

**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, SEPTEMBER 22, 2020, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:32 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		Absent
Mr. Richard Gondek		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – 15 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

- Superintendent's Chat will be held on Tuesday, October 10 at 9:00 AM.
- MTMS Fall Sports have been officially canceled for 2020
- Fall Tri-Annual Reports – October Work Session
- Schools Update:
 1. General Health and Safety Guidelines:
 2. Classrooms, Testing, and Therapy Rooms:

3. Transportation:
4. Student Flow, Entry, Exit, and Common Areas:
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms:
6. Contact Tracing:
7. Facilities Cleaning Practices:
8. Meals:
9. Recess/Physical Education:
10. Extracurricular Activities and Use of Facilities Outside of School Hours

Thank you to the HSA for the outdoor classroom space – WiFi does reach out there.

VI. Board Secretary’s Report

Audit – for June 30, 2020, is underway and going well. This year the process is completely virtual. Everything seems to be going well, just a little more time-consuming in comparison to past years. All preliminary work has been complete and now the testing is taking place in areas such as the purchasing of supplies/materials and services, employee contracts are reviewed from a sampling of randomly chosen staff members, annual contracts for all vendors, and out of district tuitions are reviewed for compliance. All accounts within the district are reviewed thoroughly, including the cafeteria account, athletic account, and both the MTES & MTMS student activities accounts.

VII. Board President’s Report – N/A

VIII. Correspondence – (Attachment)

IX. Consent Items

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 adopts 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 at a cost of \$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. **Board Secretary’s Report** (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the July and August 2020 Board Secretary’s Reports.

3. **Treasurer’s Report** (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the July and August 2020 Treasurer’s Reports.

4. **September 2020 Transfer Reports**

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

5. **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 N0210 through N0212 and N0213 through N217.

Fund 10	\$ 25,140.48
Fund 11	\$ 1,296,711.48
Fund 20	\$ 11,070.60
Fund 60	\$ 236.00
Fund 80	\$ 322.50
Total:	<u>\$ 1,333,481.06</u>

6. **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
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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 22, 2020, while utilizing 18.5 sick days, under the Federal Family Medical Leave Act (FMLA), ending after Eight (8) 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 approve 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 approve 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 approve 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.

Discussion:

Mr. Dumovic inquired about item #2 under Curriculum – The Professional Development Plan

Why isn't it attached and when will it be made available?

Dr. Constantino responded that he has been unable to download it from the DOE and that he is checking on it daily. Guidelines state that it must be approved by September 30th and that is why it is on the agenda.

Mr. Dumovic responded that he is okay with that, just wanted to bring it to everyone's attention, and reiterated he would very much like to see the Professional Development Plan for teachers/staff for this year.

Mr. Christmann moved to approve the Committee Reports and the Consent Items for September 22, 2020; Approval of Regular and Executive Minutes, Curriculum & Instruction items 1-4, Operations & Finance items 1 – 6, Personnel & Human Resources items 1 – 4, Policy and Planning item 0, seconded by Mr. Thayyar and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dumovic; yes, Mrs. Fraser; yes, Mr. Gondek; yes, Mrs. Mody; yes, Mr. Thayyar; yes, and Mrs. Holquist, yes – motions carry.

X. ACTION ITEMS

Curriculum and Instruction

1. **District and Board of Education Goals** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approve the District and Board of Education Goals for the school year 2020-2021.

Operations and Finance

1. **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
Perry Hooker	MS Fields	Mondays, Tuesdays, Thursdays & Fridays 09/22/20-11/25/20	4:30pm-5:30pm	Perry Hooker

* Subject to change due to conflicts with Mendham Township School events.

Personnel and Human Resources

1. **Revised: Elementary School Extra Instructional Periods**
BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School staff member to teach extra periods of instruction during the 2020-2021

school year, at a prorated stipend based on \$8,500/year, for an additional period five (5) times a week for a full year, and independent of placement on salary guide.

SMART TIME	3 period/wk	Cara Rubinaccio <i>(replacing previously approved Kellie DeGise)</i>	\$5,100
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Discussion:

Mr. Gondek pointed out that there was a year error in one of the MTMS goals.

Dr. Constantino responded that he was aware and it would be fixed before it was put on the website.

Mrs. Mody asked if all of the social distancing guidelines would be upheld during soccer.

Dr. Constantino responded mostly definitely, all protocols will apply.

Mrs. Holquist asked if each committee has a goal that is aligned with them.

Dr. Constantino responded that is correct and they will be on each monthly agenda so that it can be reviewed with the entire board at the monthly meeting.

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

XI. Discussion

Mr. Dumovic asked when the audit was expected to be done?

Mrs. Mosner responded that it was taking much longer this year since it is virtual and currently there is not a definite date. However, I will keep the board informed of the progress.

Mr. Dumovic asked about the collective bargaining unit and negotiations.

Dr. Constantino responded that it usually starts in early 2021 and that he would encourage the union to start in January.

XII. Verbal Communications from the Public

Board-level discussion and comments - Mr. Gondek – there was a request for an air filtration system, do you know why this was requested?

Dr. Constantino – setting a standard beyond the NJ Code, many districts cannot handle a MERV 13 filter, the state wanted to know the scope of what they are dealing with.

Mr. Gondek – did the HVAC experts point out any systems that are at risk within the district?

Dr. Constantino – not currently, during the installation of the MERV 13 we needed to monitor airflow, but our system currently can handle it. The rate of air exchange needs to be what we want it to be.

Public Comment

Bob Wowk - 8:09 PM - I have a quick question and comment. Thanks

The meeting link should go onto the website earlier in the week
Protocols are amazing on the website with what is going on; if one student gets it does that mean the entire district shut down.

Dr. Constantino – the district would close immediately, or school-based upon the situation. Close for 24 to 48 to complete contact tracing to see what is involved and encompassing.

Bob Wowk – communication should be sent out more often in regards to gatherings. Everyone needs to follow guidelines and monitor their behavior to keep everyone safe.

Dr. Constantino – sent out a pledge for everyone to be compliant – not going away and still need to be diligent.

Thom Keeling - 8:09 PM - I was very pleased to hear at last week's Board meeting that our School Board President recently met with her counterpart in Mendham Borough to explore ways for the two districts to work together. This is precisely the type of outreach and engagement our district needs to pursue. Let's keep the focus on this!!!

Meredith Sahi - 8:10 PM - Could you please provide more detail on the Board's Goals for the upcoming year. Thank you.

Mrs. Holquist – read actual goals from the attachment, will be posted on the website moving forward.

Meredith Sahi – does #2 have a curriculum component?

Dr. Constantino – it definitely could, auditing of approaches from a curriculum and procedure standpoint but a policy and protocols standpoint as well.

Mrs. Mody – it is imperative at this time.

Mrs. Garofalo - 8:18 PM - #MENDHAMSTRONG

CLOSED

XIII. Adjournment

Moved by Mr. Thayyar second by Mrs. Fraser to adjourn the meeting. The meeting was adjourned at 8:20 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary