

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING AGENDA
MONDAY, OCTOBER 10, 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)
Tri-Annual Report (Dr. Ciccone and Ms. Kotcho)
NJSBA Board Training - October 17 Regular Meeting

VI. Board President's Report

VII. Correspondence

VIII. Committee Reports

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

IX. CONSENT ITEMS for OCTOBER 17, 2017

Approval of Minutes (Attachments)

Work Session Meeting: September 18, 2017
Closed Executive Session: September 18, 2017
Regular Session Meeting: September 26, 2017
Closed Executive Session: September 26, 2017

NJ QSAC

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulation to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted on March 7, 2012 the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (*N.J.A.C. 6A:30*), District Performance Review (DPR) and Statement of Assurance (SOA) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum,

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance, be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Curriculum and Instruction

1. Plan for Certified and Noncertified Nurses (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Assignment Plan for Certified and Noncertified Nurses for the 2017-2018 school year.

2. Middle School Activity – date change

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

DATE	Activity	Description / Note
March 8, 9, 10, 2018 (previously approved for 3/15, 16, 17)	Middle School Play	Recreation Sponsored School Performances
April 6, 2018	6th Grade Field Trip	<i>Location Change:</i> Liberty Science Center

3. Middle School Play: Co-Sponsorship with MT Rec Dept & Directors Beth Gleason & Darlene Yannetta (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves co-sponsorship with the Mendham Township Recreation Department of the Mendham Township Middle School Play, “Bye Bye Birdie, Jr.” which will take place March 8, 9 and 10, 2018.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contract with the Beth Gleason and Darlene Yannetta in an amount not to exceed \$24,240.00 to serve as the Middle School Play/Musical Directors /Producers /Choreographers (including scheduling all rehearsals, securing parent volunteers, ticket sales, participant contracts, cast selection and all additional managerial duties); and to provide sound and lighting services, Musical Director services, costume rental, backdrop rental and props/scenery, live musicians, and royalties for the play in connection with the Mendham Township Middle School production.

4. Week of Respect (Oct. 2-6); Violence Awareness Week (Oct. 16-20); Red Ribbon Week (Oct. 23-27) - School Year 2017 (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Middle School and the Mendham Township Elementary School in observance of the Week of Respect, October 2 through 3, 2017; and School Violence Awareness Week, October 16 through 20, 2017; and Red Ribbon Week, October 23 through 27, 2017.

5. 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/ Transportation	Cost to Student	Chaperones
Saturday 11/4/17	25 to 30 students from grades 5 - 8	Metropolitan Museum of Art	-0-	\$54	Maria Doto Sarah Bizzarro Donna CasaGrande Francesca Hare

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	Activity	Description / Note
June 1, 2, 3, 2018 Cost to Board Add'l chaperone hrs. – 2 overnights	Overlook Farms -Gina Sodora	Selected 7 th graders of Overlook Farm Club to attend overnight Environmental/Global awareness trip to Heifer Farms in Rutland, Mass.

6. 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
October 10 to 17, 2017	GiGi's Playhouse, Hillsborough, NJ Grade 4 Project	Collection of Items Needed
Beginning October 2017	"Help for RES Team" Royalwood Elementary School Hueston, Texas Grade 2 Project	Monetary Collection to be sent to buy needed supplies destroyed by Hurricane Harvey

Operations and Finance

1. August 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 June 2017 after review of the appropriations section of the August 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 August 2017 Board Secretary’s Reports. (Attachment)

3. Treasurer’s Report

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

4. August 2017 Transfer Reports

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

5. October 2017 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	\$

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
HIB Training MC Fire & Safety Academy	10/12/17	Carolyn Johnson	\$24	\$34
NJ School Boards Convention/Conference Atlantic City, NJ	10/24 and 10/25/2017	Robert Koroski	-0-	-0-
Guided Math Fall Conference Piscataway, NJ	11/28/17	Diane Barlow Erica Parke	\$259 each	\$259 each plus mileage reimbursement Substitute Coverage
NJCHE 25 th Annual History Conference Princeton University	12/1/2017	Matthew Lynch	\$80	\$80 plus mileage reimbursement Substitute Coverage

Literacy Coaching Mercer Technical School	12/15/17	Jean Sosna	-0-	Mileage reimbursement Substitute Coverage
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7. Annual Facilities Checklists (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklists for the Mendham Township elementary and middle schools for the 2017-2018 school year.

8. 2018-2019 Budget Calendar (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the budget calendar outlining the development process and prospective timeline for 2018-2019 school year district budget.

9. 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>
Mendham Magic (Track)	<u>ES</u> Fields	<u>Mondays, Tuesdays</u> <u>Wednesdays &</u> <u>Thursdays</u> 3/12/18 – 4/8/18	5:15 pm – 6:30 pm	Laura Fowler
Mendham Twp. Recreation (7 th & 8 th Grade Dance)	<u>MS</u> Gyms	<u>Friday</u> 10/27/17	6:30 pm – 10:00 pm	Steve Eisenstein
Brownie Troop 97174	<u>ES</u> Library	<u>3rd Thursday per</u> <u>Month</u> 10/19/17 – June 2018	3:45 pm – 5:00 pm	Lisa Culnen Cammy Voyles
Daisy Troop 97123	<u>ES</u> Library Courtyard Grounds	<u>Last Monday per Month</u> 10/30/17 – June 2018	3:45 pm – 4:30 pm	Laura Gavilanes Jenny Miller Cammy Voyles
Mendham Patriots (Basketball)	<u>MS</u> <u>Gyms</u>	<u>Monday – Friday</u> <u>Saturday</u> <u>Sunday</u> 9/12/17 – 3/18/18	5:30 pm – 9:30 pm 8:00 am – 6:30 pm 11:00 am – 6:00 pm	David Wisotsky
NJ Thunder (Basketball)	<u>ES</u> <u>Gyms</u>	<u>Tuesdays</u> 9/19/17 – 10/24/17	5:45 pm – 9:30 pm	Andy Talbert

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

10. Transportation Rates - MTSD Field Trips 2017-2018

BE IT RESOLVED that the Mendham Township Board of Education approves the following Transportation Rates charged to other districts for athletic and extra-curricular trips:

54 passenger bus and driver	\$61.00 per hour	
Van and driver	\$52.00 per hour	
lay-over time, after 5 hours	\$35.00 per hour	For WMMHS
Bus rental no driver	\$125.00 per day	
Van rental no driver	\$105.00 per day	

Personnel and Human Resources

1. Staff Resignation – Kristy Whittle

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Kristy Whittle, Mendham Township Elementary School Media Specialist, dated September 28, 2017 and effective November 27, 2017.

2. 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
Talent Show	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788 EACH	Brianna Panetta (replacing Stephanie Probert) Laura Porrovecchio
Technology Integration Specialist	\$4,532	Charles Gallo (previously split)

5. Extra Period Instruction Revision

BE IT RESOLVED that the Mendham Township Board of Education 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.

Zero Period Multi-Sensory Reading Program	5 period/wk	Jennifer Vazquez	\$8,500
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6. Staff Resignation – Amy Feld

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Amy Feld, Mendham Township Middle School Teacher's Aide, dated September 28, 2017 and effective October 27, 2017.

7. Substitute Transportation Assistant

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of James Castiglione, current MTSD Transportation Drive, as a Substitute Transportation Assistant for the 2017-2018 school year at an hourly rate of \$23.70.

Policy and Planning

1. Second Reading and Adoption (Attachment)

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

P 2700	Services to Nonpublic School Students (M) (Revised)
R 5511	Dress Code
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) – REVISED

WHEREAS, on September 18, 2017 the Mendham Township Board of Education approved entering a financing agreement with U.S. Bancorp for the purchase of two new International, model year 2019, 54 passenger school buses with a total amount to be financed of \$198,490.72,

NOW, BE IT RESOLVED, that the total amount to be financed to facilitate the purchase of these vehicles be revised to \$198,491.00.

Personnel and Human Resources

1. Appointment of Head Custodian

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Tyler Spellmon as Head Custodian for the 2017-2018 school year. The position will be compensated as an annual stipend of \$5,000 for the 2017-2018 school year which will be prorated from October 1, 2017.

2. Middle School - Extra Summer Hours 2017 - Revision

BE IT RESOLVED that the Mendham Township Board of Education approves revising the approval of extra summer hours for Alexandria Perrotta, Middle School Guidance Counselor, from 20 to 41 hours at the rate of \$39.96 per hour.

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