

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

October 18, 2022

AGENDA ITEMS

FOR

APPROVAL

Board Officers

Mrs. Catalina Wolfmeyer, 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: October 18, 2022

***** MOUNTAIN VIEW MIDDLE 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
October 18, 2022

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Mountain View Lions' Den
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
October 18, 2022
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 reported to the Clerk of the Borough of Mendham, Phoenix House, Hilltop School, and Mountain View School on September 22, 2022 and posted to the Daily Record and the Star Ledger September 22, 2022.

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**

___ Mrs. Cristin Adinolfi	___ Mrs. Deborah D'Urso	___ Mr. James Gillespie
___ Dr. Barry Haines	___ Miss AnneMarie Hornyak	___ Mr. John Jennings
___ Mr. Stephen McLaud	___ Mr. John Vitale	___ Ms. Catalina Wolfmeyer

Administrative Staff:

Superintendent of Schools

___ Dr. Mitzi N. Morillo

Business Administrator/Board Secretary

___ Mrs. Felicia Kicinski

___ Public

4. **FLAG SALUTE**

5. **EXECUTIVE SESSION** TIME: _____

X 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, October 18, 2022 for the purpose of discussing:

- Personnel
- Legal Matter
- HIB

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 September 20, 2022 Executive Session Meeting.

CARRIED:

6.2 Motion to approve the minutes of the September 20, 2022 Regular Business Meeting.

CARRIED:

7. CORRESPONDENCE

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. GOOD NEWS

11. ADMINISTRATIVE STAFF REPORTS

11.1 District Updates

- Statewide Assessment Results Presentation - Mr. David Moser, Director of Curriculum & Instruction, Mrs. Danielle Holmes, Director of Special Services, Mrs. Aimee Toth, Principal - Mountain View Middle School, Mr. David Heller, Principal - Hilltop Elementary School

11.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Sept. 30, 2022	August 31, 2022	Sept. 30, 2021
Pre K	26	26	23
K	52	52	39
1	42	42	52
2	51	51	45
3	43	44	47
4	48	48	42
HILLTOP TOTAL	262	263	248
5	44	44	51
6	60	60	54
7	57	57	67
8	68	68	53
MT. VIEW TOTAL	229	229	225
HILLTOP & MT. VIEW	491	492	483
OUT OF DISTRICT	5	5	5
TOTAL	496	497	478
STAFF ATTENDANCE	96.66%	99.50%	98.55%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	September 23, 2022	2:05 PM	2:21

MT. VIEW	September 16, 2022	11:53 AM	3:36
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SECURITY DRILL REPORT

SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Shelter in Place	September 14, 2022	1:21 PM	20:00
MT. VIEW			
Evacuation	September 21, 2022	2:15 PM	5:42

12. RECOGNIZE PUBLIC - FOR AGENDA ITEMS ONLY

While the Board respects the public's interest in voicing its questions or concerns 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 - September 2022 and the School Treasurer's Report September 2022 with a reconciled cash balance of \$7,951,451.90 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

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
- AYES -									
- NOES -									
ABSTAIN									

Transfer of Funds

13.2 Motion to approve the transfer of funds for Mendham Borough Schools for the 2022-2023 school year as presented.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
- AYES -									
- NOES -									
ABSTAIN									

Other Financial Reports

13.3 Motion to approve the following reports:

Cafeteria Reconciliation - September 2022

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

Bill List

13.4 Motion to approve the Board of Education Bill List from September 21, 2022 to October 18, 2022 in the amount of \$967,306.47

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

13.5 Motion to approve the Bill List for September 21, 2022 to October 18, 2022 for the Cafeteria Account in the amount of \$16,102.78

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

Safety Grant Award

13.6 Motion to accept grant award for the 2022-2023 Safety Grant program through the New Jersey School Boards Association Insurance Group's ERIC WEST Sub Fund for the purposes described in the application, in the amount of \$5,800 for the period of July 1, 2022 through June 30, 2023.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

Comprehensive Maintenance Plan

13.7 Motion to approve the Mendham Borough Schools' 2022-2023 Form M-1 and the 3-Year Comprehensive Maintenance Plan, which contains maintenance activities reasonable to keep the school facility open and safe for use or in its original condition and to keep system warranties valid.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

Travel Expenses

13.8 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

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

School State Aid Report (ASSA)

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

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

Annual Facilities Checklist

13.10 Motion to approve the submission of the Mendham Borough School District Annual Buildings Facilities Health and Safety Checklist for the 2022-2023 school year.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

Non-Public Transportation

13.11 Motion to approve the 2022-2023 Non-Public Transportation agreement between the Mendham Borough School District and the Educational Services Commission to Delbarton School and Villa Walsh Academy in the amount of \$970.00.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

Special Education Transportation

13.12 Motion to approve the 2022-2023 Special Education Transportation agreement between the Mendham Borough School District and the Educational Services Commission to Banyan School for Student #26000081 in the amount of \$65,520.00.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

13.13 Motion to approve Tri County Behavioral Care (TCBC) contract to provide School Clearance Assessment services and/or Substance Evaluation & Treatment services not to exceed \$600.00 for the 2022-2023 school year.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

13.14 Motion to approve the following facilities/equipment applications pending custodial coverage:

Out of District Facilities Use

<u>Location</u>	<u>Group</u>	<u>Dates/Times</u>	<u>Purpose</u>	<u>Fees</u>	<u>Income/Cost Estimate</u>
Mountain View Cafeteria & Gym	HSA	Thursday 12/15/22	TREP\$ Holiday Marketplace	\$0.00	\$0.00
Mountain View Teacher parking lot	HSA	Saturday 10/29/22, rain date Sunday 10/30/22	Trunk or Treat: Parent community event	\$0.00	\$0.00

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

2022-2023 Winter Season Snow Plowing

13.15 Motion to approve Bruin Landscaping, LLC for snow plowing and de-icing for the 2022-2023 winter season.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

14. **CURRICULUM AND INSTRUCTION**

14.1 Motion to approve the following field trip for the 2022-2023 school year.

Student Group	Destination	Purpose
Grade 7	JA Finance Park	This trip directly relates to the EEE curriculum addressing NJ state financial standards for middle schoolers.

CARRIED:

15. **POLICY**

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

Type	Policy #	Name	New/ Revised
Policy	5512	Harassment, Intimidation, or Bullying (M)	Revised

CARRIED:

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

Type	Policy #	Name	New/ Revised
Policy	2425	Emergency Virtual or Remote Instruction Program (M)	Revised
Regulation	2425	Emergency Virtual or Remote Instruction Program (M)	New

CARRIED:

15.3 Motion to approve the following job description.

Code	Section	Position	New/Revised
C-11	Business/Plant Operations	Technician	New
D-25	Instruction/Curriculum	District Literacy Supervisor	New

CARRIED:

16. **PERSONNEL**

16.1 Motion to approve the extension of Patricia Zimmer, Benefits Consultant, effective October 1, 2022 through January 31, 2023, at a rate of \$45.00 per hour, not to exceed 20 hours per month, upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMAYER
– AYES –									
– NOES –									
ABSTAIN									

16.2 Motion to accept the resignation of Stephanie Marquard, District Data Administrative Assistant, on or about October 21, 2022, upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

16.3 Motion to approve the appointment of Cheryl O'Connor, District Data Administrative Assistant, effective on or about October 31, 2022 through June 30, 2022, at a salary of \$65,000.00 to be prorated for the term of the contract, pending a successful criminal history background check, P.L. 2018, Chapter 5, and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

16.4 Motion to accept the resignation of Alyssa Ridente, Grade 2 Elementary Teacher at Hilltop Elementary School, on or about November 23, 2022, upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

16.5 Motion to approve the unpaid medical leave of absence for Janette Porsello, effective on or about October 31, 2022 through approximately January 27, 2023, pending receipt of physician's documentation and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

16.6 Motion to approve Tyler Masterson as Substitute Teacher for the 2022-2023 school year, pending a successful criminal history background check, P.L. 2018, Chapter 5, and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

16.7 Motion to approve the following volunteers for the 2022-2023 school year pending completion of mandated training and district requirements, upon the recommendation of the Superintendent.

Kelly Caulfield	Melissa Defrances	Joanna (Salzillo) DiNizio	Julie Lam	Dina Malanga	Aimara Martinez
Liza Russo	Charles Shudtz	Anna Smyth	Maureen Sullivan	Melissa Wojcik	

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

17. OTHER BUSINESS

17.1 Motion to approve the submission of the School Security and Safety Plan Annual Review Statement of Assurance for the 2022-2023 school year.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

17.2 Motion to approve the submission of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) to the County Superintendent of Schools.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

17.3 Motion to approve the Live Stream Video Surveillance Memorandum of Understanding (MOU) between the Mendham Borough Board of Education and the Mendham Borough Police Department.

ROLL CALL VOTE

	CRISTIN ADINOLFI	DEBORAH D'URSO	JAMES GILLESPIE	BARRY HAINES	ANNEMARIE HORNYAK	JOHN JENNINGS	STEPHEN MCLAUD	JOHN VITALE	CATALINA WOLFMEYER
– AYES –									
– NOES –									
ABSTAIN									

18. RECOGNIZE PUBLIC

While the Board respects the public's interest in voicing its questions or concerns 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: