

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL GYMNASIUM  
WORK SESSION MEETING AGENDA  
TUESDAY, OCTOBER 12, 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

**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: September 23, 2021

Regular Session Minutes: September 28, 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. **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. **Winter Concert Selections for Mendham Township Middle School** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Mendham Township Middle School Winter Concert Program for the December 2, 2021 and December 9, 2021 performances.

3. **Revised Curriculum** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the adoption of the 2021 - 2022 school year of the revised/renewed curriculum listed below:

Elementary School: K-4 Music Curriculum

**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 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 August 2021 Board Secretary's Reports.

3. **Treasurer's Reports**

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

4. **October 2021 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final October 2021 Bills List. This includes payroll checks N0314 through N0316 and N0320 through N0322.

Fund 10	\$
Fund 11	\$
Fund 20	\$



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
Athletic Director Meeting	10/06/21	Andre Viola	Substitute Coverage	Substitute Coverage
NJSCA Fall Conference	10/08/21	Alexandria Perrotta	\$0	\$0

12. **Contract for Nurse Services with Homecare Therapies** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the contract with Homecare Therapies dba/Horizon Healthcare Staffing to provide as-needed and as-requested Registered Nurse services at a rate of \$56.00 per hour, contract effective September 29, 2021 through June 30, 2022.

**Personnel and Human Resources**

1. **Extra Instructional Period**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Sara Bresky to teach three (3) extra periods of instruction commencing October 4, 2021 to January 31, 2022, at a prorated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

2. **Extra Hours: Instructional Aide – 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 serve as an aide for student #16158867815 to attend Home Work Club at Mendham Township Middle School on Tuesdays and Wednesdays starting October 5, 2021 to May 12, 2022 for 2 hours each week.

3. **New Hire -Erna Hauswald, Transportation Driver**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Erna Hauswald, Transportation Driver, pending completion of paperwork, at the hourly rate of \$30.00 effective November 1, 2021 for the 2021 - 2022 school year.

4. **Revised Salary - Dr. Julianne Kotcho, Elementary School Principal**

**BE IT RESOLVED** that the Mendham Township Board of Education, having received transcript of completion, approve Dr. Julianne Kotcho, Elementary School Principal at an annual prorated salary of \$154,788.00, effective October 15, 2021 for the 2021 - 2022 school year.

5. **Middle School Schedule C Stipend Position for 2021 - 2022**

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

Activity	2021 - 2022 Salary	Staff Member
Girls Basketball	\$5,084	Perry Hooker

**Policy and Planning**

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

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

**General Policy and Regulations Guides**

- P 2422 Comprehensive Health and Physical Education (M) (Revised)
- P 2467 Surrogate Parents and Resource Family Parents (M) (Revised)
- P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5114 Children Displaced by Domestic Violence (Abolished)
- P 5116 Education of Homeless Children (Revised)
- P & R 7432 Eye Protection (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P 8420.1 Fire and Fire Drills (M) (Revised)
- P 8540 School Nutrition Programs (M) (Revised)
- P 8550 Meal Charges/Outstanding Food Service Bill (M) (Revised)
- P 8600 Student Transportation (M) (Revised)
- P 8810 Religious Holidays (Abolished)

**N.J. Department of Education-Office of Fiscal Accountability and Compliance Audit-New and Revised Policy Guides**

- P 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs (M) (New)
- P 6115.02 Federal Awards/Funds Internal Controls-Mandatory Disclosures (M) (New)
- P 6115.03 Federal Awards/Funds Internal Controls-Conflict of Interest (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)

**COVID-19 Policy Guide Updates**

- P 1648 Restart and Recovery Plan (M) (Abolished)
- P 1648.02 Remote Learning Options for Families (M) (Abolished)
- P 1648.03 Restart and Recover Plan-Full-Time Remote Instruction (M) (Abolished)
- P 1648.11 The Road Forward COVID-19-Health and Safety (M) (New)

**XI. ACTION ITEMS**

**Operations and Finance**

**1. Resolution Providing For A Special School District Election To Be Held On January 25, 2022 For Consideration Of A Bond Proposal By The Legally Qualified Voters Of The School District**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY (with not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a bond proposal shall be submitted for voter approval at a special school district election to be held on January 25, 2022 between the hours of 12:00 p.m. and 8:00 p.m. as permitted and required by law. The form of the bond proposal and question to be submitted to the voters will read substantially as follows with such adjustments as may be provided by bond counsel:

**BOND PROPOSAL QUESTION**

The Board of Education of the Township of Mendham in the County of Morris, New Jersey is authorized: (a) to provide for renovations, alterations and improvements at Mendham Township Elementary School and Mendham Township Middle School, including acquisition and installation of fixtures, furnishings and equipment, site work and related costs; (b) to appropriate \$19,903,197 for such purposes and (c) to issue bonds of the school district therefor in the principal amount of \$19,903,197.

The final eligible costs of the project approved by the Commissioner of Education are \$18,475,992 (with \$8,272,041 allocated to Mendham Township Elementary School and \$10,203,951 allocated to Mendham Township Middle School). The proposed improvements include \$257,400 allocated to Mendham Township Elementary School and \$257,400 allocated to Mendham Township Middle School for elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the project. The Board of Education is authorized to transfer funds among the purposes approved at this special election.

Do you approve this bond proposal?

2. This Board of Education hereby approves and adopts the bond proposal set forth above, and, subject to the approval of the legal voters of the school district, hereby determines to carry out the improvements described therein (the "Project").

3. This Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 a supplemental debt statement has been prepared by the chief financial officer of the Township of Mendham (the "Township"), giving effect to the

proposed authorization of bonds of the school district in the maximum amount of bonds authorized in the proposal. The supplemental debt statement has been filed in the office of the Township Clerk and in the office of the Business Administrator/Board Secretary of this Board of Education prior to the adoption of the proposal and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the bond proposal question to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the bond proposal question to the voters at the special school election scheduled for January 25, 2022 and to seek the assistance of the county officials and the municipal clerk in conducting the special school district election.

5. The Board of Education hereby acknowledges receipt of the Preliminary Eligible Cost (PEC) letters for the Project from the Department of Education. The Board has heretofore elected and hereby elects to receive debt service aid pursuant to Section 9 of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 *et seq.* (the "Act"). The Board of Education further agrees to accept the determination of the space eligible or ineligible for State support and the preliminary eligible costs determined by the Department of Education as final eligible costs and not to appeal. The Business Administrator/Board Secretary is authorized, if necessary, to notify the Department of Education of the Board's elections and decisions set forth herein.

6. Parette Somjen Architects LLC, the School District's appointed architect for the Project (the "Project Architect"), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Project in consultation with and under the supervision of the Business Administrator/Board Secretary, who has heretofore been delegated the responsibility to work with the Project Architect for this purpose on behalf of the Board of Education, in accordance with the requirements of N.J.S.A. 18A:18A-16, and such authorizations and delegations are hereof reconfirmed.

7. The educational plans, where required, and the schematic plans for the construction of the Project have heretofore been approved by this Board of Education, and such approval is hereby reconfirmed.

8. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board of Education (the "Board Representatives") have heretofore been authorized, and such authorization is hereby reconfirmed, to submit the educational plans, where required, and the schematic plans for the Project, together with such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of the educational plans, where required, the schematic plans and the Project and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of the Act and N.J.A.C. 6A:26-2.1(f), 2.3(c), 3.1 and 3.2, as appropriate.

9. The Board Representatives have heretofore been and are hereby further authorized and directed to submit the plans and any other required information to the



Planning Board and the Department of Environmental Protection for review and comment, if necessary, and such authorization and direction are hereby reconfirmed.

10. This Board of Education hereby makes the following covenants and declarations with respect to obligations determined to be issued by the Business Administrator/Board Secretary through a public offering or private placement or through a conduit borrower on a tax-exempt basis. The Board of Education hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on its bonds or notes if issued as tax exempt, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on its bonds or notes. The Business Administrator/Board Secretary is hereby authorized to act on behalf of the Board of Education to deem the obligations authorized herein as bank qualified for the purposes of Section 265 of the Code, when appropriate. The Board of Education hereby declares the intent of the Board of Education to issue bonds or temporary notes in the amount not to exceed the amount set forth in the bond proposal approved by the voters as set forth in Section 1 and to use the proceeds to pay or to reimburse expenditures for the costs of the school capital project authorized therein. This resolution is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

11. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. Any actions authorized herein and taken prior hereto are hereby ratified. The Business Administrator/Board Secretary is further authorized to act on behalf of the Board of Education to make such determinations required of the Board of Education for the conduct of the election as may become necessary.

12. The reference to officers of this school district herein includes any interim, acting or successor officer holding that position.

13. This resolution shall take effect immediately.

2. **Bond Referendum 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 bond referendum campaign.

**Personnel and Human Resources**

1. **Substitute Teacher**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following substitute teacher, pending completion of paperwork, at the current rate of \$92.00 per day for the 2021 - 2022 school year.

Nicole Russo

**XII. Discussion**

### **XIII. 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.

### **XIV. Adjournment**