

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REORGANIZATIONAL SESSION MEETING MINUTES
TUESDAY, JANUARY 7, 2020, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:32 pm.

II. Flag Salute

Mrs. Mosner led the flag salute.

III. Roll Call of the Board of Education

Mr. Peter Dumovic	Trustee	Present – 7:37 pm
Mrs. Heather Fraser	Trustee	Present
Mr. Richard Gondek	Trustee	Present
Mrs. Gretchen Holquist	Trustee	Present
Mrs. Joan Mody	Trustee	Present
Mr. Aadithya Thayyar	Trustee	Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, Business Administrator/Board Secretary
General Public – five.

IV. Sunshine Law – The following was read by Mrs. Mosner, BOE Secretary.

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, the 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.

Oath of Office Administered by Board Secretary to Newly Elected Board Members –

Mr. Andrew Christmann, Mrs. Joan Mody, and Mrs. Gretchen Holquist – Mrs. Mosner congratulated the new members and welcomed them to the Board of Education. Each member reviewed the code of ethics and signed off that they did so.

V. Motion to Participate

THAT the Mendham Township Board of Education approves the participation of Board Member, Peter Dumovic, via Skype and/or telephone for the public and executive portions of its public REORGANIZATION meeting on January 7, 2020.

Board Member Peter Dumovic must confirm that he/she can hear the discourse amongst Board Members and inform the Board President if he/she cannot. In addition, said

Board Member must state for the record that he/she will comply with the rules of Executive or closed Session and will be alone during the deliberations.

Mrs. Holquist moved to approve the motion to participate for Mr. Peter Dumovic, seconded by Mr. Thayyar. The motion was CARRIED in a roll call vote: Mr. Christmann, Mrs. Fraser, Mr. Gondek, Mrs. Holquist, Mrs. Mody, and Mr. Thayyar. All Ayes – Motion carries.

VI. Election of the Board President - Nominations called by Mrs. Mosner

Mr. Thayyar nominated Mrs. Holquist as BOE President, seconded by Mrs. Fraser. With no other nominates made, the motion was CARRIED in a roll call vote: Mr. Dumovic, Mrs. Fraser, Mr. Gondek, Mrs. Holquist, Mrs. Mody, Mr. Thayyar, and Mr. Christmann. All Ayes – Motion carries.

VII. Election of the Board Vice President – Mrs. Holquist, President assumes the chair and continues the meeting.

Mrs. Fraser nominated Mr. Thayyar to remain as BOE Vice-President, seconded by Mrs. Holquist. With no other nominates made, the motion was CARRIED in a roll call vote: Mr. Christmann, Mr. Dumovic, Mrs. Fraser, Mr. Gondek, Mrs. Mody, Mr. Thayyar, and Mrs. Holquist. All Ayes – Motion carries.

VIII. Committee Assignments

Committee	Chairperson	Member	Member
Operations and Finance	Mr. Thayyar	Mrs. Fraser	Mr. Christmann
Personnel and Human Resources	Mrs. Fraser	Mr. Dumovic	Mr. Gondek
Curriculum and Instruction	Mrs. Mody	Mr. Christmann	Mr. Dumovic
Policy	Mr. Gondek	Mrs. Mody	Mr. Thayyar

IX. Appointment of Delegates and Alternate Delegates

	<u>Delegate</u>	<u>Alternate</u>
New Jersey School Boards Association	Mr. Gondek	Mr. Thayyar
Morris County Educational Services Commission	Mr. Christmann	Mrs. Mody
Morris County School Boards Association	Mr. Dumovic	Mrs. Fraser

X. Code of Ethics for School Board Members (Attachment A)

BE IT RESOLVED that the Mendham Township Board of Education adopt the Code of Ethics for School Board Members to include:

- a. That the School Ethics Act and Code of Ethics for School Board Members have been received and discussed,
- b. Policies and Procedures regarding the training of the district Board of Education Members has been adopted, and
- c. That each Board of Education Member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with the Code of Ethics.

