

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING AGENDA
TUESDAY, MARCH 19, 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*)
- Middle School Presentation: Mrs. Donna CasaGrande and the Technology Club (*Attachments*)

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. CONSENT ITEMS

Approval of Minutes (*Attachments*)

Regular Session Minutes: February 26, 2019

Approval of Executive Minutes

Executive Session Minutes: February 26, 2019

Curriculum and Instruction

1. **Middle School Schedule B Stipend - Speech and Debate Club**

BE IT RESOLVED that the Mendham Township Board of Education approves the Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position and the staff appointment for the 2018 - 20019 school year.

Activity	2018 - 2019 Salary	Staff Member
Speech and Debate Club	\$225.00 base + max of ten events @ \$56.00 each, not to exceed total of \$778.00	Michael Ferenc

2. **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
04/18/19	4th Grade	Liberty Science Center Jersey City, NJ	0	\$35.53 <i>*change from \$35.82</i>	D. Barlow K. DeGise L. Tiboni T. McNamara M. Vazquez 1 Nurse 8 Parents
05/31/19	3rd Grade	Bronx Zoo NY	\$35.59 Charter Bus	\$67.22	E. Parke N. Hammer C. Riina C. Rollo C. Rubinaccio A. Bays Sub Nurse 5 Parents from each class

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 February 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 February 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **February 2019 Transfer Reports**

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

5. **March 2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the March 2019 Bills List. This includes payroll checks N0055 and N0059.

Fund 10	\$ 48,106.14
Fund 11	\$1,749,949.06
Fund 12	\$ 0.00
Fund 20	\$ 29,235.00
Fund 60	\$ 31,591.93
Fund 61	\$ <u>14,990.32</u>

Total: \$1,874,262.45

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
--------------	------	----------	------------	------------

School Bus Fleet ConneX Miami, FL	04/01/19 - 04/03/19	M. Hogan	Mileage Reimbursement	Mileage Reimbursement
School Bus Driver Safety Training Seminar Wayne, NJ	04/13/19	M. Hogan J. Barno	\$20.00 each + Mileage Reimbursement	\$20.00 each + Mileage Reimbursement
Technology Subcommittee Meeting	03/19/19	P. Ricci	0	0

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
NJ Thunder	<u>ES</u> Gyms	Monday - Friday 03/11/19 - 06/13/19	5:00 pm - 9:00 pm	Andy Talbert
Girl Scouts	<u>ES</u> Classroom	Thursdays 02/07/19, 03/07/19, 04/04/19, 05/02/19, 06/06/19	3:45 pm - 5:00 pm	Tracy Budnik Kristin Van Etten
MCAW (<i>Morris County Arts Workshop</i>)	<u>ES</u> Gyms Classrooms	Mondays - Fridays 04/08/19 - 06/11/19	8:00 am - 8:45 am 3:45 pm - 4:45 pm	Jane Shatz

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

Personnel and Human Resources

1. **Leave of Absence-Joann Meyler** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Joann Meyler, School Bus Driver, for a leave of absence, having received doctor's certification, commencing April 18, 2019 under the Federal Family Medical Leave Act (FMLA), ending after two (2) weeks on May 3, 2019, while utilizing eleven (11) sick days.

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

Policy and Planning

1. **Second Reading** (*Attachments*)

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

- 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 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 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)

X. ACTION ITEMS

Curriculum and Instruction

1. **BCBA Services**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler to provide BCBA services for student #12976396 from March 19, 2019 - June 1, 2019: 2 hours total @ the rate of \$80.00/hr. - totaling \$160.00.

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 2018 - 2019 school year.

Date	Activity	Description/Notes
April 12, 2019	Lip Sync	Previously approved for 03/15/19.

Operations and Finance

1. **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
NJSBA Trenton, NJ	04/05/19	P. Dumovic	\$75.00 + Mileage Reimbursement	\$75.00 + Mileage Reimbursement

2. **ADOPTION OF THE 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**

**Less: Anticipated
Revenues**

Taxes to be Raised

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, and

B. APPROVAL OF BANKED LEVY

WHEREAS, the Mendham Township Board of Education has a taxing authority composed of unused expiring banked levy from previous budgets of \$ _____ and adjustments for enrollment and health care of \$153,481 from the proposed 2019-2020 school year budget, totally \$ _____ to be used to increase the tax levy above and beyond the allowable 2% for the 2019-2020 school year budget.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, in the County of Morris, New Jersey, approves that unused taxing authority of \$37,917 from the 2017-2018 school year and \$175,641 from the 2018-2019 school year, totally \$213,558 be banked for potential use in the subsequent year and,

C. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2019-2020

WHEREAS, the Mendham Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a

maximum expenditure of \$25,000 for all staff and board members for the 2019-2020 school year, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

Personnel and Human Resources

1. **Unpaid Absences - Erin Giarrusso**

BE IT RESOLVED that the Mendham Township Board of Education approves Erin Giarrusso to take March 20, 2019 - March 22, 2019 as unpaid absences.

2. **Unpaid Absences - Marianne Cofield**

BE IT RESOLVED that the Mendham Township Board of Education approves Marianne Cofield to take March 18, 2019 (½ day) and March 22, 2019 as unpaid absences.

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

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, as needed, at her contractual hourly rate of \$27.73, for Cindy Blood to serve as an aide for student #9642552336 for the remainder of the 2018 - 2019 Middle School play.

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 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