

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
REGULAR SESSION MEETING AGENDA
TUESDAY, MARCH 22, 2022, 7:30 PM**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist	President
Mrs. Joan Mody	Vice President
Mr. Andrew Christmann	
Mr. Adam Dubeck	
Mr. Peter Dumovic	
Mr. Thomas Keeling	
Dr. Rekha Mandel	

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
- > Governor's Educator of the Year: Ms. Eugenia Mastrogiannakos and Ms. Megan Ryan
- > Kayla Ewing, MTMS Student

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence - None

IX. Consent Items

Approval of Minutes

Work Session Minutes: February 15, 2022

Regular Session Minutes: February 22, 2022

Approval of Executive Minutes: February 22, 2022

Curriculum and Instruction

1. **Mendham Township School District Calendar 2023-2024** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township School District Calendar for the 2023-2024 school year.

2. **Middle School Field Trip - Previously Approved Field Trip** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2021-2022 school year, previously approved by the Board on July 20, 2021:

Date	Grade	Activity	Cost to Transportation	Cost to Student	Chaperones
03/23/22	7th & 8th	Choral Festival, WMHS Central	\$0.00	\$0.00	Ignacio Angulo-Pizarro Alexandria Perrotta

3. **New: Middle School Field Trip** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School field trip for the 2021-2022 school year:

Date	Grade	Activity	Cost to Transport	Cost to Student	Chaperones
06/01/22 06/02/22 06/03/22	8th	Gettysburg, Lancaster & Hershey Park	Cost to transport included in cost to student.	\$619.00	Ignacio Angulo-Pizarro Donna CasaGrande Justin Del Bene Geri Esposito Erin Giarrusso Perry Hooker Amanda Porter Lauren Procanik Fernando Rivera Melanie Smith

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contractual payment of \$250.00 per night for staff who accompany students on overnight field trips to the above listed chaperones for the Grade 8 trip to Gettysburg, Lancaster and Hershey Park.

4. **Middle School Fundraiser for the 2021-2022 School Year** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School activity for the 2021-2022 school year:

Date	Activity/Description	Staff
March 25, 2022	Fundraiser for Ryan Green who suffers from muscular dystrophy. - Staff Dress Down Day \$5.00 donation - Students Pajama Day \$2.00 donation	Gina Sodora

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 March 2022 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 Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2022 Board Secretary’s Reports.

3. **Treasurer’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2022 Treasurer’s Reports.

4. **March 2022 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2022 transfer report.

5. **March 2022 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final March 2022 Bills List. This includes payroll checks N0363 through N0365 and N0366 through N0370.

Fund 10	\$ 53,742.73
Fund 11	\$1,667,617.64
Fund 12	\$ 42,998.41
Fund 20	\$ 8,797.90
Fund 60	\$ 25,411.66
Fund 95	\$ <u>520.00</u>
Total:	<u>\$1,799,142.34</u>

6. **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
Understanding Dyslexia (Online Course)	Self Paced	Darlene Sardinsky	\$199.00	\$199.00

7. **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
GRIT 360 Basketball	<u>ES</u> Gyms	Saturday 04/09/22	9:00 am - 1:00 pm	Kerry Foderingham
	<u>MS</u> Gyms	Wednesdays 04/13/22-06/01/22	6:00 pm - 9:00 pm	

*Subject to change due to conflicts with Mendham Township School events.

8. **Transportation Request - Mendham Kids Club Summer Trips**

BE IT RESOLVED that the Mendham Township Board of Education approves the transportation request for the Mendham Kids Club Summer Trips at an hourly rate of \$50.00 for a full size bus and an hourly rate of \$45.00 for a van. (Rates may be subject to change based upon fuel costs.)

Date	Vehicle	Vehicle	Total Participants	Departure	Return	Location
06/15/22	Bus	Van	59	9:40 am	12:30 pm	Circle Bowl LedgeWood, NJ
06/22/22	Bus	Van	59	9:45 am	12:45 pm	Golf Zone Flanders, NJ
06/29/22	Bus	Van	59	10:40 am	1:00 pm	AMC Headquarters, Morristown, NJ
07/06/22	Bus	Van	59	9:35 am	12:20 pm	Morris Museum, Morristown, NJ
07/13/22	Bus	Van	59	9:45 am	12:30 pm	Golf Zone Flanders, NJ
07/20/22	Bus	Van	59	9:40 am	12:25 pm	Circle Bowl LedgeWood, NJ
07/27/22	Bus	Van	59	9:40 am	12:00 pm	AMC Headquarters Morristown, NJ

9. **Alliance for Competitive Energy Services (ACES) Resolution**

BE IT RESOLVED that the Mendham Township Board of Education approves the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials will solicit bids from electric power suppliers for electric generation services through an energy aggregation program. NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act (citation) and the regulations promulgated thereto; and

WHEREAS, the Mendham Township School District is a Participating member of the ACES Cooperative Pricing System #E8801-ACESCPS and is eligible thereby to obtain electric generation services for its own use through a contract awarded to electric power suppliers following said bid for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will issue a Request for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.* and the Electric Discount and Energy Competition Act," N.J.S.A. 48:3-49 *et seq.*; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Units will preauthorize the Lead Agency to award a contract for Electric Generation Service to a supplier(s) whose prices will provide estimated savings to the Participating Unit, based on its previous electric usage;

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with prices estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) through the electric power supplier(s) awarded said contract for a term not to exceed two years; now, therefore, be it

RESOLVED by the District binds itself to the ACES Cooperative Pricing System #E8801-ACESCPS to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) from the electric power supplier(s) awarded the contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the Districts of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future) for a term not to exceed two years and at prices determined by the Lead Agency to provide estimated savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to rebid to obtain electric generation services on behalf of the ACES Cooperative Pricing System if energy market conditions do not lead to a successful bid, dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. Any recession of this resolution shall not affect any Agreements entered into prior to such recession.

Personnel and Human Resources

1. **Staff Resignation - Hannah Tapia, Special Education Teacher** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Hannah Tapia, Middle School Special Education Teacher, dated February 24, 2022 effective June 30, 2022.

2. **Staff Resignation - Teresa Sanchez, Cafeteria/Recess Aide** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Teresa Sanchez, Cafeteria/Recess Aide, dated March 10, 2022 effective March 23, 2022.

3. **Staff Resignation - Sharon Romero, Cafeteria/Recess Aide** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Sharon Romero, Cafeteria/Recess Aide, dated March 11, 2022 effective March 23, 2022.

4. **Leave Replacement - Caitlin Atkinson, Special Education Teacher**
(Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Caitlin Atkinson as a .80 Part Time Leave Replacement, effective April 4, 2022 through June 9, 2022 at a prorated salary of \$47,188.00, BA+45/MA, Step 3.

5. **New Contract - Jennifer Minuche, Transportation Dispatcher** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the new contract for Jennifer Minuche, having received her CDL (Commercial Driver License) at a prorated salary of \$25,380.00 effective March 16, 2022 for the 2021-2022 school year.

6. **Long Term Substitute - Collin Petronella, 2nd Grade Co-Teaching/Special Education** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Collin Petronella, pending completion of paperwork, as a Long Term Substitute, 2nd Grade Co-Teaching/Special Education effective March 21, 2022 through June 30, 2022, at the current rate of \$125.00 a day for days 1 to 20 and day 21 and forward a rate \$250.00 per day.

7. **Leave of Absence - Michal Ferenc**
BE IT RESOLVED that the Board hereby approves Michal Ferenc, Middle School Teacher, for a unpaid leave of absence commencing May 2, 2022* (*Actual Start date

may be adjusted), under the Federal Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) ending on May 16, 2022.

BE IT FURTHER RESOLVED that the Board approves Michal Ferenc with an anticipated return to work date of May 17, 2022.

8. **Leave of Absence - Theresa McNamara**

BE IT RESOLVED that the Board hereby approves Theresa McNamara, Elementary School Teacher, for a leave of absence, commencing March 7, 2022, covered under Two (2) weeks of the Federal Family & Medical Leave Act (FMLA) and the NJ Family Leave Act (NJFLA) ending on March 18, 2022, while utilizing .5 sick days and .5 personal days, remaining days to be unpaid. (Bereavement-March 21, 2022 through March 25, 2022) (Spring Break - March 28, 2002 through April 1, 2022)

BE IT FURTHER RESOLVED that the Board hereby approves Theresa McNamara with an anticipated return to work date of April 4, 2022.

9. **Approval of Chaperone - Middle School Play**

BE IT RESOLVED that the Mendham Township Board of Education approves Briana Panetta as a chaperone for the Middle School Play rehearsal on Sunday, March 6, 2022 at the current contract rate of \$50.00 per hour, for 2 hours totaling \$100.00.

10. **Staff Retirement - Mary McDermott** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education, accepts with regret, the letter of retirement from Mary McDermott, Assistant to the Director or Special Services, dated March 14, 2022 and effective June 30, 2022.

11. **Addition of NEW Job Description** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following new job description:

Assistant Principal

12. **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 \$125.00 per day for the 2021-2022 school year.

Purba Pal, Lee Smith, Rachel Wong

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 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
- P 2460.30 Additional/Compensatory Special Education and Related Services (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- R 2622 Student Assessment (M) (New)
- P 3233 Political Activities (Revised)
- P 5541 Anti-Hazing (M) (New)
- P 7540 Joint Use of Facilities (Revised)
- P & R 8465 Bias Crimes and Bias-Related Acts (M) (Revised)
- P 9560 Administration of School Surveys (M) (Revised)

X. 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 and personnel 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.

XI. Reconvene Open Regular Session Meeting

XII. ACTION ITEMS

Curriculum and School Programs

1. Harassment/Intimidation/Bullying Report

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 MTES #2 (*accepts, rejects, modifies*)

2. **Revised Date - Student Council Sponsored Event**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised date of March 4, 2022 for the Middle School Student Council Sponsored Event, Mendham Madness Basketball Tournament.

Operations and Finance

1. **ADOPTION OF THE TENTATIVE BUDGET 2022-2023**

A. **BUDGET AND PUBLIC HEARING**

BE IT RESOLVED that the Mendham Township Board of Education approves and authorizes the submission of the tentative budget for the 2022-2023 School Year to the Executive County Superintendent of Schools for approval in accordance with the N.J.S.A. 18A:7F-5 and 18A:7F-6 to comply with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES FUNDS	DEBT SERVICE FUND	TOTAL
2022-23 Total Expenditures	\$20,932,200	\$155,000	\$1,189,930	\$22,277,130
Less: Anticipated Revenues	\$ 3,721,467	\$155,000	\$100,000	\$ 3,976,467
Taxes to be Raised	\$17,210,733	\$0	\$1,089,930	\$18,300,663

And to advertise said tentative budget in the Daily Record in accordance with the form required by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Mendham Township Elementary School in the gymnasium located at 18 West Main Street, Brookside, New Jersey, on May 3, 2022, at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2022-2023 School Year, and

B. **TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2022-2023**

BE IT RESOLVED, that the Mendham Township Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$25,000 for the 2022-2023 school year. The maximum travel expenditure amount for the 2021-2022 school year is \$25,000, of which, \$6,772 has been spent and \$2,000 is encumbered to date.

WHEREAS, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel, not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$25,000 for all staff and board members for the 2022-2023 school year, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

2. **Authorized Bank Signatures**

BE IT RESOLVED that the Mendham Township Board of Education approves the authorization and approval of the following signatures for the named account from this date until the 2023 Reorganization Meeting:

Referendum Account President, Board Secretary, Treasurer or Superintendent

3. **Laura Bishop Communications** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract proposal for Laura Bishop Communications for professional services for the 2021-2022 school year.

4. **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
DTP Softball of Morris County	<u>MS</u> Baseball & Softball Fields	04/10/22 thru 06/26/22	<u>Fridays</u> 6:00 pm to 8:00 pm <u>Sundays</u> 9:00 am to 12:00 pm	John Rosamilia
Girl Scouts of Northern NJ	<u>ES</u> Soccer Field	04/11/22 05/09/22 06/07/22	3:45 pm to 4:45 pm	Rachel Cullivan Tanya Lalin
North Jersey Performing Arts Music Education Program	<u>ES</u> Gymnasium Outdoor Learning Garden	06/20/22 thru 06/24/22	<u>Monday thru Friday</u> 8:30 am to 11:30 am	Jen Branch
North Jersey Performing Arts Band Camp	<u>MS</u> Band Room	06/20/22 thru 06/24/22	<u>Monday thru Friday</u> 9:00 am to 2:50 pm	Jen Branch

* Subject to change due to conflicts with Mendham Township School events.

Personnel and Human Resources

1. **New Hire - Erika Romero, Elementary School Lunch/Recess Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Erika Romero as a Elementary School Lunch/Recess Aide, pending completion of paperwork, at an hourly rate of \$12.44 for the 2021-2022 school year.

2. **Staff Resignation - Lauren Calabro, Basic Skills Teacher** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Lauren Calabro, Middle School Basic Skills Teacher, dated March 16, 2022 effective April 15, 2022.

3. **Leave of Absence - Lisa Lombardo**
BE IT RESOLVED that the Board hereby approves Lisa Lombardo, Elementary School Teacher, for an unpaid leave of absence, commencing March 21, 2022, covered under Two (2) weeks of the Federal Family Medical Leave Act (FMLA) and NJ Family Leave Act (NJFLA) ending on April 8, 2022. (Spring Break-March 28, 2022 through April 1, 2022)

BE IT FURTHER RESOLVED that the Board hereby approves Lisa Lombardo with an anticipated return to work date of April 11, 2022.

XI. Discussion

XII. 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.

XIII. Adjournment