

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
WORK SESSION MEETING AGENDA  
TUESDAY, SEPTEMBER 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 - Motion to Participate**

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.

**Motion to Participate**

THAT the Mendham Township Board of Education approves the participation of Board Member, Gretchen Holquist, via Skype and/or telephone for the public and executive portions of its public WORK SESSION meeting on September 19, 2018

Board Member Gretchen Holquist, must confirm that he/she can hear the discourse amongst Board Members and inform the Board President if he/she cannot. In addition, said Board Member must state for the record that he/she will comply with the rules of Executive or closed Session and will be alone during the deliberations.

**V. Superintendent's Report**

District Updates, News and Events

Tri-Annual Report: Mr. Koroski

Dr. Ciccone and Ms. Kotcho at Regular Session

**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**

**X. CONSENT ITEMS for September 25, 2018**

**Approval of Minutes** (Attachments)

- Work Session Meeting: August 21, 2018
- Closed Executive Session: August 21, 2018
- Regular Session Meeting: August 28, 2018
- Closed Executive Session: August 28, 2018

**Curriculum and Instruction**

1. Tuition Contract with Morris School District

BE IT RESOLVED that the Mendham Township Board of Education approves a tuition contract with Morris School District for the 2018-2019 school year effective 9/06/18 through 6/26/19 for one (1) student as per IEP at a cost of \$63,409.00.

2. Approval of the Student Code of Conduct

BE IT RESOLVED that the Mendham Township Board of Education approves the Code of Conduct for the Mendham Township Elementary School and the Code of Conduct for the Mendham Township Middle School for the 2018-2019 school year.

3. Board of Education Goals

BE IT RESOLVED that the Mendham Township Board of Education adopts the Mendham Township Board of Education Annual Goals for the SY 2018-2019. (Attachment)

4. Instructional Material

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following instructional material: (Attachment)

| SUBJECT/GRADE LEVEL | TITLE  |
|---------------------|--|
| Grade 8<br>Geometry | <u>Geometry Common Core</u><br>Houghton Mifflin Harcourt |

5. Fundraiser for 2018-2019 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fundraiser activity for the 2018-2019 school year:

| <b>DATE</b>                           | <b>Activity</b>  | <b>Description</b>                 |
|---------------------------------------|--|------------------------------------|
| Oct. 18, 2018<br>7 pm<br>MTES New Gym | MTES 2 <sup>nd</sup> Annual Staff Volleyball Tournament For Breast Cancer Awareness<br>3 <sup>rd</sup> & 4 <sup>th</sup> grade students & families<br>\$5-Adults & \$3-Children/Students | To Benefit Breast Cancer Awareness |

6. Fundraisers for 2018 – 2019 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fundraiser activities for the 2018-2019 school year:

| <b>DATE</b>  | <b>Activity</b>  | <b>Description</b>         |
|--------------|--|----------------------------|
| October 2018 | GiGi’s Playhouse,<br>Hillsborough, NJ<br>Grade 4 Project | Collection of Items Needed |

7. Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trips and One (1) New 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 conceptually by the Board on July 24, 2018:

| <b>Date</b> | <b>Grade</b> | <b>Activity</b> | <b>Cost to Board</b> | <b>Cost to Student</b> | <b>Chaperones</b>  |
|-------------|--------------|-----------------|----------------------|------------------------|--|
| 10/18/18    | 1            | Alstede Farms   | -0-                  | \$16.33                | Tiffany Reed<br>Eugenia Mastrogiannakos<br>Brianna Boland<br>Stephanie Sawicki<br>Deb Hall<br>Substitute Nurse |

|          |       |                                |        |         |   |
|----------|-------|--------------------------------|--------|---------|---|
| 10/23/18 | Pre-K | Sun High Orchards              | -0-    | \$13    | Cindy O'Connor<br>Jennifer Eliassen<br>Jeanne Brown<br>Suzanne Molnar<br>Ann Quidore<br>Joy Lia<br>Sara Bresky<br>Carol Jean Floegal<br>Kiana Davis<br>Laurel Reilly<br>Erika Ungar<br>Beth Smith<br>Daragh Gallagher |
| 10/24/18 | 2     | Franklin Mineral Museum & Mine | busing | \$14.25 | Darlyn Pieper<br>Theresa Milow<br>Kevin O'Keefe<br>Laura Porrovecchio   |

