

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING AGENDA
TUESDAY, DECEMBER 18, 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
Mrs. Jocelyn deGrandpre
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*)
- M.S. Coach Dan DePugh and the Boys Cross Country Team Members (*Attachments*)

VI. Board Secretary's Report

VII. Correspondence

VIII. Committee Reports

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

IX. ACTION ITEMS for November 27, 2018

Approval of Minutes (*Attachment*)

Regular Session Meeting: November 27, 2018

Approval of Executive Minutes

Closed Executive Session: None

Curriculum and Instruction

1. Middle School Field Trips - Confirmation of Field Trips (*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 Board/ Transportation	Cost to Student	Chaperones
01/17/19 01/24/19 01/31/19 *02/07/19 *02/14/19 *02/21/19 *02/28/19 *03/14/19 *03/21/19 <i>* if necessary</i>	7th & 8th Grades	ATOMS Competition	\$200.00 Busing	0	M. Ferenc
01/11/19	8th Grade	NYC, NY	0	\$210.00	C. Butler S. Bray C. Hueston M. Viggiano A. Perrotta P. Hooker A. Porter C. Gustavsen E. Giarrusso/ Nurse <i>L. Barter (additional chaperone)</i>

02/28/19	5th - 8th Grades - Tech Club Members	3rd Annual Technology Showcase	0	0	D. CasaGrande F. Hare
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2. **Elementary School Field Trip - Confirmation of Field Trip** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018 - 2019 school year.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
05/07/19	Kindergarten	Mayo Theater	0	\$16.11	A. Williamson C. Allen K. Merlino K. Johnson C. Nicol P. Porter L. Taylor M. Cofield

Operations and Finance

1. **December 2018 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 December 2018 after review of the appropriations section of the November 2018 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 November 2018 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2018 Treasurer's Report.

4. **December Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2018 Transfer Reports.

5. December 2018 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2018 Bills List.

Fund 10 - General Fund	\$1,470,772.76
Fund 20	\$ 31,536.48
Fund 40	\$ 367,287.50
Fund 60 - Cafeteria	\$ 29,032.32
Fund 61 - Pre K	<u>\$ 6,656.52</u>
 Total	 \$1,905,285.58

6. District Travel

BE IT RESOLVED that the Mendham Township 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
American Speech Language & Hearing Association Conference Boston, MA	11/15/18 - 11/18/18	C. Delaney	\$430.00	\$430.00
Wilson Foundations/ Level 2 Princeton, NJ	12/05/18	D. Pieper	\$350.00 + Mileage + Substitute Coverage	\$350.00 + Mileage + Substitute Coverage
HIB Training Parsippany, NJ	12/06/18	C. Johnson	\$30.00	\$30.00
Wilson Foundations/ Level 2 Princeton, NJ	12/05/18	K. O'Keefe	\$350.00 + Mileage + Substitute Coverage	\$350.00 + Mileage + Substitute Coverage
December Nights, December Lights ES Musical	12/17/18	A. Allen	Substitute Coverage	Substitute Coverage
NJ Association for	02/25/19 &	G. Sodora	\$125.00 +	\$125.00 +

Health, P.E., Recreation & Dance Long Branch, NJ	02/26/19		Mileage + Substitute Coverage	Mileage + Substitute Coverage
Quarterly Insurance Group Meeting	12/12/18 03/14/19 06/13/19	D. Mosner	0	0

7. Use of Facilities

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

Organization	Location	Dates	Times	Responsible Party
Morris County Arts Workshop	<u>ES</u> Gyms Classrooms	Mondays - Fridays 12/10/18 - 03/22/19	8:00 am - 8:45 am 3:45 pm - 4:45 pm	Jane Shatz

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 Reports from Saint Joseph's detailing the November 14, 2018 drill at 7:00 a.m., Gill Saint Bernard's detailing the November 14, 2018 drill at 7:55 a.m., Mountain View Middle School detailing the November 27, 2018 drill at 9:15 a.m., and Assumption School detailing the November 30, 2018 drill at 7:35 a.m. All drills were supervised by Margaret Hogan.

9. Health and Safety Evaluation of School Buildings Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurances (SOA) to the New Jersey Department of Education for the school year 2018-2019.

Personnel and Human Resources

1. Middle School Chaperone: Grade 8 New York City Trip

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperone for the Grade 8th New York City Trip, originally approved by the Board of Education on August 28, 2018.

Elizabeth Barter (added)

2. **Middle School Chaperones: Student/Faculty Basketball Game**

BE IT RESOLVED that Mendham Township Board of Education approves the following chaperones for the for the November 30, 2018 Student/Faculty Basketball game, originally approved by the Board of Education on August 28, 2018.

Megan Ryan (added)
Alexandra Rosone (added)

3. **Middle School Chaperone: Metropolitan Museum of Art, NY**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperone at the rate of \$120.00 for the Saturday, November 03, 2018 trip to the Metropolitan Museum of Art, originally approved by the Board of Education on August 28, 2018.

Megan Ryan (added)

4. **Middle School Chaperones: Grade 7 Leadership Trip**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones at the rate of \$250.00 per night for the Friday, April 26 - Sunday, April 28, 2018 Grade 7th Leadership trip, originally approved by the Board of Education on August 28, 2018.

Matthew Viggiano
Perry Hooker

5. **Leave of Absence (REVISED): Lacey Neil** *(Attachment)*

BE IT RESOLVED that the Board hereby approves Lacey Neil, Middle School Instructional Aide, for a leave of absence, having received doctor's certification, commencing December 3, 2018 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on March 1, 2019, while utilizing twenty two (22) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Lacey Neil, commencing on February 4, 2019 through May 3, 2019, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Lacey Neil with an anticipated return to work date of May 6, 2019.

6. **Staff Termination**

BE IT RESOLVED that the Mendham Township Board of Education hereby terminates the employment of Employee #4183's assignment as a Cafeteria/Recess Aide based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective November 30, 2018.

XI. Discussion

XII. Verbal Communication from the Public

XIII. Adjournment