

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM  
REGULAR SESSION MEETING AGENDA  
TUESDAY, FEBRUARY 26, 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*)
- Mr. Mahadeen and the Middle School Jazz Band: Presentation (*Attachments*)

**VI. Board Secretary's Report**

**VII. Board President's Report**

**VIII. Correspondence**

**IX. Committee Reports**

- Curriculum and Instruction
- Operations and Finance

- **Personnel and Human Resources**
- **Policy and Planning**

**X. CONSENT ITEMS**

**Approval of Minutes (Attachments)**

Regular Session Minutes: January 29, 2019

**Approval of Executive Minutes**

Executive Session Minutes: January 29, 2019

**Curriculum and Instruction**

1. **Elementary 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
03/12/19	(1) 3rd & 4th Grade Strings	WMMHS	0	0	K. Schaberg R. Branch 4 Parents
04/18/19	4th Grade	Liberty Science Center Jersey City, NJ	0	\$35.82	D. Barlow K. DeGise L. Tiboni T. McNamara M. Vazquez 1 Nurse 8 Parents
04/29/19 05/01/19 05/02/19 05/03/19	2nd Grade	Mendham Township Library	0	0	T. Newton D. Pieper T. Milow K. O'Keefe L. Porrovecchio

2. **Elementary School Field Trip - Morris Museum (Attachment)**

**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
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04/17/19	2nd Grade	Morris Museum Morristown, NJ	0	\$13.00	K. O’Keefe T. Milow D. Pieper L. Porrovecchio 1 Nurse 4 Parents
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3. **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
03/13/19	5th-8th Grades	Orchestra Rehearsal WMMHS	0	0	K. Schaberg 5 Parents (TBD)
03/18/19	8th Grade	Musical “Anytown” WMMHS	0	0	A. Perrotta P. Hooker D. Emr S. Bray A. Porter S. Cyr

4. **Middle School Field Trip - Legally Blonde, Jr. Performance at MTES**

**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
03/20/19	5th-8th Grades	Legally Blonde Jr. MTES	0	0	D. DeGilio

5. **Fundraisers for the 2018 - 2019 School Year**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the following fundraising activities for the 2018 - 2019 school year.

Location	Date	Activity	Advisor
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Elementary School	04/01/19 - 05/01/19	St. Jude's Math-A-Thon	K. O'Keefe
Middle School	03/11/19 - 03/15/19	Candy Gram	G. Sodora

**Operations and Finance**

1. **February 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 January 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.

2. **Board Secretary's Report**

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

3. **Treasurer's Report**

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

4. **January 2019 Transfer Reports**

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

5. **February 2019 Bills List**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the February 2019 Bills List. This includes payroll checks N0037 and N0040.

Fund 10	\$ 49,991.64
Fund 11	\$1,580,701.03
Fund 12	\$ 125,504.00
Fund 20	\$ 9,225.56
Fund 60	\$ 25,746.62
Fund 61	\$ <u>9,790.00</u>
Total:	<u>\$1,800,958.85</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
2019 NJ Student Learning Assessment Training Whippany, NJ	02/22/19	N. Fuller	0	0
Foundations Level 3 Princeton, NJ	02/28/19	E. Parke C. Rubinaccio	\$350.00 Substitute Coverage Reimbursement for Mileage	\$350.00 Substitute Coverage Reimbursement for Mileage
Help Your Student Develop Self-Regulation Skills to Improve Behavior & Increase Learning Cherry Hill, NJ	03/01/19	C. Johnson	\$259.00 Reimbursement for Mileage	\$259.00 Reimbursement for Mileage
Spring Concert MTES	03/18/19	A. Allen	Substitute Coverage	Substitute Coverage
PROMPT Training New Providence, NJ	04/01/19 04/02/19 04/03/19	C. Delaney	\$825.00	\$825.00
Integrated Pest Management Training Bridgewater, NJ	04/12/19	J. Ragusa	0	0
Integrated Pest Management Training Washington, NJ	05/31/19	C. Hemmings	0 Reimbursement for Mileage	0 Reimbursement for Mileage

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
Mendham Music Boosters	<u>ES</u> All Purpose Room	Wednesdays 02/13/19 - 04/30/19	6:15 pm - 8:15 pm	Tim Beadle
Mendham Patriots Basketball	<u>MS</u> Gyms	Monday - Friday 06/24/19 - 06/28/19	8:00 am - 3:00 pm	David Wisotsky
Mendham Magic Track & Field	<u>ES</u> Gym	Tuesdays & Thursdays 02/27/19 - 03/14/19	6:00 pm - 7:00 pm	Ted Rostiac

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

8. **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 2018-2019 school year at an annual rate (total) of \$1,300.00.

9. **Field Trip Charter Bus Transportation** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves Passaic Valley Coach for the Mendham Township School District field trips for the 2018 - 2019 school year.

10. **Field Trip Charter Bus Transportation - Additional Bus Requested**

**BE IT RESOLVED** that the Mendham Township Board of Education, having previously received the following three (3) quotes approves Passaic Valley for the Mendham Middle School field trip to Dorney Park on May 24, 2019 and approving Passaic Valley the amount of \$1,705.00.

Charter Name	Price	Trip Awarded To
Martz	No Buses Available	
Lakeland	No Buses Available	
Panaroma	No Buses Available	
Passaic Valley	\$1,755.00	Passaic Valley

11. **Joint Transportation Agreement Canceled**

**BE IT RESOLVED** that the Mendham Township Board of Education approves the cancellation of the Joint Transportation agreement between the Somerset Hills School District and Mendham Township effective February 11, 2019. Somerset Hills will be providing Aide in Lieu of transportation to the family.

12. **Approval of Disposal of Property**

**BE IT RESOLVED**, that the Mendham Township Board of Education approves the disposal of the item listed below. The equipment has been identified by the Business Administrator as unusable to the district. If unable to be sold in “as is” condition, the item will be disposed of by means of recycling as per Regulation R7300.1 Disposition of Instructional Property.

Brand	Item	Count	Item Number
Craftsman	Table Saw	1	#000674

**Personnel and Human Resources**

1. **Volunteer Volleyball Assistant - Clare McDonough**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Clare McDonough to serve as a Volunteer Assistant for the Middle School Volleyball Team for the 2018 - 2019 school year, pending paperwork.

2. **Extra Hours: Instructional Aide - Cheryl Riccardello**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours not to exceed 40 hours, at her contractual hourly rate of \$18.21, for Cheryl Riccardello to serve as an aide for student #10309 to participate in Chess Club during the 2018 - 2019 school year.

3. **Extra Hours: Instructional Aide - Cindy Blood**

**BE IT RESOLVED** that the Mendham Township Board of Education approves extra hours not exceed 40 hours, at her contractual hourly of \$27.73, for Cindy Blood to serve as an aide for student #9642552336 to participate in ten sessions of Stunt & Tumble.

4. **Middle School Chaperone - Jennifer Vazquez**

**BE IT RESOLVED** that the Mendham Township Board of Education approves payment to Jennifer Vazquez at the rate of \$120.00 having served as an aide for student #52011093 to attend To Kill A Mockingbird and Carmine’s Restaurant on Saturday, February 9, 2019. This field trip was originally approved by the Board of Education on October 16, 2018.

5. **Middle School Chaperones - Dorney Park Music Trip**

**BE IT RESOLVED** that the Mendham Township Board of Education approved the following chaperone for the Dorney Park Trip, originally approved by the Board of Education on August 21, 2018.

Michael Ferenc (added)

Noel Lazoricsek (removed)

6. **Staff Resignation - Matthew Lynch** (*Attachment*)

**BE IT RESOLVED** that the Mendham Township Board of Education accepts the letter of resignation from Matthew Lynch, Middle School Social Studies Teacher, effective June 30, 2019.

7. **Maternity Leave Substitute Teacher - Kelly Ruggieri** (*Attachments*)

**BE IT RESOLVED** that the Mendham Township Board of Education approves the appointment of Kelly Ruggieri, pending completion of paperwork, as a Long Term Leave Substitute Teacher starting April 1, 2019, at an annual substitute per diem rate of \$87.00 for the first twenty days of consecutive employment, then a rate of \$174.00 for days twenty one to the remainder of the assignment ending May 17, 2019.

8. **Home Instruction**

**BE IT RESOLVED** that the Mendham Township Board of Education approves Home Instruction by Matthew Viggiano for student (10307 Local ID) for a total of 75 hours (5 hrs/wk) at \$41.00 per hour starting February 27, 2019 ending June 13, 2019.

**Policy and Planning**

1. **First Reading** (*Attachments*)

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

- P 0141.1 Board Member and Term - Sending District (Revised)
- P 0141.2 Board Member and Term - Receiving District (Revised)
- P 2422 Health and Physical Education (M) (Revised)
- P 2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
- P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5330.04 Administering an Opioid Antidote (M) (Revised)
- R 5330.04 Administering an Opioid Antidote (M) (New)
- P 5337 Service Animals (Revised)
- P 5756 Transgender Students (M) (Revised)
- P&R 7440 School District Security (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)
- P 8860 Memorials (Revised)
- P 2415.06 Unsafe School Choice Option (M) (Revised)



- R 2460.8 Special Education - Free and Appropriate Public Education (M)  
(Revised)
- R 5331 Management of Life Threatening Allergies in School
- R 5530 Substance Abuse (M) (Revised)
- P&R 5600 Student Discipline/Code of Conduct (M) (Revised)
- P&R 5611 Removal of Students for Firearms Offenses (M) (Revised)
- P&R 5612 Assaults on District Board of Education Members or Employees (M)  
(Revised)
- P&R 5613 Removal of Students for Assaults with Weapons Offenses (M)  
(Revised)
- P&R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,  
Alcohol, and Other Drug Offenses (M) (Revised)

**XI. Discussion**

**XII. Verbal Communications from the Public**

**XIII. Adjournment**