

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
WORK SESSION MEETING AGENDA
THURSDAY, SEPTEMBER 23, 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
- > Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
- > 2020 - 2021 Governor's Educator of the Year Recognition:
 - Mrs. Diane Emr and Mr. Charles Gallo

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: N/A

Regular Session Minutes: August 17, 2021

Curriculum and Instruction

1. **Professional Development Plan 2021 - 2022**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the 2021 - 2022 Professional Development Plan.

2. **Paraprofessional Staff 2021 - 2022**

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the 2021 - 2022 Use of Paraprofessional Staff.

3. **Tuition Contract with P.G.Chambers**

BE IT RESOLVED that The Mendham Township Board of Education approves P.G. Chambers to provide PT services and evaluations for the 2021-2022 School Year at the following rates; PT direct student services at a rate of \$94.00 per hour, \$78.00 per half-hour.

4. **Approval of Instructional Material/Action Research Project** *(Attachments)*

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following English Language Arts textbook and action research project materials (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
2021 - 2022**

Grade Level	Title	Primary/Supplemental
7th Grade	"When the Stars are Scattered"	Primary
	Action Research Project: Windows and Mirrors Multicultural Initiative	

5. **Approval of Action Research Project** *(Attachments)*

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Social Studies action research project materials for the 2021 - 2022 school year:

Grade Level	Title
8th Grade	Media Literacy Competency Assessment

	Media Literacy Student Survey
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6. **Middle School Field Trip - Confirmation of Dates**

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	Activity	Description
04/12/22	All District String Concert	Rehearsal (morning)
04/13/22	All District String Concert	Concert (7:00 p.m.)

7. **Darlene Yannetta, Middle School Play Director** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Darlene Yannetta in the amount of \$26,563.14, to serve as the Middle School Play Producer/Stage & Musical Director and to provide sound and lighting services, costume rental and props/scenery, and royalties for the production of "Grease-School Edition" with performances to be held on March 17, 18, 19 (matinee and evening) 2022.

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. **Board Secretary's Reports**

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

3. **Treasurer's Reports**

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

4. **September 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final September 2021 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	\$
Total:	\$

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
Social-Emotional Learning @ Rutgers (Online)	09/07/21 to 11/20/21	Lisa Lombardo	\$290.00	\$290.00
Finalsite Prep Composer Training	09/16/21 to 09/17/21	Daragh Gallagher-Carpenter	\$199.00	\$199.00
PEOSH/NJADP Indoor Air Quality Training	02/11/22	John Ragusa	\$0	\$0
Integrated Pest Management Training	04/22/22	John Ragusa	\$0	\$0

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
Chester/Mendham Little League	ES Gym	October thru March *Dates TBD (Working around basketball UOF dates.)	2 - 3 hours (Specific times TBD)	Lauren Garofalo

North Jersey Performing Arts	MS Classroom	October thru May/June Mon., Tues., Fri.	3:00pm - 6:00pm	Jennifer Branch
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7. **The Achievement Network, LTD Contract** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract agreement with The Achievement Network, LTD for \$62,000.00, to provide professional development services for the 2021 - 2022 school year.

8. **Revised Transportation Agreement 2021-2022 School Year** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the revised joint transportation agreement between the Mendham Township Board of Education and Gill St. Bernards for the 2021-2022 school year.

Joiner District To and From School Total Route Cost: \$81,167.07						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Joiner Students	Jointure Cost
08/2021	06/2022	GSBLR1	Gill St. Bernards Late Run 1/Clinton	B603S1	24	\$24,343.00
08/2021	06/2022	GSBLR2	Gill St. Bernards Late Run 2/Whippany	A766S1	24	\$22,846.00
08/2021	06/2022	GSBLR3	Gill St. Bernards Late Run 3/Watchung	D698S1	24	\$16,096.07
08/2021	06/2022	GSBLR4	Gill St. Bernards Late Run 4/Penn Station	H831S1	24	\$17,882.00

Personnel and Human Resources

1. **Revised Staff Retirement Date: Marianne Cofield** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education, accepts with regret, the revised letter of retirement for Marianne Cofield, Elementary School Instructional Aide, dated September 15, 2021 and effective September 30, 2021.

2. **Staff Resignation: Vicki Satin, Elementary School Lunch/Recess Aide** (Attachment)

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

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Vicki Satin to be a Substitute Elementary School Lunch/Recess Aide, at an hourly rate of \$12.25 for the 2021 - 2022 school year.

3. **Staff Resignation: Alison Kentos, PreK Teacher** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education, accepts with regret, the letter of resignation from Alison Kentos, Elementary School Pre-K Teacher, dated and effective August 27, 2021.

4. **Leave of Absence: Joann Meyler** (*Attachment*)
BE IT RESOLVED that the Board hereby approves Joann Meyler, School Bus Driver, for a leave of absence, having received doctor’s certification, commencing November 19, 2021, while utilizing Five (5) sick days, under the Federal Family Medical Leave Act (FMLA) ending after One (1) week on November 29, 2021.

BE IT FURTHER RESOLVED that the Board hereby approves Joann Meyler with an anticipated return to work date of November 30, 2021.

5. **Extra Instructional Periods**
BE IT RESOLVED that the Mendham Township Board of Education approves the following staff members to teach extra periods of instruction during the 2021-2022 school year, effective September 1, 2021, 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.

Zero Period - Elementary School Multi-Sensory Reading Program	5 Period/wk	Dawn Cullinan	\$8,500.00
Zero Period - Middle School Multi-Sensory Reading Program	5 Period/wk	Jennifer Vazquez	\$8,500.00

6. **Extra Instructional Periods**
BE IT RESOLVED that the Mendham Township Board of Education approves the following staff member to teach extra periods of instruction during the 2021-2022 school year, effective October 1, 2021, at a prorated stipend based on \$8,500/year, for an additional period two (2) times a week for a full year, and independent of placement on the salary guide.

Regions Bank Workshop - Middle School	2 Period/wk	Russell Branch	\$3,400.00
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7. **Mentor for Provisional Teacher**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to serve as a mentor during the Provisional Teacher Certification process:

Mentor	Provisional Teacher	Certification	Compensation
Carolyn Allen	Lisa Crowe	CEAS	\$550.00

8. **Extra Hours: Instructional Aide Services – Michal Ferenc and Fernando Rivera**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$43.85 for Michal Ferenc and an hourly rate of \$39.70 for Fernando Rivera to provide aide services for student #13106201 during Zero Period Chorus at Mendham Township Middle School on Tuesdays starting August 31, 2021 through the remainder of the 2021 - 2022 school year.

9. **2021 - 2022 Merit Goals** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the 2021 - 2022 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2021 - 2022 Merit Goals for Dr. Julianne Kotcho, Elementary School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2021 - 2022 Merit Goals for Dr. Robert Koroski, Director of Special Services.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2021 - 2022 Merit Goals for Mrs. Donna Mosner, School Business Administrator.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2021 - 2022 Merit Goals for Dr. Salvatore M. Constantino, School Business Administrator.

Policy and Planning

1. **First Reading** (*Attachments*)

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

<u>General Policy and Regulations Guides</u>	
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)

<u>N.J. Department of Education-Office of Fiscal Accountability and Compliance Audit-New and Revised Policy Guides</u>	
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

Personnel and Human Resources

1. **New Hire - Lisa Crowe, Elementary School Kindergarten Teacher** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Lisa Crowe as a Full time Kindergarten Teacher, effective August 26, 2021 for the 2021 - 2022 school year, at an annual salary of \$58,485 BA+45/MA, Step 1.

2. **New Hires: Elementary School Lunch/Recess Aides**
BE IT RESOLVED that the Mendham Township Board of Education approves the the following appointments, as Lunch/Recess Aides, at an hourly salary of \$12.44 for the 2021 - 2022 school year:

Susan Romero (effective 08/25/21)
Susie Lebron Vega (effective 08/27/21)

3. **New Hire: Substitute Elementary School Lunch/Recess Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Rebekah Griffin as a Substitute Elementary School Lunch/Recess Aide, effective September 23, 2021, at an hourly rate of \$12.25, for the 2021 - 2022 school year.

4. **Substitute Teachers**
BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute teachers, at the current rate of \$92.00 per day for the 2021 - 2022 school year.

Grace Cox
Alexandra Doty

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