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following new Elementary School field trip for the 2018-2019 school year: (Attachment)

| Date     | Grade | Activity                             | Cost to Board                                  | Cost to Student | Chaperones  |
|----------|-------|--------------------------------------|--|-----------------|---|
| 09/27/18 | 3     | NJ Sea Grant Consortium – Sandy Hook | Charter Bus Transportation approved previously | \$50            | Cara Rubinaccio<br>Erica Parke<br>Clare Riina<br>Amanda Marinaro<br>Nancy Hammer<br>Christine Rollo<br>Ashley Bays<br>Parent volunteers |

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above listed chaperones for the Grade 3 Sandy Hook Field Trip.

8. Middle School Field Trip–Confirmation of Previously Approved Proposed Field Trip  
BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018-2019 school year which was approved conceptually by the Board on July 24, 2018: (Attachment)

| Date     | Grade | Activity         | Cost to Board                                  | Cost to Student | Chaperones   |
|----------|-------|------------------|--|-----------------|--|
| 10/12/18 | 7     | Philadelphia, PA | Charter Bus Transportation approved previously | \$152           | <u>Teachers in Charge</u><br>Geri Esposito<br>Caelynn Robinson<br><u>Chaperones</u><br>Dan DePugh<br>Carol Hueston<br>Allie Perrotta<br>Francesca Hare<br>Nancy Brychta<br>Donna CasaGrande<br>Elizabeth Barter<br>Catherine Gustavsen |

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above listed chaperones for the Grade 7 Philadelphia Field Trip.

9. Week of Respect Activities – October 1 – 5, 2018

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Middle School and the Mendham Township Elementary School in observance of the Week of Respect, October 1 through 5, 2018. (Attachments)

10. HIB Self-Assessment for Determining Grades

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education. (Attachment)

11. Strategic Plan

BE IT RESOLVED that the Mendham Township Board of Education adopts the Mendham Township School District's Strategic Plan 2018-2023, including district focus areas and goals. (Attachment)

**Operations and Finance**

1. July 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 July 2018 after review of the appropriations section of the July 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 July 2018 Board Secretary's Reports.

3. Treasurer's Report

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

4. Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the July 2018 transfer report.

5. September 2018 Bills List

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

Fund 10 – General Fund                   \$  
 Fund 20   \$

6. 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 |
|-----------------------------|------------------|---|-------------------|-------------------|
| Girl Scouts<br>Troop #96071 | <u>MS</u><br>Gym | Tuesdays<br>10/9/18, 11/13/18,<br>12/11/18,<br>01/08/19, 02/12/19 | 2:50 pm – 4:00 pm | Dana Feldman      |

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

7. 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 |
|--------------|------|----------|------------|------------|
|--------------|------|----------|------------|------------|

|   |  |                                 |   |  |
|---|--|---------------------------------|---|--|
| On-Course Report Card Updates In-house                                | 09/20/18   | Charles Gallo                   | -0-   | Substitute coverage  |
| Legal Education – Sunshine Law OPRA MC Public Safety Training Academy | 09/17/18   | Donna Mosner                    | -0-   | -0-  |
| NJ Association of School Business Officials Rockaway, NJ              | 09/27/18<br>11/01/18<br>11/29/18<br>12/06/18<br>01/15/19<br>02/05/19<br>03/21/19<br>04/11/19<br>04/09/18 | Donna Mosner                    | \$100 each  | \$100  |
| Morris County Association of School Business Officials Randolph, NJ   | 09/13/18<br>10/18/18<br>11/15/18<br>12/05/18<br>01/17/19<br>02/20/19<br>03/14/19<br>04/12/19<br>05/16/19 | Donna Mosner                    | -0-   | -0-  |
| 3rd Grade Sandy Hook Field Trip                                       | 09/27/18   | Amanda Marinaro                 | -0-   | ½ day substitute coverage  |
| Jill Trinka: Making Repertoire Come Alive                             | 10/08/18   | Alice Allen                     | -0-   | -0-  |
| Annual NJ School Boards Association Conference - Atlantic City        | 10/22/18<br>10/23/18<br>10/24/18<br>10/25/18   | Sal Constantino<br>Donna Mosner | \$300 each<br>\$85.56 each mileage<br>\$153/night rooms | \$300 each plus \$85.56 each mileage and tolls, and parking reimbursement<br>\$153/night rooms |

8. Transportation Agreements – 2018-2019 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following joint transportation agreements between the Mendham Township Board of Education and the below listed locations for the 2018-2019 school year:

| DISTRICT           | Jointure Totals 2018-2019 |
|--------------------|---------------------------|
| Tewksbury Township | \$ 989.58                 |
| Denville (updated) | \$ 7,923.84               |

9. Approval of Bus Routes – 2018-2019 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the attached bus routes for public and non-public schools for the 2018-2019 school year. (Attachment)

10. Approval of Transportation Agreements

BE IT RESOLVED, that the Mendham Township Board of Education approves the Transportation Agreement for School Year 2018-2019 with the parents of SID #9427960513, not to exceed \$12,420.00 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board. (Attachment)

11. Educational Services Commission of Morris County - Contract Renewal for 2018-2019

BE IT RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Bid Purchasing Contract with Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. in the amount of \$4,060.00 for the bidding of supply requirements for general classroom supplies, athletic supplies, custodial supplies, audio visual, computer/office, fine art, home economics, library supplies, health supplies, physical education supplies, science and technology supplies.

12. Extra Ordinary Special Education Aid

BE IT RESOLVED that the Mendham Township Board of Education accepts the Extraordinary Special Education Aid reimbursement of \$138,312 for the 2017-2018 school year as required by N.J.S.A. 18A:7F-55c.

13. NonPublic Transportation Aid

BE IT RESOLVED that the Mendham Township Board of Education accepts the NonPublic Transportation Aid reimbursement of \$25,281 for the 2017-2018 school year in accordance with N.J.S.A. 18A:39- 1(a).

14. Lead Testing Statement of Assurances (SOA)

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Lead Testing Statement of Assurances (SOA) for the



2017-2018 school year maintaining compliance with all applicable laws, codes, and regulations governing the provisions of potable drinking water and testing of drinking water for lead including, but not limited to, N.J.A.C. 6A:26-12.4; the Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq., and the rules promulgated pursuant thereto, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6, Planning and Construction Standards for School Facilities.

15. Acceptance of IDEA Grant Funds for 2018-2019

BE IT RESOLVED that the Mendham Township Board of Education accepts the funding for the 2018-2019 Individuals with Disabilities Education Act Grant Application (IDEA). The application amounts are \$147,287 for the Basic IDEA Grant (Grades K-8) and \$8,847 for the Preschool IDEA Grant.

**Personnel and Human Resources**

1. New Hire – Elementary School Teacher, Cara Rubinaccio

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Cara Rubinaccio as an Elementary School Teacher, for the 2018-2019 school year, at an annual salary of \$51,760.00, BA, Step 3. (Attachment)

2. Staff Resignation Revision – Allison Klacik

BE IT RESOLVED that the Mendham Township Board of Education, having previously accepted with regret the letter of resignation from Allison Klacik, Mendham Township Elementary School Teacher, dated July 26, 2018 and effective September 21, 2018, revises the effective date to September 4, 2018.

3. Leave of Absence-Jacqueline Dilkes

BE IT RESOLVED that the Board hereby approves Jacqueline Dilkes, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing November 26, 2018 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on February 22, 2019, while utilizing twenty eight (28) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Jacqueline Smith (Dilkes), commencing on January 14, 2019 through April 12, 2019, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Jacqueline Dilkes with an anticipated return to work date of April 15, 2019.

4. Leave of Absence-Marianne Cofield

BE IT RESOLVED that the Board hereby approves Marianne Cofield, Instructional Aide, for a leave of absence, having received doctor's certification, commencing August 27, 2018 under the Federal Family Medical Leave Act

(FMLA), ending after 5 weeks while utilizing twenty-two (22) accumulated sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Marianne Cofield with an anticipated return to work date of Oct. 1, 2018.

5. Leave of Absence-Lacey Neil

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 24, 2018 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on March 22, 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. Leave of Absence-Julio Garcia

BE IT RESOLVED that the Board hereby approves Julio Garcia, Custodian, for a leave of absence, having received doctor's certification, commencing August 30, 2018 under the Federal Family Medical Leave Act (FMLA), ending after 3 weeks while utilizing sixteen (16) accumulated sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Julio Garcia with an anticipated return to work date of Sept. 24, 2018.

7. Volunteer Coach

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Christy Sieber as a Volunteer Girls Soccer coach for the 2018-2019 school year.

8. Part-Time Instructional Aide Hours for the 2018-2019 school year

BE IT RESOLVED that the Mendham Township Board of Education approves the hours below for following Part-Time Instructional Aides for the 2018-2019 school year:

| <u>MTEA Staff Member</u> | <u>Hours</u>      | <u>Salary</u> |
|--------------------------|-------------------|---------------|
| Halina Zamojtel          | up to 4 hours/day | \$17.77/hour  |
| Susan Oths               | 5.75 hours/day    | \$17.77/hour  |

9. Staff Resignation  
BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Eliecer Sanchez Cardona, School Custodian, dated September 7, 2018 and effective September 7, 2018.
10. New Hire: Substitute Custodian  
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Ana Pincay Minuche, 2018 summer custodian, as a substitute custodian pending receipt of required documentation for the 2018-2019 school year at a rate of \$13.50 per hour, effective September 4, 2018.
11. New Hire: Substitute Nurses  
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following substitute nurses for the 2018-2019 school year at the current rate of \$160.00 per day.
- Renee Beitin - reappointment  
Caroline Lonergan – NJ Substitute Nurse (Attachment)
12. Recession of Appointment: Cafeteria/Recess Aide  
BE IT RESOLVED that the Mendham Township Board of Education rescinds the appointment of Kyonghee Kim as a Cafeteria/Recess Aide for the 2018-2019 school year.
13. New Hire: Cafeteria/Recess Aide, Emily Reuter  
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Emily Reuter as a Cafeteria/Recess Aide for the 2018-2019 school year at a rate of \$12.44/hour, pending receipt of required documentation.
14. 2018-2019 Merit Goals  
BE IT RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.  
(Attachment)
- BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Merit Goals for Ms. Julianne Kotcho, Elementary School Principal. (Attachment)
- BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Merit Goals for Mr. Robert Koroski, Director of Special Services. (Attachment)

## **Policy and Planning**

### 1. **Second Reading**

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

|                       |  |
|-----------------------|--|
| Policy &<br>Reg. 1613 | Disclosure and Review of Applicant's Employment History (M)<br>(New)                               |
| Policy 5512           | Harassment, Intimidation, and Bullying (HIB) (M) (Revised)   |
| Reg. 5512             | Harassment, Intimidation, or Bullying Investigation Procedure (M)<br>(Abolished)                   |
| Policy &<br>Reg. 5561 | Use of Physical Restraint and Seclusion Techniques for Students<br>with Disabilities (M) (Revised) |

## **XI. ACTION ITEMS**

### **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 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.

### **XV. Reconvene Open Work Session Meeting**

### **XVI. Adjournment**