

**MENDHAM BOROUGH
SCHOOL DISTRICT
REGULAR BUSINESS MEETING**

November 17, 2020

AGENDA ITEMS

FOR

APPROVAL

Board Officers

Mrs. Beth Cocuzza, President
Mr. John Vitale, Vice-President

Administrators

Dr. Mitzi N. Morillo, Superintendent
Mrs. Felicia Kicinski, Business Administrator

MENDHAM BOROUGH SCHOOL DISTRICT

MENDHAM BOROUGH BOARD OF EDUCATION REGULAR BUSINESS MEETING AGENDA

DATE: November 17, 2020

***** HILLTOP ELEMENTARY SCHOOL *****

Welcome

Welcome to this public meeting of the Mendham Borough Board of Education. The Board is an elected, unpaid group of nine citizens who set policy and make decisions on educational, financial, and personnel matters for the Mendham Borough Schools on behalf of all residents. We are always pleased when members of the community attend our meetings.

The Board and the school district operate under applicable New Jersey laws and under regulations of the New Jersey State Board of Education.

Each meeting includes opportunities for those attending to comment on matters of interest to them, including matters on the published agenda. Early in the meeting, there is a “Public Comments” period to provide an opportunity for members of the public to speak on agenda items only. Additionally, members of the public will have the opportunity to make comments after the Board’s discussion of “New Business.” Law limits discussion of individual personnel.

We desire sincerely that our meetings will provide useful opportunities for communication between the Board and the community. Thank you for attending.

Mendham Borough Board of Education

**MENDHAM BOROUGH SCHOOL DISTRICT
Mendham, New Jersey
November 17, 2020**

**REGULAR BUSINESS MEETING
BOARD OF EDUCATION**

6:15 PM

**Hilltop Elementary School Cafeteria
Mendham, New Jersey**

AGENDA

Attachments:

- 1. Minutes**
- 2. Financial Business**
- 3. Other Financial Business**
- 4. Bill Lists, Travel, Transfer of Funds**
- 5. Policy**
- 6. Personnel**
- 7. Curriculum**
- 8. Other Business**

MENDHAM BOROUGH BOARD OF EDUCATION
Mendham, New Jersey

AGENDA
BUSINESS MEETING
November 17, 2020
6:15 P.M.

1. **CALL TO ORDER BY THE BOARD PRESIDENT** **TIME:**
2. **OPEN PUBLIC MEETING ACT STATEMENT**

The time, date, location and agenda of this meeting were posted to The Star Ledger on February 26, 2020, the Observer Tribune on February 25, 2020, and reported to the Clerk of the Borough of Mendham, the Phoenix House, Hilltop School, and Mountain View School on February 21, 2020.

The Board of Education maintains policy to address public concerns. Copies of Policy No. 9130 "Public Complaints and Grievances and Policy 0167 Public Participation at Board Meetings" are available at each board meeting or upon request from the district offices.

A suggestion box is located in the Superintendent's Office at Hilltop School for your convenience.

3. **ROLL CALL**

- | | | |
|--|---|--|
| <input type="checkbox"/> Mrs. Beth Cocuzza | <input type="checkbox"/> Mr. James Gillespie | <input type="checkbox"/> Dr. Barry Haines |
| <input type="checkbox"/> Mr. Sean Havey | <input type="checkbox"/> Miss AnneMarie Hornyak | <input type="checkbox"/> Mr. John Jennings |
| <input type="checkbox"/> Mrs. Raechelle Raimondo | <input type="checkbox"/> Mr. John Vitale | <input type="checkbox"/> Mrs. Catalina Wolfmeyer |

Administrative Staff:

- | | |
|--|--|
| Superintendent of Schools | <input type="checkbox"/> Dr. Mitzi N. Morillo |
| Business Administrator/Board Secretary | <input type="checkbox"/> Mrs. Felicia Kicinski |
| | <input type="checkbox"/> Public |

4. **FLAG SALUTE**

5. **EXECUTIVE SESSION** **TIME:**

- Scheduled (If Needed)
- Unscheduled

5.1 Motion to adopt the following resolution:

BE IT HEREBY RESOLVED by the Mendham Borough Board of Education pursuant to N.J.S.A. 10:4-13 and 10:4-12 that said public body hold a closed session on Monday, November 17, 2020 for the purpose of discussing:

- HIB
- Personnel
- Legal Matters

It is expected that the discussion undertaken in closed session will be made public at the time official action is taken.

CARRIED:

5.2 RE-OPEN TO PUBLIC

TIME:

CONSENT RESOLUTIONS

(All matters hereunder in are considered to be routine in nature and will be enacted by one motion in each area of business. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Secretary's Office.

6. MINUTES

6.1 Motion to approve the minutes of the October 20, 2020 Executive Session Meeting.

CARRIED:

6.2 Motion to approve the minutes of the October 20, 2020 Regular Business Meeting.

CARRIED:

7. CORRESPONDENCE - Email from Mr. Chunbo, the owner of the Medical Building adjacent to the Hilltop School lower parking lot, concerning a dead tree.

8. NEW BUSINESS

9. COMMITTEE REPORTS

9.1 Curriculum and Instruction

9.2 Finance/Facilities and Technology

9.3 Personnel and Management

9.4 Policy/Public Relations

10. ADMINISTRATIVE STAFF REPORTS

10.1 Superintendent's Report

- Intro to Tech Help - Mrs. Mary Joy Falcone, Technology Coordinator
- Mountain View Updates - Mrs. Aimee Toth, Mountain View Middle School Principal

10.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Oct. 31, 2020	Sept. 30, 2020	Oct. 31, 2019
Pre K	8	9	12
K	46	46	40
1	44	44	45
2	43	43	44
3	43	43	56
4	56	57	53
HILLTOP TOTAL	240	242	250
5	51	51	70
6	68	68	53
7	52	53	66
8	68	68	51
MT. VIEW TOTAL	239	240	240
HILLTOP & MT. VIEW	479	483	490
OUT OF DISTRICT	4	4	3
TOTAL	483	487	513
STAFF ATTENDANCE	97.62%	99.77%	96.63%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	October 6, 2020	12:30 PM	2:08
MT. VIEW	October 13, 2020	11:32 AM	0:28

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Lockdown Test	October 20, 2020	12:04 PM	4:00
MT. VIEW			
Shelter in Place	October 22, 2020	11:37 AM	5:00

11. RECOGNIZE PUBLIC - FOR AGENDA ITEMS ONLY

While the Board respects the public’s interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

12. FINANCIAL BUSINESS

Board Secretary and Treasurer’s Reports

12.1 Motion to approve that the Board Secretary’s Report - October 2020 and the School Treasurer’s Report October 2020 with a reconciled cash balance of \$5,997,714.92 be accepted, certifying that no major account fund is over expended in violation of NJAC 6A:23-2.11(a) and sufficient funds are available to meet the financial obligation of the district for the remainder of the fiscal year. Revenues are being received as anticipated.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

Transfer of Funds

12.2 Motion to approve the transfer of funds for Mendham Borough Schools for the 2020-2021 school year as presented.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

12.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - October 2020

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

Bill List

12.4 Motion to approve the Board of Education Bill List from October 21, 2020 to November 17, 2020 in the amount of \$873,537.52.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

12.5 Motion to approve the Cafeteria Bill List for October 21, 2020 to November 17, 2020 in the amount of \$808.50.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

12.6 Motion to approve the removal and voiding of outstanding checks dated before May 2019 from the District Pay to Play Account in the total amount of \$1,257.50.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

Travel Expenses

12.7 Motion to approve the proposed travel expenditures as attached and in accordance with New Jersey Law A-5 and Board Policy 9250b1.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

12.8 Motion to approve the submission of the District Report of Transported Resident Students (DRTRS) Report to the NJ State Department of Education.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

12.9 Motion to approve the submission of the Application of School State Aid Report (ASSA) to the NJ State Department of Education.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

12.10 Motion to approve the submission of the Allysas’s Law School Security Grant.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

Obsolete or Damaged Book and Equipment Disposal

12.11 Motion to approve the disposal of the attached lists of obsolete or damaged Math books from the Hilltop Elementary School.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

12.12 Motion to approve the submission of the Non-Public Digital Divide Grant.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

12.13 Motion to approve and accept the School Bus Emergency Evacuation Drill Report, according to the New Jersey Administrative Code N.J.A.C. 6A:27-11.2:

Date of Drill	Time	School	Location	Route Number(s)	Supervised By
10/29/20	1:00 P..M.	Mountain View Middle School	Hilltop Entrance	Entire school	Mrs. Margaret Hogan
10/29/20	1:00 P.M.	Hilltop Elementary School	Hilltop Entrance	Entire school	Mrs. Margaret Hogan

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

13. POLICY

13.1 Motion to approve the following Policy and Regulation for Second Reading and Adoption.

Type	Policy #	Name	New/ Revised
Policy	1110	Organizational Chart	Revised
Policy	1620	Administrative Employment Contracts (M)	Revised
Policy	2431	Athletic Competition (M)	Revised
Regulation	2431.1	Emergency Procedures for Sports and Other Athletic Activity (M)	Revised
Policy & Regulation	5330.05	Seizure Action Plan (M)	New
Policy	6440	Cooperative Purchasing (M)	Revised
Policy & Regulation	6470.01	Electronic Funds Transfer and Claimant Certification (M)	New
Policy & Regulation	7440	School District Security (M)	Revised
Policy	7450	Property Inventory (M)	Revised
Policy & Regulation	7510	Use of School Facilities (M)	Revised
Policy	8420	Emergency and Crisis Situations (M)	Revised

CARRIED:

14. CURRICULUM AND INSTRUCTION

15. PERSONNEL

15.1 Motion to approve the leave of absence for Employee #1462, utilizing accumulated sick days followed by an unpaid FMLA/NJFLA leave, effective from approximately March 3, 2021 through October 8, 2021, pending receipt of physician’s documentation and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

15.2 Motion to approve the leave of absence for Employee #1479, utilizing accumulated sick days followed by an unpaid FMLA/NJFLA leave, effective from approximately March 22, 2021 through October 29, 2021, pending receipt of physician’s documentation and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

15.3 Motion to conditionally approve the extended unpaid leave for Employee #0894, effective November 17, 2020 through December 7, 2020, pending the receipt of appropriate information from physician and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

15.4 Motion to approve the extended appointment of Janessa La Mastro, Leave Replacement Confidential Secretary at Hilltop School, at an hourly rate of \$18.43 effective November 17, 2020 through January 15, 2021, upon the recommendation of the Superintendent.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

15.5 Motion to approve the following substitute teacher for the 2020-2021 school year, upon the recommendation of the Superintendent.

Amy Fortuin	Jennifer Largo
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ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

16. OTHER BUSINESS

16.1 Motion to approve the submission of the NJ Quality Single Accountability Continuum (NJQSAC) District Performance Review (DPR) for the 2020-2021 school year.

ROLL CALL VOTE

	JAMES GILLESPIE	BARRY HAINES	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

17. RECOGNIZE PUBLIC

While the Board respects the public’s interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

18. ADJOURNMENT

TIME:

Motion to adjourn the meeting.

CARRIED: