

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL GYMNASIUM
(MEETING IS BEING HELD VIRTUALLY,
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)
REGULAR SESSION MEETING MINUTES
TUESDAY, SEPTEMBER 28, 2021, 7:30 PM**

I. Call to Order - The meeting was called to order at 7:37 pm.

II. Flag Salute - Mrs. Holquist led the flag salute.

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist	President	Present
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		Absent

Also, present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – 3

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*)
- Presentation by Mr. Tom Baio – Mendham Township Master Plan - informational summary & review

VI. Board Secretary's Report

Audit – Preliminary work is done for the audit to begin in October. All of the required reports and information is ready and available for them.

Friday, October 15, 2021, is the snapshot date utilized in the state for enrollment, which calculates the district's state aid for each district within the state.

Debt Service Certification – October 4, 2021

DRTRS – District Report of Transported Resident Students – November 15, 2021

The budget process for 2022-2023 has begun, working on finalizing fixed costs – and which professional services require an RFP this year, updating re-occurring contracts, and making adjustments where necessary.

VII. Board President’s Report

VIII. Correspondence

- September 10, 2021 - Tom Baio - Mendham Township Master Plan
- September 28, 2021 - Natasha Crossan - COVID-19 Dashboard

IX. Committee Reports

X. Consent Items

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 N0314 through N0319 and N0320 through N0322.

Fund 10	\$ 26,253.06
Fund 11	\$1,779,232.49

Fund 12	\$ 306,928.08
Fund 20	\$ 21,654.68
Fund 60	\$ 297.85
Total:	<u>\$2,134,366.16</u>

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 <i>(Working around basketball UOF dates.)</i>	2 - 3 hours <i>(Specific times TBD)</i>	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)

Mrs. Mody moved to approve the Committee Reports and the Consent Items for September 28, 2021; Approval of Regular and Executive Minutes, Curriculum & Instruction items 1-7, Operations & Finance items 1-8, Personnel & Human Resources items 1-9, Policy and Planning item 1, seconded by Mr. Gondek and the motion was CARRIED in a roll call vote: Mr. Gondek; yes, Dr. Mandel; yes, Mrs. Mody; yes, Mr. Christmann; yes, Mr. Dumovic; yes, and Mrs. Holquist, yes - motions carry.

XI. ACTION ITEMS

Curriculum and Instruction

1. **Tuition Contract with The Craig School**

BE IT RESOLVED that the Mendham Township Board of Education approves the tuition contract with The Craig School for the 2021-2022 school year effective 9/7/2021 through 6/17/22 for one (1) student (#15361847) as per IEP at a cost of \$56,500.00.

IT IS FURTHER RESOLVED that the Mendham Township Board of Education approves the District Enrollment Contract Addendum for Speech and Languages Services 2021-2022 with the Craig School for

speech and language services at the rate of \$115 an hour for group services and \$150 per hour for individual services.

IT IS FURTHER RESOLVED that the Mendham Township Board of Education approves the District Statement Regarding Occupational Therapy Services 2021-2022.

2. **Week of Respect, School Violence Awareness Week, Red Ribbon Week for the 2021 - 2022 school year** (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approve the attached activities to be held at the Mendham Township Elementary School and the Mendham Township Middle School in observance for the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2021 - 2022 school year.

Operations and Finance

1. **2021-2022 Joint Transportation Agreement with Washington Township Schools** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approve the 2021-2022 Joint Transportation Agreement between the Mendham Township Board of Education and Washington Township Schools.

Personnel and Human Resources

1. **Unpaid Leave - Maureen Hengst**

BE IT RESOLVED that the Mendham Township Board of Education approve Maureen Hengst, Elementary School Speech-Language Therapist, for an unpaid leave of absence, Friday, October 8, 2021.

Mr. Gondek moved to approve the Action Items for September 28, 2021; Curriculum & Instruction items 1-2, Operations & Finance item 1, Personnel & Human Resources item 1, Policy and Planning item 0, seconded by Mrs. Mody and the motion was CARRIED in a roll call vote: Mr. Dumovic; yes, Mr. Gondek; yes, Dr. Mandel; yes, Mrs. Mody; yes, Mr. Christmann; yes, and Mrs. Holquist, 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.

Natasha Crossan – is the Board considering something like a Covid dashboard, if so, can you please breakout the students and staff at each building, cases and quarantining?

Dr. Constantino – yes, all of the above, should be up on the website this Friday.

Mr. Keeling – I have a general questions about the referendum, will there be more information for the public?

Mrs. Holquist – yes, within the next month.

XIII. Discussion –

Mr. Dumovic – the bond proposal statement is very plain and not terribly easy to understand

Dr. Constantino – we have been cautioned strongly not to change the actual statement.

Mrs. Holquist – if you want any clarification on the actual statement we can ask bond counsel for that.

Mr. Dumovic – we all want this to pass and are all committed that this is in the best interest of the district.

Mr. Christmann – I applaud Mr. Dumovic and agree that the question needs to be very crisp and clear.

Dr. Mandel – what is the time frame for the marketing firm?

Mrs. Holquist – within a week or two, we need to access the scope and the budget.

Mr. Christmann – I am excited that we have an amazing story, we are not asking anyone to give something up, this is about the proper communication. We need to provide clear and concise communication to the public.

Mr. Dumovic – we need to use our relationship with the town at a meeting to help get the word out. Mrs. Holquist should consider attending a meeting to get our information out there and on the record. That way it will be recorded for the entire community to be able to see and hear.

Mrs. Holquist – that is a great idea. Also, Mr. Dumovic could you please tell us about the meeting you attended.

Mr. Dumovic – School Regionalization and what it can do for your community. Very informative, providing information for districts' that are unaware of the process and guidelines.

Mrs. Holquist – Thank you very much for putting the time in to attend this and bringing it back to the board.

XIV. Adjournment

Moved by Mr. Thayyar second by Dr. Mandel to adjourn the meeting. The meeting was adjourned at 9:06 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary