

**MENDHAM BOROUGH
SCHOOL DISTRICT
REGULAR BUSINESS MEETING**

December 15, 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: December 15, 2020

***** HILLTOP 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
December 15, 2020

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Hilltop 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
December 15, 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

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 Tuesday, December 15, 2020 for the purpose of discussing:

- Legal
- Personnel

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:

6. MINUTES

6.1 Motion to approve the minutes of the November 17, 2020 Executive Session Meeting.

CARRIED:

6.2 Motion to approve the minutes of the November 17, 2020 Regular Business Meeting.

CARRIED:

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

CARRIED:

7. CORRESPONDENCE

- Letter from Belsole and Kurnos, LLC Attorneys at Law regarding Obidos Properties LLC and Acquisition of Land.

8. NEW BUSINESS

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).

9. BOARD MEMBER RECOGNITION

9.1 Mrs. Raechelle Raimondo

WHEREAS, Mrs. Raechelle Raimondo has served for terms from January 2014 to December 2020 has completed her terms as a member of the Mendham Borough Board of Education; and

WHEREAS, Mrs. Raimondo served dutifully as a member of the Curriculum Committee of the Board; and

WHEREAS, Mrs. Raimondo served dutifully as a member of the Policy and Public Relations Committee; and

WHEREAS, Mrs. Raimondo has volunteered countless hours in service and leadership to the students, staff and community of Mendham Borough Schools;

WHEREAS, Mrs. Raimondo has been a dedicated member of the Board, constantly striving to achieve and maintain the highest standards of education for the children of Mendham Borough; now therefore

BE IT RESOLVED, that the Mendham Borough Board of Education does hereby express its sincere gratitude and appreciation for the public service devoted by Mrs. Raechelle Raimondo to the Mendham Borough School District and does commend Mrs. Raimondo for the high standards she has always demonstrated in the performance of her duties as a member of the Mendham Borough Board 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									

10. COMMITTEE REPORTS

10.1 Curriculum and Instruction

10.2 Finance/Facilities and Technology

10.3 Personnel and Management

10.4 Policy/Public Relations

11. ADMINISTRATIVE STAFF REPORTS

11.1 Superintendent’s Report

- Audit Presentation - Ms. Man Lee and Mr. Andrew Kucinski - Nisivoccia & Company
- Update to Math Sequence - Mr. David Moser, Director of Curriculum & Instruction

11.2 Harassment/Intimidation/Bullying Report

WHEREAS, the Mendham Borough Board of Education has received the Superintendent’s report of investigations of possible incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

WHEREAS, the Board has reviewed the Superintendent’s recommendation with respect to the HIB investigation #2020-2021 02-01

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent’s recommendations for investigation #2020-2021 02-01

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools or designee shall inform the applicable parents/guardians of the students involved in these investigations with the following information within five (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided if it was determined to be an incident of HIB.

ROLL CALL VOTE

	JAMES GILLESPIE	SEAN HAVEY	ANNEMARIE HORNYAK	JOHN JENNINGS	CARLA MCENROE	RAECHELLE RAIMONDO	JOHN VITALE	CATALINA WOLFMAYER	BETH COCUZZA
– AYES –									
– NOES –									
ABSTAIN									

11.3 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Nov. 30, 2020	Oct. 31, 2020	Nov. 30, 2019
Pre K	9	8	12
K	47	46	41
1	44	44	46
2	43	43	47
3	43	43	58
4	56	56	54
HILLTOP TOTAL	242	240	258
5	51	51	72
6	68	68	53
7	52	52	68
8	68	68	51
MT. VIEW TOTAL	239	239	244
HILLTOP & MT. VIEW	481	479	502
OUT OF DISTRICT	4	4	3
TOTAL	485	483	505
STAFF ATTENDANCE	96.88%	97.62%	95.55%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	November 30, 2020	10:15 AM	3:00
MT. VIEW - Gr. 5 & 7	November 4, 2020	12:32 PM	1:30
MT. VIEW - Gr. 6 & 8	November 4, 2020	12:36 PM	1:50

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Shelter in Place	November 30, 2020	11:10 AM	5:00
MT. VIEW			
Communication Drill	November 19, 2020	8:35 AM	4:00

12. 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.

13. FINANCIAL BUSINESS

Board Secretary and Treasurer’s Reports

13.1 Motion to approve that the Board Secretary’s Report - November 2020 and the School Treasurer’s Report November 2020 with a reconciled cash balance of \$6,188,811.07 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

13.2 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									

13.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - November 2020

Cafeteria Bills List Report - November 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

13.4 Motion to approve the Board of Education Bill List from November 18, 2020 to December 15, 2020 in the amount of \$601,475.25.

ROLL CALL VOTE

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

13.5 Motion to approve the Bill List from November 18, 2020 through December 15, 2020 for the Cafeteria Account in the amount of \$1,088.50.

ROLL CALL VOTE

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

13.6 2019-2020 AUDIT

Motion to approve the 2019-2020 Comprehensive Annual Financial Report -Summary of Recommendations Audit as presented by Nisivoccia & Co., LLP, in the 2019-2020 Auditor’s Management Report.

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year’s Findings/Recommendations

There were no prior year audit findings or recommendations

ROLL CALL VOTE

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

19-20 AUDSUM

13.7 Motion to approve the submission of the 19-20 Audit Summary report.

ROLL CALL VOTE

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

20-21 Facility Statement of Assurance

13.8 Motion to approve the submission of the 20-21 Health and Safety Evaluation of School Building-Facility Statement of Assurance.

ROLL CALL VOTE

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

Comprehensive Annual Financial Report

13.9 Motion to approve the submission of the 19-20 Electronic Upload of the CAFR Submission Package.

ROLL CALL VOTE

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

Additions to Long Range Facility Plan

13.10 Motion to approve an amendment to the district’s Long Range Facility Plan to include Bottle filling Stations.

ROLL CALL VOTE

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

Revised Cares Act Coronavirus Relief Fund Grant

13.11 Motion to approve the acceptance of \$659.00 in additional Cares Act Coronavirus Relief Fund Grant for a revised total amount of \$12,731.00.

ROLL CALL VOTE

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

14. CURRICULUM & INSTRUCTION

15. POLICY

15.1 Motion to approve the following Policy and Regulation for First Reading.

Type	Policy #	Name	New/ Revised
Bylaw	0164.6	Remote Public Board Meeting During A Declared Emergency (M)	Revised

CARRIED:

15.2 Motion to approve the following job descriptions.

Code	Name	New/Revised
A-7	Assistant to the Business Administrator/Assistant to the Board Secretary	Revised
A-9	Payroll & Benefits Clerk	Revised
A-10	Accounts Payable	Revised

CARRIED:

16. PERSONNEL

16.1 Motion to amend Motion 15.7 from the November 17, 2020 agenda to approve Families First Coronavirus Act (FFCRA) Leave for Employee # 1501 at two-thirds the employee’s regular rate of pay not to exceed \$200 per day effective November 18, 2020 through November 25, 2020, upon recommendation of the Superintendent.

ROLL CALL VOTE

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

16.2 Motion to approve the extension of the Families First Coronavirus Response Act (FFCRA) Leave for Employee #1501 at two-thirds the employee’s regular rate of pay not to exceed \$200 per day effective November 30, 2020 through December 23, 2020, 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									

16.3 Motion to conditionally approve the extended unpaid leave for Employee #0894, effective December 8, 2020 through January 4, 2021, 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									

17. OTHER BUSINESS

18. 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.

19. ADJOURNMENT

TIME:

Motion to adjourn the meeting.

CARRIED: