

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REGULAR MEETING AGENDA
MONDAY, APRIL 22, 2019, 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. Peter Dumovic	
Mrs. Heather Fraser	
Mr. Richard Gondek	
Mrs. Gretchen Holquist	
Mrs. Joan Mody	

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)

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. CONSENT ITEMS

Approval of Minutes

Regular Session Minutes: March 12, 2019

Regular Session Minutes: March 19, 2019

Approval of Executive Minutes

Executive Session Minutes: March 12, 2019

Executive Session Minutes: March 19, 2019

Curriculum and Instruction

1. **Elementary School Field Trips - Previously Approved Field Trip** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2018 - 2019 school year.

Date	Grade	Activity	Cost to / Transportation	Cost to Student	Chaperones
04/23/19	Grade 4	Waterloo Village Stanhope, NJ	\$0 District Bus	\$15.00	T. McNamara D. Barlow M. Vazquez L. Tiboni K. DeGise 8 Parents 1 Nurse
06/06/19 06/07/19	Grade 4	Princeton University Art Museum Princeton, NJ	\$0 District Bus	\$5.00	S. Bizzarro D. Barlow K. DeGise T. McNamara L. Tiboni M. Vazquez 8 Parents 1 Nurse

2. **Middle School Field Trips - Previously Approved Field Trip** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2018 - 2019 school year.

Date	Grade	Activity	Cost to / Transportation	Cost to Student	Chaperones
04/26/19 04/27/19	Grade 7	Club Getaway Kent, CT	\$0 Charter Bus	\$360.00	G. Sodora P. Hooker M. Viggiano J. Vazquez

05/03/19	Grade 7 & Grade 8	Peer Leaders to MTES	\$0 District Bus	\$0	A. Perrotta
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3. **Middle School Student Council Event**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Student Council Activity for the 2018 - 2019 school year.

Date	Activity	Description/Notes
05/10/19	Mendham Ninja Warrior Jr. Competition	All MTMS Grade Levels 3:00 pm - 5:00 pm Location - MPR & Gym \$5.00 Admission Fee Supervision: D. DePugh, G. Sodora E. Giarrusso

4. **Payment of Additional Chaperone Hours for the Minisink Environmental Education Trip**

BE IT RESOLVED that the Mendham Township Board of Education approves the contractual payment of \$250.00 per night for staff who accompany students on overnight field trips and the payment of \$175.00 per night for Secondary Chaperones. The Board approves reimbursement of the cost of fingerprinting for Criminal History Review for the Secondary Chaperones.

Male Chaperones

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Craig Clausen	1. Cameron Miller (returning chaperone)
2. Matt Viggiano	2. Sam Zena (returning chaperone)
3. Michal Ferenc	3. Dan Shea (returning chaperone)
4. Dan DePugh	4. Tommy Koide (returning chaperone)
5. Kevin O'Keefe	5. Joe Sylvester *** (pending paperwork)
6. Charles Gallo	6. Stephen Ryan *** (pending paperwork)
7. Greg Gormly	

Alternates:

Female Chaperones

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Erica Hays	1. Lee Smith (returning chaperone)
2. Allie Perrotta	2. Renata Franzoni (returning chaperone)
3. Meg Ryan	3. Jordan Polo (returning chaperone)
	4. Emily Sutaria *** (pending paperwork)
Nurse: Erin Giarrusso	***Board to reimburse fingerprinting fee

Alternates: Gina Sodora

- Middle School - Sandy Hook Promise** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School to participate in the Sandy Hook Promise Know the Signs program for the 2019 - 2020 and the 2020 - 2021 school years.
- Middle School - Morristown Soup Kitchen Personal Hygiene Drive** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School Leadership Drive for the 2018 - 2019 school year.

Date	Activity	Leadership Advisors
05/13/19 - 05/24/19	Morristown Soup Kitchen Personal Hygiene Drive	M. Ryan G. Sodora

Operations and Finance

- March 2019 Certification Reports**
BE IT RESOLVED that the Mendham Township Board of Education certify pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary’s and Treasurer’s monthly financial reports for the month of March 2019 that no major accounts and fund balances in the 2018/2019 budget have been over expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- Board Secretary’s Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2019 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2019 Treasurer's Reports.

4. **March 2019 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2019 transfer report.

5. **April 2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the April 2019 Bills List. This includes payroll checks N0063 - N0071.

Fund 10	\$ 48,340.08
Fund 11	\$1,499,348.73
Fund 12	\$ 28,800.87
Fund 20	\$ 726,000.00
Fund 60	\$ 29,417.55
Fund 61	\$ <u>7,211.52</u>
Total:	<u>\$2,339,118.75</u>

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
Mendham Township Library Art Show	04/01/19	S. Bizzarro	\$0 Substitute Coverage	\$0 Substitute Coverage
STEM Expo MTES	04/03/19	D. Barlow E. Parke	\$0 Substitute Coverage	\$0 Substitute Coverage
Annual School Counselor Conference Union, NJ	04/12/19	C. Allen A. Perrotta	\$80.00/each Mileage Reimbursement	\$80.00/each Mileage Reimbursement
School Bus Driver Safety Training Seminar	04/13/19	D. Templin <i>(in lieu of</i>	\$0	\$0 Mileage

Wayne, NJ		<i>J. Barno approved 3/19/19 BOE mtg.)</i>	Mileage Reimbursement	Reimbursement
PEOSH Training Bridgewater, NJ	04/26/19	J. Ragusa	\$0	\$0
Kindergarten Screenings MTES	05/01/19 05/02/19 05/03/19	C. Allen K. Merlino K. Johnson A. Williamson	\$0 Substitute Coverage	\$0 Substitute Coverage
MTES Field Day	05/22/19 - 05/23/19	B. Panetta G. Gormly	\$0 Substitute Coverage	\$0 Substitute Coverage
Minisink - Chaperone Stillwater, NJ	06/03/19 - 06/05/19	C. Gallo K. O'Keefe G. Gormly	\$0 Substitute Coverage	\$0 Substitute Coverage

7. **Use of District Facilities** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2018-2019 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Twin Boro Bears Cheerleading	<u>MS</u> All Purpose Room Gym Locker Rooms Grounds	Monday -Thursday 08/12/19 - 08/15/19	8:00 am - 3:00 pm	Amy Golier

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

8. **Mendham Township Roxiticus Summer Camp Transportation**

BE IT RESOLVED that the Mendham Township Board of Education approves transportation for Roxiticus Summer Camp from Roxiticus Country Club, Mendham on Wednesday, July 10, 2019, Thursday, July 18, 2019, Wednesday, July 24, 2019 and

Wednesday, July 31, 2019. Transportation services will be billed at \$61.00 per hour for one bus with driver or \$52.00 per hour for one van with driver.

9. **Project Graduation Transportation - West Morris Mendham High School**
BE IT RESOLVED that the Mendham Township Board of Education approves transportation for the 2019 Project Graduation event for West Morris Mendham High School. The district will supply up to 6 buses, with drivers, and provide round trip transportation from West Morris Mendham High School to the Branchburg Sports Complex in Branchburg, NJ. Transportation services will be billed at \$61.00 per hour for one bus with driver.

10. **Mendham Township Boy Scout Troop Transportation**
BE IT RESOLVED that the Mendham Township Board of Education provide transportation for Mendham Township Boy Scout Troop #1 from Mendham High School on Saturday, May 25, 2019 to Southfield, NY and returning to Mendham High School on Monday, May 27, 2019. Transportation services will be billed at \$61.00 per hour for one bus with driver. Total not to exceed \$500.00.

11. **Mendham Township Board of Education Strategic Capital Improvement Plan**
BE IT RESOLVED that the Mendham Township Board of Education approves the proposal for the Strategic Capital Improvement Plan provided by Parette Somjen Architects. The proposal includes facilities improvement plans for both the Mendham Township Elementary and Middle School and it will include the assessment of the general site conditions, general building construction, electrical systems, mechanical systems, plumbing system.

12. **Maximum Travel Allowance for 2019-2020 Budget:**
WHEREAS, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

NOW, THEREFORE, BE IT RESOLVED, that the Mendham Township Board of Education approves establishing a maximum travel expenditure amount of \$25,000 for the 2019-2020 school year. The maximum travel expenditure amount for the 2018-2019 school year is \$19,000, of which, \$15,458 has been spent and \$2,752 is encumbered to date.

Personnel and Human Resources

1. **New Hires: Substitute Transportation Drivers**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending receipt of paperwork, of the following Substitute Transportation Driver for the 2018 - 2019 school year at an hourly rate of \$22.86.