Mrs. Fraser moved to approve the committee assignment, the appointment of delegates and alternates and the code of ethics for Board Members motions, seconded by Mr. Thayyar. The motions all CARRIED in a roll call vote: Mr. Christmann, Mr. Dumovic, Mrs. Fraser, Mr. Gondek, Mrs. Mody, Mr. Thayyar, and Mrs. Holquist. All Ayes – Motion carries.

XI. Reorganization Agenda Items

1. Robert's Rules of Order

BE IT RESOLVED that the Mendham Township Board of Education adopts Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians until January 2021.

2. Appointment of Board Secretary

IT IS RESOLVED, that Mrs. Donna Mosner be appointed School Business Administrator/Board Secretary for the Mendham Township Board of Education. The term and conditions of her employment beyond her existing contract are to be determined and approved at a future meeting of the Mendham Township Board of Education.

3. Acting Board Secretary for Emergency Basis

BE IT RESOLVED that the Mendham Township Board of Education appoints the Superintendent as Acting Board Secretary, to serve on an emergency basis only, from this date until the 2021 Reorganization meeting.

4. Resolutions and Motions Previously Approved

BE IT RESOLVED that the Mendham Township Board of Education reaffirms all past resolutions and motions previously approved by the Board of Education until January 2021.

5. Existing Contracts and Agreements

BE IT RESOLVED that the Mendham Township Board of Education adopts the existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.

6. MTEA Contract

BE IT RESOLVED that the Mendham Township Board of Education approves and acknowledges receipt of the current agreement between the Mendham Township Education Association and the Mendham Township Board of Education covering the years 2018-2021 until a successor agreement is in effect.

7. Existing Programs and Textbooks

BE IT RESOLVED that the existing school programs and textbooks currently in use in the district for the 2019-2020 school year will continue for the 2020-2021 school year or until revised by vote of the Mendham Township Board of Education.

8. Organization Chart (Attachment B)

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township School Organization Chart until January 2021.

9. Appointments

BE IT RESOLVED that the Mendham Township Board of Education approves the following appointments until the 2020 Reorganization meeting:

- | | |
|--|--|
| ➤ Environmental Protection/Right to Know/
PEOSHA/AHERA/Indoor Air Quality/Asbestos
Management Officers/Water System Operators/
Integrated Pest Management Coordinator | Head Custodians |
| ➤ Public Agency Compliance Officer/ Record
Custodian | Business Administrator |
| ➤ Affirmative Action Team/Public Agency
Compliance Officer | Business Administrator
Director of Special Services |
| ➤ Safety and Health Designee | Superintendent |
| ➤ Custodian of Records (OPRA) | Business Administrator/
Board Secretary |
| ➤ Custodian of Student Records | School Principals |
| ➤ District Attendance Officers | ES & MS Guidance Counselors |
| ➤ 504 Coordinators | School Principals |
| ➤ Division of Child Protection and Permanence
(DCP&P) Liaison/ Homeless Liaison/ District
Educational Stability Liaison, ADA Officer | Director of Special Services |

- | | |
|---|------------------------------|
| ➤ Chairperson for State and Federal Mandated Programs | Superintendent |
| ➤ Blood Borne Pathogens – Contact Person | School Nurses |
| ➤ Substance Awareness Coordinators/Gender Equity Officers | Guidance Counselors |
| ➤ Affirmative Action Officer for Handicapped Students | Director of Special Services |
| ➤ No Child Left Behind Coordinator | Director of Special Services |
| ➤ District Anti-Bullying Coordinator | Director of Special Services |
| ➤ School Anti-Bullying Specialist | Guidance Counselors |
| ➤ McKinney-Vento Liaison | Director of Special Services |
| ➤ School Safety Specialist | Director of Special Services |

10. District Investment Officer

BE IT RESOLVED that the Mendham Township Board of Education authorizes the Business Administrator/Board Secretary to be the district investment officer and to invest board funds at the most advantageous rate in compliance with all state laws and regulations for the 2019-2020 and 2020-2021 school years, until the 2021 Reorganization meeting.

11. Official Newspaper

BE IT RESOLVED, that the Mendham Township Board of Education approves the Morris County Daily Record, the Observer Tribune and The Star-Ledger as the designated newspapers from this date until the 2021 Reorganization Meeting.

12. Facsimile Signatures

BE IT RESOLVED, that the Mendham Township Board of Education approves the facsimile signatures for the Board President, Superintendent, Board Secretary and Treasurer of School Monies from this date until the 2021 Reorganization Meeting.

13. Approval of Depositories

BE IT RESOLVED by the Mendham Township Board of Education that the below listed Financial Institution, Fund, and Corporation be designated as the approved depository for the Mendham Township Board of Education funds and that the Financial Institution be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depository: Lakeland Bank

BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

AND BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to enter into an agreement(s) with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s when appropriate.

AND BE IT FURTHER RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the corporation without any designation of the person making such endorsements.

AND BE IT FURTHER RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in the above depository when in the best interests of the Board of Education.

AND BE IT FURTHER RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above-approved depositories.

AND BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from the depository and give a receipt for, or authorize depository to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depository for any purpose, and
- (b) Authorize the depository to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (b) Execute and deliver all instruments required by the depository in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

14. 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 accounts from this date until the 2021 Reorganization Meeting:

Treasurer Account	President, Board Secretary, Treasurer or Superintendent
Capital Reserve Account	President, Board Secretary, Treasurer or Superintendent
Maintenance Reserve Account	President, Board Secretary, Treasurer or Superintendent
Payroll Account	President, Board Secretary, Treasurer or Superintendent
Agency Account	President, Board Secretary, Treasurer or Superintendent
NJ Unemployment Account	Board Secretary and Superintendent or President
Cafeteria Account	President, Board Secretary, Treasurer or Superintendent
ES Activities Account	Principal and Superintendent or Board Secretary
MS Athletic Account	Athletic Director or Principal & Superintendent or Board Secretary
MS Activities Account	Principal and Superintendent or Board Secretary
Pathways Account	Board Secretary and Superintendent
Petty Cash – Check	Board Secretary and Superintendent or President
Flexible Spending	Board Secretary and Superintendent
Summer Pay	Board Secretary and Superintendent
Pre-K	Board Secretary, Treasurer or Superintendent
Middle School Play Account	President, Board Secretary, Treasurer or Superintendent
Two-Year-Old Program Account	President, Board Secretary, Treasurer or Superintendent

15. Treasurer of School Monies

BE IT RESOLVED, that the Mendham Township Board of Education approves the appointment of Elizabeth George as Treasurer of School Monies until the January 2021 Reorganization meeting.

16. District Student Medical Officer

BE IT RESOLVED, that the Mendham Township Board of Education approves the appointment of Dr. Zehra Aygen-Hepurker as District Student Medical Officer until the 2021 Reorganization meeting at an annual amount of \$4,200.00:

WHEREAS, there exists a need for medical services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Dr. Zehra Aygen-Hepurker be contracted as District Student Medical Officer for the Mendham Township Board of Education until the 2021 Reorganization meeting without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

17. District Staff Medical Officer

BE IT RESOLVED, that the Mendham Township Board of Education approves the appointment of Dr. Prema Prasad as the District Staff Medical Officer until the 2021 Reorganization meeting at a cost of \$75.00 per employee exam and hourly consultation rate of \$100.00:

WHEREAS, there exists a need for medical services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Dr. Prema Prasad be contracted as District Staff Medical Officer for the Mendham Township Board of Education until the 2021 Reorganization meeting without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

18. Appointment of Auditor

BE IT RESOLVED that the Mendham Township Board of Education appoints Nisivoccia, LLP as the auditor for the Board of Education until the 2021 Reorganization meeting.

WHEREAS, there exists a need for auditing services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Nisivoccia LLP, Mount Arlington Corporate Center, 200 Valley Road, Suite 300, Mt. Arlington, NJ 07856, be contracted as School Auditor for the Mendham Township Board of Education until the 2021 Reorganization meeting without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

19. Electronic Banking - Lakeland Bank

BE IT RESOLVED, that the Mendham Township Board of Education hereby establishes authority for the Business Administrator/Board Secretary and/or the Assistant to the Business Administrator/Board Secretary and/or the School Superintendent to apply and execute agreements for Business Online Banking, ACH Origination, Anytime Business Banking, Positive Pay and Zero Balance Services on behalf of the Mendham Township Board of Education until the 2021 Reorganization meeting.

20. AHERA Consultants

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

WHEREAS, there exists a need for IAQ Investigation services in connection with screenings of any of the schools of the Mendham Township Board of Education for the 2019-2020 school year until the 2021 Reorganization meeting,

WHEREAS, it has been determined that such IAQ Investigation services are specialized in nature, require expertise in the field of mold and fungus identification and remediation and can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specification, and

WHEREAS, funds are or will be available for this purpose based on hourly rate fees,

NOW, THEREFORE BE IT RESOLVED, by the Mendham Township Board of Education in the County of Morris as follows:

1. The environmental services firm of New-Wave Consultants is hereby retained to provide IAQ Investigation services necessary,
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(1a)(1) because it is for services performed by persons that cannot be reasonably described and bid,

3. A copy of this resolution, as well as the contract, shall be placed on file with the Secretary of the Board.

21. Environmental Safety Services Contract - New Wave Consultants

BE IT RESOLVED, that the Mendham Township Board of Education approves environmental safety services contract renewal with New Wave Consultants, Inc., Butler, NJ for the 2019-2020 school year at the annual fee of \$2,500. There will be no increase from the prior year.

22. Contract Renewal with Prevention Specialists

WHEREAS the Mendham Township Board of Education is required to perform random drug and alcohol testing of district bus drivers,

BE IT RESOLVED, that the Mendham Township Board of Education renews the annual agreement with Prevention Specialists Incorporated, Oakhurst, New Jersey to perform such testing as required by the State of New Jersey pursuant to the attached Letter of Agreement and pricing schedule.

23. Appointment of Health Insurance Broker

BE IT RESOLVED that the Mendham Township Board of Education appoints Brown & Brown Benefit Advisors as Designate Insurance Broker for health, prescription, and dental benefits the period January 1, 2020, to December 31, 2020.

WHEREAS, there exists a need for insurance services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Brown & Brown Benefit Advisors be contracted as an Insurance Broker for the Mendham Township Board of Education for the period January 1, 2020, to December 31, 2020, without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

24. Appointing Property and Casualty Insurance Broker/Risk Management Consultant – Arthur J. Gallagher Risk Management Services, Inc.

WHEREAS, Mendham Township Board of Education had previously resolved to join the New Jersey School Insurance Group (“NJSIG”) following detailed analysis subject to a previously executed board resolution; and

WHEREAS, The Bylaws of NJSIG requires that each entity designate a Broker/Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that NJSIG shall pay each Broker/Risk Management Consultant a fee to be established annually by the fund;

WHEREAS, Mendham Township Board of Education has other property and casualty insurance policies in place and may wish to purchase additional lines of coverage;

Now, THEREFORE, BE IT RESOLVED that the Mendham Township Board of Education, does hereby appoint Ronald Wolfe and George Morville of the firm of Arthur J. Gallagher Risk Management Services, Inc. of Newton, NJ as its Broker/Risk Management Consultant in accordance with the Fund's Bylaws and in accordance with other insurers' practices who provide or may provide other property and casualty coverage lines to Mendham Township Board of Education and authorizes the execution of a Broker of Record appointment letter evidencing said appointments. This appointment is effective until the 2021 Reorganizational meeting.

25. State Contract Purchasing

BE IT RESOLVED, that the Mendham Township Board of Education approves the following:

WHEREAS, Title 18A:18A-10 provides that "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, Mendham Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, Mendham Township Board of Education desires to authorize its purchasing agent for the 2019-2020 school year until the 2021 Reorganization meeting to make any and all purchases up to the bid threshold, necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Mendham Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

26. Designation of Tax Sheltered Annuity Companies

BE IT RESOLVED that the Mendham Township Board approves the following tax-sheltered annuity companies to provide service to the employees of the Mendham Township Board of Education: AXA Equitable, Vanguard, Lincoln, American Funds, and Valic.

27. Designation of Companies to Provide Voluntary Insurance

BE IT RESOLVED that the Mendham Township Board of Education approves the following companies to provide voluntary insurance plans to the employees of the Mendham Township Board of Education: Educator Insurance Services, Prudential, Franklin, Allstate, and AFLAC.

28. Appoint Architect of Record - Parette Somjen

BE IT RESOLVED that the Mendham Township Board of Education appoints Parette Somjen Architects, LLC to serve as the architect of record for the district until the 2021 Reorganization meeting:

WHEREAS, there exists a need for architectural services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Parette Somjen Architects, LLC, Rockaway, NJ be contracted as Architect for the Mendham Township Board of Education until the 2021 Reorganization meeting without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

29. Appointment of Board Attorney until the 2021 Reorganization Meeting

BE IT RESOLVED that the Mendham Township Board of Education appoints Matthew Giacobbe of the firm of Cleary, Giacobbe, Alfieri and Jacobs LLC as the attorney for the Mendham Township Board of Education, at the hourly rate of \$150.00 for the 2019-2020 school year until the 2021 Reorganization meeting.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Matthew Giacobbe of the firm of Cleary, Giacobbe, Alfieri and Jacobs LLC be contracted as Board Attorney for the Mendham Township Board of Education for the 2019-2020 school year until the 2021 Reorganization meeting without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

30. Appointment of Special Counsel

BE IT RESOLVED that the Mendham Township Board of Education appoints Nathanya Simon of the firm of Scarinci & Hollenbeck, LLC as Special Counsel for the Mendham Township Board of Education at the hourly rate of \$159.18 for the 2019-2020 school year until the 2021 Reorganization meeting.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Nathanya Simon of the firm of Scarinci & Hollenbeck, LLC be contracted as Special Counsel for the Mendham Township Board of Education for the 2019-2020 school year until the 2021 Reorganization meeting, without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

31. Petty Cash Funds

BE IT RESOLVED, that the Mendham Township Board of Education approves the authorization and approval of the following as the custodians of the petty cash funds from this date until the 2021 Reorganization Meeting:

Board Office \$1,500.00 Board Secretary (\$500 Cash, \$1000 Checking)

32. Education Data Services, Inc.

BE IT RESOLVED that the Mendham Township Board of Education approves Educational Data Services, Inc. as a New Jersey Cooperative Bidding Program for our school supplies. The licensing and maintenance fee for the 2019-2020 school year until the 2021 Reorganization meeting will be \$4,000.00.

33. Authorize Payment of Bills Between Board Meetings

BE IT RESOLVED that the Mendham Township Board of Education designates the Superintendent to audit and approve accounts and demands for payment prior to presentation to the Board for emergency hand checks and the June 27th bill list. Any such approval shall be presented to the Board for ratification at their next meeting as per Title 18A:19-4.1.

34. Authorize Advance or Partial Payment

BE IT RESOLVED that the Mendham Township Board of Education authorizes the Business Administrator, only on an as-needed basis, to issue an advance payment and/or partial payment to facilitate district restrictions for the 2019-2020 school year until the 2021 Reorganization meeting.

35. Advertise and Receive Bids

BE IT RESOLVED that the Mendham Township Board of Education authorizes the Board Secretary to advertise for and receive bids for supplies, equipment, and services for the 2019-2020 school year until the 2021 Reorganization meeting when required by the Public School Contracts Law.

36. Line Item Changes

BE IT RESOLVED that the Mendham Township Board of Education authorizes the School Business Administrator, in consultation with an agreement from the Superintendent of Schools, to process line item changes in compliance with required approvals per S1701 and A3680 between board meetings for the 2019-2020 school year until the 2021 Reorganization meeting.

37. Joint Transportation Agreements

BE IT RESOLVED that the Mendham Township Board of Education approves the authorization of the Board Secretary to enter into joint transportation agreements for the purpose of providing or having transportation provided for students in public and/or non-public schools.

38. Surplus Items

BE IT RESOLVED that the Mendham Township Board of Education authorizes the Superintendent to declare miscellaneous items no longer needed as surplus and to dispose of these items if and when necessary.

39. Appointment of Representative Requesting Federal and State Funds

BE IT RESOLVED, that the Mendham Township Board of Education appoints the Superintendent of Schools and the Business Administrator/Board Secretary or their designees, as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

40. Appointment of Qualified Purchasing Agent (QPA) and thresholds

BE IT RESOLVED, that the Mendham Township Board of Education appoints the Business Administrator/Board Secretary as the Board's qualified purchasing agent with the following thresholds until the 2021 Reorganization meeting.

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 1, 2010,

	Bid Threshold	Quotation Threshold
Qualified Purchasing Agent	\$40,000	\$6,000

WHEREAS, Mrs. Donna Mosner possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Mendham Township Board of Education desires to increase its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Mendham Township Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to *\$40,000 for QPA* and its quotation threshold \$6,000 and be it further

RESOLVED, that the governing body hereby appoints Mrs. Donna Mosner as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

I, Mrs. Donna Mosner, Secretary of the Mendham Township Board of Education, in the County of Morris, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing body of the Mendham Township Board of Education, County of Morris, State of New Jersey at a regular meeting of said governing body held on *January 7, 2020*.

41. Standard Operating Procedures Manual

BE IT RESOLVED that the Mendham Township Board of Education approves the Standard Operating Procedures Manual as required per N.J.A.C. 6A:23A-6.6.

42. Policies/Bylaws/Job Descriptions

BE IT RESOLVED, that the Mendham Township Board of Education approves all existing policies, by-laws, job descriptions, rules and regulations currently in force until the 2021 Reorganization meeting, subject to revision, adoption, and continuous review by the Board.

43. Multi-Year Plans

BE IT RESOLVED that the Mendham Township Board of Education approve the following multi-year plans:

- a. The Long Range Facility Plan
- b. The Three-Year Comprehensive Maintenance Plan
- c. Technology Plan
- d. Comprehensive Equity Plan
- e. New Teacher Induction/Mentor Plan

44. Curriculum/Programs/Services

BE IT RESOLVED, that the Mendham Township Board of Education approves the adoption of all existing curriculum, programs, and services for the 2019-2020 school year until the 2021 Reorganization meeting, subject to revision, adoption, and continuous review by the Board.

45. The District Curriculum Adoption Schedule for the 2019-2020 School Year until the 2021 Reorganization meeting

K-8 Five Year Curriculum Development Plan 2019-2024

Curricular Area	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
21st Century Life & Careers/Guidance	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate
Gifted & Talented/ESL	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Health/Physical Education	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Language Arts Literacy	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development
Mathematics	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
Media	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development
Visual and Performing Arts	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Technology	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Science	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate
Social Studies	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development
World Languages	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development

46. Implementation of the 2019-2020 School Budget

BE IT RESOLVED, that the Mendham Township Board of Education appoints the School Business Administrator and Superintendent to oversee the implementation of the 2019-2020 School Budget.

47. Travel and Related Expense Reimbursement

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

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-7.1-7.13 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 \$1,500.00 per staff member and shall be subject to approval requirements in N.J.S.A. 18A:19-1, and

WHEREAS, travel and related expenses not in compliance with N.J.A.C.6A:23A-7.1-7.13, 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, that the Mendham Township Board of Education approves all travel not in compliance with N.J.A.C.6A:23A-7.1-7.13 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

48. Flexible Spending and Cafeteria Plan

BE IT RESOLVED, that the Mendham Township Board of Education approves the following:

RESOLVED, that the form of Cafeteria Plan, effective January 1, 2020, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan,

RESOLVED, that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

49. Municipal Alliance

BE IT RESOLVED that the Mendham Township Board of Education approves participation in the Municipal Alliance of the Mendhams.

50. Fee for Copies of Public Documents

BE IT RESOLVED, that the Mendham Township Board of Education hereby establishes a photocopy fee of (\$.05) five cents for the printed matter of a letter-size page or smaller and (\$.07) seven cents for the printed matter of legal-size or larger for official Board Minutes and other public documents.

51. Dates for Board of Education Monthly Meetings: January 2020 - January 2021

BE IT RESOLVED, that the Work Session and Regular Monthly Meetings of the Mendham Township Board of Education for the calendar year 2020 will be held on the third and fourth Tuesday of each month, with exceptions noted below, at **7:30 p.m.**

in the **Staff Development Room of the Elementary School, 18 West Main Street, Brookside, NJ.**

Please note that all meetings of the Board are open to the public, consistent with the Open Public Meetings Act (Ch. 231, Laws of 1975, State of New Jersey) and that advance notice is herein provided as of the date listed on this notice.

Notification will be provided whenever a meeting date is cancelled or postponed. Action may be taken.

<u>Month</u>	<u>Work Session</u>	<u>Regular Meeting</u>	<u>Year</u>
*Reorganization -January 7, 2020 (Tuesday)			
January	--	28	2020
February	18	25	2020
March	17	24	2020
April	21	28	2020
May	19	26	2020
June	16	23	2020
July	21	28	2020
August	18	25	2020
September	15	22	2020
October	13 **	27	2020
November	17	24	2020
December	15	--	2020

*Reorganization Meeting - January 5, 2021 (Tuesday)

** Week Change

52. Resolution for District Tax 2019-2020

RESOLVED that the amount of district taxes needed to meet the obligations of the Mendham Township Board of Education during the school year 2019-2020 is \$14,762,364 plus \$990,000 Principal Debt Service Payment and \$199,038 Debt Service Interest Payments and that Mendham Township is hereby requested to place in the hands of the Treasurer of School Monies that amount according to the following schedule in accordance with the statutes relating thereto:

<u>DATE</u>		<u>GENERAL FUND</u>
July 1, 2019	General Fund	\$ 1,291,629.00
August 1, 2019	General Fund	\$ 1,291,629.00
September 1, 2019	General Fund/Debt Tax Levy (\$1,291,629.00 + \$57,900.00)	\$ 1,349,529.00

October 1, 2019	General Fund	\$ 1,291,629.00
November 1, 2019	General Fund/Debt Tax Levy (\$1,291,629.00 + \$359,750.00)	\$ 1,651,379.00
December 1, 2019	General Fund	\$ 1,291,629.00
January 1, 2020	General Fund	\$ 1,291,629.00
February 1, 2020	General Fund	\$ 1,291,629.00
March 1, 2020	General Fund/Debt Tax Levy (\$1,291,628.00 + \$782,900.00)	\$ 2,074,528.00
April 1, 2020	General Fund	\$ 1,291,628.00
May 1, 2020	General Fund/Debt Tax Levy (\$1,291,628.00 + \$16,375.00)	\$ 1,308,003.00
June 1, 2020	General Fund	<u>\$ 1,291,628.00</u>
	TOTAL	<u>\$16,716,469.00</u>

Mrs. Mody moved to approve Reorganization Action Agenda Items for January 7, 2020; 1 to 52, seconded by Mr. Christmann and motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mrs. Fraser; yes, Mr. Gondek; yes, Mrs. Mody; yes, Mr. Thayyar; yes, Mr. Christmann; yes, and Mrs. Holquist; yes. All Ayes – Motion carries.

XII. Verbal Communication from the public – None.

XIII. Executive Session – None.

XIII. Adjournment

Moved by Mrs. Fraser, second by Mr. Gondek to adjourn the meeting. The meeting was adjourned at 8:37 pm.

Respectfully submitted,



**Donna Mosner
School Business Administrator/
Board Secretary**