

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL LIBRARY
REORGANIZATION MEETING MINUTES
TUESDAY, JANUARY 9, 2024**

I. Call to Order

The meeting was called to order at 7:31 pm.

II. Flag Salute

Mrs. Mosner led the flag salute.

III. Roll Call of the Board of Education

Mr. Andrew Christmann	Trustee	Present
Mr. Adam Dubeck	Trustee	Present
Mr. Peter Dumovic	Trustee	Present
Mrs. Joan Mody	Trustee	Present
Mrs. Diana Orban Brown	Trustee	Present
Mr. Thomas Keeling	Reappointed Member	Present
Dr. Rekha Mandel	Reappointed Member	Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner
General Public – two

IV. Sunshine Law – The following was read by Mrs. Mosner, Board Secretary

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 Board Secretary to the two re-elected Board Members

Mr. Thomas Keeling and Dr. Rekha Mandel – Mrs. Mosner congratulated each member and welcomed them back to the Board of Education.

VI. Election of the Board President - Nominations called by Mrs. Mosner

Mrs. Orban Brown nominated Mr. Christmann as BOE President.
Mr. Christmann nominated Mrs. Mody as BOE President.

With no other nominations made, a vote was taken based on the nominations made in the order that they were made.

The motion for Mr. Christmann to become Board of Education President was CARRIED in a roll call vote: Mr. Dubeck; no, Mr. Dumovic; yes, Mrs. Mody; no, Mrs. Orban Brown; yes, Mr. Keeling; yes, Dr. Mandel; no, and Mr. Christmann; no. – Motion did not carry.

The motion for Mrs. Mody to become Board of Education President was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mrs. Mody; yes, Mrs. Orban Brown; yes, Mr. Keeling; yes, Dr. Mandel; yes. – Motion carries.

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

Mr. Dubeck nominated Dr. Mandel as BOE Vice-President.

With no other nominations made, 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. Orban Brown; yes, and Mrs. Mody; yes. – Motion carries.

VIII. Committee Assignments

Committee	Chairperson	Member	Member
Curriculum and School Programs	Mr. Keeling	Mrs. Orban Brown	Mr. Dumovic
Diversity, Equity, Inclusion, and Belonging	Mr. Dubeck	Dr. Mandel	Mr. Dumovic
Operations and Finance	Dr. Mandel	Mr. Christmann	Mr. Dubeck
Personnel and Human Resources	Mr. Dumovic	Mr. Keeling	Mr. Dubeck
Policy and Planning	Mr. Christmann	Dr. Mandel	Mrs. Orban Brown
AD HOC - Negotiations	Mr. Dumovic	Mr. Keeling	-
AD HOC - Referendum/ROD Grant	Mrs. Orban Brown	Mr. Keeling	Mr. Christmann

IX. Appointment of Delegates and Alternate Delegates

	<u>Delegate</u>	<u>Alternate</u>
New Jersey School Boards Association	Dr. Mandel	Mr. Keeling
Morris County Educational Services Commission	Mr. Christmann	Mrs. Orban Brown
Morris County School Boards Association	Mr. Dumovic	Mr. Dubeck
Liaison to the Township Committee	Mr. Dubeck	
Liaison to the WMRHSD Board of Education	Mr. Keeling	
Liaison to the Mendham Township PTO	Dr. Mandel	
Liaison to the Mendham Township Ed Foundation	Mr. Dumovic	

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 have been received and discussed,
- b. That Policies and Procedures regarding training of district Board of Education Members have 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 2025.

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 terms 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 2025 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 2025.

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 2022-2023 school year will continue for the 2023-2024 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 2025.

9. **Appointments**

BE IT RESOLVED that the Mendham Township Board of Education approves the following appointments until the 2025 Reorganization meeting:

- Environmental Protection/Right to Know/ PEOSHA/AHERA/Indoor Air Quality/Asbestos Management Officers/Water System Operators/ Integrated Pest Management Coordinator Director of Buildings and Grounds
- 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 Director of Buildings and Grounds
- 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 2025 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 2025 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 2025 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 the 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 or 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 2025 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 approve the appointment of Elizabeth George as Treasurer of School Monies until the January 2025 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 2025 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 2025 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 2025 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 2025 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 appoint Nisivoccia, LLP as the auditor for the Board of Education until the 2025 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 2025 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 2025 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 until the 2025 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 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\c)(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 2024-2025 school year at the annual fee of \$4,100. 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 for the period January 1, 2024, to December 31, 2024.

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, 2024, to December 31, 2024, 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 a detailed analysis subject to a previously executed board resolution; and

WHEREAS, The Bylaws of NJSIG require 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 2025 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 2024-2025 school year until the 2025 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: American Funds, AXA Equitable, Lincoln, Lincoln Roth Account, Valic, Vanguard, and Vanguard Roth Account.

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 2025 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 2025 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 2025 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 \$172.00 for the 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 2025 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 2024-2025 school year until the 2025 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 accounts and demands for payment prior to presentation to the Board for emergency hand checks and the June 20th 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 until the 2025 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 2024-2025 school year until the 2025 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 2024-2025 school year until the 2025 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 (QPA) 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 2025 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,

	Bid Threshold	Quotation Threshold
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 to \$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 9, 2024.

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. **Approval of Alliance for Competitive Energy Services - Electric**

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as the Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law,” N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Mendham Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will, from time to time during the Effective Period January 9, 2024, through May 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for the Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service and

WHEREAS, the District agrees to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract; it is understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs Division of Local Government Services by mail prior to the issuance of a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW THEREFORE BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all-electric power needed for its own use (exclusive of on-site electric generation sources) during

the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and,

BE IT FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the an electric public utility that would otherwise provide such service, and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System, including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11- 11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

45. **Approval of Alliance for Competitive Energy Services - Natural Gas**

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as the Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS the Mendham Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will, from time to time during the Effective Period January 9, 2024, through May 2028, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility-provided Basic Gas Supply Service rates and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it is understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs Division of Local Government Services by mail prior to the issuance of a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, THEREFORE, BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all-natural gas supply services needed for its own use during the Effective Period from the natural gas

supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the a natural gas public utility that would otherwise provide such service, and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System, including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

46. **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 2025 Reorganization meeting, subject to revision, adoption, and continuous review by the Board.

47. **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 2024-2025 school year until the 2025 Reorganization meeting, subject to revision, adoption, and continuous review by the Board.

48. **The District Curriculum Adoption Schedule for the 2023-2028 School Year until the 2025 Reorganization meeting**

**Mendham Township School District
Curriculum Development Calendar
2023-2028**

Curricular Area	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
21st Century Life & Careers/Guidance	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate
Gifted & Talented/ESL	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Health/Physical Education	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Language Arts Literacy	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development
Mathematics	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Implement / Prof. Development
Media	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development
Visual and Performing Arts	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE
Technology	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development
Science	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development
Social Studies	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
SEL	Adjust/ Prof.Development	Adjust/ Prof.Development	Evaluate	REVISE	Implement / Prof. Development
World Languages	Evaluate	REVISE	Implement / Prof. Development	Adjust/ Prof.Development	Adjust/ Prof.Development

49. **Implementation of the 2024-2025 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 2024-2025 School Budget.

50. **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.

51. **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, 2024, 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.

52. **Municipal Alliance**

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

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

54. **Dates for Board of Education Monthly Meetings: January 2024 - January 2025**

BE IT RESOLVED that the Work Session and Regular Monthly Meetings of the Mendham Township Board of Education for the calendar year 2024 will be held on the third and fourth Tuesday of each month, with exceptions noted below, at **7:30 p.m.** in the **Library 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 canceled or postponed. Action may be taken.

<u>Month</u>	<u>Work Session</u>	<u>Regular Meeting</u>	<u>Year</u>
*Reorganization - January 9, 2024 (Tuesday)			
January	--	23	2024
February	20	27	2024
March **	12	19	2024
April **	23	30	2024
May	21	28	2024
June	--	18	2024
July	--	16	2024
August	20	27	2024
September	17	24	2024
October **	15	29	2024
November	19	26	2024
December	--	17	2024

*Reorganization Meeting - January 7, 2025 (Tuesday)

** Week Change

55. **Resolution for District Tax 2023-2024**

RESOLVED that the amount of district taxes needed to meet the obligations of the Mendham Township Board of Education during the school year 2023-2024 for the General Fund is \$17,949,755 plus \$921,744 of Debt Service Payments, totaling \$18,871,499. 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, 2023	General Fund/Debt Svc Levy (\$1,495,813.00 + \$460,872.00)	\$ 1,956,685.00
August 1, 2023	General Fund	\$ 1,495,813.00
September 1, 2023	General Fund	\$ 1,495,813.00
October 1, 2023	General Fund	\$ 1,495,813.00
November 1, 2023	General Fund	\$ 1,495,813.00
December 1, 2023	General Fund	\$1,495,813.00
January 1, 2024	General Fund/Debt Svc Levy (\$1,495,813.00 + \$460,872.00)	\$ 1,956,685.00
February 1, 2024	General Fund	\$ 1,495,813.00
March 1, 2024	General Fund	\$ 1,495,813.00
April 1, 2024	General Fund	\$ 1,495,813.00
May 1, 2024	General Fund	\$ 1,495,813.00
June 1, 2024	General Fund	<u>\$ 1,495,812.00</u>
	TOTAL	<u>\$18,871,499.00</u>

Mr. Keeling moved to approve Reorganization from Committee Assignments through Action Agenda Items for January 9, 2024, 1 to 55, seconded by Dr. Mandel, and motions were CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody; yes. All Ayes – All motions carry.

XII. Adjourn to Closed EXECUTIVE SESSION

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances and

WHEREAS, said the law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss student matters. The matters discussed will be made public if and when confidentiality is no longer required, and action pursuant to said discussion shall take place only at a public meeting.

Moved by Mrs. Orban Brown, seconded by Dr. Mandel to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 7:49 p.m.

XIII. Reconvene Open Reorganization Meeting

Moved by Mr. Keeling, seconded by Mrs. Orban Brown, to reconvene to the Regular Session Meeting at 8:02 p.m., unanimously carried in a voice vote.

XIV. ACTION ITEMS

Curriculum and School Programs

1. Harassment/Intimidation/Bullying Report

WHEREAS, the Mendham Township Board of Education has received the Superintendent's report of the incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District and

WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE, BE IT RESOLVED that the Board will *accept* the Superintendent's recommendations for:

Incident # 257589_MTE_01032024 - *accepts*

Mrs. Orban Brown moved to approve Action Item #1, seconded by Mr. Keeling, and motions were CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr.

Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody; yes. All Ayes – Motion carries.

Personnel and Human Resources

1. **New Hire - Karina Chacon, Middle School World Language Teacher** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Karina Chacon as a Full-Time Middle School World Language Teacher, effective January 10, 2024, for the 2023-2024 school year, at a prorated salary of \$55,275.00, BA, Step 1.

Policy

1. **BE IT RESOLVED** that the Mendham Township Board of Education approves the First reading of the following policies and regulations:

P 0155 BOARD COMMITTEES (Revised)

Mrs. Orban Brown moved to approve Action Items #2, seconded by Mr. Keeling, and motions were CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Dubeck; yes, Mr. Dumovic; yes, Mr. Keeling; yes, Dr. Mandel; yes, Mrs. Orban Brown; yes, and Mrs. Mody; yes. All Ayes – Motions carry.

XV. Discussion

Committee Meeting Schedule

XVI. Verbal Communications from the Public - None.

XVII. Adjournment

Moved by Mr. Dubeck, seconded by Dr. Mandel, to adjourn the Reorganizational Meeting on January 9, 2024. The meeting was adjourned at 8:16 pm.

Respectfully submitted,



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