

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
WORK SESSION MEETING MINUTES
TUESDAY, NOVEMBER 16, 2021, 7:30 PM**

I. Call to Order - The meeting was called to order at 7:34 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	Absent
Mr. Andrew Christmann		Present
Mr. Peter Dumovic		Present
Dr. Rehka Mandel		Present
Mr. Richard Gondek		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, Business Administrator/Board Secretary
General Public – thirty-seven

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
- Retiree Recognition - Marianne Cofield
- M.S. Girls & Boys Cross Country Champs, Coach DePugh (*Attachments*)

Proclamations:

Retirement

WHEREAS, Marianne Cofield has been employed from September 1, 1999 through September 30, 2021 as an Elementary School Instructional Aide; and

WHEREAS, Marianne Cofield exemplified expertise, commitment, and professionalism in her duties; and

WHEREAS, Marianne Cofield had provided the Mendham Township Board of Education of her intention to retire from employment effective September 30, 2021; and

WHEREAS, the Mendham Township Board of Education will present Marianne Cofield with a copy of this resolution signed by the President of the Board and the Superintendent of Schools;

THEREFORE BE IT RESOLVED, the Mendham Township Board of Education recognize Marianne Cofield's retirement effective September 30, 2021, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

2021-2022 Morris County Girls Cross Country Champions

WHEREAS, The Mendham Township Middle School Girls Cross Country Team has learned valuable lessons on the course that do and will contribute to who they are as students and athletes; and

WHEREAS, The Mendham Township Middle School Girls Cross Country Team has had a tremendous winning season during the 2021-2022 school year; and

WHEREAS, The Mendham Township Middle School Girls Cross Country Team has won the Morris County Middle School Championship title; and

WHEREAS, The Mendham Township Middle School Girls Cross Country Team's team spirit serves as a role model to their classmates and community;

NOW WHEREAS, I, Gretchen Holquist, President of the Mendham Township Board of Education do hereby congratulate you on behalf of the entire Board of Education, the Administration and Staff and extend their heartfelt congratulations and recognition.

2021-2022 Morris County Boys Cross Country Champions

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has learned valuable lessons on the course that do and will contribute to who they are as students and athletes; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has had a tremendous winning season during the 2021-2022 school year; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has won the Morris County Middle School Championship title; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team's team spirit serves as a role model to their classmates and community;

NOW WHEREAS, I, Gretchen Holquist, President of the Mendham Township Board of Education do hereby congratulate you on behalf of the entire Board of Education, the Administration and Staff and extend their heartfelt congratulations and recognition.

Referendum Video shoot was today. Thank you to all participants:

Dr. Ciccone, Dr. Kotcho, Charles Gallo, Carolyn Allen, Erica Parke, Dori Smyth, Sarah Bizzaro, Lauren Johnson, Craig Clausen, Allie Perrotta, Russell Branch, Francesca Hare, and Gretchen Holquist.

Tri-Annual Report will be reviewed next week by Dr. Ciccone and Dr. Kotcho

VI. Board Secretary's Report

➤ Finance:

Updated 2022-2023 Budget Calendar

11/23/2021	Regular Monthly BOE Meeting – budget update
12/14/2021	Regular Monthly BOE meeting – budget update
01/25/2022	Special Election – Referendum Vote
01/25/2022	Regular Monthly BOE meeting – budget update
02/04/2022	Mid-year review with the Morris County DOE
02/09/2022	2022-2023 Budget options to finance committee
02/22/2022	2022-2023 Budget option at Regular Meeting
02/23/2022	Governor's State of the State Address (tentative)
02/25/2022	Release of state aid figures (tentative)
03/15/2022	Budget preliminary adoption for the purpose of DOE review
03/18/2022	Preliminary 2022-2023 budget submission NJDOE for review
04/27/2022	Advertise for Public Hearing on 2022-2023 Budget
05/03/2022	Public Hearing/Special Meeting on 2022-2023 Budget – Adopt Budget
05/05/2022	Post User-Friendly Budget on website
05/13/2022	Certification of 2022-2023 budget and A4F taxes to municipalities, county, and state

➤ Maintenance of Facility:

Lead testing – the results of the testing from both buildings within the district have come back and the results are extremely favorable. The recent lead sampling and analysis did not discover an excess of permissible lead action levels in any sample collected from either facility within the district.

MTES – On October 11, 2021, @ 6:15 am - 12 outlets had a sample collected and these were sent out to Garden State Laboratories, Inc. for the required testing. The results reported on November

3, 2021, indicated that the initial testing of all these fixtures was below 15.5 PPB as required – facility passed!

MTMS – On October 11, 2021, @ 6:41 am - 13 outlets had a sample collected and these were sent out to Garden State Laboratories, Inc. for the required testing. The results reported on November 3, 2021, indicated that the initial testing of all these fixtures was below 15.5 PPB as required – facility passed!

Once the results are accepted at the next meeting by the BOE, they will be posted on the district website and submitted to the Department of Education and State of NJ.

According to state regulations, the Mendham Township School District will be required to test for lead again in six years and submit an annual Statement of Assurances certifying compliance with these regulations each year until that time.

For more information about water quality and sampling for lead at home, contact your local water supplier or refer to the Department of Environmental Protection’s website at <https://www.state.nj.us/dep/watersupply/schools.htm>

VII. Board President’s Report

Revenue committee is almost done, effective this week I am going to be removing Aadi Thayyar from the Referendum Committee since he is leaving and adding Peter Dumovic.

I am excited about the engagement of the referendum election. The process is very time consuming, so moving forward we need to improve meeting efficiency, the chairs of each committee need to be focused and due diligence ahead to speed up things and increase participation.

Not certain we need two (2) December meetings, please look at your schedules and let me know if December 14th or the 21st is better. – Verbal responses indicated that Tuesday, December 14th would be best, so that will be the only meeting for December.

VIII. Correspondence

- October 27, 2021 - Christina Klausner - Mrs. Eliassen – Pre-K

IX. Committee Reports – a brief summary was shared by the chair of each committee about agenda items

- Curriculum and Instruction – Mr. Christmann delivered the report
- Operations and Finance – Mr. Christmann delivered the report
- Personnel and Human Resources - Mrs. Mody delivered the report
- Policy – Mr. Dumovic delivered the report
- Ad Hoc Referendum - Mrs. Holquist delivered the report
- Ad Hoc Revenue – Mr. Dumovic delivered the report and a presentation was given demonstrating the four (4) potential revenues streams with recommendations to pursue three (3) of them. (Out of district Special Education Tuitions, Out of district Regular Education Tuitions and the possibility to create a Mendham Township Education Foundation). A copy of the presentation is available from the School Business Administrator/Board Secretary, Mrs. Mosner.
- Ad Hoc Diversity – Mrs. Mody delivered the report

Mr. Christmann commented that the revenue summary presentation was great.
 Mr. Dumovic responded thank you; it was a great group to have.
 Mrs. Holquist also commented thank you for all of this hard work.
 Mr. Dumovic commented that since there are two new members joining the board in January, it would make the most sense to wait until next year to move forward with this.
 Mrs. Holquist agreed, as a board we need to digest this information and see how to operationalize it moving forward.

X. Unofficial Results of Election - November 2, 2021

Unofficial results of the November 2, 2021 School Board Elections for two, three-year terms and one, two year unexpired term on the Mendham Township Board of Elections were as follows:

<u>Candidates (Three Candidates - 2 seats - 3-Year Term)</u>	<u>Total Votes</u>
Adam Dubeck	1384
Peter Dumovic	1446
Jubin Pejman	722

<u>Candidates (Two Candidates - 1 seat - 2-Year Unexpired Term)</u>	<u>Total Votes</u>
Richard Gondek	782
Thomas Keeling	1102

XI. CONSENT ITEMS

Approval of Minutes

Work Session Minutes: October 12, 2021
 Regular Session Minutes: October 26, 2021

Curriculum and Instruction

1. **Contract with Anne Hunkler Karanikas**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunker Karanikas for contracted Behavioral Consultation within the school, from 10/26/21 to 6/09/22 for one (1) student (ID#s 15531086) as per the IEP, for 2 hours per week for a total of 108 hours @ \$80/hr., not to exceed a total of \$4,960.00.

2. **Contract with First Children Services** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with First Children Services to provide ABA services and supports to the Mendham Township School District for the 2021-2022 school year as per Appendix B of the Client Agreement.

3. **New - Middle School Field Trip - Bridgewater Commons** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2021-2022 school year.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones

12/10/21	6 - 8	Ambassador Orchestra Bridgewater Commons Holiday Performance	\$0	\$0	K. Schaberg
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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 November 2021 that no major accounts and fund balances in the 2021/2022 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 Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2021 Board Secretary’s Reports.

3. **Treasurer’s Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2021 Treasurer’s Reports.

4. **November 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final November 2021 Bills List. This includes payroll checks N0314 through N0316 and N0320 through N0322.

Fund 10	\$
Fund 11	\$
Fund 20	\$
Fund 60	\$
Total:	\$

5. **District Travel**

BE IT RESOLVED that the Mendham Board of Education approves the listed travel events in agreement with Chapter 53, Public Law 2007, NJS 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
Lead Renovation Repair & Painting Rule	11/04/21	John Ragusa	\$0	\$0

6. **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
North Jersey Performing Arts	<u>ES</u> Classroom	Fridays 10/15/21 - 06/03/21	3:45 pm - 5:00 pm	Jennifer Branch

7. **School Safety and Security Plan Statement of Assurance** (*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 2021-2022 school year.

8. **Lead Testing Results** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the results of the required lead testing done at both schools on October 11, 2021 pursuant to N.J.A.C. 6A:13A as defined by N.J.A.C 6A:14-7.1(a) for the 2021-2022 year and approves to have these results posted on the district website to maintaining compliance with all applicable laws, codes, and regulations governing the provisions of potable drinking water and testing of drinking water for lead including, but not limited to, N.J.A.C. 6A:26-12.4; the Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq., and the rules promulgated pursuant thereto, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6, Planning and Construction Standards for School Facilities.

Personnel and Human Resources

1. **New Hire - Bianca Fairley, Preschool Teacher** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Bianca Fairley as a Full-Time Preschool Teacher, effective January 3, 2022 for the 2021-2022 school year, at an annual prorated salary of \$67,510.00, MA, Step 14.

2. **Leave of Absence - Kerri McCloskey**

BE IT RESOLVED that the Board hereby approves Kerri McCloskey, Elementary School Nurse, for a leave of absence, having received doctor's certification, commencing January 3, 2022, while utilizing 12 sick days and 4 personal days, ending on April 1, 2022. (Leave not covered under the FMLA or NJ FLA)

BE IT FURTHER RESOLVED that the Board hereby approve Kerri McCloskey with an anticipated return to work date of April 4, 2022.

3. **Resignation - Christine Rollo, Instructional Aide** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Christine Rollo, Instructional Aide, dated October 23, 2021, effective June 9, 2022.

4. **Resignation - Floretta Melograno, Elementary School Lunch/Recess Aide** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Floretta Melograno, Elementary School Lunch/Recess Aide, dated October 26, 2021, effective October 29, 2021.

5. **New Hire - Floretta Melograno - Substitute Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approve the appointment of Floretta Melograno as a Substitute Lunch/Recess Aide at an hourly rate of \$12.25 for the 2021-2022 school year.

6. **New Hire - Erna Hauswald, Elementary School Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Erna Hauswald as an Elementary School Lunch/Recess Aide at an hourly rate of \$12.44 for the 2021-2022 school year.

7. **Approval of Stipends: Curriculum Development and Implementation**

BE IT RESOLVED that the Mendham Township Board of Education approve Dr. Patrick Ciccone and Dr. Julianne Kotcho for the Curriculum Development and Implementation stipends for the 2021-2022 school year at the annual rate of \$4,000.00 each.

8. **Elementary School Extra Instructional Periods**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School staff members to teach extra periods of instruction during the 2021-2022 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 the salary guide, effective December 1, 2021 through the remainder of the 2021-2022 school year. To be paid via the ARP-ESSER Grant utilizing funds for accelerated learning (Account 20-484-100-100).

Extra Instructional Periods

Smart Time	2 period/week	Erica Parke	\$2,210
Smart Time	2 period/week	Laura Porrovecchio	\$2,210

Policy and Planning

1. **First Reading** (*Attachments*)

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

- P 1648.13 School Employee Vaccination Requirements (M) (New)
- P 1648.14 Safety Plan for Healthcare Settings in School Buildings-COVID-19 (M) (New)
- P 2425 Emergency Virtual or Remote Instruction Program (M) (New)
- P & R 5751 Sexual Harassment of Students (M) (Revised)

XII. ACTION ITEMS

Operations and Finance

1. Mendham Township Boy Scout Transportation

BE IT RESOLVED that the Mendham Township Board of Education approves transportation for the Mendham Township Boy Scouts Troop #1 from West Morris Mendham High School, Friday, November 5, 2021 to Sunrise Mountain, Branchville, NJ and returning on Sunday, November 7, 2021 from Delaware Water Gap, NJ to West Morris Mendham High School. Transportation services will be billed at \$371.00.

Personnel and Human Resources

1. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves James Haggerty to provide Home Instruction for one (1) student (ID #12737031) for two (2) hours per week, at a rate of \$41.00 per hour for approximately eight (8) weeks, effective November 9, 2021.

2. Leave of Absence-Kristin Miller

BE IT RESOLVED that the Board hereby approves Kristin Miller, Elementary School Teacher, for a leave of absence, commencing November 19, 2021, while utilizing ten (10) sick days, under the Federal Family Medical Leave Act (FMLA) ending after two (2) weeks on December 6, 2021.

BE IT FURTHER RESOLVED that the Board hereby approve Kristin Miller with an anticipated return to work date of December 7, 2021.

Mr. Gondek moved to approve the action items as listed on the November 16, 2021 work session agenda: Operations and Finance item 1 and Personnel and Human Resources items 1-2, seconded by Mrs. Mody, and the motion was CARRIED in a roll call vote: MR. Christmann; yes, Mr. Dumovic; yes, Mr. Gondek; yes, Dr. Mandel; yes, Mrs. Mody; yes, and Mrs. Holquist, yes – motions carry.

XI. Discussion – None.

XII. Verbal Communications from the Public – None.

XVI. Adjournment

Moved by Mr. Christmann, second by Mr. Gondek to adjourn the meeting. The meeting was adjourned at 8:49 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary