

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
(MEETING IS BEING HELD VIRTUALLY,
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)
WORK SESSION MEETING MINUTES
TUESDAY, OCTOBER 13, 2020, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 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 – 8:05 pm
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, Business Administrator/Board Secretary
General Public – 12 approximately

IV. Sunshine Law – Mrs. Holquist read the following statement -

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.

V. Superintendent’s Report

- District Updates, News, and Events
 - Superintendent’s Zoom at Noon Chat will be held on Wednesday, October 21 at 12:00 PM.
 - Start Strong Assessment Overview
 - Start Strong assessments are based on prior-year academic standards.
 - Each Start Strong assessment is designed to be administered in approximately 45-60 minutes to an entire class or grade level and will provide immediate results.
 - These assessment tools can provide educators with an early indication of the level of support students may need for this year. The information will be used in conjunction with other measures to identify some potential gaps in students’ understanding of the New Jersey Student Learning Standards (NJSLS).

- Fotini Kavalos to complete a "lesson round" study in which she will video record a math class while teaching a lesson - and then review that lesson with her math teacher classmates at Montclair State University, where she is pursuing her master's degree in mathematics.
- Governor Murphy released information last night indicating that we can move forward with our indoor winter sports season - Basketball & Cheerleading.
 - We are planning for our tryouts and have sent communications to parents/students.

Benefit Plan Changes:

- All new employees hired on or after July 1, 2020, must take the NJEHP as of Jan. 1, 2021. All employees hired prior to July 1, 2020, will be given the opportunity to select the NJEHP starting Jan. 1, 2021, during an open enrollment period prior to that date. Employees selecting the NJEHP will pay only the premium sharing required for that plan.
- Beginning July 1, 2021, Districts must also offer the SEHBP Garden State Health Plan or equivalent plan. The plan will be developed by the School Employees’ Health Benefits Plan Design Committee and will provide medical and prescription drug benefits that are equivalent to the level of medical and prescription drug benefits provided by the New Jersey Educators Health Plan, except that the benefits under the Garden State Health Plan will be available only from providers located in the State of New Jersey with certain exceptions.

School Health Update

As more cases of Coronavirus (COVID-19) are identified or suspected and individuals and families are required or recommended for mandatory or precautionary quarantine, it is important that there is a common understanding of the risk to contacts of a suspected or confirmed case.

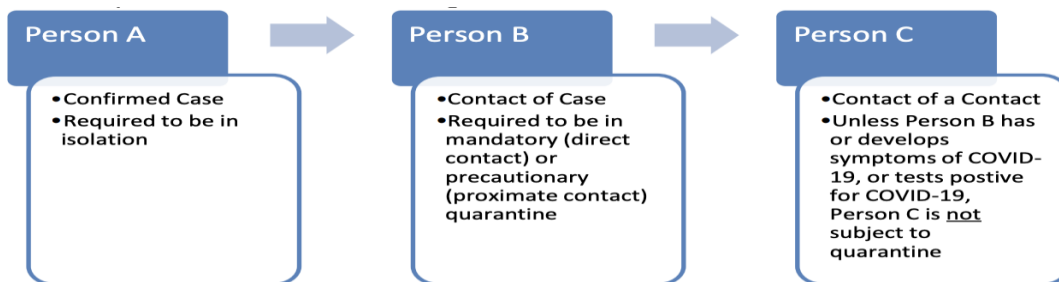
Common Scenario to be defined in this week’s communications:

Person A is diagnosed with laboratory-confirmed COVID-19.

If Person B had contact, close or proximate, with Person A, Person B would be subject to mandatory quarantine

Any individual (Person C) who is a contact of Person B (i.e. spouse, children, coworkers, etc.) is considered a “contact of a contact”.

Person C is not at risk for infection and would not be subject to quarantine unless Person B had or developed symptoms, or tested positive for the virus causing COVID-19.



If an asymptomatic individual is contacted by our local health department and notified that they are a contact of a confirmed case, they will be required to be under mandatory

quarantine or precautionary quarantine in their home, depending on if contact was close or proximate respectively, following the guidelines provided by the state.

Any spouse, children, or other household members, assuming both they and the individual under quarantine are asymptomatic, are considered a “contact of a contact” and therefore are not required to be in quarantine. They can go to school, work, and engaged in other activities following recommendations for social distancing as appropriate.

If an asymptomatic employee calls their supervisor and notifies them that they are required to stay home in quarantine because they were a contact of a confirmed case, the contacts they had at work are considered “contacts of a contact” and therefore not at risk. These “contacts of a contact” are not required to be in quarantine and should be permitted to continue to work, following recommendations for social distancing as appropriate.

Most importantly - as we continue to move forward it is IMPERATIVE that parents and staff provide the District with timely and accurate information so that we can evaluate our response plans. Finding out about COVID related conditions and situations immediately is essential to our efforts toward protecting our staff, students, and community.

VI. Board Secretary’s Report

OPERATIONS/FINANCE:

➤ **NJSBA’s Virtual Workshop 2020 – October 20-22, 2020**

Registered entire board since it was virtual and more cost-effective, therefore if anyone is interested in attending a workshop, please feel free to do so.

➤ **Federal Funding**

Non-Title I Cares	\$15,435
Digital Divide	\$ 3,000
CRF	<u>\$17,843</u>
Total:	\$36,278

Also, Extraordinary Aid original allocation was	\$240,443
Revised allocations since COVID	<u>\$264,527</u>
Additional Funding for District	\$ 24,084

FEMA Grant Allocations \$131,000 (pending final approval)

➤ **Health Benefits – open enrollment will run from 10/15/20 to 11/13/20**

VII. Board President’s Report – Nothing at this time.

VIII. Correspondence – N/A

- IX. Committee Reports** – a brief summary was shared by the chair of each committee about agenda items
- Curriculum and Instruction – Mrs. Mody delivered the report
 - Operations and Finance – Mr. Thayyar delivered the report
 - Personnel and Human Resources – Mrs. Fraser delivered the report
 - Policy – Mr. Gondek delivered the report

X. CONSENT ITEMS – the following items have been reviewed and will be approved at the regular meeting

Approval of Minutes

Work Session Minutes: September 15, 2020

Regular Session Minutes: September 22, 2020

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. **Elementary School Building Goals** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education adopts the Elementary School Building Goals for the 2020 - 2021 school year.

3. **Week of Respect, School Violence Awareness Week, Red Ribbon Week for the 2020 - 2021 school year** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Elementary School and the Mendham Township Middle School in observance for the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2020 - 2021 school year.

4. **Request for Educational Services**

BE IT RESOLVED that the Mendham Township Board of Education approves the Request for Educational Services for one (1) Mendham Township School District student (10436) by St. Clare's Hospital for one (1) hour instruction per day commencing September 23, 2020, at a rate of \$55.00 per hour.

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 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. **September 2020 Transfer Reports**

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

3. **October 2020 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final October 2020 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:	<u>\$</u>

4. **Washington Township to Purchase Van from Mendham Township**

BE IT RESOLVED that the Mendham Township Board of Education approves the sale of one Van to Washington Township:

Item	Year	Capacity	Value	Purchase Price
Van 4	2012	15 Passenger + Wheelchair	\$14,200	\$0

5. **Washington Township to Sell Buses to Mendham Township**

BE IT RESOLVED that the Mendham Township Board of Education approves the purchase of two Buses from Washington Township:

Item	Year	Capacity	Value	Purchase Price
Bus 8	2010	54 Passenger Bus	\$7,500	\$0
Van 8	2011	24 Passenger Bus	\$6,700	\$0

6. **2021 - 2022 Budget Calendar** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the budget calendar outlining the development process and the prospective timeline for the 2021 - 2022 School Year District Budget.

7. **School Safety and Security Plan Statement of Assurances** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2020 - 2021 school year.

8. **2020 - 2021 M-1/Annual Maintenance Budget Worksheet** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the

2020 - 2021 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

9. **2020 - 2021 Comprehensive Maintenance Plan** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2020 - 2021 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of warranties.

10. **Health and Safety School Building Checklist - MTES** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2020 - 2021 school year.

11. **Health and Safety School Building Checklist - MTMS** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Middle School for the 2020 - 2021 school year.

12. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2020 - 2021 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Mendham Patriots	<u>ES</u> Gyms	10/19/20 - 03/15/21 Mondays-Fridays & Saturdays	5:30pm - 9:30pm 8:00am - 4:00pm	Patrick Reed
	<u>MS</u> Gyms	09/08/20 - 03/15/21 Mondays-Fridays Saturdays & Sundays	5:30pm - 9:30pm 8:00am - 6:30pm 11:00am - 6:00pm	

Personnel and Human Resources

1. **Transportation: Substitute Dispatcher** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Julie Moran, Substitute Dispatcher, at a rate of \$20.00 per hour for the 2020 - 2021 school year.

2. **Leave of Absence (Extended)-Melissa Lucia**

BE IT RESOLVED that the Board hereby approves Melissa Lucia, Middle School Teacher, for an extended unpaid leave of absence, commencing November 16, 2020, through January 1, 2021. (Not covered under the FMLA or NJ FLA)

BE IT FURTHER RESOLVED that the Board hereby approves Melissa Lucia with an anticipated return to work date of January 4, 2021.

3. **Revised Leave Replacement Dates: Charlyn Lynch (Magat), Special Education Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves Charlyn Lynch (Magat), Part-Time Leave Replacement Special Education Teacher, effective August 24, 2020, through the revised date of December 23, 2020. Charlyn Lynch (Magat) was previously approved effective August 24, 2020, through November 13, 2020, by the Board on August 12, 2020, at an annual salary of \$59,045, MA, Step 5 prorated.

4. **2020 - 2021 Merit Goals (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Ms. Julianne Kotcho, Elementary School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Dr. Robert Koroski, Director of Special Services.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goals for Mrs. Donna Mosner, School Business Administrator.

Policy and Planning

1. **First Reading (Attachments)**

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

P 1620	Administrative Employment Contracts (M) (Revised)
P 2431	Athletic Competition (M) (Revised)
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P 5330.05	Seizure Action Plan (M) (New)
R 5330.05	Seizure Action Plan (M) (New)
P 6440	Cooperative Purchasing (M) (Revised)
P 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
R 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
P 7440	School District Security (M) (Revised)
R 7440	School District Security (M) (Revised)
P 7450	Property Inventory (M) (Revised)
P 7510	Use of Facilities (M) (Revised)
R 7510	Use of Facilities (M) (Revised)

P 8420 Emergency and Crisis Situations (M) (Revised)
P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

XI. Discussion

XIII. Verbal Communications from the Public

Mr. Wowk – asked about the timing of the board meeting schedule, can they be moved to not overlap with the township?

Mrs. Holquist – this has come up already and it is going to be looked at in January during the reorganizational annual meeting.

Mr. Wowk – opening basketball program up could create a risk to the entire school district, even if there is a case or two.

Dr. Constantino has been involved with the discussions in regards to basketball and has provided guidelines for them that must be followed.

Dr. Constantino also asked Mr. Wowk why the town does not move their meeting night. As a board, we are willing, I am just curious why the feedback is only directed in this direction?

Mr. Wowk said he could not speak to that.

Mr. Keeling requested an update on the Title I audit.

Mrs. Mosner – we are in the appeal process, unfortunately it is a slow process and the state is backlogged for up to two months.

Dr. Constantino commented that it is a collaborative process and they have to take a look at the full scope.

Mrs. Garofalo apologized but she missed the Superintendent report, don't want to waste anyone's time. I just want to know where I can find it.

Dr. Constantino provided a quick recap and he said he would send the information to her directly.

XIV. Adjourn to Closed EXECUTIVE SESSION

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances, and

WHEREAS, said the law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss a personnel matter. The matters discussed will be made public if and when confidentiality

is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Moved by Mr. Gondek, seconded by Mrs. Mody, to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:48 pm.

XV. Reconvene Open Work Session Meeting

Moved by Mr. Thayyar, seconded by Mr. Gondek, to reconvene to the Worksession Meeting at 10:00 pm, unanimously carried in a voice vote.

XVI. Adjournment

Moved by Mr. Thayyar, second by Mr. Gondek to adjourn the meeting. The meeting was adjourned at 10:05 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary