

**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, OCTOBER 27, 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		Absent
Mr. Peter Dumovic		Present
Mrs. Heather Fraser		Absent
Mr. Richard Gondek		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
Dr. Ciccone and Ms. Kotcho (Principals MTMS & MTES)
General Public – 20 approximately

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**

- The West Morris Junior Women's Club is holding their annual Thanksgiving Food Drive Virtually. With the money raised, they hope to feed all the families that Family Intervention Services will serve this Thanksgiving. Both Elementary and Middle Schools will participate in this virtual fundraiser.
- During the week of October 12, Mr. Mahadeen and Mr. Branch began meeting with all of the band students to orient them to the new look and feel of the MTMS Band program – including the use of Google Classroom to submit recordings and at-home performances. This week, it has been so exciting to actually hear brass

and percussion band lessons taking place outdoors with all of the recommended PPE to prioritize safety first! We are looking forward to expanding the program to woodwind instruments when the heavily back-ordered PPE arrives in the near future. We are exploring new virtual configurations to hold live performances this winter!

- On Thursday, October 22, I held a “zoom at noon” meeting with parents. There were more than 60 parents in attendance and we had a great conversation. I look forward to another in early December.

Committee Meetings – Week of November 9, 2020

Monday (8:00 AM Conf Call) – Personnel

Tuesday (8:00 AM Conf Call) – Operations/Finance

Wednesday (8:00 AM Conf Call) – Curriculum

No Policy Call Necessary at This Time

November 17, 2020 - Work Session Meeting

November 24, 2020 - Regular Session Meeting

➤ **Tri-Annual Report – Dr. Ciccone and Ms. Kotcho**

VI. Board Secretary’s Report

Board Office Updates and Events:

Benefit – Open Enrollment (10/15/2020 through 11/13/2020)

Responses to the weekly correspondence have come in from approximately half of the staff. At this midpoint in the process 76 individuals have responded;

- 42 employees have elected to keep the current health benefit plan
- 22 employees would like to continue to waive health benefits
- 5 employees have opted to move into the New Jersey Educators Health Plan (NJEHP)
- 7 new hires will be moved into that plan automatically effective January 1, 2020, based upon the new Chapter 44 regulations

New Jersey Horizon Blue Cross & Blue Shield will be renewed as of January 1, 2020, with a 7% increase for 12 months.

The New Jersey Educators Health Plan rates as of January 1, 2020, represent an 8% decrease to those figures, however, anyone that moves into that plan will pay contributions based upon a percentage of their salary and not the premium as in the past, which means at this point the district is looking at an additional expense of \$11,049.18 to be added to the renewal of 7% (\$209,876)

As of today, the tentative health benefits increase would be 7% plus the additional expenses due to the change in Chapter 44

$\$209,876 + 11,049 = \$220,925$

VII. Board President's Report –

- Congratulations to Mr. Peter Dumovic for achieving the New Board Member certification from the New Jersey School Boards Association.
- Request that the Operations and Finance Committee evaluate the idea of returning from the holiday break with a soft return, having the first two weeks of January being virtual.
- Thank you to Mrs. Mody and Dr. Constantino for attending the Diversity meeting of the Mendham's. A community meeting to ideas to improve anti-racism and embrace diversity. Going to reconvene after Thanksgiving. The residence involved were thoughtful, several suggestions, diversity within the community with cultural awareness that offered many options and media resources.

VIII. Correspondence – none.

IX. Consent Items

Approval of Minutes

Work Session Minutes: September 15, 2020
Regular Session Minutes: September 22, 2020

Approval of Executive Minutes

Executive Session Minutes: None.

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. **Board Secretary's Report** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2020 Board Secretary's Reports.

3. **Treasurer's Report** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2020 Treasurer's Reports.

4. **October 2020 Transfer Reports**

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

5. **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 N0218 through N0220 and N0221 and N0222 through N0226.

Fund 10	\$	47,334.28
Fund 11	\$	1,923,694.28
Fund 20	\$	14,017.07
Fund 40	\$	43,400.00
Fund 60	\$	6,011.72
Fund 61	Total:	<u>\$ 2,034,457.35</u>

6. **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

7. **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

8. **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.

9. **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.

10. **2020 - 2021 Form 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.

11. **2020 - 2021 Comprehensive Maintenance Plan (CMP)** (*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.

12. **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.

13. **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.

14. **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	
GRIT 360	<u>ES</u> Gyms	TBD	TBD	Kerry Foderingham
	<u>MS</u> Gyms			

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 NJFLA)

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 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)

Discussion –

Mr. Dumovic asked about the dates on the attachment of #6 under finance.

Mrs. Mosner commented that it should be updated to match the motion to 2021-2022.

Mr. Dumovic asked about item #12 under finance – use of facilities – will this include games with other schools and organizations?

Dr. Constantino stated that he met with the directors of the Patriots and their guidelines align with the NJSIAA and local protocols and established limitations already set within both buildings. Also, their program will absorb any additional costs associated with the program. Including but not limited to custodial fees and PPE supplies.

Mr. Dumovic is not in favor of this due to the increase in cases this is worrisome, there are too many unknowns, and with winter ahead. Several people indoors, the uncertainty is concerning. We must take responsibility to minimize the exposure. The health and safety of our students and staff need to remain the number one priority. Out of caution and with the goal to keep schools open, we should not allow indoor sports at this time.

Mr. Thayyar inquired about the dates?

Dr. Constantino responded that nothing has started yet. These dates reflect the application submitted.

Mr. Thayyar asked why there are no dates for Grit?

Dr. Constantino responded that this is skill training and that basically once the Patriots set their calendar, they get the rest.

Mrs. Mody asked if we checked with the insurance carrier?

Dr. Constantino responded that they said it was not an issue.

Mrs. Mody wanted to know if the procedures were in writing?

Dr. Constantino said he had their internal document which he will share with all of the coaches.

Mrs. Mody asked if there will be someone there to be certain they follow the proper protocols.

Dr. Constantino responded that they are responsible for following the procedures.

Mrs. Mody – does it limit the amount of people?

Dr. Constantino – yes, 25 limit with no parents.

Mrs. Mody – I cannot support this.

Mrs. Fraser – neither can I, we need more protocols.

Dr. Constantino – this is a large basketball group that is willing to support what we want – it is a strong program, willing to do what it takes to play safely. We could also send our students out to other areas to play, which could be even more of an issue for the district.

Mr. Gondek – have they documented their plan

Dr. Constantino – I have it and based on it I recommended it to be on the agenda.

Mr. Gondek – the Board should see the plan to have the trust everything is in place since this is the first time we are allowing outside programs back into the buildings since this has all happened.

Mr. Thayyar – sign ups provide an opportunity and having kids doing stuff if beneficial to them now. I am okay with it but would like to be more okay.

Mrs. Holquist – I am with Mr. Thayyar, having protocols in place makes me more comfortable and if they are going to incur any additional costs. Dr. Constantino please setup a committee to review document and protocols and we will take it until next meeting.

Dr. Constantino asked both Mrs. Mody and Mr. Gondek to review it with him.

Mr. Dumovic moved to table item #14 – Use of facilities - under Operations and Finance, seconded by Mr. Gondek and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Gondek; yes, Mrs. Mody; yes, Mr. Thayyar; yes, and Mrs. Holquist, yes – motion carries.

Mr. Thayyar moved to approve the Committee Reports and the Consent Items for October 27, 2020; Approval of Regular and Executive Minutes, Curriculum & Instruction items 1-4, Operations & Finance items 1 – 13, Personnel & Human Resources items 1 – 4, Policy and Planning item 1, seconded by Mrs. Fraser and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Gondek; yes, Mrs. Mody; yes, Mr. Thayyar; yes, and Mrs. Holquist, yes – motions carry.

X. ACTION ITEMS

Curriculum and Instruction

1. Agreement with Therapy Source

BE IT RESOLVED that the Mendham Township Board of Education approves the Agreement with Therapy Source to provide Special Education Teacher Services for a leave replacement absence effective 10/21/20 - 12/18/20 at a rate of \$41.00 per hour.

2. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Michal Ferenc commencing November 19, 2020, to December 22, 2020, for one (1) student (14765327) for two (2) hours per week, at a rate of \$41.00 per hour.

Personnel and Human Resources

1. Public Relations Schedule B Stipend Position 2020 - 2021 (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Daragh Gallagher-Carpenter, Public Relations Liaison, at a salary of \$6,798.00 for the 2020 - 2021 school year.

2. **Middle School Chaperones: Student Council Outdoor Mendhamfest for Grades 5th & 6th**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones, at the contractual rate of \$100.00 each for events that start after contractual hours, for the Middle School Student Council Outdoor Mendhamfest for Grades 5th & 6th on November 20, 2020:

Cindy Blood

Lauren Calabro

Michal Ferenc

Jessica Mallonee

Alexandria Perrotta

3. **Middle School Chaperones: Student Council Outdoor Festival for Grades 7th & 8th**
BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones, at the contractual rate of \$100.00 each for events that start after contractual hours, for the Middle School Student Council Outdoor Festival for Grades 7th & 8th on November 13, 2020:

Franziska Dragon

Alexandria Perrotta

Amanda Porter

Megan Ryan

Gina Sodora

4. **New Hire: Emily Reuter, Substitute Cafeteria/Recess Aide**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Emily Reuter, Substitute Cafeteria/Recess Aide, at the current rate of \$12.14 per hour for the 2020 - 2021 school year.

5. **Leave of Absence: Kristin Miller**
BE IT RESOLVED that the Board hereby approves Kristin Miller, Elementary School Teacher, for a medical leave of absence, having received doctor's certification, commencing November 4, 2020, under the Federal Family Medical Leave Act (FMLA), while utilizing thirty-two (32) sick days, ending after Seven (7) weeks on December 23, 2020.

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

6. **Substitute Callers for the 2020 - 2021 School Year**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Dr. Salvatore M. Constantino and Dr. Robert Koroski as substitute callers for the Elementary and Middle Schools at a rate of \$3,000.00 each for 2020 - 2021 school year.

7. **2020 - 2021 Merit Goal** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the 2020 - 2021 Merit Goal for Dr. Salvatore M. Constantino, Superintendent of Schools.

Mrs. Mody moved to approve the Action Items; Curriculum & Instruction item 1 - 2, Personnel & Human Resources items 1-7, seconded by Mr. Thayyar, and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Gondek; yes, Mrs. Mody; yes, Mr. Thayyar; yes, and Mrs. Holquist, yes – motions carry.

XI. Discussion

Mr. Dumovic asked about home instruction, seems like it happens now and again.

Dr. Constantino responded that if a student is unable to attend school, the district is required by code to provide that student with a certain amount of hours per day of instruction.

Mr. Dumovic inquired about the refinancing of the outstanding debt the district has last month and Mrs. Mosner commented that she looked further into it and at this point in the process it may be possible to pay the balance to the bank directly. She will follow up when she has more information.

XII. Verbal Communications from the Public

Thom Keeling - 9:08 PM - In the first September meeting Gretchen reported that she had had a conversation with the President of the Mendham Borough BOE. Are there any updates on these discussions?

Mrs. Holquist – no further updates at this time – scheduling after Thanksgiving

Bob Wowk - 9:08 PM - Quick question – executive session – usually there is a general comment at the town, why doesn't the board provide what has happened and what is being acted upon

Dr. Constantino – limited circumstances that can be discussed – usually confidential items, personnel or student items and some may never require action just discussion, others make their way to an agenda for approval

This time it is the merit goals of the administrators - not a big deal, just curious, also a good discussion on the basketball, appreciated that – over the next few weeks with the increase in cases I am sure you will be addressing that again.

Geno Garofalo - 9:14 PM - Just wanted to thank Ms. Kotcho, Mrs. Clark and Mrs. Parke for all their assistance over the last two weeks as mental health has been an issue within our house and they all handled it very well - with all the Covid stress on our students, I wanted the BOE to know I feel we are in good hands.

Rekha Mandel - 9:15 PM - Quick question

I heard from a few parents about a couple of kids with colds and parents were concerned to send their children. Difficult to have students flip from in-person to virtual

Dr. Constantino – it is still the case, at the MS it is a different situation but at the ES it is much more prep time and works to prepare for a virtual day. It does make some sense for these children to be home, we want folks to know it is okay to rest and recover, then come back when you are ready.

Dr. Constantino – it is not difficult, whether it is 46 or 26 so it is not a logistical problem, it is getting prepared and having the students follow along and progress with the class. Engaging the online learners and constantly checking in with them, and there may be quite a few things they cannot do, also adds one more thing for our staff to worry about in a day. Given the circumstances, I am amazed by what our staff is handling now and to add more undue stress could be a bit much.

I appreciate you bringing it up and I will have a discussion with Ms. Kotcho to see if she can speak with a few teachers to hear their thoughts. We need to maybe communicate to families that it is okay to be home if they do not feel well.

Mrs. Holquist – reinforce that it is okay to take a sick day, it needs to be ok to take the day and rest to feel better and return the next day.

Mr. Gondek – work culture compounds this with everyone working remotely. It is extreme, much more than it used to be but it should not have applied to our kids.

CLOSED

XIII. Adjournment

Moved by Mr. Thayyar second by Mr. Gondek to adjourn the meeting. The meeting was adjourned at 9:25 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary