

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING MINUTES
THURSDAY, SEPTEMBER 23, 2021, 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 (arrived 8:07 pm)
Dr. Rehka Mandel		Present
Mr. Richard Gondek		Present
Mrs. Joan Mody		Absent

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

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
- Suspension, Truancy, and Emergency/Fire Drill reports (Attachments)
- 2020-2021 Governor’s Educator of the Year Recognition:
Mrs. Diane Emr (present) and Mr. Charles Gallo

MTMS Athletics/Activities

We are planning on having a “normal” fall and winter sports season until we are told otherwise by the Governor’s office. We have not offered any COVID restrictions on our member schools but have informed them that if their opponents are mandating things such as masks at outdoor events or that players need to be masked in the bench area the games should be played under the home school’s restrictions.

School Protocols/Procedures:

Return to School 2021 webpage and resources are under constant review and are currently being updated to include new advisories from the NJDOE.

The first edition of Inside MTSD will include video updates on existing protocols and procedures.

Faculty and staff testing began on September 17. Non-vaccinated staff members and others by electing into the program, are tested on a weekly basis at both school sites. This program is operating in advance of the October 18 requirement for staff testing.

Our new Covid dashboard will be going live, beginning Monday of next week. The dashboard will provide up to date information on the number of positive students/staff, along with the number in quarantine. It will also provide historical data from the beginning of the 21-22 school year, week to week.

School Report:

9/20-10/29 Heart Challenge Fundraiser
10/4-10/8 Week of Respect
9/27 Field Day
9/28 Mid-Point of MP1, Progress Reports

VI. Board Secretary’s Report

Oath of Office Administered by Board Secretary to Newly Selected Board Members Mr. Richard Gondek

NJSBA’s Virtual Workshop 2021 – October 26 – 28, 2021

AGENDA - NJSBA’s Virtual Workshop 2021 will offer multiple tracks of live training sessions, all day, over three days. Sessions will cover digital and distance learning, equity, cybersecurity, cost-savings, school finance and shared services, leadership, school technology, social and emotional learning, sustainability, integrative STEAM (science, technology, engineering, the arts, and math), board governance, policy and more. It will also feature compelling keynote speakers and exciting special events.

NJSBA’s Virtual Workshop will feature more than 140 sessions. Virtual Workshop sessions will be available to watch on-demand for 30 days. Registrants may also access the virtual exhibit floor and all of the conference resources.

VII. Board President’s Report – Discussion on the events of MTMS closing due to policy and operations procedures. From a data standpoint it, parents must be aware of closing and quarantine procedures. Also, Mr. Tom Baio from the Township Committee will be at our next meeting to review the master plan.

VIII. Correspondence – N/A

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

- Curriculum and Instruction – Mr. Thayyar delivered the report
- Operations and Finance – Mr. Christmann delivered the report
- Personnel and Human Resources - Mr. Thayyar 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
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X. CONSENT ITEMS – the following items have been reviewed and will be approved at the regular meeting

Approval of Minutes

Regular Session Minutes:

August 17, 2021

Curriculum and Instruction

1. **Professional Development Plan 2021 - 2022**

BE IT RESOLVED that the Mendham Township Board of Education approve the submission of the Statement of Assurance for the 2021 - 2022 Professional Development Plan.

2. **Paraprofessional Staff 2021 - 2022**

BE IT RESOLVED that the Mendham Township Board of Education approve the submission of the Statement of Assurance for the 2021 - 2022 Use of Paraprofessional Staff.

3. **Tuition Contract with P.G. Chambers**

BE IT RESOLVED that The Mendham Township Board of Education approve P.G. Chambers to provide PT services and evaluations for the 2021-2022 School Year at the following rates; PT direct student services at a rate of \$94.00 per hour, \$78.00 per half-hour.

4. **Approval of Instructional Material/Action Research Project** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following English Language Arts textbook and action research project materials (Primary: Books directly correlated to curriculum; Supplemental: Books used to expand content and or format or primary books):

**Mendham Township Middle School
Primary and Supplemental Textbook
2021 - 2022**

Grade Level	Title	Primary/Supplemental
7th Grade	“When the Stars are Scattered”	Primary
	Action Research Project: Windows and Mirrors Multicultural Initiative	

5. **Approval of Action Research Project** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Social Studies action research project materials for the 2021 - 2022 school year:

Grade Level	Title
8th Grade	Media Literacy Competency Assessment Media Literacy Student Survey

6. **Middle School Field Trip - Confirmation of Dates**

BE IT RESOLVED that the Mendham Township Board of Education approve the following field trip for the 2021 - 2022 school year, previously approved by the Board on July 20, 2021.

Date	Activity	Description
04/12/22	All District String Concert	Rehearsal (morning)
04/13/22	All District String Concert	Concert (7:00 p.m.)

7. **Darlene Yannetta, Middle School Play Director** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Darlene Yannetta in the amount of \$26,563.14, to serve as the Middle School Play Producer/Stage & Musical Director and to provide sound and lighting services, costume rental and props/scenery, and royalties for the production of “Grease-School Edition” with performances to be held on March 17, 18, 19 (matinee and evening) 2022.

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 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 July 2021 Board Secretary’s Reports.

3. **Treasurer’s Reports**

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

4. **September 2021 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final September 2021 Bills List. This includes payroll checks N0184 through N0186 and N0189 through N0191 and N193.

Fund 10	\$
Fund 11	\$
Fund 20	\$
Fund 40	\$
Fund 60	\$
Total:	\$

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, 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
Social-Emotional Learning @ Rutgers (Online)	09/07/21 to 11/20/21	Lisa Lombardo	\$290.00	\$290.00

Finalsite Prep Composer Training	09/16/21 09/17/21	Daragh Gallagher-Carpenter	\$199.00	\$199.00
PEOSH/NJADP Indoor Air Quality Training	02/11/22	John Ragusa	\$0	\$0
Integrated Pest Management Training	04/22/22	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 2021-2022 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Chester/Mendham Little League	<u>ES</u> Gym	October thru March *Dates TBD (Working around basketball UOF dates.)	2 - 3 hours (Specific times TBD)	Lauren Garofalo
North Jersey Performing Arts	<u>MS</u> Classroom	October thru May/June Mon., Tues., Fri.	3:00pm - 6:00pm	Jennifer Branch

7. **The Achievement Network, LTD Contract** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract agreement with The Achievement Network, LTD for \$62,000.00, to provide professional development services for the 2021 - 2022 school year.

8. **Revised Transportation Agreement 2021-2022 School Year** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approve the revised joint transportation agreement between the Mendham Township Board of Education and Gill St. Bernards for the 2021-2022 school year.

Joiner District To and From School Total Route Cost: \$81,167.07						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Joiner Students	Jointure Cost
08/2021	06/2022	GSBLR1	Gill St. Bernards Late Run 1/Clinton	B603S1	24	\$24,343.00
08/2021	06/2022	GSBLR2	Gill St. Bernards Late Run 2/Whippany	A766S1	24	\$22,846.00
08/2021	06/2022	GSBLR3	Gill St. Bernards Late Run 3/Watchung	D698S1	24	\$16,096.07
08/2021	06/2022	GSBLR4	Gill St. Bernards Late Run 4/Penn Station	H831S1	24	\$17,882.00

Personnel and Human Resources

1. **Revised Staff Retirement Date: Marianne Cofield** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education, accepts with regret, the revised letter of retirement for Marianne Cofield, Elementary School Instructional Aide, dated September 15, 2021 and effective September 30, 2021.

2. **Staff Resignation: Vicki Satin, Elementary School Lunch/Recess Aide** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accept the letter of resignation from Vicki Satin, Elementary School Lunch/Recess Aide, dated and effective September 3, 2021.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve Vicki Satin to be a Substitute Elementary School Lunch/Recess Aide, at an hourly rate of \$12.25 for the 2021 - 2022 school year.

3. **Staff Resignation: Alison Kentos, PreK Teacher** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education, accepts with regret, the letter of resignation from Alison Kentos, Elementary School Pre-K Teacher, dated and effective August 27, 2021.

4. **Leave of Absence: Joann Meyler** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Joann Meyler, School Bus Driver, for a leave of absence, having received doctor's certification, commencing November 19, 2021, while utilizing Five (5) sick days, under the Federal Family Medical Leave Act (FMLA) ending after One (1) week on November 29, 2021.

BE IT FURTHER RESOLVED that the Board hereby approve Joann Meyler with an anticipated return to work date of November 30, 2021.

5. **Extra Instructional Periods**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff members to teach extra periods of instruction during the 2021-2022 school year, effective September 1, 2021, 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.

Zero Period - Elementary School Multi-Sensory Reading Program	5 Period/wk	Dawn Cullinan	\$8,500.00
Zero Period - Middle School Multi-Sensory Reading Program	5 Period/wk	Jennifer Vazquez	\$8,500.00

6. **Extra Instructional Periods**

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff member to teach extra periods of instruction during the 2021-2022 school year, effective October 1, 2021, at a prorated stipend based on \$8,500/year, for an additional period two (2) times a week for a full year, and independent of placement on the salary guide.

Regions Bank Workshop - Middle School	2 Period/wk	Russell Branch	\$3,400.00
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7. **Mentor for Provisional Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approve payment to _____ the following to serve as a mentor during the Provisional Teacher Certification process:

Mentor	Provisional Teacher	Certification	Compensation
Carolyn Allen	Lisa Crowe	CEAS	\$550.00

8. **Extra Hours: Instructional Aide Services – Michal Ferenc and Fernando Rivera**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$43.85 for Michal Ferenc and an hourly rate of \$39.70 for Fernando Rivera to provide aide services for student #13106201 during Zero Period Chorus at Mendham Township Middle School on Tuesdays starting August 31, 2021 through the remainder of the 2021 - 2022 school year.

9. **2021 - 2022 Merit Goals (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approve the 2021 - 2022 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the 2021 - 2022 Merit Goals for Dr. Julianne Kotcho, Elementary School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the 2021 - 2022 Merit Goals for Dr. Robert Koroski, Director of Special Services.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the 2021 - 2022 Merit Goals for Mrs. Donna Mosner, School Business Administrator.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approve the 2021 - 2022 Merit Goals for Dr. Salvatore M. Constantino, School Business Administrator.

Policy and Planning

1. **First Reading (Attachments)**

BE IT RESOLVED that the Mendham Township Board of Education approve for first reading 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)

XI. ACTION ITEMS

Personnel and Human Resources

1. **New Hire - Lisa Crowe, Elementary School Kindergarten Teacher** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Lisa Crowe as a Full time Kindergarten Teacher, effective August 26, 2021 for the 2021 - 2022 school year, at an annual salary of \$58,485 BA+45/MA, Step 1.

2. **New Hires: Elementary School Lunch/Recess Aides**

BE IT RESOLVED that the Mendham Township Board of Education approve the following appointments, as Lunch/Recess Aides, at an hourly salary of \$12.44 for the 2021 - 2022 school year:

Susan Romero (effective 08/25/21)

Susie Lebron Vega (effective 08/27/21)

3. **New Hire: Substitute Elementary School Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approve the appointment of Rebekah Griffin as a Substitute Elementary School Lunch/Recess Aide, effective September 23, 2021, at an hourly rate of \$12.25, for the 2021 - 2022 school year.

4. **Substitute Teachers**

BE IT RESOLVED that the Mendham Township Board of Education approve the following substitute teachers, at the current rate of \$92.00 per day for the 2021 - 2022 school year.

Grace Cox

Alexandra Doty

Mr. Christmann moved to approve the action items as listed on the September 23, 2021 work session agenda: Personnel and Human Resources items 1-4, seconded by Mr. Thayyar, and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dumovic; yes, Mr. Gondek; yes, Dr. Mandel; yes, Mr. Thayyar; yes, and Mrs. Holquist, yes – motions carry.

XI. Discussion

➤ Referendum

Mr. Dumovic – I am ok with the \$19.9 million and have been since April. I am supportive in incurring this debt towards pressing needs and for educational excellence. I also believe the time is good. A 20-year term with low interest rates works well, especially since the debt is rolling off but it is important to get a thumbs up from the community. I believe it is key to provide them with details for why it is needed. December or January does not matter to me. January maybe to get more information together to provide to the community. Is there a possibility

of asking more than one question? It should be done in an easier way for people to say yes. There must be some strategy to do that.

Dr. Mandel – Mr. Dumovic summaries what everyone has been saying. To me it is all about the maintenance of our district, which makes perfect sense and with the state providing debt towards this, and to be able to continue at this educational level. The projections also show that this is a very good rate so to be able to lock that in is key. I actually find it hard to believe that people will not support maintaining the info structure and foundation of our buildings.

Mr. Christmann – it is important to include that there are also new innovations such as the outdoor learning centers at each site, renovated technology labs and drainage and paving. People need to realize that the last debt was 20 years ago, which is an entire generation ago; it is time to fix the house up or move.

Mr. Thayyar – we need to show pictures of what we have and what we will get for this. When you can look at it visually, you can get a better understanding of what will happen.

Dr. Constantino – to speak towards one of Mr. Dumovic points about multiple questions. If you have a particular portion that does not fit with the rest, an outlier, you could do that but we do not necessarily have one. Another issue could potentially be that the voter may get confused and does not vote for what is needed because they do not have a full understanding.

Mr. Gondek – this needs to be as simple as possible for the voters. Having detailed information for everyone is key; solving what problems, addressing which issues with particular groups is important.

Mrs. Holquist – so it sounds like to the board is comfortable in moving ahead with this. Do we have time to do this by December?

Mr. Christmann – we need to get this right and take our time, so at this point I am leaning more towards January.

Mr. Dumovic – pieces of what we still need to do will help to determine whether December or January work.

Dr. Constantino – that is the next step for us, we are looking at marketing firms to help with the process.

XII. Verbal Communications from the Public – None.

XVI. Adjournment

Moved by Mr. Thayyar, second by Mr. Christmann to adjourn the meeting. The meeting was adjourned at 9:50 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary