

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
REGULAR SESSION MEETING MINUTES
TUESDAY, OCTOBER 26, 2021, 7:30 PM**

I. Call to Order - The meeting was called to order at 8:00 pm.

II. Flag Salute - Mr. Christmann led the flag salute.

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist	President	Absent
Mr. Andrew Christmann	Vice President	Present
Mr. Peter Dumovic		Present
Mr. Richard Gondek		Present
Dr. Rekha Mandel		Present
Mrs. Joan Mody		Present
Mr. Aadithya Thayyar		Present

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – 1

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
- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)

Important issues to keep in mind as we move forward
(repeated by school district leaders during roundtable sessions)

- Mid-year retirements
- Applicants not there
- Bus driver shortage
- Political nature of the issues Districts are dealing with, i.e.: schools being vaccination sites
- There is a need to fill vacant positions in the department of ed, there is a backlog of work at the department (i.e.: certification, grants)

Potential Legislative Impact:

- QSAC - If you are a high-performing district you can take a pass. Extensions for DPR submission have been granted at the QSAC office in DOE.
- Lifting the 2% cap and allowing 4% in reserves - parameters needed.
- Bill passed in the spring – 3685 - retired teachers allowed to return to employment for up to two years. A5576 identical Bill.
- Executive Orders are having a significant impact on small districts because of limited administrative resources.

- Districts have been encouraged to seek mental health wellness resources for themselves and their staff.

In our efforts to continue to provide in-person learning at both school settings, we would like to offer COVID-19 testing for all PreK-8 students. COVID-19 testing is part of our comprehensive, multilayer approach to protect the safety and protection of students and staff. The purpose of student testing is to provide an additional layer of prevention to slow the spread of COVID-19 in school buildings and extracurricular activities. The testing program is convenient, safe, and free of charge.

The School District will provide cheek swab PCR Antigen Tests to students for whom we have received prior parent/guardian consent. This test is a quick swab of both cheeks by a lab technician. The test results are provided to families via email within 48 hours and maintained by the school district on a secure web dashboard. Access is limited to the school principals, nurses, and myself.

Please know the following important facts:

1. The program is voluntary to all students
2. The program requires parental consent
3. Students can participate each week or randomly from week to week as they choose
4. The lab has the capacity to add additional staff as necessary to accommodate our entire population if necessary

Mr. Dumovic – are there retired teachers that we can welcome back or non-certified students almost ready to graduate that we could use?

Dr. Constantino – there has been no guidance on certification for student teachers. The retiring piece may be something to consider and allow us to do some leveraging. However, there would be a shortlist of where to go.

Mrs. Mody – how much would we have to pay them?

Dr. Constantino – it would be negotiable.

Dr. Mandel – who is in the class now?

Dr. Constantino – a preschool aid, who is not eligible to stay there permanently.

Mr. Thayyar – does the district still utilize ESS - Source for teachers?

Dr. Constantino – yes, but they are having the same types of issues.

Mr. Gondek – are we changing the way that we recruit?

Dr. Constantino – great point, we have started to reach out to nearby colleges.

VI. Board Secretary's Report

➤ Finance:

For the last several days the auditors have been in district reviewing last year. The CAFR for June 30, 2021, will be completed within the next few weeks and approved by the BOE.

October 15, 2021 – Snapshot Date - Enrollment Counts

PK – 3 yr full	18		
PK – 4 yr full	20		
Kindergarten	66		
1 st grade	94	5 th grade	72
2 nd grade	78	6 th grade	51
3 rd grade	88	7 th grade	77

4 th grade	61	8 th grade	68
Special Ed	<u>39</u>	Special Ed	<u>40</u>
MTES Total	464	MTMS Total	308
Total	772		
OOD	4		
Total	776		

➤ **Maintenance of Facility:**

Lead testing – due to the high demand of school districts, having the requirement there has been a delay with the district results. I will report on this next month.

LGEA – NJ Clean Energy Program (Energy Audit) has been completed, final paperwork will be sent to the district and once I receive it I will review it with the committee, and then it will be shared with the BOE.

VII. Board President’s Report – None.

VIII. Correspondence – None.

IX. Committee Reports

Ad Hoc Referendum – Mr. Christmann and Mr. Thayyar delivered the reports

X. Consent Items

Approval of Minutes

Work Session Minutes: September 23, 2021

Regular Session Minutes: September 28, 2021

NJ QSAC

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey’s system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulations to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted in November of 2017, the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (N.J.A.C. 6A:30), District Performance Review (DPR) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers, and other staff members convene every three years to assess their district’s performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education, and placement at the appropriate point on the performance continuum.

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC), District Performance Review (DPR), be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

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. **Winter Concert Selections for Mendham Township Middle School** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township Middle School Winter Concert Program for the December 2, 2021, and December 9, 2021 performances.
3. **Revised Curriculum** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the 2021 - 2022 school year of the revised/renewed curriculum: Elementary School: K-4 Music Curriculum
4. **School District Emergency Virtual or Remote Instruction Program for 2021-2022**
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the School District Emergency Virtual or Remote Instruction Program for the 2021-2022 school year to the New Jersey Department of Education for review. (Documents to be posted on the school district website.)

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 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 August 2021 Board Secretary's Reports.

3. **Treasurer's Reports**

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

4. **October 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final October 2021 Bills List. This includes payroll checks N0323 through N0325 and N0328 through N0330.

Fund 10	\$ 48,305.77
Fund 11	\$ 1,870,693.31
Fund 20	\$ 20,669.10
Fund 40	\$ 28,900.00
Fund 60	\$ 24,437.92
Fund 80	\$ 303.00
Fund 95	\$ 1,548.00
Total:	<u>\$ 1,994,857.10</u>

5. **2022 - 2023 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 2022 - 2023 School Year District Budget.

6. **Health and Safety Evaluation of School Buildings Checklist Statement of Assurances** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance to the New Jersey Department of Education for the 2021 - 2022 school year.

7. **2021 - 2022 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 2021 - 2022 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.

8. **2021 - 2022 Comprehensive Maintenance Plan** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2021 - 2022 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 their original condition and that it maintains the validity of warranties.

9. **Health and Safety School Building Checklist - MTES** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approve the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklist for the Mendham Township Elementary School for the 2021 - 2022 school year.

10. **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 2021 - 2022 school year.

11. **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
Athletic Director Meeting	10/06/21	Andre Viola	Substitute Coverage	Substitute Coverage
NJSCA Fall Conference	10/08/21	Alexandria Perrotta	\$0	\$0

12. **Contract for Nurse Services with Homecare Therapies** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Homecare Therapies dba/Horizon Healthcare Staffing to provide as-needed and as-requested Registered Nurse services at a rate of \$56.00 per hour, contract effective September 29, 2021, through June 30, 2022.

Personnel and Human Resources

1. **Extra Instructional Period**

BE IT RESOLVED that the Mendham Township Board of Education approves Sara Bresky to teach three (3) extra periods of instruction commencing October 4, 2021, to January 31, 2022, 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.

2. **Extra Hours - Cindy Blood, Instructional Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$30.30 for Cindy Blood to serve as an aide for student #16158867815 to attend Home Work Club at Mendham Township Middle School on Tuesdays and Wednesdays starting October 5, 2021, to May 12, 2022, for 2 hours each week.

3. **New Hire -Erna Hauswald, Transportation Driver**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Erna Hauswald, Transportation Driver, pending completion of paperwork, at the hourly rate of \$30.00 effective November 8, 2021, for the 2021 - 2022 school year.

4. **Revised Salary - Dr. Julianne Kotcho, Elementary School Principal**

BE IT RESOLVED that the Mendham Township Board of Education, having received a transcript of completion, approve Dr. Julianne Kotcho, Elementary School Principal at an annual prorated salary of \$154,788.00, effective October 15, 2021, for the 2021 - 2022 school year.

5. **Middle School Schedule C Stipend Position for 2021 - 2022**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2021 - 2022 Co-Curricular Stipend position for the Middle School:

Activity	2021 - 2022 Salary	Staff Member
Girls Basketball	\$5,084	Perry Hooker

Policy and Planning

1. **Second Reading** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves for second reading and adoption of the following policies and regulations:

General Policy and Regulations Guides

- P 2422 Comprehensive Health and Physical Education (M) (Revised)
- P 2467 Surrogate Parents and Resource Family Parents (M) (Revised)
- P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5114 Children Displaced by Domestic Violence (Abolished)
- P 5116 Education of Homeless Children (Revised)
- P & R 7432 Eye Protection (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P 8420.1 Fire and Fire Drills (M) (Revised)
- P 8540 School Nutrition Programs (M) (Revised)
- P 8550 Meal Charges/Outstanding Food Service Bill (M) (Revised)
- P 8600 Student Transportation (M) (Revised)
- P 8810 Religious Holidays (Abolished)

N.J. Department of Education-Office of Fiscal Accountability and Compliance Audit-New and Revised Policy Guides

- P 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs (M) (New)
- P 6115.02 Federal Awards/Funds Internal Controls-Mandatory Disclosures (M) (New)
- P 6115.03 Federal Awards/Funds Internal Controls-Conflict of Interest (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)

COVID-19 Policy Guide Updates

- P 1648 Restart and Recovery Plan (M) (Abolished)
- P 1648.02 Remote Learning Options for Families (M) (Abolished)
- P 1648.03 Restart and Recover Plan-Full-Time Remote Instruction (M) (Abolished)
- P 1648.11 The Road Forward COVID-19-Health and Safety (M) (New)

Mr. Thayyar moved to approve the Committee Reports and the Consent Items for October 26, 2021; Approval of Regular and Executive Minutes, Curriculum & Instruction items 1-3, Operations & Finance items 1–12, Personnel & Human Resources items 1-5, Policy and Planning item 1, seconded by Mrs. Mody and the motion was CARRIED in a roll call vote: Mr. Gondek; yes, Dr. Mandel; yes, Mrs. Mody; yes, Mr. Thayyar; yes, Mr. Dumovic; yes, and Mr. Christmann, yes – motions carry.

XI. ACTION ITEMS

Curriculum and Instruction

1. **Contract with Anne Hunkler**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunker Karanikas for contracted Behavioral Consultation within the Preschool Disabled Classroom commencing 10/18/23/21 for 2.5 hours per week @ \$80/hr.

Personnel and Human Resources

1. **Leave of Absence - Lacey Neil** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Lacey Neil, Elementary School Instructional Aide, for a leave of absence, having received doctor's certification, commencing October 12, 2021, while utilizing Twenty-One and a ½ (21.5) sick days and Four (4) personal days, under the Federal Family Medical Leave Act (FMLA) ending after Six (6) weeks on November 19, 2021.

BE IT FURTHER RESOLVED that the Board hereby approves Lacey Neil with an anticipated return to work date of November 22, 2021.

2. **Chaperone - Cindy Blood, Instructional Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves Cindy Blood to serve as a chaperone for student #16158867815 for 5th/6th Grade Fundraisers, Activities, and Field Trips for the 2021 - 2022 school year, at the contractual rate of \$100.00 per event.

3. **New Hire - Sayrah Fogle Garrison, Substitute Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Sayrah Fogle Garrison as a Substitute Lunch/Recess Aide at an hourly rate of \$12.25 for the 2021 - 2022 school year.

4. **Substitute Transportation Dispatcher - Deborah Mercurio**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Deborah Mercurio, Substitute Transportation Dispatcher for the 2021 - 2022 school year at the current rate of \$20.00 per hour.

5. **Substitute Transportation Assistants**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Substitute Transportation Assistants for the 2021 - 2022 school year at the current rate of \$20.00 per hour when needed.

Beth Smith, Caroline Allen, Deborah Getchius, Kyonghee Kim, Deborah Mercurio,
Marguerite Oswald, Susan Reuter, Debra Webster

Dr. Mandel moved to approve the Action Items for October 26, 2021; Curriculum & Instruction item 1, and Personnel & Human Resources items 1-5, seconded by Mr. Thayyar, and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Gondek; yes, Dr. Mandel; yes, Mrs. Mody; yes, Mr. Thayyar; yes, and Mr. Christmann, yes – motions carry.

XII. Verbal Communications from the Public

The Board President, or Presiding Officer, will direct members of the public to speak in turn and shall have the right to limit the speaking time of individuals wishing to provide comment to the board as necessary. Board of Education members provide public comment as a time to listen to the comments from attendees of the Board of Education meeting. Public comment shall not be a time for open dialogue with the speaker. Public comment shall not be a time for board members to answer questions posed to them from a speaker or comment on a speaker's concerns. Speakers shall provide their name, address, and direct their comments to the board and not to district staff or other audience members. Speakers shall not expect board members to answer questions during public comment. Questions shall be referred to the Superintendent, or his/her designee, for review, study and response. If appropriate, the board may request the issue be a discussion item at a future Board of Education meeting.

Mr. Keeling – In regards to the referendum special election, is there a contingency plan set up for inclement weather?
Dr. Constantino – If the county decides to cancel it due to weather, it will not be rescheduled, it will be canceled and we will have to have it at the next special election date available.

XIII. Discussion –

Mr. Dumovic – I would like to wish everyone well in the upcoming election. Including myself, there are five (5) candidates on the ballot for three (3) open seats.

Mr. Thayyar – It is outstanding to see such a robust interest.

XIV. Adjournment

Moved by Mr. Thayyar second by Mr. Gondek to adjourn the meeting. The meeting was adjourned at 8:43 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary