

**Operations Committee Plan  
2007-2008**

Superintendent: Dr. Christine Johnson  
Chair: Mr. Mark Ford  
Member: Mrs. Marcia Peters  
Member: Mr. Paul DiMaio

**Operations Committee Communication Protocol**

The Operations Committee will meet on the second Tuesday of every month at 6:00 p.m. The Superintendent, Business Administrator and Committee Chair will collaboratively develop the agenda for each meeting during the week preceding the meeting. The meeting agenda will be e-mailed to all committee members and the Board President one day prior to the meeting.

Minutes will be taken at each meeting and sent to the entire board of education via the board packet/binder sent for each month's work session.

At each board meeting, the Operations Committee Chair will report out to the full board of education and community topics that were discussed, accomplishments, and action to be taken. The Operations Committee Chair, Superintendent, and Business Administrator will provide the full board with a written document and report out on progress toward committee goals and related strategic plan goals at the following established meeting dates:

- October 23, 2007 (In conjunction with the QAAR Presentation at the Regular Meeting)
- January 15, 2008 (Work Session)
- March 4, 2008 (Work Session)

The Operations Committee Chair, Superintendent, and Business Administrator will communicate weekly and commit to contacting each board member when accomplishments are to be recognized or serious issues need to be addressed.

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### **Operations Committee Recent Accomplishments**

- Development and successful passage of the 07-08 budget
- Implementation of new budget process
- Implementation of remote requisitions using Systems 3000
- Transitioned a new food service company
- On-line payment system instituted
- Education Foundation established
- Cost savings in area of health and dental benefits
- Cost Savings in the area of payroll as bank agreed to assume fees
- New ASSA procedures in place
- Successful completion of summer paving projects
- Close out of construction project
- Roll over to a new payroll system
- Travel Policy
- Nutrition and Wellness Policy
- Checks and balances procedure for purchasing
- Custodial staff reassignments
- Development of custodial work plans and meetings

**Operations Committee Goals  
2007-2008**

- 1) The committee will monitor and report out the progress toward district focus areas, goals, and objectives, as outlined in the strategic plan;
- 2) The committee will ensure that state plans, administrative actions, financial responsibilities and routine procedures related to the approval of operations committee agenda items are reviewed in a diligent and timely manner;
- 3) The committee will analyze operations and finance related board of education policies and recommend changes to the policy committee that are consistent with state and federal legislation, while capturing district priorities;
- 4) To explore a multitude of ways to save money and reduce costs in all areas of the organization.

<b>Related Operations Committee Responsibilities</b>	
May	Notification of NCLB Funding [Title IIA, IV, V]
June	Approval of Tuition Contracts for Related Services/ODP Approval of Extended School Year Contracts After Care Program Contract Annual Integrated Pest Management Notice [prepare for distribution]
July	Board of Education Retreat Verification of Violence and Vandalism Data
August	Facilities Walk-through
September	Uniform Memorandum of Agreement with Local Law Enforcement Remaining or New Tuition Contracts for Related Services/ODP Annual School Nutrition Contract
October	QAAR Violence and Vandalism Public Hearing IDEA Acceptance of Grant Funds DRTS Comprehensive Maintenance Plan and M-1 Jointure Transportation Agreement New Jersey School Boards Convention Commission for the Blind Contract
November	Inclement Weather Procedures & Information Posted on Web CAFR
December	NCLB Carry Over Application IDEIA Grant Acceptance
January	Acceptance of Character Education Grant
February	Approval of Budget Task Force Committee Budget Download and CPI Extraordinary Aide Application First Notice of School Elections Board Candidate Packets & Deadline to File

March	Governor's Address Certification of State Aide & Release of State Aide Notices Advertisement and Holding of Budget Public Hearings Deadline to Adopt Budget Last Day to Submit Public Question Statement to County Clerk Preliminary Budget Due to County Office
April	Submission to County Clerk for Preparation of Absentee Ballots Submission to County Clerk for Election Machines Deadline to Publish Second Notice of School Election Budget Election & Reorganization Meeting

**Strategic Plan Focus Areas & Goals  
Operations Committee Areas of Responsibility**

**Focus Area #3**

**Community Awareness and Support of Our Schools**

**The Mendham Township School District is committed to designing opportunities to strengthen community awareness and support of district-wide efforts.**

Goals	Objectives	Strategies
<p align="center"><b>Goal 3.3</b></p> <p><b>To explore and capitalize on current financial processes, cost-effective spending practices, and innovative funding sources.</b></p>	<p align="center"><b>Objective 3.3.a</b></p> <p>The Mendham Township School District will seek grant and innovating funding sources to enhance academic, extra-, and co-curricular activities, as well as the aesthetics and function of both school buildings.</p>	<p>Organize and gather community support groups to determine what aspects of the district could utilize additional and alternative funding.</p> <p>Forge relationships with those interested in initiating an Education Foundation for the Mendham Township School District.</p> <p>Study examples of best practices in the area of shared services throughout New Jersey and identify potential relationships that the Mendham Township District could forge.</p> <p>Establish the publication of an annual newsletter dedicated solely to fiscal practices, creative funding sources sought after, and the financial successes attained by the district.</p>

		<p>Research and investigate grant opportunities and innovative funding sources as identified by community support groups.</p> <p>Work collaboratively with an established Education Foundation Board to introduce the purpose, mission, and goals of the Foundation to staff and the community-at-large.</p> <p>Disseminate an annual newsletter dedicated solely to fiscal practices, creative funding sources sought after, and the financial successes attained by the district.</p>
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**Focus Area #4**  
**Supportive and Safe Learning Environments**

**The Mendham Township School District is committed to providing all students with supportive and safe learning environments.**

Goals	Objectives	Strategies
<p style="text-align: center;"><b>Goal 4.4</b></p> <p><b>To have safe, well maintained and appropriately equipped schools that provide adequate and flexible space for students and community members to learn, play and socialize.</b></p>	<p style="text-align: center;"><b>Objective 4.4.a</b></p> <p>The Mendham Township School District will design and implement an ongoing comprehensive, preventative maintenance plan detailing timelines, rationale, and costs related to short and long term projects.</p>	<p>Monitor and update the district’s comprehensive maintenance and long-range facilities plan.</p> <p>Evaluate the usage of district facilities as measured by the number of community groups, days of the week, length of program, hours, and the amount of participants hosting events in either school.</p> <p>Monitor and update the district’s comprehensive maintenance and long-range facilities plan.</p> <p>Digitize the use of facilities forms and monthly usage calendar.</p> <p>Actively identify and invite community groups to tour school facilities and host events or performances.</p>

<p style="text-align: center;"><b>Goal 4.5</b></p> <p><b>To continuously review, renew, and evaluate the content and practices associated with the district's Emergency and Crisis Management Plan.</b></p>	<p style="text-align: center;"><b>Objective 4.5.a</b></p> <p>The Mendham Township School District will conduct ongoing comprehensive safety and security audits of daily practices at the district and building levels, and the performance of regularly scheduled drills.</p>	<p>Conduct a safety and security audit for the school district's buildings and emergency &amp; crisis management plan with the input off the local office of emergency management.</p> <p>Provide emergency and crisis management training for all district staff, administrators, and substitutes as related to the procedures and protocols in the district's plan.</p> <p>Conduct an annual safety and security audit and make any necessary modifications to the district's plan.</p> <p>Provide emergency and crisis management training for all district staff, administrators, and substitutes as related to the procedures and protocols in the district's plan.</p> <p>Provide emergency and crisis management training for all after school and evening personnel and supervisors of ancillary programs as related to the procedures and protocols in the district's plan.</p>
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**Strategic Plan Focus Areas & Goals  
Curriculum Committee Areas of Responsibility**

**Focus Area #5  
Accountability Systems to Support Improvement**

**The Mendham Township School District is committed to designing and utilizing accountability systems to support district-wide improvement.**

<b>Goal</b>	<b>Objectives</b>	<b>Strategies</b>
<b>Goal 5.1</b>	<b>Objective 5.1.b</b>	
<b>To develop an on-going comprehensive system of accountability that supplies data to and from schools to measure progress and guide decision-making and planning.</b>	The Mendham Township School District will implement technology driven management and information systems in order to efficiently collect, manage, and analyze financial, personnel, and student data as identified in the district's data plan.	