

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
REGULAR SESSION MEETING AGENDA  
MONDAY, SEPTEMBER 18, 2017, 7:30 PM**

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call of the Board of Education**

Mr. Jeffrey Brauner                      President  
Mr. Brian Jendryka                      Vice President  
Mrs. Jocelyn deGrandpre  
Mr. Kenneth Elgarten  
Mrs. Gretchen Holquist  
Mr. Aadithya Thayyar  
Mr. Fion Wood

**IV. Sunshine Law**

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Mendham Township Board of Education has caused notice of this meeting to be published by having date, time, and place thereof posted in the Mendham Township Board of Education Office, sent to the Clerk of Mendham Township, and the Observer Tribune and the Daily Record. This is an official meeting.

**V. Superintendent's Report**

District Updates, News and Events  
Change to October Meeting Schedule  
Presentation to the Board - Ethan and Maya Posner

**VI. Board President's Report**

**VII. Correspondence**

**VIII. Committee Reports**

- Curriculum and Instruction
- Operations and Finance
- Personnel and Human Resources
- Policy

**IX. CONSENT ITEMS for SEPTEMBER 26, 2017**

**Approval of Minutes** (Attachments)

Regular Session Meeting: August 22, 2017  
 Closed Executive Session: August 22, 2017

**Curriculum and Instruction**

1. Mentoring Plan

BE IT RESOLVED that the Mendham Township Board of Education approves the 2017-2018 Mentoring Plan. (Attachment)

2. Tuition Contract with The Center School

BE IT RESOLVED that the Mendham Township Board of Education approves the tuition contract with The Center School for the 2017-2018 school year effective 9/6/2017 through 6/21/2018 for one (1) student as per IEP at a cost of \$58,798.80.

3. ABA Classroom Support

BE IT RESOLVED that the Mendham Township Board of Education approves: Anne Hunkler for 2 hours of ABA Classroom support training on 9/6/17 @ \$80.00/hr. = \$160.00

4. Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trips and One (1) New Field Trip (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education reapprove the following field trips for the 2017-2018 school year which were approved conceptually by the Board on July 25, 2017:

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
10/3/17	3	Wild West City Netcong, NJ	-0-	\$18	Laura Porrovecchio Clare Riina Allison Klacik Erica Parke Cindy Nicol 2 parents/class
10/17/17	3 & 4	Guggenheim Museum New York, NJ	-0-	\$45	Sarah Bizzarro Francesca Hare Parent Volunteers
10/12 & 10/13/17	4	Ralston Cider Mill Mendham, NJ	-0-	\$12.14	Diane Barlow Theresa McNamara Kellie DeGise Lisa Tiboni Cheryl Riccardello Nancy Hammer Stephanie Sawicky Meredith Vazquez
10/26/17	Pre-K	Wightman's Farm	-0-	\$14.50	Cindy O'Connor Marian Arena

					Jennifer Eliassen Joy Lia Beth Smith Dawn Montesano Patricia Porter Erin Santo Lauren DelPlato Sara Bresky Pam Obremski Any Quidore
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BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following new Elementary School field trip for the 2017-2018 school year:

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
10/19/17	1	Alstede Farms	-0-	\$18.27	Tiffany Reed Jeanne Brown Brianna Boland Eugenia Mastrogiannakos

5. Creature Comfort Therapy Dogs, MTES

BE IT RESOLVED that the Mendham Township Board of Education approves Creature Comfort Therapy Dogs visitation of MTES classrooms for the 2017-2018 school year.

6. Fund Raiser for 2017-2018 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fundraiser activity for the 2017-2018 school year:

DATE	Activity	Description / Note
Through Friday, Sept. 22, 2017	Hurricane Helpers <a href="http://www.donorschoose.org">www.donorschoose.org</a> classrooms	Advisor: Allie Perrotta Advisor: Stephanie Probert

**Operations and Finance**

1. July 2017 Certification Reports

BE IT RESOLVED that the Mendham Township Board of Education certify pursuant to N.J.A.C. 6A:23-2.11 that as of May 2017 after review of the appropriations section of the July 2017 Secretary's monthly fiscal reports and upon consultation with the Business Administrator to the best of our knowledge, no major account or funds has been over expended in violation of N.J.A.C. 6A:23-2.11 and sufficient funds are available for the remainder of the fiscal year.

2. Board Secretary's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the July 2017 Board Secretary's Reports. (Attachment)

3. Treasurer's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the July 2017 Treasurer's Reports. (Attachment)

4. July 2017 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the July 2017 transfer report. (Attachments)

5. September 2017 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2017 Bills List.

Fund 10 – General Fund	\$
Fund 20	\$
Fund 61 - PreK	\$

6. District Travel

BE IT RESOLVED that the Mendham Board of Education approves the listed travel events in agreement with Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1. All mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate (currently \$0.31 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
School Counselor Interview Committee in-district	9/15/17 pm	Dawn Cullinan Jean Sosna	-0-	substitute for Dawn Cullinan
Annual Health Screening In-District	9/12, 9/26, 10/10, 10/17, 11/14/2017	Michelle Hofmann	-0-	Substitute Coverage
Bias Incidents Training Morris Cty. Police & Fire Academy	10/2/17	Robert Koroski	-0-	-0-
Pequannock Technology Summit Pompton Plains, NJ	10/6/17	Donna CasaGrande	\$50	\$50 Substitute Coverage
The Dynamic General Music Classroom Mountain Lakes, NJ	10/9/17	Alice Allen	\$85	\$85
HIB Workshop Morris Cty. Police & Fire Academy	10/12/17	Robert Koroski	\$34	\$34

Literacy Coaches Collaborative Consortium Monroe, NJ	10/19/17	Jean Sosna	-0-	Substitute Coverage mileage reimbursement
Changing Trends in Education Somerset, NJ	10/20/17	Micheline Cote'	\$165	\$165 plus mileage reimbursement
NJASSW Fall Workshop Monroe, NJ	10/23/17	Kathleen Ruskin	\$95	\$95 plus mileage reimbursement
NJSBA Workshop 2017 Atlantic City, NJ	10/24,25,26/ 2017	Salvatore Constantino  Thomas Kryger	\$300 each	\$300 each plus mileage, tolls, parking, lodging and Parking reimbursement
Financial Operations of Transportation Budd Lake, NJ 5:30 to 8:30 pm	11/1 11/8 11/15 11/22 11/29 12/6/17	Jean Barno	\$556	\$556
Award Ceremony for Student being honored by State Trenton, NJ 2pm to 4pm	11/15/17	Lisa Tiboni	-0-	Substitute Coverage for half day
NJASL Fall Conference Long Branch, NJ	11/16, 11/18/2017	Kristy Whittle	\$150	\$150 Substitute coverage Lodging reimbursement requested
The Role of Self Regulation in Social, Emotional and Academic Success Kean University	11/30/17	Kathleen Ruskin	-0-	mileage reimbursement

7. Use of District Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2017-2018 school year with the right to cancel based on school events and needs:

<b>Organization</b>	<b>Location</b>	<b>Dates</b>	<b>Times</b>	<b>Responsible Party</b>
Morris County Arts Workshop (MCAW)	ES Classrooms Gym	<u>Mondays – Fridays</u> 9/25/17 – 12/15/17	<u>ES Programs</u> 8:00 am – 8:45 am 3:45 – 4:45 pm <u>MS Programs</u>	Jane Shatz

	<u>MS</u> Classrooms Gym		Zero Period 2:55 pm – 3:55 pm	
Girl Scouts (1 <sup>st</sup> Grade Daisies)	<u>ES</u> Classroom	<u>Thursdays</u> 10/19/17, 11/16/17, 12/14/17, 1/18/18, 2/15/18, 3/15/18, 4/19/18, 5/17/18, 6/14/18	3:45 pm – 5:00 pm	Allyson Daly
Girl Scouts (Brownies)	<u>ES</u> Classroom	<u>Fridays</u> 9/23/17, 10/13/17, 11/17/17, 12/8/17, 1/12/18, 2/23/18, 3/16/18, 4/13/18, 5/11/18, 6/15/18	3:45 pm – 5:00 pm	Kendall Moynihan Allyson Daly
Girls On The Run (Previously approved 6/22/17)	<u>ES</u>	<b><i>Changing days from Mondays &amp; Wednesdays to Tuesdays &amp; Thursdays</i></b>	3:45 pm – 5:00 pm	Michelle Hofmann
Cub Scouts Pack 133	<u>MS</u> <u>All Purpose</u> <u>Room</u>	<u>Friday</u> 10/13/17	6:00 pm – 9:00 pm	Lawrence Morris Tom Shaw
Mendham Magic (Track)	<u>MS</u> <u>Fields</u>	<u>Mondays/Wednesdays &amp; Fridays</u> <u>3/12/18 – 4/8/18</u>	5:15 pm – 6:30 pm	Laura Fowler
Mendham Magic (Track)	<u>MS</u> <u>All Purpose</u> <u>Room</u>	<u>Thursday</u> <u>11/2/17</u>	6:00 pm – 9:00 pm	Laura Fowler

❖ Subject to change due to conflicts with Mendham Township School events.

8. Approval of Transportation Agreement

BE IT RESOLVED, that the Mendham Township Board of Education approves the Transportation Agreement with the parents of student number 12926709 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

9. Contract for Nurse's Services with Delta-Group North Jersey, Inc.

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Delta Group North Jersey, Inc. to provide, on an as-needed basis, Nurse Services to the Mendham Township Middle School at a rate of \$37.50 an hour all inclusive for RN Services and \$29.70 an hour all inclusive for LPN services.

10. Approval of Bus Routes – 2017-2018 School Year (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached bus routes for public and non-public schools for the 2017-2018 school year.

11. Field Trips Charter Bus Transportation

BE IT RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes approves the Frank Martz Coach Company for the Mendham Township Middle School field trip to the Metropolitan Museum of Art on Saturday, November 4, 2017:

<b>Charter Name</b>	<b>Price</b>	<b>Trip Awarded to:</b>
Panorama Tours	Not available	
Lakeland	Not available	
F. Martz	\$875	Frank Martz Coach Company
Aristocrat	\$1,100	

**Personnel and Human Resources**

1. Staff Resignation – Stephanie Probert

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Stephanie Probert, Mendham Township Elementary School Guidance Counselor, dated August 25, 2017 and effective October 25, 2017.

2. Movement on the Guide

BE IT RESOLVED that the Mendham Township Board of Education approves movement on the salary guide for the following certificated staff members upon receipt of official transcripts:

<b>STAFF</b>	<b>FROM</b>		<b>TO</b>	
	Placement	Salary	Placement	Salary
KEVIN O'KEEFE	MA +30	\$62,112	MA+60	\$65,512
ALLIE PERROTTA	BA+45/MA	\$56,545	MA +30	\$59,945
LISA TIBONI	BA+45/MA	\$56,545	MA +30	\$59,945
MATTHEW VIGGIANO	BA	\$51,445	BA +15	\$53,145
ALISON KENTOS	BA	\$42,183	BA+15	\$43,590
MICHAL FERENC (pending receipt of official transcript)	BA	\$51,445	BA+45/MA	\$56,545
MICHELE HOFFMANN (pending receipt of official transcript)	BA+45/MA	\$78,098	MA+30	\$80,898

3. Elementary School Schedule B Stipend Position 2017-2018 Revision

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following 2017-2017 Co-Curricular Stipend position for Elementary School:

**CO-CURRICULAR Activities (Schedule B)**

Activities	17-18 Salary	Staff Member
Tiger Leaders Program Advisors	\$1,239 Each	Charles Gallo (replacing Stephanie Probert) Sarah Bizzarro

4. Alternate Chaperones – 2017-2018 School Year

BE IT RESOLVED that the Mendham Township Board of Education approve the all Mendham Township School District certified teachers and instructional aides to serve as alternate chaperones that can be utilized for any field trip or activity during the 2017-2018 school year as needed.

5. Extra Period Instruction Revision

BE IT RESOLVED that the Mendham Township Middle School approves the revision to the following staff member teaching an extra period of instruction during the 2017-2018 school year at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

6 <sup>th</sup> Grade Math-1 periods/wk (originally approved for 2 periods)	Kelly Wilce	\$1,700
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6. Volunteer Coach

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Christy Sieber as a Volunteer Girls Soccer coach for the 2017-2018 school year, pending receipt of Criminal History Review.

7. 2017-2018 Merit Goals - Dr. Constantino (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the three (3) quantitative and two (2) qualitative Merit Goals of Salvatore M. Constantino, Superintendent of Schools for the 2017-2018 school year as approved by the County Executive Superintendent.

8. 2017-2018 Merit Goals - Mr. Kryger (Attachment)

BE IT RESOLVED that the Mendham Township Board Of Education approves the 2017-2018 Merit Goals for Mr. Thomas Kryger, Business Administrator/Board Secretary as approved by the County Executive Superintendent.

9. 2017-2018 Merit Goals (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the 2017-2018 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2017-2018 Merit Goals for Ms. Julianne Kotcho, Elementary School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2017-2018 Merit Goals for Mr. Robert Koroski, Director of Special Services.

10. Contract Approval – Business Administrator

WHEREAS, the Morris County Superintendent of Schools, in accordance with N.J.A.C. 6A:23A-3.1, has received, reviewed and approved the employment contract for Thomas H. Kryger, Business Administrator/Board Secretary for the Mendham Township School District for the contract period July 1, 2017 through June 30, 2018.

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Thomas H. Kryger as Business Administrator/Board Secretary for the contract period covering July 1, 2017-June 30, 2018, and

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education approves the establishment of the 2017-2018 salary for Thomas H. Kryger at \$106,357.00.

**Policy and Planning**

1. First Reading (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves for first reading the following policies and regulations:

- P 2700 Services to Nonpublic School Students (M) (Revised)
- P & R 7100 Long-Range Facilities Planning (M) (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- P 7102 Site Selection and Acquisition (Revised)
- R 7102 Site Selection and Acquisition (New)
- P 7130 School Closing (Revised)
- P 7300 Disposition of Property (Revised)
- R 7300.1 Disposition of Instructional Property (Abolished)
- R 7300.2 Disposition of Land (Revised)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

X. **ACTION ITEMS**

**Operations and Finance**

1. School Bus Financing Agreement with U.S. Bancorp As Arranged Through the Educational Services Commission of New Jersey (ESCNJ)

**WHEREAS** the Mendham Township Board of Education has requested bids for the financing of the purchase of two (2) new, International, model year 2019, 54 passenger school buses, and

**WHEREAS** two responsible bids were received for the five year purchase financing as follows:

First Hope Bank – 2.65%

U.S. Bancorp – 2.50%

**BE IT RESOLVED** that the Mendham Township Board Of Education enter a financing agreement with U.S. Bancorp through the municipal financing program set forth by the Educational Services Commission of New Jersey (ESCNJ) for the acquisition of two (2) new International, model year 2019, 54 passenger school buses – Vehicle Identification numbers to follow.

The total amount financed is \$198,490.72. Vehicle pricing is determined per Educational Services Commission of New Jersey Bid Item #8, 16/17-35 specifications. Vehicles are to be purchased from Truck King International, Newark, New Jersey, holder of said bid.

The financing agreement will provide for five equal annual installment payments of \$41,795.39 reflecting the annual interest rate of 2.50%.

**Personnel and Human Resources**

1. Revision to Reappointment of Non-MTEA hourly support staff for the 2017-18 school year

BE IT RESOLVED that the Mendham Township Board of Education approves a revision to the following Non-MTEA member support staff reappointment for the 2017-2018 school year:

<b>Name</b>	<b>Job Title</b>	<b>Salary/(Hr)</b>
Deborah Luciano	Cafeteria / Recess Aide	\$12.79

2. Revision (hours) to the Reappointment of MTEA member support staff for the 2017-18 school year

BE IT RESOLVED that the Mendham Township Board of Education approves revising the following MTEA member support staff reappointments for the 2017-2018 school year, effective September 1, 2017:

<b><u>MTEA Member</u></b>	<b><u>Job Title</u></b>	<b><u>Hours</u></b>	<b><u>Salary</u></b>
Susan Oths	Part-Time Instructional Aide	5.75 hours for 180 days	\$17.25/hr
Halina Zamojtel	Part-time Instructional Aide	Not to exceed four (4) hours a day for 180 days	\$17.25/hr

3. Staff Resignation - Revision

BE IT RESOLVED that the Mendham Township Board of Education approves revision the acceptance of the emailed letter of resignation from Dawn Montesano, Part Time Instructional Aide, dated August 22, 2017, to be effective September 22, 2017.

4. New Hires: Instructional Aides (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following as a Part-Time Instructional Aide for the 2017-2018 school year, effective September 1, 2017, at an hourly rate of \$16.78 for 5.75 hours a day, 5 days per week, for 180 days, pending receipt of Criminal History Review and Mantoux test.

Lisa Pallotto

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of the following as a Part-Time Instructional Aide for the 2017-2018 school year, effective September 25, 2017, at an hourly rate of \$16.78 for 5.75 hours a day, 5 days per week, for 180 days, pending receipt of Criminal History Review and Mantoux test.

Daragh Gallagher-Carpenter

5. New Hire: Transportation Assistants

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Transportation Assistants for the 2017-2018 school year:

Name	Job Title	Salary/(Hr)
Nancy Hammer	Transportation Assistant	\$23.70
Joy Lia	Transportation Assistant	\$23.70

6. Substitute Transportation Assistant

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jacqui Polo as a Substitute Transportation Assistant for the 2017-2018 school year at an hourly rate of \$23.70.

7. Extra Instructional Periods

BE IT RESOLVED that the Mendham Township Middle School approves the following staff members to teach extra periods of instruction during the 2017-2018 school year at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Zero Period Multi-Sensory Reading Program	4 period/wk	Jennifer Vazquez	\$6,800
Zero Period Math Program	3 period/wk	Dawn Cullinan	\$5,100

BE IT FURTHER RESOLVED that the Mendham Township Middle School approves the following staff member to teach extra periods of instruction during the 2017-2018 school year at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide, between September 13, 2017 and November 22, 2017:

Zero Period Reading Program Instruction	2 period/wk	Ashley Bays	\$1,038.84
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8. Extra Hours – Instructional Aide

BE IT RESOLVED that the Mendham Township Board of Education approves Cheryl Riccadello for 62 hours of coverage (1) student as per IEP during MTES Smart Time Program, as an Instructional Aide at her contracted hourly rate of \$17.68.

9. Schedule C Stipends 2017-2018 – Middle School

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2017-2018 Middle School Interscholastic Stipend positions:

Girls Field Hockey JV (½ stipend)	Gina Sodora	\$2,330
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**XI. Discussion**

**XII. Verbal Communications from the Public**

**XIII. Adjourn to Closed EXECUTIVE SESSION**

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meeting in executive session under certain limited circumstances, and

WHEREAS, said law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Mendham Township that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel matters. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

**XI. Reconvene Open Work Session Meeting**

**XIV. Adjournment**