

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING AGENDA
TUESDAY, MAY 7, 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 ensure 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 the 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*)
- Committee Review of Annual Goal Data - Draft Documents Provided

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

Work Session Minutes: April 16, 2019

Regular Session Minutes: April 22, 2019

Approval of Executive Minutes

Executive Session Minutes: April 16, 2019

Executive Session Minutes: April 22, 2019

Curriculum and Instruction

1. **Elementary School Field Trips - New** (*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
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
06/04/19	Grade 3	Articulation Concert at MTMS	\$0 District Bus	\$0	C. Rubinaccio C. Riina C. Rollo
06/04/19	Grade 4	“A Day in the Life of a 5th Grader”	\$0 District Bus	\$0	D. Barlow K. DeGise T. McNamara L. Tiboni M. Vazquez
06/11/19	Grade 4	Peer Leader Activity - Transition to Middle School	\$0 District Bus	\$0	D. Barlow K. DeGise T. McNamara L. Tiboni M. Vazquez

06/10/19	Grade 4	Mendham Racquet Club	\$0 District Bus - 1/Way	\$0	HSA/Parent Run Party
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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 which were approved by the board on August 28, 2019.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
05/24/19	Various	Dorney Park Band Trip Allentown, PA	\$0	\$120.00	R. Branch K. Schaberg M. Mahadeen D. DePugh A. Perrotta F. Hare J. Vazquez M. Smith G. Sodora E. Barter D. DeGilio E. Giarrusso M. Ferenc
06/03/19 06/04/19 06/05/19	Grade 5	Minisink Trip Fairview Lakes, NJ	\$9,000.00	\$200.00	<i>See chart below</i>
06/05/19 06/06/19 06/07/19	Grade 8	Washington DC/ Hershey Park	Chaperones	\$526.00	<i>See chart below</i>

3. **Payment of Additional Chaperones 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 for the 5th Grade trip to Minisink June 3, 4, and 5, 2019. The Board approves reimbursement of the cost of fingerprinting for Criminal History Review for the Secondary Chaperones.

Minisink Trip Chaperones List:

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

4. **Payment of Additional Chaperones Hours for the D.C./Hershey Park 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 to the below listed chaperones for the Grade 8 trip to Washington D.C./Hershey Park on June 5, 6, and 7, 2019.

Corinne Butler

Sara Cyr

Perry Hooker

Mrs. Lonergan (Nurse)

Stacey Bray

Melanie Smith

Geri Esposito

Diane Emr

Devon DeGilio

James Haggerty

5. **Elementary School Fundraiser and Payment of Additional Chaperone Hours - Lemon Ball**

BE IT RESOLVED that the Mendham Township Board of Education approves the Elementary School Tiger Leaders (advisors Briana Panetta and Carolyn Johnson) Lemon Ball fundraiser benefiting Alex's Lemonade Stand for the 2018 - 2019 school year, to be held on June 7, 2019, 6:00 pm - 8:00 pm for Grades 2 through 4 students.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Tracy Newton, Cara Rubinaccio, Dawn Cullinan and Erica Parke to serve as chaperones for the Lemon Ball held on June 7, 2019, at the contractual rate of \$100.00 each for events beginning after contractual hours.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Christine Rollo, to serve as a 1:1 Aide for the Lemon Ball held on June 7, 2019, at the contractual rate of \$100.00 for events beginning after contractual hours.

Operations and Finance

1. **April 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 April 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 April 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **April 2019 Transfer Reports**

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

5. **May 2019 Bills List**

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

Fund 10	\$
Fund 11	\$
Fund 12	\$
Fund 20	\$
Fund 60	\$
Fund 61	\$

Total: \$

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
Library Art Show	04/30/19	S. Bizzarro	\$0 Substitute Coverage	\$0 Substitute Coverage
Nonviolent Crisis Intervention Training Program Jersey City, NJ	05/28/19 - 05/31/19	K. Bravo	\$3,424.00 + Mileage Reimbursement	\$3,424.00 + Mileage Reimbursement
Festival of the Art MTES	05/30/19	S. Bizzarro	\$0 Substitute Coverage	\$0 Substitute Coverage
Princeton University Art Museum	06/06/19 06/07/19	S. Bizzarro	\$0 Substitute Coverage	\$0 Substitute Coverage
NJASBO - Annual Convention Atlantic City, NJ	06/05/19 - 06/07/19	D. Mosner	\$275.00 + Mileage Reimbursement	\$275.00 + Mileage Reimbursement

7. **Submission of NJSIG Safety Grant Application – 2019-2020**

BE IT RESOLVED that the Mendham Township Board of Education hereby approves the submission of the grant application for the 2019-2020 Safety Grant

Program through the New Jersey Schools Insurance Group for the purposes described in the application, to include improvements in building and classroom security, in the amount of \$3,900 for the period of July 1, 2019 through June 30, 2020.

8. **2018 - 2019 Transportation Services - Dover Board of Education**

BE IT RESOLVED that the Mendham Township Board of Education approves Dover Board of Education to supply transportation services on an as-needed basis.

9. **Transportation Agreement - 2019 - 2020 School Year** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following joint transportation agreement between the Mendham Township Board of Education and the West Morris Mendham High School for the 2019 - 2020 school year.

Joiner District to and From total Route Cost: \$447,979.00						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Joiner Students	Joiner Cost
8/2019	6/2020	M12	WEST MORRIS MENDHAM HIGH SCHOOL	H379S1	54	\$46,904.00
8/2019	6/2020	M05		D672S1	54	\$36,489.00
8/2019	6/2020	M01		E769S1	54	\$35,528.00
8/2019	6/2020	M03		P365S1	54	\$44,684.00
8/2019	6/2020	M15		S1R313	54	\$35,286.00
8/2019	6/2020	M04		D164S1	54	\$45,143.00
8/2019	6/2020	M08		S1X892	54	\$45,034.00
8/2019	6/2020	M09		S1R314	54	\$44,575.00
8/ 2019	6/2020	M11A		S1X890	54	\$25,459.00
8/ 2019	6/2020	M11P2		S1X890	54	\$18,115.00
8/ 2019	6/2020	M11P		S1V971	54	\$34,696.00
8/ 2019	6/2020	M17		P366S1	54	\$36,066.00

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following joint transportation agreement between the Mendham Township Board of Education and the Chester School District for the 2019 - 2020 school year.

Joiner District to and From total Route Cost: \$551,119.59						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Joiner Students	Joiner Cost
08/2019	06/2020	BD12A/P	Bragg/ Dickerson Schools	S1X890	41	\$43,700.20
08/2019	06/2020	BD13A/P	Bragg/ Dickerson Schools	H379S1	31	\$40,086.52
08/2019	06/2020	BD15A/P	Bragg/ Dickerson Schools	D672S1	29	\$33,380.45
08/2019	06/2020	BD05A/P	Bragg/ Dickerson Schools	D671S1	51	\$41,930.93
08/2019	06/2020	BD09A/P	Bragg/ Dickerson Schools	S1P154	34	\$42,305.33
08/2019	06/2020	BD11A/P	Bragg/ Dickerson Schools	S1U533	45	\$42,679.73
08/2019	06/2020	BD10A/P	Bragg/ Dickerson Schools	M156S1	38	\$42,728.60
08/2019	06/2020	BD06A/P	Bragg/ Dickerson Schools	P366S1	49	\$44,234.52
08/2019	06/2020	BR07A/P	Black River Middle School	M156S1	38	\$42,352.12

08/2019	06/2020	BR06A/P	Black River Middle School	P366S1	39	\$47,434.60
08/2019	06/2020	BR04A/P	Black River Middle School	S1P154	42	\$44,551.73
08/2019	06/2020	BR09A/P	Black River Middle School	D671S1	26	\$43,803.93
08/2019	06/2020	BR11A/P	Black River Middle School	S1U533	42	\$41,930.93

10. **Approval of Fixed Assets Service Provider Agreement: Duff & Phelps - 2018-2019**
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the agreement with Duff & Phelps as the fixed assets service provider for the 2018 - 2019 school year at a cost of \$6,550.00.

Personnel and Human Resources

1. **Staff Retirement - Donald Vogel** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Donald Vogel, School Transportation Driver, dated April 24, 2019, and effective June 30, 2019.

2. **Staff Retirement - Ronald Bergamotto**

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Ronald Bergamotto, Middle School Chorus Director, dated May 1, 2019, and effective June 30, 2019.

3. **Staff Resignation - Michelle Hofmann** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Michelle Hofmann, Elementary School Nurse, dated April 23, 2019, and effective May 17, 2019.

4. **Leave of Absence-Francesa Hare**

BE IT RESOLVED that the Board hereby approves Francesa Hare, Middle School Teacher, for a medical leave of absence, having received doctor's certification, commencing on April 22, 2019, under the Federal Family Medical Leave Act (FMLA), while utilizing twenty eight (28) sick days, ending after six (6) weeks on May 30, 2019, pending doctor's approval;

BE IT FURTHER RESOLVED that the Board hereby approves Francesa Hare with an anticipated return to work date of May 31, 2019.

5. **Leave of Absence-Matthew Smoot**

BE IT RESOLVED that the Board hereby approves Matthew Smoot, Middle School Teacher, for an unpaid leave of absence, having received doctor's certification, commencing on April 11, 2019, under the Federal Family Medical Leave Act (FMLA), ending after four (4) weeks on May 10, 2019;

BE IT FURTHER RESOLVED that the Board hereby approves Matthew Smoot with a return to work date of May 13, 2019.

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

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 13, 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 22, 2019.

7. **Payment of Chaperones - Science Expo**

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, Science Expo.

Darlyne Pieper
Dawn Cullinan

8. **Payment of Additional Chaperones - Lip Sync**

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 the events that start after contractual hours for the Co-Curricular Activity, Lip Sync.

Megan Ryan
Cindy Blood

9. **Middle School Schedule C Stipend Position 2018 - 2019**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2018-2019 Interscholastic Stipend Position.

Activity	2018 - 2019 Salary	Staff Member
Boys Baseball	\$4,660.00	Craig Clausen

10. **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 7 Leadership Trip, originally approved by the Board of Education on August 28, 2018.

11. **Substitute Nurse**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending paperwork, of the following substitute nurse for the 2018 - 2019 school year at a per diem rate of \$160.00.

Katelyn Safko

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 1642 - Earned Sick Leave Law (M) (New)

R 1642 - Earned Sick Leave Law (M) (New)

XI. ACTION ITEMS

1. **Leave of Absence-Sarah Bizzarro**

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Sarah Bizzarro, Elementary School Teacher, for a leave of absence under the Federal Family & Medical Leave Act (FMLA) and the New Jersey Family Leave Act from May 1, 2019 through May 17, 2019, while utilizing 4 personal days and 2 sick days; remaining days to be unpaid.

BE IT FURTHER RESOLVED that the Board approves Sarah Bizzarro with an anticipated return to work date of May 20, 2019.

2. **Leave of Absence-Albert Ascolese**

BE IT RESOLVED that the Board hereby approves Albert Ascolese, School Bus Driver, for a leave of absence, having received doctor's certification, commencing April 30, 2019 utilizing 3.5 sick days; remaining days to be unpaid.

BE IT FURTHER RESOLVED that the Board hereby approves Albert Ascolese to return to work at a later date, pending physician's approval.

3. **BCBA Services**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler to provide BCBA/Observation/Report for 1 student (ID 13426171) for 5 hours @ \$80.00 per hour totaling \$400.00 effective immediately.

XII. Discussion

XIII. Verbal Communications from the Public

XIV. Adjourn to Closed EXECUTIVE SESSION

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet 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.

XV. Reconvene Open Work Session Meeting

XVI. Adjournment