes: November 23, 2021

Approval of Executive Minutes: November 23, 2021

NJ QSAC

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulation to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted in November of 2017, the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (N.J.A.C. 6A:30), District Performance Review (DPR) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum.

NOW, THEREFORE, BE IT RESOLVED that the New Jersey Quality Single Accountability Continuum (QSAC), District Performance Review (DPR), be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Curriculum and Instruction

1. **Approval of Instructional Materials** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following curricular novels for the 2022-2023 school year (Primary: Books directly correlated to curriculum; Supplemental: Books used to expand content and or format or primary books):

**Mendham Township Middle School
Primary and Supplemental Textbook
2022 - 2023**

Grade Level	Title	Primary/Supplemental
5th Grade	Save Me A Seat <i>(previously approved and used as 21-22 summer reading)</i>	Primary
	New Kid	Primary

2. **English Language Learner Three-Year Plan** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education has reviewed and approves the English Language Learner Three- Year Plan for School Years 2021-2024, and approves its submission to the New Jersey State Department of Education Bureau of Bilingual and ESL 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 December 2021 that no major accounts and fund balances in the 2021/2022 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 Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2021 Board Secretary's Reports.

3. **Treasurer's Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2021 Treasurer's Reports.

4. **December 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final December 2021 Bills List. This includes payroll checks N0338 through N0343.

Fund 10	\$ 24,881.58
Fund 11	\$1,071,699.09
Fund 20	\$ 27,829.24
Fund 40	\$ 328,000.00
Fund 60	\$ 24,986.52
Fund 95	\$ 650.00
TOTAL:	<u>\$1,478,046.43</u>

5. **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
Aspiring Leaders Program 2022	01/06/22 01/20/22	Dr. Kotcho	\$1,000.00	\$1,000.00
Seton Hall University, NJ	02/10/22 02/24/22 03/10/22 03/24/22 04/07/22 04/28/22			
Observing Quest Program in Basking Ridge, NJ	01/18/22	Theresa McNamara	Substitute Coverage	Substitute Coverage

Moving Small Group Instruction Beyond Guided Reading West Orange, NJ	01/26/22	Cara Dawes Kevin O'Keefe Rachel Paciello Erica Parke Clare Riina	\$259.00 (each) Mileage Reimbursement + Substitute Coverage	\$259.00 (each) Mileage Reimbursement + Substitute Coverage
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6. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2021-2022 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
The Mendham Kids Club	ES Gym Classroom Playground	<u>Spring Break Camp</u> 03/28/22-04/01/22	9:00am - 3:00pm	Charles Gallo
		<u>Summer Camp</u> 06/13/22-07/29/22	9:00am - 3:00pm	

7. **Transportation - Mendham Borough Basketball Practices**

BE IT RESOLVED that the Mendham Township Board of Education approves transportation for the Mendham Borough basketball team practices from Mountain View Middle School to Hilltop Elementary School, effective 11/23/21 through 01/21/22 at no charge.

8. **School Bus Emergency Evacuation Drill Reports** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mountain View Middle School detailing the November 18, 2021 drill at 9:15 a.m. and from the Hilltop Elementary School detailing the November 22, 2021 drill at 9:15 a.m.

9. **Substitute Employee Chart** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute rates effective January 3, 2022:

Substitute Nurse (licensed R.N.)	\$200.00 per day
Substitute Teacher	\$125.00 per day - \$62.50 per half day
Substitute Paraprofessional	\$125.00 Per day - \$62.50 per half day

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the Addendum to the Agreement between the Mendham Township School District and ESS Northeast, LLC for the Substitute Teachers and Staff effective January 3, 2022.

10. **Acceptance of 2020/2021 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, 2020 through June 30, 2021 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 - None.
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 recommendation ensuring federal grant funds are expended in accordance with their requirements was corrected.

11. **Authorizing the Use Of Competitive Contracting for the Solicitation of Proposals for an Energy Services Company**

WHEREAS, The Board of Education of the Township of Mendham in the County of Morris, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the legal entity and territorial area governed by the Board) contracted with TRC Solutions ("TRC") pursuant to the Local Government Energy Audit Program to conduct an energy audit of the School District school buildings and facilities, such audit has been completed and submitted to this Board by TRC, and the Board wishes to acknowledge receipt of such audit (the "Energy Audit") and its acceptance of the recommendations of TRC that energy savings opportunities

are available that if implemented could result in annual energy and cost savings for the School District; and

WHEREAS, the Board now desires to implement an energy savings improvement program pursuant to N.J.S.A. 18A:18A-4.6 and to enter into an energy savings services contract with an energy services company (an "ESCO") for the development and implementation of an energy savings improvement plan and installation of energy conservation measures in an effort to reduce energy costs of the School District; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.6(b)(1) and N.J.S.A. 18A:18A-4.1, the Board may use competitive contracting in lieu of public bidding for procurement of an ESCO; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(a), the Board is required to pass a resolution authorizing the use of competitive contracting; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(b), 4.4 and 4.5, the competitive contracting process, including the preparation of a request for proposals (the "ESCO RFP"), solicitation of proposals, and award of a contract based upon the methodology set forth in the aforesaid ESCO RFP, must be administered by the Board's purchasing agent, legal counsel or business administrator; now, therefore,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY, as follows:

1. The Board hereby acknowledges receipt of the Energy Audit submitted by TRC and accepts their conclusion set forth in the Energy Audit that energy savings opportunities are available that if implemented could result in energy and cost savings for the School District.
2. The Board hereby authorizes a competitive contracting process for the solicitation of proposals for ESCO services in connection with the development and implementation of an energy savings improvement plan for the School District, including the distribution of the ESCO RFP in connection therewith. The Board further authorizes McManimon, Scotland & Baumann, LLC, as Special Counsel ("Special Counsel") to provide advice and assistance to the Board in connection with the energy savings improvement program and authorizes Special Counsel and other appropriate representatives of the Board to assist the Business Administrator/Board Secretary in the preparation of the ESCO RFP for this purpose.
3. The President, Vice-President, Superintendent and/or Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and

all documents, to arrange for any required publications, and to do and cause to be done any and all acts and things necessary or proper for the implementation of the competitive contracting process contemplated by this resolution and the ESCO RFP. The execution by such officials and officers of any such documents, including changes, insertions or omissions, approved by the Business Administrator/Board Secretary, in consultation with the Board's Special Counsel, shall be conclusive, and no further ratification or other action by the Board shall be required with respect thereto.

4. This resolution shall take effect immediately.

Personnel and Human Resources

1. **Home Instruction**

BE IT RESOLVED that the Mendham Township Board of Education approves Ms. Erica Hays to provide Home Instruction for one (1) student (ID#13398669) for five (5) hours, at a rate of \$41.00 per hour, effective 12/01/21-12/10/21.

2. **New Elementary School Schedule B Stipend for 2021-2022**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2021-2022 Co-Curricular Stipend position for the Elementary School:

Schedule B

Activities	2021-2022 Salary	Staff Member
Tiger Safety Patrol	\$225 base + Max of 10 events @ \$56 each, not to exceed a total of \$788	Dori Smyth

3. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Teachers, pending completion of paperwork, at the current rate of \$92.00 per day through December 31, 2021. Effective January 3, 2021, hourly Substitute Teacher rates will be \$125.00 per day for the remainder of the 2021-2022 school year.

Lauren Costanza
Erica Gibbons

Shilpa Dhamane
Matthew Pucci

Jenna Falzon

4. **Extra Hours: Instructional Aide Services – Cindy Blood**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$30.30 for Cindy Blood to provide aide services for student

(ID# 6158867815) during all Mendham Township Middle School play practices and activities for the remainder of the 2021 - 2022 school year.

5. **Extra Hours: Instructional Aide Services – Lisa Conte**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$40.92 for Lisa Conte to provide aide services for student (ID# 7016927471) during all Mendham Township Middle School play practices and activities for the remainder of the 2021-2022 school year.

6. **Transportation Driver Trainee: Jess Smith**

BE IT RESOLVED that the Mendham Township Board of Education approves Jess Smith, Transportation Driver Trainee, at an hourly rate of \$15.00 for the 2021-2022 school year.

7. **Resignation: Shilpa Dhamane, Elementary School Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Shilpa Dhamane, Elementary School Lunch/Recess Aide, dated and effective December 3, 2021.

8. **New Hire: Shilpa Dhamane, Substitute Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Shilpa Dhamane as a Substitute Lunch/Recess Aide at an hourly rate of \$12.25 for the 2021-2022 school year.

Policy and Planning

1. **Second Reading** (*Attachments*)

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

P 1648.13 School Employee Vaccination Requirements (M) (New)

P 1648.14 Safety Plan for Healthcare Settings in School Buildings-COVID-19 (M) (New)

P 2425 Emergency Virtual or Remote Instruction Program (M) (New)

P & R 5751 Sexual Harassment of Students (M) (Revised)

XI. 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 student matters. 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.

1. **Harassment/Intimidation/Bullying Reports**

WHEREAS, the Mendham Township Board of Education has received the Superintendent's report of the incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED that the Board carries to (*accept, reject, modify*) the Superintendent's recommendations for:

Incident #MTMS 40 (*accepts, rejects, modifies*)

XII. Reconvene Open Regular Session Meeting

XIII. Discussion

XIV. Verbal Communications from the Public

The Board President, or Presiding Officer, will direct members of the public to speak in turn and shall have the right to limit the speaking time of individuals wishing to provide comment to the board as necessary. Board of Education members provide public comment as a time to listen to the comments from attendees of the Board of Education meeting. Public comment shall not be a time for open dialogue with the speaker. Public comment shall not be a time for board members to answer questions posed to them from a speaker or comment on a speaker's concerns. Speakers shall provide their name, address, and direct their comments to the board and not to district staff or other audience members. Speakers shall not expect board members to answer questions during public comment. Questions shall be referred to the Superintendent, or his/her designee, for review, study and response. If appropriate, the board may request the issue be a discussion item at a future Board of Education meeting.

XV. Adjournment