

**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, SEPTEMBER 15, 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
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 – 15 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

The district had a successful opening of school this year, although there may have been a few hiccups and challenges, everyone came together to collaborate towards a solution so that everyone can work in a safe environment.

The students are doing extremely well with the rules of maintaining the six-foot distance and with wearing face coverings.

The Casper system is up and running and all of the MERV-13 filters have been installed. Hand sanitizer is being utilized daily by everyone.

The district is maximizing the use of its bus resources within the district, which is helping with drop off and pick up daily.

VI. Board Secretary's Report

OPERATIONS/FINANCE:

- Audit – Preliminary work is complete for the audit to begin in October.
- Thursday, October 15, 2020, is the snapshot date utilized in the state for actual enrollment, which calculates the district's state aid for each district within the state.
- Debt Service Certification – Due 10/30/20
- DRTRS – District Report of Transported Resident Students – Due 11/15/20
- Title I Audit – received a letter asking for all funding back, in the process of appealing with our district auditors.
- The budget process for 2021-2022 has begun, working on finalizing fixed costs currently waiting for health benefits information- scheduled for next week.

VII. Board President's Report – spoke with the BOE President from Mendham Borough, Beth Cocuzza and the lines of communication are open, now more than ever. We want to take an opportunity to learn from one another and work together as much as possible, will meet in a few months to continue the lines of communication. Also, I wanted to comment on the back-to-school night and an observation that was made – almost all of the teachers have a plan for the school year but they are also very willing to adjust it if they need to and I applaud this approach. Thank you

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

Mr. Dumovic requested that the Professional Development Plan for teachers/staff for this year be presented at some point, maybe next month.

Dr. Constantino commented that both principals will come to the Regular Meeting in October to present.

Dr. Constantino spoke about the \$71,950 decrease in funding that the Governor implemented. He delineated how it was broken down would be from textbooks, athletics, summer school, and OOD tuitions. There is also a bill through the assembly that allows for binding arbitration – disciplinary action could extend tenure rights – currently, this is stalled.

Mr. Dumovic inquired about the current enrollment numbers in light of the recent increase in student numbers, and especially since we may be eligible to receive additional State Funding.

Dr. Constantino commented that he did not have that information and that he would have to get it to be accurate, he apologized he did not have it but did not want to be wrong.

Mr. Christmann – touched on the need to focus on the remote learners, it is nice to see that the staff is willing to accommodate them and make adjustments.

Dr. Constantino – there is a significant difference between now and the spring. Everyone was remote in the Spring and now the staff is doing both. For example, a classroom of 14 in class and only 3 from home is a much different picture and situation.

Mr. Christmann – I have no doubt we will get past it, although it is not the same experience when being taught remotely. The focus should be a great experience nonetheless.

During the policy update, Dr. Constantino clarified that if a student is an in-person learner and cannot attend for a day, then that student must be called out for that day, they cannot change from day to day to accommodate a schedule conflict for the household.

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

Approval of Minutes

Work Session Minutes: August 12, 2020

Regular Session Minutes: August 25, 2020

Curriculum and Instruction

1. **Mentoring Plan** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the District’s Mentoring Plan.
2. **Professional Development Plan** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Statement of Assurance for the Professional Development Plan.
3. **Middle School Building Goals** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education adopt the Middle School Building Goals for the 2020 - 2021 school year.
4. **Agreement with New Jersey Coalition for Inclusive Education, Inc.**
BE IT RESOLVED that the Mendham Township Board of Education approves the NJCIE Intake Agreement between the Mendham Township School District and the New Jersey Coalition for Inclusive Education, Inc. to provide the equivalent of up to 10 days of consulting for \$1,250.00 per day for a total of \$12,500.00, utilizing the Federal IDEA grant, and commencing September 2020 through June 2021, dates of service to be determined.

Operations and Finance

1. **Certification Reports**

BE IT RESOLVED that the Mendham Township Board of Education certify pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary’s and Treasurer’s monthly financial reports for the month of September 2020 that no major accounts and fund balances in the 2020/2021 budget have been over expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

2. **September 2020 Transfer Reports**

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

3. **September 2020 Bills List**

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

4. **District Travel**

BE IT RESOLVED that the Mendham Board of Education approves the listed travel events in agreement with Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1. All mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate (currently \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Rutgers (<i>Virtual</i>) Continuing Studies	09/2020 thru 10/2020	Jean Barno		
Codes, Stats & Regulations			\$483.00	\$483.00
Employee Training and Safety Education			\$668.00	\$668.00

Personnel and Human Resources

1. **Leave of Absence-Lisa Conte** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Lisa Conte, Middle School Teacher, for a medical leave of absence, having received doctor’s certification, commencing October 8, 2020, while utilizing 18.5 sick days, under the Federal Family Medical Leave Act (FMLA), ending after Ten (10) weeks on December 18, 2020.

BE IT FURTHER RESOLVED that the Board hereby approves Two (2) weeks under the NJ Family Leave Act (FLA) for Lisa Conte, commencing on December 7, 2020, through December 18, 2020.

BE IT FURTHER RESOLVED that the Board hereby approves Lisa Conte with an anticipated return to work date of December 21, 2020.

2. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute teacher, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$92.00 per day:

Jill Kendrick

3. **New Hires: Substitute Cafeteria/Recess Aides**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Substitute Cafeteria/Recess Aides, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$12.14 per hour:

Mary Ellen Stampf

Christa Carotenuto

4. **Field Trips and Activity Chaperones**

BE IT RESOLVED that the Mendham Township Board of Education approves all Mendham Township School District certificated teachers and instructional aides to serve as alternate chaperones, as needed, for any field trips or activities during the 2020 - 2021 school year.

XI. ACTION ITEMS

Personnel and Human Resources

1. **Building Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following building substitute teachers for the 2020 - 2021 school year at a rate of \$92.00 per day for the following days of the week, Monday, Tuesday, Thursday, and Friday, effective September 16, 2020.

Lisa Crow - Elementary School

Laurel Reilly - Middle School

Mr. Thayyar moved to approve the Action Items; Personnel & Human Resources item 1, seconded by Mrs. Fraser, and the motion was CARRIED in a roll call vote: Mr. Thayyar; yes, Mr. Christmann; yes, Mr. Dumovic; yes, Mrs. Fraser; yes, Mr. Gondek; yes, Mrs. Mody; yes, and Mrs. Holquist; yes – motion carries.

XI. Discussion

Mr. Dumovic wanted to make a comment about Dr. Constantino and how he understates when he performs really well. During Dr. Constantino's interview on Mendham TV, what struck me most were the accolades he gave for the staff and his commitment and support of the entire staff.

Mr. Dumovic wanted to know if the three (3) district and three (3) board goals that were created end-July would be formally approved at the next board meeting.

Dr. Constantino commented that they would.

Mr. Dumovic – brought up an important idea, refinancing of the current district bonds to save some money. Mrs. Mosner responded that she looked into it last year and was told it was not worth it with the time left but that she would confirm that nothing has changed in regards to that.

Mr. Thayyar commented that he wanted to commend all too opening school successfully.

Mrs. Holquist asked the board about their thoughts and willingness to change the meeting back to in-person?

Mr. Gondek is willing but wanted to point out the logistics of it, knowing that the conference room is now a classroom, what would be done about limiting public attendance, and with the cleaning protocols.

Mrs. Fraser – stated that this is working, why would we willingly put more people in the school, especially since that is where the students are during the day.

Mr. Dumovic was also agreeable to return, however, is of the philosophy that if it ain't broke don't fix it. I am okay if you can make it happen without a cost but this works fine.

Mr. Christmann is not in favor of returning in-person, especially based on the attendance we have been experiencing lately, logistically it would be an issue.

Mr. Thayyar – stated he would be okay either way, but does not want to create more issues for the school day.

Mrs. Mody – concerned about temperature checks at the door. This works well and where are all on the same platform for the public. I foresee too many complications.

Mrs. Holquist thanked everyone for their responses and said it would not be discussed again until December.

XII. Verbal Communications from the Public

Lauren Garofalo - 9:04 PM - We are off to a great start!! Thanks, everyone! Have a good night.

Thom Keeling - 9:04 PM - I want to commend Dr. Constantino and the team on a great start to the school year given the pandemic. Our district is off to a much better start than many surrounding districts!

Dr. Constantino – thank you both very much for that.

XIII. Adjournment

Moved by Mr. Gondek, second by Mrs. Fraser to adjourn the meeting. The meeting was adjourned at 9:05 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary