

**MENDHAM BOROUGH  
SCHOOL DISTRICT  
REGULAR BUSINESS MEETING**

**March 16, 2021**

**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: March 16, 2021**

### **\*\*\* 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**  
**March 16, 2021**

**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. Other Business**



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

**5.2 RE-OPEN TO PUBLIC**

**TIME:**

\_\_\_ Public in attendance

**6. 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).

**7. MINUTES**

**7.1** Motion to approve the minutes of the February 23, 2021 Executive Session Meeting.

CARRIED:

**7.2** Motion to approve the minutes of the February 23, 2021 Regular Business Meeting.

CARRIED:

**8. CORRESPONDENCE**

**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

- Mr. David Heller, Hilltop Elementary School Principal - Presentation: 2020-2021 Virtual Learning Preparedness: Learning from Spring 2020

**10.2** District Enrollment/Fire/Security Drill Reports as follows:

<b>DISTRICT ENROLLMENT REPORT</b>			
<b>GRADE</b>	<b>February 29, 2021</b>	<b>January 31, 2021</b>	<b>February 29, 2020</b>
Pre K	11	9	11
K	48	48	41
1	45	46	47
2	42	42	47
3	42	43	58
4	56	56	54
<b>HILLTOP TOTAL</b>	<b>244</b>	<b>244</b>	<b>258</b>
5	51	51	71
6	67	68	53
7	51	52	67
8	68	68	51
<b>MT. VIEW TOTAL</b>	<b>237</b>	<b>239</b>	<b>242</b>
<b>HILLTOP &amp; MT. VIEW</b>	<b>481</b>	<b>483</b>	<b>500</b>
<b>OUT OF DISTRICT</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>TOTAL</b>	<b>485</b>	<b>487</b>	<b>503</b>
<b>STAFF ATTENDANCE</b>	<b>97.54%</b>	<b>97.69%</b>	<b>95.89%</b>
<b>DISTRICT FIRE DRILL REPORT</b>			
<b>SCHOOL</b>	<b>DATE OF DRILL</b>	<b>TIME OF DRILL</b>	<b>LENGTH OF DRILL</b>
HILLTOP	February 11, 2021	12:00 PM	5:00
MOUNTAIN VIEW	February 8, 2021	10:03 AM	0:18
<b>SECURITY DRILL REPORT</b>			
<b>SCHOOL</b>	<b>DATE OF DRILL</b>	<b>TIME OF DRILL</b>	<b>LENGTH OF DRILL</b>
HILLTOP			
Tabletop Lockdown	February 25, 2021	Various	3:00
MOUNTAIN VIEW			
Tabletop Lockdown	February 23, 2021	9:53 AM	4:00

**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 - February 2021 and the School Treasurer's Report - February 2021 with a reconciled cash balance of \$6,479,866.35 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	STEPHEN MCLAUD	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	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER	BETH COCUZZA
- AYES -									
- NOES -									
ABSTAIN									

### **12.3** Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - February 2021

#### ROLL CALL VOTE

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

### Bill List

**12.4** Motion to approve the Board of Education Bill List from February 24, 2021 to March 16, 2021 in the amount of \$ 1,245,124.24.

#### ROLL CALL VOTE

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

**12.5** Motion to approve the Board of Education Bill List from February 24, 2021 to March 16, 2021 for the Cafeteria Account in the amount of \$550.00.

#### ROLL CALL VOTE

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

**Obsolete or Damaged Book Disposal**

**12.6** Motion to approve the removal of the attached list of obsolete or damaged materials from the Hilltop Library.

ROLL CALL VOTE

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

**Substitute Nursing Contract**

**12.8** Motion to approve the contract with BAYADA Home Health Care, Inc. for in-school nursing services through June 30, 2021 at a rate of \$62.00/hour for RN services and \$52.00/hour for LPN services, not to exceed \$3,000.

ROLL CALL VOTE

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

**12.9** Motion that the Mendham Borough Board of Education establishes the date and time of the Public Hearing on the proposed 2021-2022 School Budget as 7:15 P.M. on April 27, 2021 in the Hilltop School Cafeteria.

