

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REGULAR SESSION MEETING AGENDA
TUESDAY, JANUARY 28, 2020, 7:30 PM**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist President
Mr. Aadithya Thayyar Vice President
Mr. Andrew Christmann
Mr. Peter Dumovic
Mrs. Heather Fraser
Mr. Richard Gondek
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, 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*)
- Audit Presentation by Kathryn Mantell, Nisivoccia LLP

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

Approval of Minutes

Regular Session Minutes: December 10, 2019

Approval of Executive Minutes: N/A

Curriculum and Instruction

1. **Middle School Field Trip - Confirmation of Field Trip** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
01/10/20	Grade 8	NYC, NY <i>9/11 Memorial & Museum, Freedom Tower, U.N. Headquarters, Ellen's Stardust Diner, Madame Tussaud's Wax Museum</i>	\$0	\$208.00	Amanda Porter Ignacio Angulo-Pizarro Carol Hueston Michal Ferenc Erica Hays Perry Hooker Alexandria Perrotta Fernando Rivera

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 New York City, NY trip.

2. **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 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
01/16/20 01/23/20 01/30/20 02/06/20* 02/20/20* 02/27/20* 03/12/20*	Various Grades	ATOMS Competition	\$200.00	\$0	Michael Ferenc

<i>(*if necessary)</i>					
02/05/20	Various Grades	District Honors Band Trip	\$0	\$12.00 <i>(lunch)</i>	Russell Branch
02/27/20	Various Grades	Tech Expo	\$0	\$0	Donna CasaGrande Elizabeth Hollman

3. **New - Middle School Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
02/17/20	All Choir Members	Madison Square Garden/ Harlem Globetrotters <i>Choir to perform during halftime show</i>	\$0	\$102.50	Ignacio Angulo-Pizarro Hannah Tapia Gina Sodora

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 to the above chaperones for the Monday, February 17, 2020 field trip to Madison Square Garden, NY.

4. **Middle School - Approval of Instructional Materials 2019 - 2020**

(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Middle School Math textbooks and Instructional material (Primary: Books directly correlated to curriculum; Supplemental: Books used to expand content and or format of primary books):

Grade Level	Title	Primary/Supplemental
Fifth Grade	Big Ideas Math: Modeling Real Life	Primary & Online access

5. **Middle School New Curriculum (Attachments)**
BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the new Middle School Financial Literacy Curriculum and Middle School Personal Finance Toolbox for the 2019 - 2020 school year:

Grade 6	College and Student Loan Financial Literacy Project
Grade 7	Buying and Owning a Car Financial Literacy Project
Grade 8	Credit Card Financial Literacy Project

6. **New Volunteers - Elementary School Parent Led Recess**
BE IT RESOLVED that the Mendham Township Board of Education approves Mr. Bob Osner-Hackett and Mrs. Erica Gibbons, volunteer parents, to participate in parent led recess activities, to be held in the Elementary School Staff Development Room for the 2019 - 2020 school year.

7. **Student Safety Data System**
BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Student Safety Data System for Period 1 (September 1, 2019 - December 31, 2019) to the New Jersey Department of Education.

8. **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 Educator's "Shadowing Day" to be held on Tuesday, February 25, 2020.

9. **College of Saint Elizabeth's Graduate Student to Shadow at Middle School**
BE IT RESOLVED that the Mendham Township Board of Education approves Elaina Benedetto, graduate student at the College of Saint Elizabeth's, to shadow School Counselor Alexandria Perrotta on January 28, 2020.

10. **Lower Merion School District, PA to Visit Middle School**
BE IT RESOLVED that the Mendham Township Board of Education approves Assistant Principals Mr. Joseph Devine and Ms. Kristy Fruit from Lower Merion School District to visit Mendham Township Middle School on February 13, 2020 to explore the Grades 5-8 configuration.

Operations and Finance

1. **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 2020 that no major accounts and fund balances in the 2019/2020 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 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **January 2020 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2020 transfer report.

5. **January 2020 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final January 2020 Bills List. This includes payroll checks N0136 through N0138, N0140 through N0142, N0145 through N0147.

Fund 11	\$2,458,896.38
Fund 20	\$ 24,735.19
Fund 60	\$ 21,022.33
Fund 95	\$ 1,396.00
Total:	<u>\$2,576,065.78</u>

6. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2019 - 2020 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
NJ Thunder Basketball	<u>MS</u> Gyms	Monday - Friday 02/23/20-06/05/20	5:00PM-8:00PM	Andrew Talbert
GRIT 360 Basketball	<u>MS</u> Gyms	Fridays 04/03/20, 04/10/20	5:30PM-8:30PM	Kerry Foderingham

* 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 \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
Holiday Sing Along <i>In District</i>	12/20/19	Alice Allen	Substitute Coverage	Substitute Coverage
NJAB Director's Meeting <i>Mt. Olive H.S.</i>	01/10/20	Russell Branch	\$0	\$0
Tiger Singers Concert <i>In District</i>	01/15/20	Alice Allen	Substitute Coverage	Substitute Coverage
Observing Physical Education Teachers <i>Sparta Elementary School, Sparta, NJ</i>	01/17/20	Briana Panetta	Substitute Coverage + Mileage Reimbursement	Substitute Coverage + Mileage Reimbursement
CANS: Strengths and Needs Assessment <i>Union, NJ</i>	01/21/20	Elyse Greenbaum	\$0	\$0
Grade 4 Team Curriculum Mtg. <i>In District</i>	01/21/20	Diane Barlow Dawn Cullinan Lisa Lombardo Theresa McNamara	\$0	\$0
Technology Roundtable <i>Long Valley, NJ</i>	01/23/20	Peter Ricci	\$0	\$0
Garden State Children's Book Award Committee Meeting <i>Old Bridge Public Library Old Bridge, NJ</i>	01/31/20	Tracy Newton	Substitute Coverage + Mileage Reimbursement	Substitute Coverage + Mileage Reimbursement
Pre K & Kindergarten Registration <i>In District</i>	02/06/20 02/07/20 02/13/20	Katelyn Safko	Substitute Coverage	Substitute Coverage

Autism NJ Conference <i>Newark, NJ</i>	02/24/20	Diane Barlow Lisa Lombardo	\$49.00 + Substitute Coverage	\$49.00 + Substitute Coverage
NJ Association of Health, P.E. Recreation and Dance <i>Long Branch, NJ</i>	02/24/20 02/25/20	Gina Sodora	\$234.00 + Mileage Reimbursement + Substitute Coverage	\$234.00 + Mileage Reimbursement + Substitute Coverage
Mandatory Training for 2020 NJSL <i>Whippany, NJ</i>	02/26/20	Alexandria Perrotta Peter Ricci	\$0	\$0
ACA-Tri State Conference <i>Atlantic City, NJ</i>	03/10/20 03/11/20	Elyse Greenbaum	\$0	\$0
NJSBGA Conference/Expo <i>Atlantic City, NJ</i>	03/23/20 03/24/20 03/25/20	John Ragusa	\$200.00 + Lodging, Meals + Mileage Reimbursement	\$200.00 + Lodging, Meals + Mileage Reimbursement

8. **Mendham High School Volleyball Booster Club - Transportation**

BE IT RESOLVED that the Mendham Township Board of Education approves transportation for Mendham High School Volleyball Booster Club on August 13, 2020, August 14, 2020 and August 15, 2020 to Central Jersey Volleyball Academy located in East Hanover. Transportation services will be billed at \$61.00 per hour for one bus with driver.

9. **Acceptance of 2018/2019 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, 2018 through June 30, 2019 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 - None.
3. School Purchasing Program - Public school contract law requirements be followed in all instances in accordance with the provisions of N.J.S.A. 18A:18A-4.
4. School Food Service - None.

5. Student Body Activities - None.
6. Application for State School Aid - None.
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 - The prior year recommendations have all been corrected.

AND IT IS FURTHER RESOLVED, that the Mendham Township Board of Education approves the Corrective Action Plan (CAP) for the 2018/2019 School year as presented.

Personnel and Human Resources

1. **Revised Compensation - Mentor for Provisional Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised payment to the following to serve as a mentor during the Provisional Teacher Certification process, previously approved by the Board August 27, 2019

Mentor	Provisional Teacher	Certification	Compensation
Ashley Bays	Courtney Messina	CEAS	\$220.00

2. **Leave of Absence-Sondra Farnon (REVISED)** *(Attachment)*

BE IT RESOLVED that the Board hereby approves Sondra Farnon, School Bus Driver, for a leave of absence, having received Doctor's certification, commencing November 11, 2019 under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on February 25, 2020, while utilizing sixty four (64) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Sondra Farnon with an anticipated return to work date of February 26, 2020, pending re-evaluation and certification from physician on Feb. 25, 2020.

3. **Staff Retirement - Maria Doto** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Maria Doto, Middle School English Language Arts Teacher, dated January 8, 2020 and effective June 30, 2020.

4. **Staff Retirement - Nancy Brychta** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Nancy Brychta, Middle School Special Education Teacher, dated January 13, 2020 and effective June 30, 2020.

5. **Home Instructors**

BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Michal Ferenc for one (1) student (112234106) for up to ten (10) hours per week, at a rate of \$41.00 per hour, commencing January 13, 2020 for the remainder of the 2019-2020 school year.

6. **Rescind Extra Hours: Instruction Aide – Christine Rollo**

BE IT RESOLVED that the Mendham Township Board of Educations rescinds the previously approved extra hours for Instructional Aide Christine Rollo to serve as an aide for student #13106201 to during Zero Period at Mendham Township Elementary School on Tuesdays.

7. **Extra Hours: Instructional Aide – Cindy Blood**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$28.56 for Cindy Blood to serve as an aide for student #13106201 to Zero Period at Mendham Township Elementary School on Tuesdays starting January 7, 2020 through the remainder of the 2019 - 2020 school year.

8. **Extra Hours: Lunch Aide/Recess - Nicole Morgan**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$18.15 for Nicole Morgan to provide contracted lunch coverage for 1 to 1 aide Cindy Blood effective January 13, 2020 through the remainder of the 2019 - 2020 school year.

9. **Staff Resignations: Jennifer Otten**

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Jennifer Otten, Cafeteria/Recess Aide effective December 19, 2020.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Jennifer Otten as a Substitute Cafeteria/Recess Aide at an hourly rate of \$12.14 per hour effective January 29, 2020 for the 2019 - 2020 school year.

10. **Staff Resignations: Teresa Sanchez**

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Teresa Sanchez, Cafeteria/Recess Aide effective January 21, 2020.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Teresa Sanchez as a Substitute Cafeteria/Recess Aide at an hourly rate of \$12.14 per hour effective January 29, 2020 for the 2019 - 2020 school year.

X. Discussion

- A. School Calendar for Monday, February 2, 2020
- B. MTMS Social Studies

XI. Verbal Communications from the Public

XII. 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

WHEREAS, said the 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.

XIII. Reconvene Open Regular Session Meeting

XIV. Action Items

Curriculum and Instruction

1. **Harassment/Intimidation/Bullying Reports**

WHEREAS, the Mendham Township Board of Education has received the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED that the Board (*accepts, rejects, modifies*) the Superintendent's recommendations for:

Incident #MTES 1 (*accepts, rejects, modifies*)

XV. Adjournment