

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM  
(MEETING IS BEING HELD VIRTUALLY,  
NO IN-PERSON ATTENDANCE WILL BE ALLOWED)  
WORK SESSION MEETING AGENDA  
TUESDAY, NOVEMBER 17, 2020, 7:30 PM**

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call of the Board of Education**

Mrs. Gretchen Holquist	President
Mr. Aadithya Thayyar	Vice President
Mr. Andrew Christmann	
Mr. Peter Dumovic	
Mrs. Heather Fraser	
Mr. Richard Gondek	
Mrs. Joan Mody	

**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*)

**VI. Board Secretary's Report**

**VII. Board President's Report**

**VIII. Correspondence**

**IX. Committee Reports**

- **Curriculum and Instruction**
- **Operations and Finance**
- **Personnel and Human Resources**
- **Policy and Planning**

**X. Unofficial Results of Election - November 5, 2020**

Unofficial results of the November 5, 2020 School Board Elections for three, three year terms on the Mendham Township Board of Elections were as follows:

<u>Candidates (Four Candidates - For 3-Year Term)</u>	<u>Total Votes</u>
Thomas Keeling	1,258
Robert Wowk	1,325
Richard Gondek	1,034
Rekha J. Mandel	1,279

**XI. CONSENT ITEMS**

**Approval of Minutes**

Work Session Minutes: October 13, 2020

Regular Session Minutes: October 27, 2020

**Approval of Executive Minutes**

Executive Session Minutes: October 13, 2020

**Curriculum and Instruction**

1. **Audiological Support Services**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Lake Drive Program to provide Audiological Support Services for one (1) student (14047627) for 3 hours at a rate of \$200.00 per hour for a total not to exceed \$600.00.

2. **Home Instruction**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the continuation of Home Instruction by Charles Gallo commencing December 1, 2020 through January 29, 2021 for one (1) student (12546235) for up to a total of ten (10) hours per week, at a rate of \$41.00 per hour.

3. **HIB Self-Assessment for Determining Grades** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

**Operations and Finance**

1. **Certification Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education certify pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

**BE IT FURTHER RESOLVED** that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of November 2020 that no major accounts and fund balances in the 2020/2021 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. **November 2020 Transfer Reports**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the November 2020 transfer report.

3. **November 2020 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the final November 2020 Bills List. This includes payroll checks N0218 through N0220 and N0221and N0222 through N0226.

Fund 10		\$
Fund 11		\$
Fund 20		\$
Fund 40		\$
Fund 60		\$
Fund 61	Total:	\$

4. **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
Rutgers Online Conference: Literacy Development	11/17/20	Lisa Lombardo	\$35.00	\$35.00
Rutgers Online Conference: Literacy Development	12/10/20	Lisa Lombardo	\$35.00	\$35.00

5. **School Bus Emergency Evacuation Drill Reports** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from the Mendham Township Elementary School detailing the October 15, 2020 drill at 8:50 a.m., Mendham Township Middle School (blue cohort) detailing the October 15, 2020 drill at 2:45 p.m., and Mendham Township Middle School (gold cohort) detailing the October 15, 2020 drill at 2:45 p.m.

6. **2020 - 2021 Joint Transportation Agreement with Sussex County Regional Transportation Cooperative** *(Attachments)*

**BE IT RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board

of Education and the Sussex County Regional Transportation Cooperative for transportation to special education, schools for the handicapped, and other students who have specialized and specific transportation needs.

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Sussex County Regional Transportation Cooperative for transportation of students to Public Schools and Private Schools; and

**BE IT FURTHER RESOLVED** that the Mendham Township Board of Education approves the 2020 - 2021 Joint Transportation Agreement between the Mendham Township Board of Education and the Sussex County Regional Transportation Cooperative for transportation of students to sporting events and field trip expeditions to specific destinations.

### **Personnel and Human Resources**

1. **Staff Retirement - Sterry Colvin** *(Attachment)*

**BE IT RESOLVED** that the Mendham Township Board of Education accepts with regret, the letter of retirement from Sterry Colvin, Elementary School Custodian, effective January 1, 2021.

2. **Staff Resignation - Rosalynn Ariza**

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Rosalynn Ariza, Elementary School Cafeteria/Recess Aide, effective November 23, 2020.

3. **Leave of Absence - Elizabeth Hollman** *(Attachment)*

**BE IT RESOLVED** that the Board hereby approves Elizabeth Hollman, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing January 29, 2021 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on April 30, 2021, while utilizing Twenty Eight (28) sick days.

**BE IT FURTHER RESOLVED** that the Board hereby approves Eight (8) weeks under the NJ Family Leave Act (FLA) for Elizabeth Hollman, commencing on April 5, 2021 through May 27, 2021 as requested in writing; and

**BE IT FURTHER RESOLVED** that the Board hereby approves Elizabeth Hollman with an anticipated return to work date of May 28, 2021.

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

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Deborah Mercurio, Substitute Transportation Dispatcher for the 2020 - 2021 school year at the current rate of \$20.00 per hour.

5. **Substitute Cafeteria/Recess Aide - Olga Garcia**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Olga Garcia, Substitute Cafeteria/Recess Aide, at the current rate of \$12.14 per hour for the 2020 - 2021 school year.

6. **Substitute Teachers**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following substitute teachers, pending completion of paperwork, for the 2020 - 2021 school year at the current rate of \$92.00 per day:

James Francks, Christine Thalacker

**Policy and Planning**

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

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

P 1620	Administrative Employment Contracts (M) (Revised)
P 2431	Athletic Competition (M) (Revised)
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P 5330.05	Seizure Action Plan (M) (New)
R 5330.05	Seizure Action Plan (M) (New)
P 6440	Cooperative Purchasing (M) (Revised)
P 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
R 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
P 7440	School District Security (M) (Revised)
R 7440	School District Security (M) (Revised)
P 7450	Property Inventory (M) (Revised)
P 7510	Use of Facilities (M) (Revised)
R 7510	Use of Facilities (M) (Revised)
P 8420	Emergency and Crisis Situations (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

**XII. ACTION ITEMS**

**Personnel and Human Resources**

1. **Substitute Teacher - Alexandria Doty**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Alexandria Doty as a Substitute Teacher for the 2020 - 2021 school year at the current rate of \$92.00 per day.

**Operations and Finance**

1. **Use of District Facilities**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following use of facility applications for the 2020 - 2021 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Mendham Patriots	<u>ES</u> Gyms	10/19/20 - 03/15/21 Mondays-Fridays & Saturdays	5:30pm - 9:30pm 8:00am - 4:00pm	Patrick Reed
	<u>MS</u> Gyms	09/08/20 - 03/15/21 Mondays-Fridays Saturdays & Sundays	5:30pm - 9:30pm 8:00am - 6:30pm 11:00am - 6:00pm	
GRIT 360	<u>ES</u> Gyms  <u>MS</u> Gyms	TBD	TBD	Kerry Foderingham

**XIII. Discussion**

**XIV. Verbal Communications from the Public**

**XV. Adjournment**