ROLL CALL VOTE

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



**12.10 Adoption of the 2021-2022 Tentative Budget:**

BE IT RESOLVED, the **tentative budget** for the Mendham Borough Board of Education be approved for the 2021-2022 school year and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2021-22 TOTAL EXPENDITURES	\$11,832,189	\$159,300	\$653,450	\$12,644,939
LESS: ANTICIPATED REVENUES	\$537,917	\$159,300	\$1,292	\$698,509
TAXES TO BE RAISED	\$11,294,272	\$0	\$652,158	\$11,946,430

and to advertise said tentative budget in The Daily Record and The Observer Tribune in accordance with the form suggested by the State Department of Education and according with law; and

BE IT FURTHER RESOLVED, that a public meeting be held in the Hilltop Cafeteria on April 27, 2021 at 7:15 PM for the purpose of the regular business meeting and conducting a public hearing on the budget for the 2021-2022 school year; and

BE IT RESOLVED, that the Mendham Borough Board of Education, in the County of Morris, New Jersey, approves the following capital projects and the withdrawal of \$500,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2021-2022 school year:

Mountain View Gymnasium HVAC	\$282,000
Hilltop and Mountain View Schools Bottle Filling Filtration Units	\$100,000
Total withdrawal of	\$500,000

And

BE IT RESOLVED, the Mendham Borough Board of Education approves the adoption of the 2021-2022 school district budget as follows:

General Fund	\$11,832,189
Special Revenue Fund	\$159,300
Debt Service Fund	\$653,450
TOTAL	\$12,644,939
Current Expense Tax Levy	\$11,294,272
Debt Service Tax Levy	\$652,108
TOTAL	\$11,946,430

BE IT RESOLVED, the district intends to complete said purpose by the end of the 2021-2022 budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW, THEREFORE, BE IT RESOLVED, the Mendham Borough Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools.

WHEREAS, the Mendham Borough 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:23B-1.1 et seq. 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 \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., 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, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$34,000.00 for all staff and board members; and

BE IT FURTHER RESOLVED that the Board of Education establish the maximum dollar limit of \$92,000 for professional services for the 2021-2022 school year and confirms \$92,000 was established as the 2020-2021 school district maximum of which \$79,309 has been spent to date.

WHEREAS, the tentative budget includes the following appropriations

Legal	\$ 30,000
Audit Fees	\$ 25,000
Architect	\$ 40,000
<b>TOTAL</b>	<b>\$ 95,000</b>

ROLL CALL VOTE

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

**12.11** Motion to use the 2019-2020 Banked Cap of \$139,134 to be included in the base budget and to expend in full in the 2021-2022 school year.

ROLL CALL VOTE

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

**13. CURRICULUM**

**13.1** Motion to approve the twelve-month employee calendar for the 2021-2022 school year.

CARRIED:

**14. POLICY**

**14.1** Motion to approve the following policies and regulations for Adoption.

Type	Policy #	Name	New/ Revised
Policy	0145	Board Member Resignation and Removal (M)	Revised
Regulation	1642	Earned Sick Leave Law (M)	Revised
Policy	1643	Family Leave (M)	New
Policy	2415	Every Student Succeeds Act (M)	Revised
Policy	2415.01	Academic Standards, Academic Assessments, and Accountability (M)	Abolished
Policy	2415.02	Title I - Fiscal Responsibilities (M)	Revised
Policy	2415.03	Highly Qualified Teachers (M)	Abolished
Policy	2415.05	Student Surveys, Analysis, and/or Evaluations (M)	Revised
Policy & Regulation	2415.20	Every Student Succeeds Act Complaints (M)	Revised
Policy	3431.1	Family Leave (M)	Abolished
Policy	3431.3	New Jersey Family Leave Insurance Program	Abolished
Policy	4125	Employment of Support Staff Members (M)	Revised
Policy	4431.1	Family Leave (M)	Abolished
Policy	4431.3	New Jersey Family Leave Insurance Program	Abolished
Policy & Regulation	5330.01	Administration of Medical Cannabis (M)	Revised
Policy	6360	Political Contributions (M)	Revised
Policy	7425	Lead Testing of Water in Schools (M)	Revised
Regulations	7425	Lead Testing of Water in Schools (M)	New
Policy & Regulations	7430	School Safety (M)	Abolished
Policy	8330	Student Records (M)	Revised
Policy	9713	Recruitment by Special Interest Groups (M)	Revised

CARRIED:

**15. PERSONNEL**

**15.1** Motion to approve the following mentor teacher assignments per the Mendham Borough School District Mentoring Plan and the requirements of N.J.A.C. 6A:9-8.3, upon the recommendation of the Superintendent.

<i>Teacher</i>	<i>Mentor Teacher</i>
Lisa Maderna	Alyssa Young

ROLL CALL VOTE

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

**15.2** Motion to approve Morgan Hellyer, Physical Education Long Term Substitute Teacher at Hilltop School, at a rate of \$200.00 per day, effective on or about April 6, 2021 through June 30, 2021, upon receipt of New Jersey Substitute Teacher certification, a successful criminal history background check, P.L. 2018, Chapter 5 and upon the recommendation of the Superintendent.

ROLL CALL VOTE

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

**16. OTHER BUSINESS**

**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: