

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
WORK SESSION MEETING AGENDA  
THURSDAY, MARCH 16, 2017, 8:00 PM**

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call of the Board of Education**

Mr. Jeffrey Brauner	President
Mr. Brian Jendryka	Vice President
Mrs. Jocelyn deGrandpre	
Mr. Kenneth Elgarten	
Mrs. Gretchen Holquist	
Mr. Aadithya Thayyar	
Mr. Fion Wood	

**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)  
Tri-Annual Report: Mr. Koroski

**VI. Board President's Report**

**VII. Correspondence**

**VIII. Committee Reports (Attachments)**

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

**IX. CONSENT ITEMS for March 21, 2017**

**Approval of Minutes** (Attachments)

Work Session Meeting: February 21 2017  
 Closed Executive Session: February 21, 2017  
 Regular Session Meeting: February 28, 2017  
 Closed Executive Session: February 28, 2017

**Curriculum and Instruction**

1. **ABA Consult**

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler for ABA Consult within the School for school year 2016/2017 as follows:

1 student – 4 hours @ \$80.00 = \$320.00

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Anne Hunkler for ABA Consult within the School for school year 2016/2017 as follows:

1 student – 1 hours @ \$80.00 = \$80.00

2. **Creature Comfort Therapy Dogs, MTES**

BE IT RESOLVED that the Mendham Township Board of Education approves Creature Comfort Therapy Dogs visitation of MTES pre-school classrooms (30 minutes each) and combined Special Education/Resource Rooms – Grades 1-3 (1 hour), twice a month for the remainder of the 2016-2017 school year and for the 2017-2018 school year.

3. **Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trips**

BE IT RESOLVED that the Mendham Township Board of Education reapproves the following field trips for the 2016-2017 school year which were approved conceptually by the Board on July 18, 2016:

Date	Grade	Activity	Cost to Board/Transportation	Cost to Student	Chaperones
4/7/17	Grade 4	Waterloo Village	\$890	\$10	Teachers Ms. Cofield Nurse 8 parents
4/20/17	Grade 4	Franklin Institute	-0-	\$46.51	Teachers Nurse 2 chaperones per class
5/15/17	Grade 1	Aesop Fables Mayo Theater Morristown, NJ	-	\$13.00 Including bus	Amy Williamson Tiffany Reed Jeanne Brown 2 chaperones per class TBD
5/15/17	Grade 2	Aesop Fables Mayo Theater	-	\$13.25 Including	Kevin O’Keefe Theresa Milow

		Morristown, NJ		bus	Darlyne Pieper Eugenia Mastrogiannokos 2 chaperones per class TBD and 1 classroom aide
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4. Middle School Field Trips–Confirmation of Previously Approved Proposed Field Trips  
BE IT RESOLVED that the Mendham Township Board of Education reapproves the following field trips for the 2016-2017 school year which were approved conceptually by the Board on July 18, 2016:

Date	Grade	Activity	Cost to Board/Transportation	Cost to Student	Chaperones
4/5/17	Grade 6	Museum of Natural History	Busing	\$42	Michal Ferenc Tara Horutz Kelly Wilce Matthew Viggiano Allie Perrotta Liz Barter Catherine Gustavsen Jennifer Vasquez Cindy Blood Erin Giarrusso Cheryl Riccardello
4/26/17	Grade 6-8 Band	Region I Band Festival West Essex High School	\$150	-0-	Russell Branch TBD

### Operations and Finance

1. February 2017 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 February 2017 after review of the appropriations section of the September 2016 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 January 2017 Board Secretary’s Reports. (Attachment)

3. Treasurer’s Report

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2017 Treasurer’s Reports. (Attachment)

4. January 2017 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2017 transfer report. (Attachments)

5. March 2017 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2017 Bills List.

Fund 10 – General Fund	\$
Fund 20	\$
Fund 60 – Cafeteria	\$
Fund 61 – Pre-K	\$

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
Annual 5 <sup>th</sup> grade overnight trip to Minisink Fairview Lakes	May 30- June 1	Allie Perrotta Dr. Ciccone	-0-	Mileage reimbursement
Morris County Alliance Math Workshop	April 5, 2017	Lisa Tiboni	\$10	\$10

7. Use of District Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2016-2017 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
MCAW (Morris County Arts Workshop) Spring Arts Program	<u>ES</u> Gyms Classrooms All Purpose Room  <u>MS</u> Classroom	Monday – Friday 4/10/17 – 6/9/17	Before School 7:55 am – 8:40 am  After School 3:45 pm – 4:45 pm	Jane Shatz

MCAW (Morris County Arts Workshop) Summer Art Camps  <i>(dates added to original approved request)</i>	<u>ES</u> Gyms Classrooms All Purpose Room	Monday – Friday 6/19/17 – 6/23/17	TBD	Jane Shatz
The Mendham Kids Club  <i>(dates added to original approved request)</i>	<u>ES</u> Gyms Classrooms Computer Room Maker Space	Monday – Friday 6/19/17 – 6/23/17	9:00 am – 3:00 pm	Charles Gallo

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

**Personnel and Human Resources**

1. Chaperones Approval - Overlook Farms Trip

BE IT RESOLVED that the Mendham Township Board of Education approves the following additional chaperones for the field trip to Overlook Farm, Rutland, MA on June 9, 10, and 11, 2017 including the contractual payment of \$250.00 per night:

Francesca Hare  
Tina Samios

2. New Hire: Substitute Teacher

BE IT RESOLVED that the Mendham Township Board of Education appoints the following substitute teacher for the 2016- 2017 school year at the current rate of \$87.00 a day for days 1 to 20 and \$92.00 a day for days 21 to 40 with a New Jersey Teacher’s Certificate and \$82.00 a day for days 1 to 20 and \$87.00 a day for days 21 to 40 with a County Substitute Credential:

Nicole Porter

**Policy and Planning**

1. Second Reading and Adoption

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

Policy 1510	Americans with Disabilities Act
Regulation 1510	Americans with Disabilities Act
Policy 2415.30	Title 1 – Education Stability for Children in Foster Care
Policy 2418	Section 504 of the Rehabilitation Act of 1973 – Students
Regulation 2418	Section 504 of the Rehabilitation Act of 1973 – Students

Policy 5116	Education of Homeless Children
Regulation 5116	Education of Homeless Children
Policy 5330.04	Administering an Opioid Antidote
Policy 8330	Student Records
Regulation 8330	Student Records

**X. ACTION ITEMS**

ADOPTION OF THE TENTATIVE BUDGET 2017-2018

A. BUDGET AND PUBLIC HEARING

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

		<b><u>GENERA L FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>2017-18</b>	<b>Total</b>				
<b>Expenditures</b>		17,397,172	135,245	1,205,525	18,737,942
<b>Less: Anticipated Revenues</b>		<u>2,752,069</u>	<u>135,245</u>	-0-	<u>2,887,314</u>
<b>Taxes to be Raised</b>		<u>14,645,103</u>	<u>0</u>	<u>1,205,525</u>	<u>15,850,628</u>

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 School Media Center at 18 West Main Street, Brookside, New Jersey, on April 25, 2017 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year, and

B. APPROVAL OF BANKED LEVY

WHEREAS, the Mendham Township Board of Education has a taxing authority composed of unused banked levy from previous budgets of \$532,127 and unused banked levy of \$37,917 from the proposed 2017-2018 school year budget, and expiring banked levy of \$117,722 in 2017-2018,

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, in the County of Morris, New Jersey, approves that unused taxing authority of \$452,322 be banked for potential use in the subsequent two fiscal years, and

C. WITHDRAWAL FROM CAPITAL RESERVE

RESOLVED that the Mendham Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$90,000. The district intends to utilize these funds for additions and upgrades to the building security systems at both district buildings. The scope of work will include the installation of additional security cameras, providing for perimeter building security at both buildings and the addition of hardware and software to provide security interfaces with the Mendham Township Police Department.

D. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2017-2018

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 \$19,000 for all staff and board members for the 2017-2018 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.

E. PROFESSIONAL SERVICES

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year (2017-2018); and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$10,000	
Auditor	\$22,500	
Prof Dev	\$29,000	
Elections	\$1,000	
Technology Prof Svc	\$175,000	
Architect	\$7,000	
Physician	\$4,200;	and,

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Mendham Township School District Board of Education establishes maximums for professional development in the areas listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

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

### **Personnel and Human Resources**

1. Extra Instructional Periods

BE IT RESOLVED that the Mendham Township Board of Education approves Catherine Gustavsen for eight (8) extra periods for a total of \$377.84 (\$47.30/per period) beginning March 16, 2017 for Grade 7 Writing Class at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

2. New Hire: School Custodian, Geoffrey Sookhoo

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Geoffrey Sookhoo as a School Custodian who will begin his three-month probationary period on March 16 2017. Annual salary for the 2016-2017 school year will be \$30,000 pro-rated.

3. Alternate Chaperones – 2016-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approve the following addition to the list of alternate chaperones that can be utilized for any field trip or activity during the 2016-2017 school year:

Briana Panetta

4. New Hire: Long Term Leave Substitute Teacher Appointment

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Perry Hooker as a Long-Term Leave Replacement Teacher, effective March 17, 2017 at an annual salary of \$50,095.00, to be pro-rated, BA, Step 1.



5. Volunteer Assistant Baseball Coach - Shawn Teufel

BE IT RESOLVED that the Mendham Township Board of Education approves Shawn Teufel to serve as a Volunteer Assistant Coach for the Middle School Baseball Team for the 2016-2017 school year.

**XI. 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 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.

**XII. Reconvene Open Work Session Meeting**

**XIII. Discussion**

**XIV. Verbal Communications from the Public**

**XV. Adjournment**