Teresa Sanchez
Amy Bond

2. **New Hire: Substitute Lunch/Recess Aide**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending receipt of paperwork, for the following Substitute Lunch/Recess Aide for the 2018 - 2019 school year at an hourly rate of \$12.14.

Teresa Sanchez

3. **Leave of Absence-Christine Palamara**

BE IT RESOLVED that the Board hereby approves Christine Palamara, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing March 12, 2019 under the Federal Family Medical Leave Act (FMLA), ending after four (4) weeks on April 12, 2019 while utilizing nineteen (19) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Christine Palamara with an anticipated return to work date of April 15, 2019.

4. **Staff Retirement - Gwen Spoerl** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Gwen Spoerl, Mendham Township Elementary School Confidential Secretary to the Director of Special Services, dated April 2, 2019 and effective June 14, 2019.

5. **Staff Resignation - Kiana Davis**

BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Kiana Davis, Elementary School Instructional Aide, effective March 22, 2019.

6. **Leave of Absence-Steven Molnar** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Steven Molnar, School Bus Driver, for a leave of absence, having received doctor's certification, commencing May 31, 2019 under the Federal Family Medical Leave Act (FMLA), ending after four (4) weeks on June 10, 2019, while utilizing eighteen (18) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Steven Molnar with an anticipated return to work date of August 26, 2019.

7. **Leave of Absence-Darlyne Pieper** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Darlyne Pieper, Elementary School Teacher, for a leave of absence, having received doctor's certification, commencing April 26, 2019 under the Federal Family Medical Leave Act (FMLA), ending after Two (2) weeks on May 10, 2019, while utilizing Eleven (11) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Darlyne Pieper with an anticipated return to work date of May 13, 2019.

8. **Approval of Chaperone - Middle School Play**

BE IT RESOLVED that the Mendham Township Board of Education approves Alexandra Perrotta as a chaperone, in place of originally approved Cindy Blood, for the Middle School Play on March 17, 2019 at her contractual rate of \$43.59 per hour.

9. **Additional Chaperone - Bronx Zoo Trip**

BE IT RESOLVED that the Mendham Township Board of Education approves Amanda Marinaro as a chaperone for the Elementary School Bronx Zoo Field Trip, previously approved at the March 19, 2019 Board of Education Meeting.

10. **Elementary School Schedule B Stipend - Talent Show (Attachment)**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2018 - 2019 Co-Curricular Stipend position Schedule B for the Elementary School.

Activity	2018 - 2019 Salary	Staff Member
Talent Show	\$225.00 base + max of ten events @ \$56.00 each, not to exceed total of \$788.00 (Each)	Briana Panetta Laura Porrovecchio

11. **Elementary School Activity Chaperones - Talent Show**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following two (2) chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Co-Curricular Activity, Talent Show.

Carolyn Johnson
Kelly Johnson

12. **Unpaid Absences - Marianne Cofield**

BE IT RESOLVED that the Mendham Township Board of Education approves Marianne Cofield to take April 15, 2019 (½ day) and May 17, 2019 (½ day) as unpaid absences.

X. ACTION ITEMS

1. **Leave of Absence - Sterry Colvin**

BE IT RESOLVED that the Board of Education approves Sterry Colvin, Custodian, for a leave of absence, having received doctor's certification, commencing April 22, 2019

under the Federal Family Medical Leave Act (FMLA), ending after eleven weeks while utilizing fifty two accumulated sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Sterry Colvin with an anticipated return to work date of July 8, 2019.

2. ADOPTION OF THE REVISED TENTATIVE BUDGET 2019-2020

A. BUDGET AND PUBLIC HEARING

BE IT RESOLVED that the Mendham Township Board of Education approves and authorizes the submission of the tentative budget for the 2019-2020 School Year to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2019-20 Total Expenditures	18,102,093	130,000	1,216,925	19,449,018
Less: Anticipated Revenues	2,602,549	130,000	0	2,732,549
Taxes to be Raised	15,499,544	0	1,216,925	16,716,469

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Mendham Township Elementary Staff Development Room at 18 West Main Street, Brookside, New Jersey, on May 7, 2019 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

Revisions to the 2019-2020 budget have been made in consideration of additional expenses for Staff and Special Education.

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

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 a personnel matter. 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.

XIV. Reconvene Open Work Session Meeting

XV. Adjournment