

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL GYMNASIUM  
(MEETING IS BEING HELD VIRTUALLY,  
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)  
REGULAR SESSION MEETING MINUTES  
TUESDAY, APRIL 28, 2020, 7:30 PM**

**I. Call to Order**

The meeting was called to order at 7:36 pm.

**II. Flag Salute - Mrs. Holquist led the flag salute.**

**III. Roll Call of the Board of Education**

Mrs. Gretchen Holquist	President	Present
Mr. Aadithya Thayyar	Vice President	Present
Mr. Andrew Christmann		Present
Mr. Peter Dumovic		Present
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent  
Mrs. Donna Mosner, School Business Administrator  
General Public – 29

**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

Distance Learning:

*We are pleased with the program we are providing for the students and we are proud of our teachers and staff for the amazing work they are doing. Our Administrative team provided a report to the curriculum committee during our last meeting and our Principals will be joining us at our next meeting to provide a more detailed update.*

*\*I will not report publically, but because of a death in the family, one of our Principals could not join us tonight. They will both attend a future meeting.*

#### District Goals:

In the Board folder, I have provided a brief update on the progress toward meeting our District Goals for the 2019-2020 school year. The document that was reviewed by the board earlier this year has been amended to include some important milestones/activities that have been accomplished YTD. Please take some time to review these items and we will continue to discuss them in the coming weeks. If you have any questions, feel free to let me know.

#### Public Relations:

Included, for your review is a news article on Mendham Township School District on Distance Learning. It has been submitted to the various news outlets.

#### NJDOE - Legislative Update:

Today - Governor Murphy signed Executive Order No. 130, which allows municipalities to extend the grace period for property tax payments due on May 1st to June 1st.

Monday - Governor Murphy announced a reopening plan, providing a six-point outline to "restart New Jersey and put the state on the road to recovery." Murphy called the plan "The Road Back: Restoring Economic Health Through Public Health." The stay at home order closing schools will remain in effect "until further notice." The plan also calls for a measurable drop in cases over a 14-day period before a reopen happens. The six-point plan is included here:

#### Principle 1: Demonstrate Sustained Reductions in New COVID-19 Cases and Hospitalizations

The state must show 14-day trend lines showing the appreciable and sustained drop in cases, hospitalizations, and other metrics.

Hospitals must step down from functioning under crisis standards of care.

#### Principle 2: Expand Testing Capacity

The state must at least double current diagnostic testing capacity;

The state must prioritize testing for health care workers, essential personnel, and vulnerable populations;

The state must provide a flexible testing plan accessible to all residents;

The state must expand partnerships with institutions of higher education, private-sector labs, and the federal government.

The state must ensure that those who test positive are linked to a health care provider.

#### Principle 3: Implement Robust Contact Tracing

The state must recruit and deploy an army of personnel who will identify and follow-up with contacts.

The state Health Department has said it's going to need to hire anywhere from 15 to 81 contact tracers per 100,000 people, or 1,500 to 7,000 people statewide.

The state must leverage technological data and innovative solutions to increase efficiency.

The state must coordinate the approach of local and state health officials, which will have a coordinated county/regional component.

#### Principle 4: Secure Safe Places and Resources for Isolation and Quarantine

To the greatest extent possible, the state must provide individuals who do test positive in the future with a safe and free place to isolate and protect others from COVID-19

The state must ensure that quarantined contacts are provided with supportive services if needed.

#### Principle 5: Execute a Responsible Economic Restart

The state must create the "Governor's Restart and Recovery Commission" to advise on the process and recommend responsible and equitable decisions

The state must plan for a methodical and strategic return to work based on the level of disease transmission risk and essential classification.

The state must continue social distancing measures where feasible and appropriate

The state must leverage any available federal funds and programs to support health care, individual, and small business recoveries.

#### Principle 6: Ensure New Jersey's Resiliency

The state must learn from the lessons of COVID-19 and prepare for the possibility of a resurgence

The state must ensure hospitals, health care systems, and other health delivery facilities have inventories of personal protective equipment and ventilators;

The state must build its own state personal protective equipment and ventilator stockpile;

They must create a playbook for future administrations for the next pandemic.

#### Return to School Committee:

I will be putting together a committee to begin the work of planning a return to school. This committee will be charged with determining the district's needs and the conditions under which we can ensure a safe return to school for staff and students. It will include the following:

The plan will be informed by evidence-based public health and education emergency operations planning best practices and the direct feedback of medical professionals, the NJDOE/NJDOH, local officials, and public safety officials.

Comprising the essential actions designed to align thinking, planning and prioritization and likely to have the most significant impact with limited time and resources.

This roadmap recommends actions that, while essential now, also provide blueprints for how to manage crises in the future.

The Return to School Committee will have at least one representative from each school in the district.

Define and assign roles and responsibilities of Return to School Committee work. This may include creating subcommittees relative to essential actions within each workflow.

Institute a regular virtual meeting schedule.

Assess where additional capacity and support may be needed from external partners to support the Return to School Committee's work. Subsequently, develop strategies, including procurement considerations, for securing assistance.

Amend initial plans to prepare for a potential second wave in the school year 2020-2021, should it materialize.

Scenario plan with Pandemic Response Committee and Return to School Committee. Multiple scenarios should include:

School begins on time and remains open

School begin on time and closes due to the second wave of COVID-2019

School opening is delayed

Meet with key stakeholders to understand their expectations for return to school across issue areas (e.g., teacher's union, HSA).

## VI. Board Secretary's Report

### ● Finance:

➤ Year-End Process is about to start and preliminary reports were sent to the auditors already for review for both the ASSA and the DRTRS.

### ➤ GASB 34

The Government Accounting Standards Board (GASB) is an independent not-for-profit organization. The GASB works to improve financial accounting and reporting standards for state and local governments. One of the GASB's statements, number 34, requires government entities to report net assets above \$2,000 per unit with related depreciation or preservation

costs. This is an audit requirement that must be done annually. In order to comply with GASB 34, government agencies have turned to bar code asset tags for fixed asset tracking to better manage asset life cycles.

➤ Analysis of potential savings during time away, based upon the last month of not being in the district due to this crisis and a review of the actual expenses has shown that the district is saving approximately \$75,000 per month. Areas such as cafeteria aides, utilities, substitutes, class trips/chaperones, pro-rated aid in lieu payments.

➤ 2020-2021 Budget Calendar & Important Dates

- April 23, 2020 – Advertise for Public Hearing
- May 5, 2020 – Public Hearing

## **VII. Board President's Report – N/A**

## **VIII. Correspondence –**

Letter from Richard Cotter – budget – dated 04/25/20 (Attachment)

Letter from Sarah Neibart – bus purchase/lease options – dated 04/28/20 (Attachment)

## **IX. Committee Reports**

➤ Operations and Finance – Mr. Thayyar delivered the report.

He stated first that he wanted to thank everyone on the Op/Finance Committee, Dr. Constantino, and Mrs. Mosner for all the time and effort put forth with this budget and the open houses. As a committee, we have spent a lot of time and are confident that this budget addresses not only the immediate plan but the long term needs of the district. This plan will hopefully allow us to go back to the 2% increase or less annually. It will not only help to sustain programs and maintain the current level of education, it will secure the future of our students.

We looked at the three different main objectives; sustain programming, come up with a long term solution, and having a form of guaranteed revenue to relieve the tax impact moving forward. On a side note: I also want to thank the Mayor for her offer to finance the buses through the township. The downside to this was simple – the bonds would go out in November and the funding would be available in January. The timing for that did not work with the school and having the buses for September and potential contracts for August. Also, it did not allow us to solve the issue in the future of going back to the taxpayer. So we looked at various options with the buses and the hybrid of the blending of the leasing and purchasing of the buses would satisfy our plan. Then we looked at how this would affect our plan, the good thing is that even if we stay virtual we would get paid, less fuel, and maintenance cost, which are minimal, since we would have a contract. After looking at these several options we thought

this hybrid option was the best for the district moving forward. Does anyone else from the committee want to add anything?

Mr. Christmann – as a committee we spent hours on this and the solution addresses, the near term, immediate term, and the long term needs of the district. There are always additional ideas and options but we have a plan, that works, and that is the recommendation of the committee.

Mrs. Fraser – agree, we have spent hours and hours on this and we have looked at all scenarios that could be looked at and this I truly feel is the way we need to go to be successful in the long term.

Mrs. Holquist – okay, based on that, there are no recommendations from the committee to make any adjustment for the public hearing next week.

Mr. Dumovic – did you discuss the Mayors option to utilize a bond ordinance and a resolution which could be done relatively quickly, which would save about \$300,000.

Mr. Thayyar – we did but that would not solve the problem if a bond in November would not solve our problem for August.

Dr. Constantino – Mr. Dumovic is referencing the town to bond the buses immediately.

Mr. Thayyar – Sorry, we did look at that but in either case, you will not positive moving forward beyond this year. The current plan allows us not to come back and ask for more funding year after year.

Mr. Christmann – several different ways to get the buses but if we look at the budget next year, this is the best solution for the town moving forward.

Mr. Dumovic – will someone respond to the Mayor and the town.

Mrs. Holquist – the email that was sent reflects her partnership and desire to do right by the town and continue to make sure the school has what they need to be successful. It was very well taken as a possible solution.

Mr. Christmann – comment from our committee meeting. Strong partnership and was a discussion and review of our committee meeting that we spent a lot of time on it.

Mr. Dumovic – thank you for the review and clearly, there was lots of time put in by the committee and Dr. Constantino and Mrs. Mosner. Thank you.

**X. Consent Items**

**Approval of Minutes**

Regular Session Minutes: March 17, 2020

**Approval of Executive Minutes:** None

**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 2020 that no major accounts and fund balances in the 2019/2020 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 and March 2020 Board Secretary’s Reports.

3. **Treasurer’s Report**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the February and March 2020 Treasurer’s Reports.

4. **March 2020 Transfer Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the March 2020 transfer report.

5. **April 2020 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final April 2020 Bills List. This includes payroll checks N0167 through N0175.

Fund 10	\$ 50,567.08
Fund 11	\$1,432,050.10
Fund 20	\$ 970.50
Fund 40	\$ 782,900.00
Fund 60	\$ 23,386.76
Total:	<u>\$2,289,874.44</u>

6. **Universal Service Fund (E-Rate) Service Agreement/On-Tech 2020-2021 School Year**  
*(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the service agreement for processing Universal Fund (E-Rate) applications for the 2020-2021 school year with On-Tech of Red Bank, NJ.

7. **Acceptance of Donation from the HSA** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education accepts the donation of a storage shed, valued at \$4,724.25, from the HSA to house Middle School play supplies.
  
8. **2020-2021 Joint Transportation Agreement with Educational Services Commission of Morris County** (*Attachment*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the 2020-2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Educational Services Commission of Morris County.

### **Personnel and Human Resources**

1. **Staff Retirement - Christa Pico**  
**BE IT RESOLVED** that the Mendham Township Board of Education accepts with regret the letter of retirement from Christa Pico, Transportation Driver, dated April 1, 2020, and effective May 31, 2020.
  
2. **New Hire - Grade 5 English Language Arts Teacher, Jessica Malone** (*Attachments*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Jessica Malone, Grade 5 English Language Arts Teacher, for the 2020-2021 school year, at an annual salary of \$57,795, BA+45/MA, Step 1.

### **Policy and Planning**

1. **Second Reading** (*Attachments*)  
**BE IT RESOLVED** that the Mendham Township Board of Education approves the second reading of the following policies and regulations:

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

**Mrs. Fraser moved to approve the Committee Reports and the Consent Items for April 28, 2020; Approval of Regular Minutes, Curriculum & Instruction items 0, Operations & Finance items 1 – 8, Personnel & Human Resources items 1 – 2, Policy and Planning item 1, seconded by Mr. Gondek and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dumovic; yes, Mrs. Fraser; yes, Mr. Gondek; yes, Mrs. Mody; yes; Mr. Thayyar; yes; and Mrs. Holquist; yes. All yes – Motion carries.**

**XI. Discussion**

Mr. Dumovic – what are the Reserve Account balances?

Mrs. Mosner responded that the balances are Capital Reserve has approximately \$61,000 and the Maintenance Reserve account has approximately \$228,000 in it but that potentially will change in June.

Mr. Dumovic – is there funding available for remedial help over the summer due to this crisis?

Dr. Constantino – there is a requirement to have summer school for those IEP students that need extra help and possible enrichment for the rest but it is not usual and there has not been anything said by the state.

**XII. Verbal Communication from the Public**

Lauren Garofalo – are teacher assignments confirmed for next year?

Dr. Constantino commented that they have been discussed internally but there is a statutory requirement that we must hold to make them public.

Lauren Garofalo – same process as last year?

Dr. Constantino – yes.

Lauren Garofalo – if schools have to continue with distance learning, will they still have to attend 180 days or will there be a little leeway on that.

Dr. Constantino – no that requirement has not been lifted or discussed.

Richard Diegnan – nice to see you hard at work, reviewing the budget I have a general comment with the economy during this time of great uncertainty, although I do applaud your efforts for the 7.31% to 5.16%. At some point, the philosophy needs to change and come in flat. No pie in the sky. I am a big supporter of the schools, my kids went through this system but public pressure is coming and times have changed. There will be opposition on the 5% but I do applaud your efforts to increase revenues. Thank you for your hard work.

Mrs. Holquist – thank you. When fixed costs are above 94% of the total budget it is not easy to maintain education and uphold the strategic goals made with the township. This proposal solves the issues for the long term. I agree the 5% is not sustainable for years.

Dr. Constantino – Special Education and health care costs are 4.75% by themselves. I have been working on budgets for over 20 years but this BOE has put major hours into this, since July, every option, every angle, they have the students, town, and future of our schools as their focus and I want to thank them for all they do.

**XIII. Adjournment**

Moved by Mr. Christmann, second by Mrs. Fraser to adjourn the meeting. The meeting was adjourned at 8:26 pm.

Respectfully submitted,



Donna Mosner  
School Business Administrator/Board Secretary