

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING AGENDA
TUESDAY, NOVEMBER 21, 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
Suspension, Truancy, and Emergency/Fire Drill Reports (Attachments)
VR Presentation: Michal Ferenc

VI. Board President's Report

VII. Correspondence

VIII. Report of Election – November 7, 2017

Results of the November 7, 2017 School Board Election for two, three years terms on the Mendham Township Board of Education were as follows:

| <u>Write-In Candidates:</u> | <u>Total Votes</u> |
|-----------------------------|--------------------|
| Heather Fraser | 92 |
| Richard Gondek | 66 |
| Jennifer Dubeck | 65 |
| Tayfun Ozcan | 64 |
| All Other Write-In | 81 |

IX. Committee Reports

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

X. ACTION ITEMS for NOVEMBER 21, 2017

Approval of Minutes (Attachments)

Work Session Meeting: October 10, 2017
Closed Executive Session: October 10, 2017
Regular Session Meeting: October 17, 2017
Closed Executive Session: October 17, 2017

Curriculum and Instruction

1. Contract with P.G. Chambers
BE IT RESOLVED that the Mendham Township Board of Education approves an additional hour for Extended School Year 2017: for 1 hr. @ \$86.00.

2. Contract with P.G. Chambers
BE IT RESOLVED that the Mendham Township Board of Education approves additional money with P.G. Chambers to provide physical therapy services for three (3) additional students for the remainder of the 2017/2018 school year for a total of \$7,611.00
2.5 hrs. per week x 29 weeks = 72.5 hours @ \$86.00/hr. = \$6,235.00.
Report writing 4 x per year = 16 hours x \$86.00/hr. = \$1,376.00

3. Tuition Contract with The Center School
BE IT RESOLVED that the Mendham Township Board of Education approves the additional tuition (\$23,542.00) with The Center School for the 2017-2018 school year effective for the remainder of the school year for one (1) student as per IEP at an additional cost of \$23,542.00 for a total contract of \$82,340.00.

4. ABA Behavioral Consultation
BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler: 1 student – 2 hrs. @ \$80.00 /hr. for Behavioral Observation = \$160.00

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunkler: 1 student – 81 hrs. @ \$80.00 = \$6,480.00 for school year 2017-2018 as per IEP

5. Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trip (Attachments)
BE IT RESOLVED that the Mendham Township Board of Education reapprove the following field trip for the 2017-2018 school year which were approved conceptually by the Board on July 25, 2017:

| Date | Grade | Activity | Cost to Board | Cost to Students | Chaperones |
|-----------|----------------------|--|---------------|------------------|--|
| 4/18/2018 | 3 & 4 36 students | Chelsea Piers: John Kriskiewica, professor of Architecture & City Planning at FIT will lead tour and explain engineering of NYC's 18 bridges and 4 tunnels | -0- | \$91. | Dori Smyth (the only staff member) 18 Quest Parents |

6. Field Trips Charter Bus Transportation

BE IT RESOLVED that the Mendham Township Board of Education, having received the following quotes approves the Frank Martz Coach Company for the Mendham Township Elementary School field trip to Chelsea Piers on April 18, 2018:

| Charter NAME | Price | Trip Awarded to: |
|---------------------------|---------------|------------------|
| Panorama Tours | \$985.00 | |
| Lakeland | Not Available | |
| Aristocrat | \$975.00 | |
| Frank Martz Coach Company | \$795.00 | . |

7. Elementary School Fund Raisers for 2017-2018 School Year

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

| DATE | Activity | Description / Note |
|---------------------|--|--|
| Early November 2017 | Girls on the Run Group collecting pet supplies for St. Huberts | Collection boxes at MTES and the Post Office |
| 2/6/2018 | Kick-off Jump Rope for Heart Assembly | Jump Rope for Heart Program |

8. Middle School Activities – date changes

BE IT RESOLVED that the Mendham Township Board of Education approves change of dates for a previously approved activities for the 2017-2018 school year:

| DATE | Activity | Description / Note |
|------------|--|---|
| 11/17/2017 | MS Student Council Sponsored Talent Show | CANCELLED |
| 11/17/2017 | 5 th /6 th Grade Student Council Sponsored Dance | 7 pm Chaperone approval in Personnel |

Operations and Finance

1. September 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 October 2017 after review of the appropriations section of

the September 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 September 2017 Board Secretary's Reports. (Attachment)

3. Treasurer's Report

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

4. September 2017 Transfer Reports

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

5. November 2017 Bills List

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

| | |
|------------------------|--------------|
| Fund 10 – General Fund | \$709,434.21 |
| Fund 20 | \$ 8,849.10 |
| Fund 60 | \$ 35,667.08 |
| Fund 61 - PreK | \$ 353.15 |

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 |
|--|------------------------------------|-----------------|------------------------|--------------------------------|
| 3-Part Treatment Plan for Oral Placement Therapy plus DVD | Online self-study for one (1) year | Maureen Hengst | \$260 | \$260 |
| Bldg Inspector/Mgmt Refresher | 11/2/17 | John Ragusa | \$215 | \$215 plus \$135 |
| Operation-Maintenance Refresher Ocean, NJ | 11/7/17 | | \$135 | |
| NJ ASL School Librarian Workshop | 11/16 & 11/17/17 | Kristy Whittle | Paid by Kristy Whittle | Substitute coverage |
| Kathy Collins: Here's What I'm Thinking TBA – near Rutgers Univ | 12/7/17 | Darlyne Pieper | \$150 | \$150 plus Substitute coverage |
| Social Media | 12/13/17 | Carolyn Johnson | -0- | -0- |

| | | | | |
|---|----------|---|------|---|
| MC Public Safety Training Academy Morristown, NJ | | | | |
| Utilizing Person Centered Approaches to Improving IEP Meetings Morris Plains, NJ | 12/21/17 | Micheline Cote Peggy Goldenberg Michele Casse-Ippolito Kathleen Ruskin Robert Koroski | -0- | mileage reimbursement |
| 2018 NJAHPERD Annual Convention Long Branch, NJ | 2/26/18 | Briana Panetta Gregory Gormly | \$70 | \$70 plus mileage reimbursement and substitute coverage |

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:

| Organization | Location | Dates | Times | Resp. Party |
|---|------------------------|--------------------------------|--------------------|--------------------|
| Pack 133 Mendham (Pinewood Derby Race) | <u>MS</u> Cafeteria | Friday 2/2/18 | 5:30 pm – 8:30 pm | George Vongas |
| | | Saturday 2/3/18 | 8:00 am – 2:00 pm | |
| Mendham Twp. Police Dept. | <u>MS</u> Building | Wednesday 11/29/17 | 6:00 pm – 10:00 pm | Dan Taquinto |
| West Morris Mendham Community Band | <u>MS</u> Band Room | Thursday 11/16/17 | 7:30 pm – 9:00 pm | Russell Branch |
| Girl Scouts | <u>ES</u> Classroom | Tuesdays 11/21/17 – 3/20/18 | 3:40 pm – 5:00 pm | Dana Feldman |

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

8. School Bus Emergency Evacuation Drill Reports (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the October 6, 2017 drill at 7:55 to 8:03 a.m., for MTMS:AM: Bus V2, Bus 10, 14, 15, 16, 21, 23, 26, 27, 29, 31, supervised by Margaret Hogan and Dr. Ciccone.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the October 6, 2017 drill at 8:40 to 8:47 a.m., for MTES:AM: Van 2, Bus 10, 14, 15, 16, 17, 19, 1, 23, 27, 29, supervised by Margaret Hogan and Ms. Kotcho.

9. 2017-2018 Comprehensive Maintenance Plan/Annual Maintenance Budget Worksheet (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan and the attached Annual Maintenance Budget Amount Worksheet (Form M-1) for the 2017-2018 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of the warranties.

10. Contract for COBRA Health Insurance Administration – Ameriflex

WHEREAS, the Mendham Township Board of Education makes group health insurance benefits available for its employees and pays a portion of the premiums; and

WHEREAS, the Mendham Township Board of Education has a legal responsibility, as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), to offer a continuation of health insurance coverage, at the cost of the employee, should an employee leave the employ of the Mendham Township Board of Education,

NOW, THEREFORE, BE IT RESOLVED, by the Mendham Township Board of Education, that an agreement be entered into with Ameriflex of Carrollton, Texas, to provide services related to administration of Providing COBRA administrative services to the district. The services will include monthly billing and collection of premiums from those former employees electing to maintain health insurance coverage through COBRA. The contract agreement will cover the period from December 1, 2017 to November 30, 2018. The cost to the district will be \$0.50 per currently insured employee per month.

11. Copier Lease Agreement – Atlantic Tomorrow's Office/Municipal Capital

BE IT RESOLVED that the Mendham Township Board of Education approves the lease agreement with Atlantic Tomorrow's Office, Bloomfield, New Jersey, for the removal of one Savin copier, Model C3003 systems from the Mendham Township Middle School. Atlantic will relinquish the remaining payments on the existing lease for that machine (\$235.00/month). Atlantic Tomorrow's Office will furnish a new Savin copier, Model C3504 to replace the removed machine. A new 60 month lease agreement, commencing in November of 2017 is established with Municipal Capital of Allentown, Pennsylvania, for the new equipment. The monthly payment for the new equipment will be \$218.00 per month.

12. Hunterdon County ESC – Van Purchase

WHEREAS, the Hunterdon County Educational Services Commission has offered, at auction, the opportunity to purchase used school vehicles to all members of their purchasing consortium, and,

WHEREAS, the Mendham Township Board of Education is a member in good standing of the Hunterdon County Educational Services Commission, and,

WHEREAS, the Mendham Township Board of Education submitted a bid of \$36,109 on a 2014 GMC/StarCraft Dual rear Wheel 24 passenger van, and the bid was accepted as the highest responsible bid on the vehicle,

BE IT RESOLVED, that the Mendham Township Board of Education approves the Business Administrator to execute appropriate documentation to complete the purchase of the vehicle.

13. LED Lighting Conversion Project – State of New Jersey, D2D LED Lighting Inc.
WHEREAS, the State of New Jersey’s Clean Energy Program is currently conducting a Prescriptive Lighting Program as part of the SmartStart Buildings Program, and

WHEREAS, D2D LED Incorporated, of Brooklyn, New York is a qualified contractor authorized by the State of New Jersey to participate in the Prescriptive Lighting Program, and

WHEREAS, D2D LED Incorporated has conducted an energy audit of the Mendham Township middle and elementary schools to determine if energy costs could be reduced in a transformation from florescent lighting to all LED lighting in the district, and

WHEREAS, D2D LED Lighting has determined that savings would exist in a change to LED lighting,

BE IT RESOLVED, that the Mendham Township Board of Education enter a 60 month agreement with D2D Lighting to provide services required to change all lighting in both school buildings to LED. During the 60 month agreement, D2D agrees to replace any non-working LED bulbs at no charge to the district. Lighting costs for the district are expected to decrease by approximately 58.0% annually. During the 60 month contract period, L2D will be compensated at approximately 90.0% of those annual savings. The remaining 10.0% of the savings will be realized by the district. At the conclusion of the 60 month agreement, the district will realize the entire 58.0% annual savings. Additionally, rebates from the New Jersey Clean Energy Program, currently estimated at \$26,000 combined for both school buildings will be granted to the Mendham Township School District.

Personnel and Human Resources

1. Elementary School Extra Period Instruction - SmartTime Instruction –Termination

BE IT RESOLVED that the Mendham Township Board of Education approves the termination for extra periods of instruction for the SmartTime Instruction Program at the Elementary School for the 2017-2018 school year for three (3) periods a week, at a stipend of \$5,100.00 based on the stipend of \$8,500/year for an additional period five (5) times a week for a full year, for the following staff member, effective October 31, 2017:

Lisa Tiboni

2. Extra Hours – Instructional Aide – Revision

BE IT RESOLVED that the Mendham Township Board of Education approves revising the appointment of Cheryl Riccadello, Instructional Aide, from providing 62 hours of coverage for one (1) student as per IEP during MTES SMART Time, to providing those 62 hours of coverage for Band from October 12, 2017 to June 19, 2018 from 8:00 to 9:00 a.m. at her contracted hourly rate of \$17.68.

3. Extra Instructional Hours – Elementary School

BE IT RESOLVED that the Mendham Township Board of Education approves the extension for 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 5 times a week for a full year, and independent of placement in the salary guide, between November 27, 2017 and December 20, 2017

Zero Period Reading Program 2 periods/wk Ashley Bays \$377.76

BE IT FURTHER RESOLVED that the Mendham Township Board of Education 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 5 times a week for a full year, and independent of placement in the salary guide., between November 27, 2017 and June 19, 2018

Zero Period Reading Program 2 periods/wk Ashley Bays \$2,549.88

4. Middle School Schedules B and C Stipend Positions 2017-2018

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following 2017-2018 Interscholastic Stipend position:

| Activity | 17-18 Salary | Staff Member |
|--------------|----------------------------|--|
| Cheerleading | \$3248 – to be split 50/50 | Gina Sodora – previously approved Christine Varijian – new approval |

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following 2017-2018 Middle School Co-Curricular Stipend position:

| Activity | 17-18 Salary | Staff Member |
|----------------|--------------|---------------|
| MS Play Liason | \$3,043.00 | Devon DiGilio |

5. Middle School Chaperones

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the contractual rate of \$100 each for events that start after contractual hours for the Middle School Student/Faculty Basketball Game on October 20, 2017:

- Christine Yawger
- Maria Doto
- Allie Perrotta
- Megan Ryan
- Kelly Wilce
- Erica Hays
- Tara Horutz

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the contractual rate of \$100 each for events that start after contractual hours for the Middle School Student Council 5th/6th Grade Dance on November 17, 2017

Christine Yawger
Kelly Wilce
Maria Doto
Michal Ferenc

Donna Casagrande
Meg Ryan
Allie Perrotta

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the rate of \$120.00 for the Saturday, November 4, 2017 trip to the Metropolitan Museum of Art:

Francesca Hare
Maria Doto

Sarah Bizzaro
Donna CasaGrande

6. New Hire: Substitute Bus Dispatchers

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jacquelyn Polo as Substitute Part-Time School Bus Dispatcher for the 2017-2018 school year at an hourly rate of \$20 per hour.

7. Leave of Absence-Michele Casse-Ippolito-REVISED

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Michele Casse-Ippolito, School Psychologist, for a REVISED leave of absence under the Federal Family Medical Leave Act (FMLA) having received doctor's certification, commencing September 29, 2017 through November 10, 2017, while utilizing 29 sick days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Michele Casse-Ippolito with an anticipated return to work date of November 13, 2017, working on a Part-Time basis through November 24, 2017, while utilizing 3.5 sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Michele Casse-Ippolito with an anticipated return to Full-Time work date of November 27, 2017.

8. Staff Retirement – Kathleen McGinley

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Kathleen McGinley, Transportation Driver, dated November 13, 2017, 2017 and effective January 1, 2018.

9. Leave of Absence Revision - Marguerite Oswald

BE IT RESOLVED that the Board hereby approves Marguerite Oswald, Transportation Assistant, for an unpaid leave of absence, having received doctor's certification, commencing on Oct. 26, 2017, through Dec. 8, 2017.

BE IT FURTHER RESOLVED that the Board hereby approves Marguerite Oswald with an anticipated return to work date of Dec. 11, 2017.

10. Staff Terminations

BE IT RESOLVED that the Mendham Township Board of Education hereby terminates the employment of Employee #4573 based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective November 16, 2017.

BE IT RESOLVED that the Mendham Township Board of Education hereby terminates the employment of Employee #4692 based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective January 18, 2018.

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:

| | |
|-------------|-------------------------|
| Policy 3284 | Locker Room Supervision |
| Policy 7461 | District Sustainability |
| Policy 8860 | Memorial |

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