

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REGULAR SESSION MEETING AGENDA
TUESDAY, JANUARY 29, 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*)

VI. 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/legal 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.

VII. Reconvene Open Work Session Meeting

VIII. Board Secretary's Report

IX. Board President's Report

X. Correspondence

XI. Committee Reports

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

XII. CONSENT ITEMS

Approval of Minutes (*Attachments*)

Regular Session Meeting: December 18, 2018

Reorganizational Meeting: January 3, 2019

Approval of Executive Minutes

Regular Session Meeting : December 18, 2018 (None)

Reorganization Meeting: January 3, 2019

Curriculum and Instruction

1. **Revised Curriculum** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the 2018 - 2019 school year of the revised/renewed curriculum listed below:

Elementary and Middle School Dance & Theatre Curriculums
Elementary and Middle School Physical Education Curriculums
Middle School Science Curriculum
Middle School Music Curriculum
Middle School Art Curriculum

2. **Middle School Field Trip – Confirmation of Previously Approved Field Trip**
(*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018-2019 school year which was originally approved by the Board of Education on August 28, 2018.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
02/01/19	Grade 6	Liberty Science Center N.J.	0 Charter Bus	\$42.00	M. Viggiano D. DePugh K. Wilce A. Perrotta T. Horutz F. Hare M. Ferenc J. Vazquez C. Gustavsen

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018-2019 school year which was originally approved by the Board of Education on October 16, 2018.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
02/09/19	Grade 8	To Kill A Mockingbird Shubert Theatre Carmine's Restaurant New York, NY	0 District Bus	\$140.00	M. Smith S. Cyr-Alai J. Vazquez C. Hueston N. Brychta

3. **Middle School Field Trip (New) – Chorus Festival** (*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	Cost to Students	Chaperones
01/29/19	Grades 7th/8th	West Morris Area Choral Festival Chester, NJ	0 District Bus	0	R. Bergamotto A. Perrotta
02/06/19	Grades 5th-8th	District Honors Band/Chester Diner	0 District Bus	\$12.00	R. Branch

		Chester, NJ			
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4. **Middle School Participation in WMMHS “Shadowing Day”**
BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School’s participation in WMMHS Future Educators Club “Shadowing Day” to be held on Wednesday, February 27, 2019.

5. **Elementary School Service Project - Caring Kids**
BE IT RESOLVED that the Mendham Township Board of Education approves 3rd Grade teacher, Cara Rubinaccio to organize a community service project called Caring Kids, where slightly used stuffed animals will be collected and donated to third world countries through a Rhode Island non-profit organization called Edesia.

6. **Student Safety Data System**
BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Student Safety Data System to the New Jersey Department of Education for the 2018 - 2019 School Year.

7. **Harassment, Intimidation and Bullying Semi-Annual Report** *(Attachment)*
BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Harassment, Intimidation and Bullying Semi-Annual Report for Period 1 (July 1, 2018 - December 30, 2018) to the New Jersey Department of Education.

Operations and Finance

1. **January 2018 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 December 2018 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 December 2018 Board Secretary’s Reports.

3. **Treasurer’s Report**
BE IT RESOLVED that the Mendham Township Board of Education approves the December 2018 Treasurer’s Reports.

4. **December 2018 Transfer Reports**

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

5. **January 2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2019 Bills List.

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: \$1,800,958.85

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
FERPA & Title IX Centenary University	01/02/19 01/03/19	S. Constantino	0	0
West Morris Mendham High School - Observation	01/07/19	P. Hooker	0	0
Curriculum Work, Elementary School	01/11/19	S. Bizzarro	Substitute Coverage	Substitute Coverage
Sustainable Jersey Schools Elementary School	01/16/19	E. Parke	Substitute Coverage	Substitute Coverage
Preschool Handbook, Elementary School	01/23/19	S. Bresky A. Quidore C. O'Connor J. Brown	Substitute Coverage	Substitute Coverage
Visible Thinking (Online Course)	02/25/19 <i>thru</i> 05/26/19	M. Ferenc T. Horutz A. Porter	\$525.00 Program \$15.46 Book <i>(per person)</i>	\$525.00 Program \$15.46 Book <i>(per person)</i>

		P. Hooker		
Kindergarten & Preschool Registration Elementary School	02/07/19 02/08/19 02/11/19 02/12/19	M. Hofmann	Substitute Coverage	Substitute Coverage
“Super District” Music Meeting West Morris Central H.S.	02/26/19	R. Branch K. Schaberg	Reimbursement for Mileage	Reimbursement for Mileage
NJSBGA Conference Atlantic City, NJ	03/11/19 <i>thru</i> 03/13/19	J. Ragusa	\$200.00 Program Reimbursement for Mileage, Tolls & Lodging	\$200.00 program Reimbursement for Mileage, Tolls & Lodging
Fleet Management Parsippany, NJ	02/26/19 03/05/19 03/12/19 03/19/19	J. Barno	\$393.00 Program	\$393.00 Program
International Dyslexia Association - Conference Garwood, NJ	03/15/19	J. Sosna	\$205.00 Program Reimbursement or Mileage Substitute Coverage	\$205.00 Program Reimbursement or Mileage 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 2018-2019 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Cub Scout Pack #133	<u>ES</u> All Purpose Room	Friday 02/01/19 Saturday 02/02/19	6:00 pm - 9:00 pm 8:00 am - 3:00 pm	Robert Eberhart
Panetta’s Power PHIT	<u>ES</u> Gym	Thursdays 01/31/19 - 06/13/19	4:00 pm - 5:00 pm	Briana Panetta

Morris County Workshop	<u>ES</u> All Purpose Room Gym Classroom Playground	Mondays - Fridays 06/17/19 - 08/09/19	9:00 am - 3:00 pm	Jane Shatz
NJ Thunder Basketball	<u>MS</u> Gyms	Sundays 02/24/19, 03/03/19 Mondays - Fridays 03/11/19 - 06/14/19	6:00 pm - 9:00 pm 5:00 pm - 9:00 pm	Andy Talbert
HSA/ 8th Grade Fundraiser	<u>MS</u> All Purpose Room	Sunday 03/03/19	12:45 pm - 5:00 pm	Jen Waller
Mendham Chester Men's Softball	<u>MS</u> Fields	Fridays 05/10/19, 06/14/19 Saturdays 04/20/19, 05/11/19, 06/15/19, 06/22/19 Sundays 04/07/19, 04/14/19, 04/28/19, 05/05/19, 05/19/19, 06/02/19, 06/09/19, 06/16/19, 06/23/19	5:30 pm - 8:00 pm 5:00 pm - 8:00 pm 9:00 am - 12:00 pm	Matt Lombardi

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

8. **Contract for Nurse's Services with Bayada** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Bayada to provide, on an as-needed basis, Nurse Services to the Mendham Township Elementary and Middle School at a rate of \$60.00 per hour for RN services.

9. **Acceptance of 2017/2018 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report for the period July 1, 2017 through June 30, 2018 as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures - None
2. Financial Planning, Accounting and Reporting
 - a. All purchases are initiated through the purchase requisition and purchase order system before the purchase is made and the invoice is received.
 - b. The Position Control Roster is updated to reflect all changes in and current positions and employees.
 - c. Written job descriptions and duties for preparation of the financial records are evaluated and reassigned so that related duties are adequately segregated for the Business Office personnel.
 - d. The general ledger is reviewed on a monthly basis to ensure that cash receipts are posted to the appropriate revenue and general ledger accounts, expenditures for Special Revenue grants and Enterprise Funds are charged as costs are incurred, and the general ledger balances are accurate.
 - e. The monthly Board Secretary's Reports are reviewed for accuracy before they are presented to the Board for approval.
 - f. Bank reconciliations are consistently prepared and included in the monthly Treasurer's Reports when submitted to the Board for approval, and that the Treasurer's Report include all funds and accounts of the District.
 - g. Grant expenditures are charged to the grants on an ongoing basis.
 - h. Grant reimbursement requests are submitted on a regular basis.
 - i. The status of prior year receivables and unearned revenue is evaluated.
3. School Purchasing Program - None
4. School Food Service- None
5. Student Body Activities
 - a. The schools maintain comprehensive cash receipt and disbursement records which indicate the amount received and disbursed for each activity.
6. Application for State School Aid
 - a. That the District develop adequate written procedures for the recording of student enrollment data.

b. That the District ensure that enrollments reported in the Application for State School Aid are accurate.

7. Pupil Transportation- None

8. Facilities and Capital Assets - None

9. Travel Expense and Reimbursement Policy - None

10. Status of Prior Year's Findings/Recommendations - There were no prior year recommendations.

AND IT IS FURTHER RESOLVED, that the Mendham Township Board of Education approves the Corrective Action Plan (CAP) for the 2017/2018 School year as presented.

10. **Standard Operating Procedures (SOP) Manual** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the revised Standard Operating Procedures (SOP) Manual for the 2018-2019 school year as required per N.J.A.C. 6A:23-A6.6

11. **Purchasing Manual** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the revised purchasing manual for the 2018-2019 school year as required by N.J.S.A. 18A:18A-1 et seq.; N.J.A.C. 5:34-1 et seq.

12. **Travel Allowance Guidance** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the guidance for travel allowance, the school business travel and for conference travel for the 2018-2019 school year as required by N.J.S.A. 18A:et seq.; N.J.A.C. 6A:23A et seq.

Personnel and Human Resources

1. **Leave of Absence - Kelly Wilce** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Kelly Wilce, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing February 25, 2019 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on May 24, 2019, while utilizing thirty (30) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Nine (9) weeks under the NJ Family Leave Act (FLA) for Kelly Wilce, commencing on April 15, 2019 through June 13, 2019, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Kelly Wilce with an anticipated return to work date of August 22, 2019.

2. **Extra Hours: Instructional Aide - Leslie Taylor**

BE IT RESOLVED that the Mendham Township Board of Education approves Leslie Taylor, for having provided 1.25 hours coverage in addition to contractual hours, on December 19, 2018 at her contractual rate of \$17.77.

3. **Middle School Zero Period Soccer - Perry Hooker**

BE IT RESOLVED that the Mendham Township Board of Education approves Mendham Township Middle School - Zero Period Soccer Clinic and the staff appointment of Perry Hooker for the 2018 - 2019 school year.

4. **Middle School Schedule B and C Stipend: Chess Club - Melanie Smith**

BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School Schedule B and C Stipend, starting Tuesday, February 5, 2019 to run for ten weeks.

Chess Club (Tuesdays/After School)	Melanie Smith
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5. **Extra Hours: Music Teacher - Michael Mahadeen**

BE IT RESOLVED that the Mendham Township Board of Education approves additional hours as needed for substitute coverage, at his hourly contractual rate, for Michael Mahadeen to serve as a substitute music teacher.

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

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours not to exceed 40 hours, at her contractual hourly rate of \$27.73, for Cindy Blood to serve as an aide for student #9642552336 to participate in the school play during the 2018 - 2019 school year.

7. **Approval of Additional Chaperone - A.T.O.M.S.**

BE IT RESOLVED that the Mendham Township Board of Education approves Matthew Viggiano as a chaperone for A.T.O.M.S. meets, at the contractual rate of \$100.00 for events beginning after contractual hours.

8. **Approval of Additional Chaperone - Student Volleyball Game**

BE IT RESOLVED that the Mendham Township Board of Education approves Michal Ferenc as a chaperone for the Student Volleyball Game, at the contractual rate of \$100.00 for events beginning after contractual hours.

9. **Substitute Hannah Tapia To Cover Maternity Leave - J. Dilkes**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Hannah Tapia as a Long Term Leave Substitute Teacher, 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 April 12, 2019.
10. **New Hire: Middle School Long Term Leave Substitute Teacher Appointment**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Marian Rolli as a Long Term Leave Replacement Math Teacher, for the 2018 - 2019 school year, at an annual salary of \$53,460.00, to be prorated, BA+15, Step 3, effective February 20, 2019 to end of school year.
11. **Long Term Leave Replacement Teacher - Caelynn Robinson**
BE IT RESOLVED that the Mendham Township Board of Education approves the continued appointment of Caelynn Robinson as a Long-Term Leave Replacement Middle School Teacher, from February 4, 2019 through the end of the school year at an annual salary of \$51,260.00, to be prorated, BA, Step 1.
12. **Home Instruction**
BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction through Professional Education Services, Inc. for one student (10307 local ID) for 10 hours per week @ \$41.00 per hour = \$410.00 per week times up to 8 weeks = \$3,280.00 starting immediately.
13. **Home Instruction**
BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Nancy Fuller for student (13102103 local ID) for 5 hours per week @ \$41.00 per hour = \$205.00 per week times up to 6 weeks = \$1,230.00.
14. **New Hire: Cafeteria/Recess Aide, Stacey Puzino**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Stacey Puzino as a Cafeteria/Recess Aide for the 2018 - 2019 school year at a rate of \$12.44 per hour, pending receipt of required documents.
15. **Unpaid Absence - Sara Samaan**
BE IT RESOLVED that the Mendham Township Board of Education approves Sara Samaan to take January 18, 2019 as an unpaid absence.
16. **CCM Teacher Education Program**
BE IT RESOLVED that the Mendham Township Board of Education approves Courtney Krueger, of the CCM Teacher Education Program, to observe Grades 2 and 4 for a total of 20 hours, to be completed by May 2019.
17. **Reappointment of Non-MTEA Support Staff for the 2018 - 2019 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following Non-MTEA member support staff reappointment for the 2018-2019 school year:

Staff Member	Job Title	Salary
Giambattista Ragusa	Head Custodian	\$84,414.00

18. **Reappointment of MTEA Member Support Staff for the 2018 - 2019 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following MTEA member support staff reappointment for the 2018-2019 school year:

Staff Member	Job Title	Salary
Tyler Spellmon	Custodian	\$

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)

XIII. Discussion

XIV. Verbal Communications from the Public

XV. Adjournment