

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL GYMNASIUM  
REORGANIZATION MEETING MINUTES  
TUESDAY, JANUARY 4, 2022**

**I. Call to Order**

The meeting was called to order at 7:36 pm.

**II. Flag Salute**

Mrs. Mosner led the flag salute.

**III. Roll Call of the Board of Education**

Mr. Andrew Christmann	Trustee	Present – Virtually
Mr. Adam Dubeck	Newly elected	Present
Mr. Peter Dumovic	Trustee – re-elected	Present – Virtually
Mrs. Gretchen Holquist	Trustee	Present
Mr. Thomas Keeling	Newly elected	Present – Virtually
Dr. Rehka Mandel	Trustee	Present
Mrs. Joan Mody	Trustee	Present

Also present: Dr. Salvatore Constantino, Superintendent  
General Public – None.

**IV. Sunshine Law – The following was read by Dr. Constantino, Superintendent.**

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. Oath of Office Administered by the Superintendent to the newly Elected Board Members**

Mr. Adam Dubeck, Mr. Peter Dumovic, and Mr. Thomas Keeling – Dr. Constantino congratulated the new members and welcomed them to the Board of Education.

**VI. Election of the Board President - Nominations called by Dr. Constantino**

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

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

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

**VIII. Committee Assignments**

<b>Committee</b>	<b>Chairperson</b>	<b>Member</b>	<b>Member</b>
Operations and Finance	Mr. Christmann	Mrs. Mody	Dr. Mandel
Personnel and Human Resources	Mrs. Mody	Mr. Dumovic	Mr. Dubeck
Curriculum and School Programs	Dr. Mandel	Mr. Dubeck	Mr. Keeling
Policy and Planning	Mr. Dumovic	Mr. Christmann	Mr. Keeling
AD HOC – Diversity	Mrs. Mody	Dr. Mandel	_____
AD HOC - Referendum	Mrs. Holquist	Mr. Christmann	Mr. Dumovic

**IX. Appointment of Delegates and Alternate Delegates**

	<u><b>Delegate</b></u>	<u><b>Alternate</b></u>
New Jersey School Boards Association	Mrs. Mody	Dr. Mandel
Morris County Educational Services Commission	Mr. Dubeck	Mr. Christmann
Morris County School Boards Association	Mr. Dumovic	Mr. Keeling

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

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

- a. That the School Ethics Act and Code of Ethics for School Board Members has been received and discussed,
- b. That Policies and Procedures regarding training of 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.

**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 2023.

**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 2023 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 2023.

**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 (Attachment B)**

**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 2021-2024 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 2021-2022 school year will continue for the 2021-2022 school year or until revised by vote of the Mendham Township Board of Education.

**8. Organization Chart (Attachment C)**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the Mendham Township School Organization Chart until January 2023.

**9. Appointments**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following appointments until the 2023 Reorganization meeting:

- Environmental Protection/Right to Know/ Head Custodians  
PEOSHA/AHERA/Indoor Air Quality/Asbestos

Management Officers/Water System Operators/ Integrated Pest Management Coordinator	
➤ 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 until the 2023 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 2023 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 2023 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 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 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 of sell C.D.'s, Repurchase Agreements and other securities, and
- (c) 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 2023 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
Petty Cash – Check	Board Secretary and Superintendent or President

Flexible Spending	Board Secretary and Superintendent
Summer Pay	Board Secretary and Superintendent
Middle School Play 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 2023 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 2023 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 2023 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 2023 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 2023 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 2023 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 2023 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 2023 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 202-2023 school year until the 2023 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(1)(a)(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 2022-2023 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 renew 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, 2022 to December 31, 2022.

**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, 2022 to December 31, 2022 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 2023 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 2022-2023 school year until the 2023 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, Lincoln, Lincoln Roth Account, Vanguard, Vanguard Roth Account, and American Funds.

**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, 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 2023 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 2023 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 2023 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 \$160.00 for the 2022-2023 school year until the 2023 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 2022-2023 school year until the 2023 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 2022-2023 school year until the 2023 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 2022-2023 school year until the 2023 Reorganization meeting. without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

**31. Appointment of Bond Counsel**

**BE IT RESOLVED** that the Mendham Township Board of Education appoints Andrea L. Khan, Esq. of the firm of McManimon, Scotland & Baumann, LLC as Bond Counsel for the Mendham Township Board of Education for the 2022-2023 school year until the 2023 Reorganization meeting.

**WHEREAS**, there exists a need for bond counsel, 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 Andrea Kahn of the firm of McManimon, Scotland & Baumann, LLC be contracted as Special Counsel for the Mendham Township Board of Education for the 2022-2023 school year until the 2023 Reorganization meeting. without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

**32. 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 2023 Reorganization Meeting:

Board Office      \$1,500.00      Board Secretary (\$500 Cash, \$1,000 Checking)

**33. 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 2022-2023 school year until the 2023 Reorganization meeting will be \$4,000.00.

**34. Authorize Payment of Bills Between Board Meetings**

**BE IT RESOLVED** that the Mendham Township Board of Education designates the Superintendent to audit and approve account and demands for payment prior to presentation to the Board for emergency hand checks and the June 22<sup>nd</sup> bill list. Any such approval shall be presented to the Board for ratification at their next meeting as per Title 18A:19-4.1.

**35. 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 2022-2023 school year until the 2023 Reorganization meeting.

**36. 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 2022-2023 school year until the 2023 Reorganization meeting when required by the Public School Contracts Law.

**37. 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 2022-2023 school year until the 2023 Reorganization meeting.

**38. 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.

**39. Surplus Items**

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

**40. 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.

**41. Appointment of Qualified Purchasing Agent (OPA) 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 2023 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,

	<b>Bid Threshold</b>	<b>Quotation Threshold</b>
Qualified Purchasing Agent	\$44,000	\$6,600

**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 *\$44,000 for QPA* and its quotation threshold \$6,600 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 4, 2022.

**42. 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.

**43. Purchasing Manual**

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

**44. 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 2023 Reorganization meeting, subject to revision, adoption, and continuous review by the Board.

**45. 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 2022-2023 school year until the 2023 Reorganization meeting, subject to revision, adoption and continuous review by the Board.

**46. The District Curriculum Adoption Schedule for the 2020-2025 School Year until the 2023 Reorganization meeting**

## K– 8 Five Year Curriculum Development Plan 2020-2025

Curricular Area	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
21st Century Life & Careers/Guidance	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Gifted & Talented/ESL	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
Health/Physical Education	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
Language Arts Literacy	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development
Mathematics	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development
Media	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development
Visual and Performing Arts	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
Technology	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Science	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Social Studies	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate
World Languages	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate

I - Evaluate

II - Revise (Curriculum Development and Materials Selection)

III - Implement / Professional Development

IV - Adjust and Professional Development

### 47. Implementation of the 2022-2023 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 2022-2023 School Budget.

### 48. 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.

**49. 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, 2022, 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.

**50. Municipal Alliance**

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

**51. 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 printed matter of letter size page or smaller and (\$.07) seven cents for printed matter of legal size or larger for official Board Minutes and other public documents.

**52. Dates for Board of Education Monthly Meetings: January 2022 - January 2023**

**BE IT RESOLVED** that the Work Session and Regular Monthly Meetings of the Mendham Township Board of Education for the calendar year 2022 will be held on the third and fourth Tuesday of each month, with exceptions noted below, at **7:30 p.m.** in the **Gymnasium 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 4, 2022 (Tuesday)			
January	--	18	2022
February	15	22	2022
March	15	22	2022
April	19	26	2022
May	17	24	2022
June	21	28	2022
July	19	26	2022
August	16	23	2022
September	20	27	2022
October	18	25	2022
November	15	22	2022
December	13	20	2022

\*Reorganization Meeting - January 3, 2023 (Tuesday)

**53. Resolution for District Tax 2021-2022**

**RESOLVED** that the amount of district taxes needed to meet the obligations of the Mendham Township Board of Education during the school year 2021-2022 is \$16,964,726 plus \$1,045,000 Principal Debt Service Payment and \$65,800 Debt Service Interest Payments, totaling \$18,075,526. 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, 2021	General Fund	\$ 1,413,728.00
August 1, 2021	General Fund	\$ 1,413,727.00
September 1, 2021	General Fund/Debt Tax Levy (\$1,413,727.00 + \$28,900.00)	\$ 1,442,627.00
October 1, 2021	General Fund	\$ 1,413,727.00
November 1, 2021	General Fund/Debt Tax Levy (\$1,413,727.00 + \$526,500.00)	\$ 1,940,227.00

December 1, 2021	General Fund	\$ 1,413,727.00
January 1, 2022	General Fund	\$ 1,413,728.00
February 1, 2022	General Fund	\$ 1,413,727.00
March 1, 2022	General Fund/Debt Tax Levy (\$1,413,727.00 + \$555,400.00)	\$ 1,969,127.00
April 1, 2022	General Fund	\$ 1,413,727.00
May 1, 2022	General Fund/Debt Tax Levy	\$ 1,413,727.00
June 1, 2022	General Fund	<u>\$ 1,413,727.00</u>
	TOTAL	<u>\$18,075,526.00</u>

**Mr. Christmann moved to approve Reorganization from Committee Assignments through Action Agenda Items for January 4, 2022; 1 to 53, seconded by Dr. Mandel, and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Mody; yes, and Mrs. Holquist; yes. All Ayes – All motions carry.**

**XII. Discussion** – Logistics and public participation in virtual meetings.

**XIII. Verbal Communication from the Public** – None.

**XIV. Adjournment**

**Moved by Mrs. Mody, second by Dr. Mandel to adjourn the meeting. The meeting was adjourned at 8:10 pm.**

**Respectfully submitted,**



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