

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

December 20, 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: December 20, 2022

***** 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 20, 2022

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 20, 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 posted to The Star Ledger on February 23, 2022, Daily Record on February 23, 2022, the Observer Tribune on February 23,2022, and reported to the Clerk of the Borough of Mendham, the Phoenix House, Hilltop School, and Mountain View School on February 23,2022.

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

<input type="checkbox"/> Mrs. Cristin Adinolfi	<input type="checkbox"/> Mrs. Deborah D'Urso	<input type="checkbox"/> Mr. James Gillespie
<input type="checkbox"/> Dr. Barry Haines	<input type="checkbox"/> Miss AnneMarie Hornyak	<input type="checkbox"/> Mr. John Jennings
<input type="checkbox"/> Mr. Stephen McLaud	<input type="checkbox"/> Mr. John Vitale	<input type="checkbox"/> 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: _____

☐ 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 20, 2022 for the purpose of discussing:

- Legal
- Personnel
- 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:

6. **MINUTES**

6.1 Motion to approve the minutes of the November 22, 2022 Executive Session Meeting.

CARRIED:

6.2 Motion to approve the minutes of the November 22, 2022 Regular Business Meeting.

CARRIED:

7. **CORRESPONDENCE**

- Doyle Insurance Group Holiday Card to the Board
- Notice of Public Hearing from the Borough for Joint Land Use

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. STAFF RETIREMENT RECOGNITION

9.1 Mrs. Rosemary Frattina

WHEREAS, the Board of Education and the Superintendent of Schools desire to acknowledge Mrs. Rosemary Frattina and express deep appreciation on behalf of the students and staff of the Mendham Borough School District for her 26 years of service; and

WHEREAS, the Board of Education and the Superintendent of Schools wish Mrs. Frattina the very best of health and happiness,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education and the Superintendent of Schools extend sincere appreciation to Mrs. Frattina and wish to commend and thank her for her devotion and commitment toward enriching the lives of all those she has educated and all of those she has served in her tenure as part of the Mendham Borough School District.

BE IT FURTHER RESOLVED that the Board Secretary is hereby authorized to present a copy of this resolution to Mrs. Frattina.

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									

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. GOOD NEWS

12. ADMINISTRATIVE STAFF REPORTS

12.1 District Updates/Presentation

- Mr. David Moser, Director of Curriculum & Instruction - Start Strong Assessment Presentation

12.2 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 HIB investigation #2022-2023 01-01 and 2022-2023 01-02.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations for investigation # 2022-2023 01-01 and 2022-2023 01-02.

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

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

12.3 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Nov. 30, 2022	Oct. 31, 2022	Nov. 30, 2021
Pre K	27	27	20
K	52	52	41
1	45	43	52
2	52	51	44
3	45	44	47
4	48	48	44
HILLTOP TOTAL	269	265	248
5	44	44	51
6	60	60	54
7	57	57	68
8	67	67	53
MT. VIEW TOTAL	228	228	226
HILLTOP & MT. VIEW	497	493	474
OUT OF DISTRICT	5	5	5
TOTAL	502	498	479
STAFF ATTENDANCE	97.05%	96.86%	96.90%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	November 2, 2022	1:23 PM	2:03
MT. VIEW	November 7, 2022	12:35 PM	3:13

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Active Shooter	November 18, 2022	9:55 AM	4:12
MT. VIEW			
Lockdown	November 21, 2022	10:26 AM	11:49

13. 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.

14. FINANCIAL BUSINESS

Board Secretary and Treasurer's Reports

14.1 Motion to approve that the Board Secretary's Report - November 2022 and the School Treasurer's Report November 2022 with a reconciled cash balance of \$7,777,889.74 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 WOLFMAYER
- AYES -									
- NOES -									
ABSTAIN									

Transfer of Funds

14.2 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 WOLFMAYER
- AYES -									
- NOES -									
ABSTAIN									

14.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - November 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									

Operating Bill List

14.4 Motion to approve the Board of Education Bill List from November 23, 2022 to December 20, 2022 in the amount of \$1,062,454.16

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									

14.5 Cafeteria Bill list

Motion to approve the Bill List from November 23, 2022 to December 20, 2022 for the Cafeteria Account in the amount of \$38,856.89

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									

22-23 Facility Statement of Assurance

14.6 Motion to approve the submission of the 22-23 Health and Safety Evaluation of School Building-Facility Statement of Assurance.

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

14.7 Motion to approve the proposed travel expenditures as attached and in accordance with New Jersey Law A-5 and Board Policy 6471.

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									

14.8 Out of District Facilities Use

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

<u>Location</u>	<u>Group</u>	<u>Dates/Times</u>	<u>Purpose</u>	<u>Tier</u>	<u>Fees</u>	<u>Income/Cost Estimate</u>
Hilltop School Cafeteria	HSA	Friday Feb 10, 2023 from 6pm to 8pm	Snow Much Fun Event for 4th Grade	1	\$0.00	\$0.00
Hilltop School Gym (½ Gym needed for book fair)	HSA	Monday Dec 5, 2022 thru Friday Dec 9, 2022 from 8:30am to 3:15pm	Book Fair	1	\$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									

14.9 Chapter 44 Submission

Motion to approve the homeroom submission of Chapter 44 School District Employee Health Benefit Data Collection Report.

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									

14.10 Motion to revise Lunch Prices for 2022-2023

Motion to revise the following school lunch prices for the 2022-2023 school year effective January 3, 2023:

<u>Options</u>	<u>Middle School</u>	<u>Elementary School</u>
Student Lunch	\$4.50	\$4.25
Village Fresh Lunch	\$5.00	\$5.00
Reduced Lunch	\$.50	\$.50
Traditional Faculty Lunch	\$5.00	\$5.00
Village Fresh Faculty Lunch	\$6.00	\$6.00

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									

15. CURRICULUM & INSTRUCTION

15.1 Motion to approve the 2023-2024 school calendar.

CARRIED:

15.2 Motion to approve the following field trips for the 2022-2023 school year.

Student Group	Destination	Purpose
Student Council	TCNJ	Student Council members will attend the 97th Annual NJASC Winter Convention where they will participate in workshops and network with student council members from schools throughout the state.

CARRIED:

16. POLICY

16.1 Motion to approve the following Policy for a First Reading.

Type	Policy #	Name	New/Revised
Policy	5440	Honoring Student Achievement	Revised

CARRIED:

17. PERSONNEL

17.1 Motion to approve the appointment of the following staff member to the extracurricular staff/position for the 2022-2023 school year, upon the recommendation of the Superintendent.

Staff	Position	Tier	Amount
Lyndsay Magenheimer-Greig	8th Grade Advisor	1	\$497.00 *prorated amount

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 following staff member as an overnight chaperone for the 8th grade trip (Gettysburg/Hershey), scheduled for May 30-31, 2023, upon the recommendation of the Superintendent.

Staff Member
Lyndsay Magenheimer-Greig

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 leave request for Lauren Eagan effective on or about April 10, 2023 through June 30, 2023 utilizing accrued illness days followed by unpaid FMLA/NJFLA leave, effective August 21, 2023 through November 10, 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									

17.4 Motion to approve the unpaid FMLA/NJFLA leave for Alyssa Frankosky effective August 21, 2023 through November 10, 2023, 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									

17.5 Motion to accept the resignation of Kenisha Tucker, Floating Substitute Teacher at Hilltop Elementary School, effective on or before December 30, 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									

17.6 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.

Merissa Blair	Jenny Cass	Anna Smyth
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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. OTHER BUSINESS

18.1 Motion to approve the updated Mendham Borough School District Safe Return Plan as required by the American Rescue Plan (ARP) Act, 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									

19. 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.

20. EXECUTIVE SESSION

TIME: _____

____ Scheduled (If Needed)

____ Unscheduled

20.1 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 20, 2022 for the purpose of discussing:

- Personnel

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

CARRIED:

20.2 RE-OPEN TO PUBLIC

TIME:

21. ADJOURNMENT

TIME: _

Motion to adjourn the meeting.

CARRIED: