

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
WORK SESSION MEETING AGENDA  
TUESDAY, FEBRUARY 20, 2018, 7:30 PM**

**I. Call to Order**

**II. Flag Salute**

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

Mr. Brian Jendryka	President
Mr. Aadithya Thayyar	Vice President
Mr. Kenneth Elgarten	
Mrs. Heather Fraser	
Mr. Richard Gondek	
Mrs. Gretchen Holquist	
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  
Suspension, Truancy, and Emergency/Fire Drill Reports (Attachments)  
HIB/Violence & Vandalism First Semester Report

**VI. Board President's Report**

**VII. Correspondence**

**VIII. Committee Reports**

- > **Curriculum and Instruction**
- > **Operations and Finance**
- > **Personnel and Human Resources**
- > **Policy and Planning**

**IX. CONSENT ITEMS for February 27, 2018**

**Approval of Minutes** (Attachments)

Regular Session Meeting: January 23, 2018

**Curriculum and Instruction**

1. **Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trips** (Attachments)

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

<b>Date</b>	<b>Grade</b>	<b>Activity</b>	<b>Cost to Board</b>	<b>Cost to Students</b>	<b>Chaperones</b>
3/20/18	4 <sup>th</sup> Grade Strings	Rehearsal for Concert with all Strings Grade 4-12 from Chesters & Mendhams	busing	-0-	Karen Schaberg Russell Branch 4 parents TBD
4/12/28	4 <sup>th</sup> Grade	Liberty Science Center	-0-	\$46.05	Diane Barlow Kellie DeGise Lisa Tiboni Theresa McNamara Nancy Hammer Meredith Vazquez Stephanie Sawicki Cheryl Riccadello Substitute Nurse 8 parents TBD
4/13/18	2 <sup>nd</sup> Grade	Franklin Mineral Museum	-0-	\$16.42	Kevin O’Keefe Theresa Milow Darlyne Pieper Kristen Miller Christine Rollo Nurse 12 Parents TBD
4/24/18	4 <sup>th</sup> Grade	Waterloo Village		\$17.58	Theresa McNamara Diane Barlow Lisa Tiboni Kellie DeGise Meredith Vazquez

					Cheryl Riccardello Nancy Hammer Stephanie Sawicki Substitute Nurse
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2. Middle School Field Trip–Confirmation of Previously Approved Proposed 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/ Transport	Cost to Student	Chaperones
3/20/18	5-8 Grade Strings	Rehearsal for Concert with all Strings Grade 4-12 from Chesters & Mendhams	busing	-0-	Karen Schaberg 5 parents TBD

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following new Middle School field trip for the 2017-2018 school year:

DATE	Grade	Activity	Cost to Board/ Transport	Cost to Student	Chaperones
2/24/18 Saturday	Wind Ensemble	2018 NJMEA State Conference Music Connects Us Hilton East Brunswick Hotel	Busing	-0-	Russell Branch Maria Doto
3/2/18	Grade 5-8 Cast member of MS musical	Perform acts from Bye Bye Birdie for MTES	Busing	-0-	Devon DeGilio Cindy Blood

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the payment of \$120.00 each to Maria Doto and Russell Branch as chaperones for field trip on Saturday.

3. Elementary School Fund Raiser for 2017-2017 School Year

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

DATE	Activity	Description / Note
April 2 to May 1, 2018	St. Jude’s Math-a-Thon	Advisor: Kevin O’Keefe

4. Assistive Technology Assessment

BE IT RESOLVED that the Mendham Township Board of Education approves the Assistive Technology Assessment for 1 student as per IEP through CPNJ at a cost of \$995.00.

**Operations and Finance**

1. January 2018 Bills List

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

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

2. 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
Practical & Effective Cognitive Behavior Therapy Mt. Arlington, NJ	2/23/18	Carolyn Johnson	-0-	-0-
NJ Association for Health, PE, Recreation & Dance Annual Conference Long Branch, NJ	2/26 & 2/27/18	Gina Sodora	\$140	\$140 plus mileage reimbursement Substitute coverage
School Transportation Supervisors Conference Atlantic city, NJ	3/22 and 3/23/18	Margaret Hogan	\$350	\$350 plus lodging, mileage, tolls, parking, meals
NJ Association for Behavior Analysis, Inc	3/23/18	Sara Bresky	\$250	\$250 plus mileage reimbursement Substitute coverage
School IPM Coordinators training Bridgewater, NJ	4/20/19	John Ragusa Tyler Spellmon	-0-	-0-
Utilizing Technology to Achieve Sustainability in Your School Kenilworth, NJ	4/27/18	John Ragusa		

3. 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:

<u>Organization</u>	<u>Location</u>	<u>Dates</u>	<u>Times</u>	<u>Resp. Party</u>
Girl Scouts Troop 5049 <i>(BOE approved 1/23/18)</i>	<u>MS</u> Library	Fridays <b>2/9/18 added 2/16/18 cancelled</b>	4:45 pm – 6:30 pm	Cindy Barban
NJ Thunder <i>(Youth Basketball)</i>	<u>MS</u> Gyms	Monday – Friday 3/19/18 – 6/15/18	6:00 pm – 9:30 pm	Andy Talbert
Mendham Men’s Softball	<u>MS</u> Fields	Saturdays & Sundays 4/8/18 – 6/24/18	Saturdays 3:00 pm – 8:00 pm Sundays 9:00 am – 1:00 pm	Matt Lombardi

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

4. LobbyGuard Visitor Management Kiosks Maintenance Agreement

BE IT RESOLVED, that the Mendham Township Board of Education renews the agreements with Red Circle Solutions, Midland Park, New Jersey for maintenance, support services and hosting services for two LobbyGuard Visitor Management Kiosks for the 2017-2018 school year at an annual rate (total) of \$1,100.

5. Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,

BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the district’s School Business Administrator to transfer the General Fund Surplus in an amount not to exceed \$400,000 into the Capital Reserve Account as of June 30, 2017.

6. Architectural Services – Locker Room Facilities, Middle School

BE IT RESOLVED, that the Mendham Township Board of Education hereby contracts with EI Associates, Cedar Knolls, New Jersey, to provide architectural and engineering services related to the renovation of locker room facilities at the Mendham Township middle school. Services will include schematic design and plan submission to the New Jersey Department of Education, preparation of contract documents including drawings and all required technical specifications and review of contractors’ submittals. Also, EI Associates will conduct site visits during the construction phase and assist in preparing a punch list at the conclusion of the project. EI Associates will be compensated an amount not to exceed \$30,000 for these services.

**Personnel and Human Resources**

1. Staff Retirement – Carol D. Blanchard

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Carol D. Blanchard, Mendham Township Middle School Teacher, dated January 21, 2018 and effective July 1, 2018. (Attachment)

2. Staff Resignation– Carol J. Averett

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Carol J. Averett, School Transportation Driver, dated January 26, 2018 and effective July 1, 2018. (Attachment)

3. Middle School Schedule B Stipend Positions

BE IT RESOLVED that the Mendham Township Board of Education approves the creation of new Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position and the staff appointments for the 2017-2018 school year:

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

<b>Activities</b>	<b>2017-18 Salary</b>	<b>Staff Member</b>
Technology Club	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Donna CasaGrande
MTMS Offseason Soccer Clinic - Zero Period	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Perry Hooker

4. Tiny Tigers Staffing

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff to serve as a substitute or additional aide for the Tiny Tigers Before Care Program as needed at an hourly rate of \$16.78

Pam Obremski

X. **ACTION ITEMS**

**Operations and Finance**

1. 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><u>Location</u></b>	<b><u>Dates</u></b>	<b><u>Times</u></b>	<b>Resp. Party</b>
NJ Thunder <i>(Youth Basketball)</i>	<u>MS</u> Gyms	Saturday & Sunday 2/24/18 – 2/15/18	9:00 am – 1:00 pm	Andy Talbert
Mendham Magic	<u>ES</u> Gym	Wednesdays 2/7/18 – 3/28/18	6:00 pm – 7:30 pm	Laura Fowler/ Jack Bradley

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

**XI. Discussion**

**XII. Verbal Communications from the Public**

**XIII. Adjournment**