

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING AGENDA
TUESDAY, APRIL 17, 2018, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:35 pm.

II. Flag Salute

III. Roll Call of the Board of Education

Mr. Brian Jendryka	President	Present
Mr. Aadithya Thayyar	Vice President	Present
Mr. Kenneth Elgarten		Joined via telephone at 7:37 pm
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Present
Mrs. Gretchen Holquist		Arrived 7:38 pm
Mr. Fion Wood		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mr. Thomas Kryger, Business Administrator/Board Secretary
General Public – None.

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.

At this point, the following resolution was introduced to permit Board Member Kenneth Elgarten to participate in the meeting via telephone:

Moved by Mr. Wood, second by Mr. Thayyar to approve the following resolution:

Motion to Participate

THAT the Mendham Township Board of Education approves the participation of Board Member, KENNETH ELGARTEN, via Skype and/or telephone for the public and executive portions of its public meeting on APRIL 17, 2018.

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

Roll call vote: Ms. Fraser, Mr. Gondek, Mr. Thayyar, Mr. Wood. Mr. Jendryka. All Ayes. Ms. Holquist (not present). Motion passes. Mr. Elgarten joined the meeting via telephone at 7:37 pm.

V. Superintendent's Report

Dr. Constantino reported to the Board on the following items:

- All monthly Emergency /Fire Drills were conducted in good fashion. The Mendham Township Police and Fire Departments were acknowledged for their assistance and cooperation.
- The new Student Safety Data System report for the district is available for the Board to review and comment.
- The Summative Evaluations for all district staff have been completed for the 2017-2018 year.
- Job postings will be done for district staff for 2018-2019. These will include three full time teachers and two leave replacements.
- Team meetings are scheduled during the month of April to review student results and roll outs of the new programs including DIBELS and the Wilson Foundations Program for the 2018-2019 school year.
- The St. Judes Math-a-Thon fundraising program will continue through the end of April.
- The Mendham Township Library will feature a display of elementary school artwork from April 2 through April 30.
- The eighth grade English Teachers have begun preparations for this year's Shakespeare Festival. Parents and teachers held a planning meeting on April 4.
- The Overlook Farms Group has raised \$650 which will be used to purchase school supplies to be donated to the Abington Avenue Elementary School in Newark. Well done.
- Despite the recent bouts of inclement weather, the spring sports teams have all begun their 2018 campaigns. Good luck to all.
- The Mendham Township Police Department has completed the LEAD (Too Good for Drugs) program to the 6th grade class this week.
- Eighth grade parents were invited to a planning meeting to review details of the upcoming trip to Washington, DC. The meeting was well attended.
- Finally, Dr. Constantino reported that sadly, Mr. Jeffrey Dillon, a retired MTES physical education teacher had passed away.

VI. Board President's Report

None.

VII. Correspondence

Mr. Kryger reported on the following Board correspondence:

- The Morris County School Boards Association will hold their annual School Board and Board member recognition dinner for the 2017-2018 school year on May 23 at the Mansion in Mountain Lakes.
- The New Jersey School Boards Association will hold a Special Education Symposium on May 14 in Howell, New Jersey.
- A notice was received from Pomptonian Food Service that there is a recall in our geographic area on romaine lettuce. Romaine lettuce will not be served in our cafeterias until the situation is remedied.

Committee Reports – April 2018

Curriculum and Instruction – Mr. Thayyar.

The committee discussed the monthly suspension, truancy and emergency drills, approval of elementary and middle school field trips, the new Student Safety Data System and the progress in the development of the district's new 5 Year Strategic Plan.

Operations and Finance – Mr. Wood.

Committee topics included the providing transportation for Mendham Boy Scout Troop #1, the renewal of the district's dental insurance with Delta Dental, the Board meeting schedule for the 2018-2019 school year, the debt service payment schedule and agreement with Mendham Township, and the approval of the Final Budget for the 2018-2019 school year. The committee also discussed the approval of cafeteria pricing for next year, the financial performance of food service operations through February and the potential withdrawal of the district from the Federal Milk Reimbursement program.

Personnel and Human Resources – Ms. Holquist.

The committee discussed one staff retirement letter received this month, two requests for leaves of absence and one revision to a leave of absence. The committee also considered potential changes to kindergarten staffing for 2018-2019 involving the addition of a new kindergarten class.

Policy and Planning – No meeting this month.

VIII. CONSENT ITEMS for April 24, 2018

Approval of Minutes (Attachments)

Work Session Meeting: March 13, 2018
Regular Session Meeting: March 20, 2018

Curriculum and Instruction

1. 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 2017-2018 school year which were approved conceptually by the Board on July 25, 2017: (Attachments)

Date	Grade	Activity	Cost to Board	Cost to Student	Chaperones
5/22/18	Pre-K	Turtle Back Zoo 9am to 2:30 pm	-0-	\$17	Mrs. Obremski Mrs. Arena Mrs. O'Connor Ms. Eliassen Mrs. Quidore Mrs. Floegel Mrs. B. Smith Ms. Bresky Ms. DelPlato Mrs. Santos Mrs. P. Porter Mrs. Gallagher Mrs. Lia Mrs. Ch. O'Connor
5/31/18	3	Bronx Zoo 8am to 4:30 pm	-0-	\$55	Mrs. Klacik Mrs. Porrovecchio Ms. Nicol Substitute Nurse Mrs. Parke Mrs. Riina Ms. Marinaro
6/6/18	2	Turtle Back Zoo 9:15am - 1:30pm	-0-	\$17	Mr. O'Keefe Mrs. Milow Mrs. Rollo Mrs. Pieper Mrs. Miller Nurse
6/13/18 & 6/14/18	4	Princeton Univ. Art Museum 9am to 2pm	Busing	-0-	<u>6/13/18 chaperones:</u> Mrs. Bizzarro Mrs. Hammer Ms Sawicki Mrs. Tiboni Mrs. DeGise sub nurse <u>6/14/18 chaperones:</u> Mrs. Bizzarro Mrs. M Vazquez Mrs. McNamara Mrs. Riccardello Mrs. Barlow sub nurse

2. Middle School Field Trip–Confirmation of Previously Approved Proposed Field Trip

BE IT RESOLVED that the Mendham Township Board of Education reapprove the following field trips for the 2017-2018 school year which were approved conceptually by the Board on July 25, 2017: (Attachments)

Date	Grade	Activity	Cost to Board/ Transport	Student Cost	Chaperones
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4/19/18 9am-2pm	6-8 Symphonic Orchestra	NJSMA Region Orchestra Festival	\$150	-0-	Mrs. Schaberg Ms. Hare
4/27, 4/28, 4/29/18	Selected 7th graders	Club Getaway, Kent, Connecticut	Delta-T Nursing Services On-Call Night \$400 On-Site Day \$1,350 Total: \$1,750.00 Overnight Chaperone compensation (previously approved)	\$350	Ms. Sodora Ms. Perrotta Mr. Hooker Mr. Viggiano Mrs. Blood

3. Schedule B/C Stipend 2017-2018 – Middle School

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2017-2018 Middle School Co-Curricular Stipend position:

Club Getaway	Gina Sodora	\$225.00
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4. Middle School Chaperones

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the contractual rate of \$100 each for events that start after contractual hours for the Middle School 8th Grade Class Lip Sync Contest on March 16, 2018:

Mrs. Hays	Mr. Viggiano
Mr. Ferenc	Ms. Perrotta
Mrs. A. Porter	

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to Ms. Megan Ryan to serve as one-on-one aide for two (2) hours at her contractual hourly rate of \$36.57.

Operations and Finance

1. February 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 February 2018 after review of the appropriations section of the February 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 February 2018 Board Secretary's Reports. (Attachment)

3. Treasurer's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2018 Treasurer's Reports. (Attachment)

Pricing of a la carte items, specialty lunches, side items, snacks and beverages will be in accordance with the attached schedules. (Attachment)

8. Special Milk Reimbursement Program – 2018-2019

BE IT RESOLVED, that the Mendham Township Board of Education approves the withdrawal of district participation in the U.S. Department of Agriculture Milk Reimbursement Program effective for the 2018-2019 school year.

9. Dates for Board of Education Monthly Meeting – 2018-2019

BE IT RESOLVED, that the Work Session and Regular Monthly Meetings of the Mendham Township Board of Education will be held on the third and fourth Tuesday of each month, with exceptions noted below, at 7:30 p.m. in the Media Center of the Elementary School, 18 West Main Street, Brookside, New Jersey.

Please note that all meetings of the Board are open to the public, consistent with the Open Public Meetings Act (Ch. 231, Laws of 1975, State of New Jersey) and that advance notice is herein provided as of the date listed on this notice.

Notification will be provided whenever a meeting date is cancelled or postponed.

<u>Month</u>	<u>Work Session</u>	<u>Regular Meeting</u>	<u>Year</u>
July	17	24	2018
August	21	28	2018
September	18	25	2018
October	16	30**	2018
November	20	27	2018
December	11**	18**	2018
January 3, 2019 Reorganization Meeting (Thursday)			
January	15	22	2019
February	20*	26	2019
March	12**	19**	2019
April	16	23	2019
May	21	28	2019
June	18	25	2019

* Day Change (Wednesday)

** Week Change

10. Approval of Dental Plan Renewal-Delta Dental – 2018-2020

BE IT RESOLVED that the Mendham Township Board of Education approves the renewal of the district's dental insurance plan with Delta Dental. The renewal will be for two years at the same per member premium rates currently in effect for the 2017-2018 school year. The renewal will be for the two year period from July 1, 2018 through June 30, 2020.

11. Mendham Township Boy Scout Troop Transportation

BE IT RESOLVED, that the Mendham Township Board of Education provide transportation for Mendham Township Boy Scout Troop #1 from Mendham High School on Friday, April 27, 2018 to Camp Natural Bridge, Highland Mills, New York, and returning to Mendham High School on Sunday, April 29, 2018. Transportation services will be billed at \$61/hour for one bus with driver.

Personnel and Human Resources

1. Leave of Absence-Thomas Kryger

BE IT RESOLVED that the Board hereby approves Thomas Kryger, School Business Administrator, for a leave of absence under the Federal Family Medical Leave Act (FMLA) commencing on May 4, 2018 through May 18, 2018 while utilizing eleven (11) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Thomas Kryger with an anticipated return to work date of May 21, 2018.

2. Leave of Absence-Christine Yawger

BE IT RESOLVED that the Board hereby approves Christine Yawger, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing August 23, 2018 under the Federal Family Medical Leave Act (FMLA), ending after (12) twelve weeks on November 16, 2018.

BE IT FURTHER RESOLVED that the Board hereby approves (12) twelve weeks under the NJ Family Leave Act (FLA) for Christine Yawger, commencing on Sept 3, 2018 through November 23, 2018, as requested in writing; and

BE IT FURTHER RESOLVED the Board hereby approves Christine Yawger for an extended unpaid leave of absence from November 26, 2018 through January 1, 2019 and

BE IT FURTHER RESOLVED that the Board hereby approves Christine Yawger with an anticipated return to work date of January 2, 2019.

3. Leave of Absence (REVISED)-Amanda Porter

BE IT RESOLVED the Board hereby approves Amanda Porter, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing June 11, 2018 under the Federal Family Medical Leave Act (FMLA), ending after (2) two weeks on June 26, 2018, while utilizing (12) twelve sick days and continuing under the Federal Family Medical Leave Act from August 23, 2018 through October 31, 2018, utilizing (10) ten additional weeks of FMLA; and

BE IT FURTHER RESOLVED the Board hereby approves (10) ten weeks under the NJ Family Leave Act (FLA) for Amanda Porter commencing on August 23, 2018 through October 31, 2018 as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Amanda Porter with an anticipated return to work date of November 1, 2018.

4. Staff Resignation– Rosalba Suarez

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Rosalba Suarez, School Transportation Driver, dated March 20, 2018 and effective June 30, 2018. (Attachment)

5. New Appointment to Newly Created Data Coordinator Position

BE IT RESOLVED that the Mendham Township Board of Education approves the following appointment until the 2019 Reorganization meeting:

- Data Coordinator School Business Administrator

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 0169.02	Board Member Use of Social Networks
Policy 3437	Military Leave
Policy 4437	Military Leave
Policy 5516.01	Student Tracking Devices
Regulation 7101	Educational Adequacy of Capital Projects
Policy 7425	Lead Testing of Water in Schools
Policy & Regulation 7440	School District Security
Policy & Regulation 7441	Electronic Surveillance in School Buildings and on School Grounds
Policy 8630	Bus Driver/Bus Aide Responsibility
Regulation 8630	Emergency School Bus Procedures
Policy 9242	Use of Electronic Signatures
Policy & Regulation 8470	Response to Concerted Job Action

IX. **ACTION ITEMS**

Operations and Finance

1. Approval of Transportation Agreement (Attachment)

BE IT RESOLVED, that the Mendham Township Board of Education approves the Transportation Agreement for School Year 2017-2018 with the parents of student number 13429449 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

Moved by Ms. Holquist, second by Ms. Fraser to approve the Action Item for Operations & Finance. Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Thayyar, Mr. Wood. Mr. Jendryka. All Ayes. Motion passes.

X. Discussion

Board President, Brian Jendryka, commended Dr. Constantino, the administration and Mendham Township Police Chief, Ross Johnson on the School Security Open House conducted on April 4. The program was very well attended and quite informative. Dr. Constantino commented that this will be a continuing topic of discussion for the district, the Police Department and the community. The Board recognizes the importance of being proactive in the district's efforts to provide a high level of personal and building security.

XI. Verbal Communications from the Public

None.

XII. 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 student 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.

Moved by Mr. Wood, second by Ms. Holquist, to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:21 pm.

XIII. Reconvene Open Work Session Meeting

The Board reconvened the Regular Session at 8:55 pm.

At this point, the following resolution was introduced as an Addendum to the Board Agenda for April 17, 2018:

ADDENDUM

Moved by Mr. Thayyar, second by Ms. Fraser, to approve the following resolution:

1. Home Instruction

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff as Home Instructors at a rate of \$41.00 per hour:

Michal Ferenc
James Haggerty

and, BE IT FURTHER RESOLVED, that the Mendham Township Board of Education approves Michal Ferenc and James Haggerty to do (5) hours per week (they will split the five hours) of home instruction for one (1) student for the remainder of the school year.

Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Thayyar, Mr. Wood. Mr. Jendryka. All Ayes. Motion passes.

XIV. Adjournment

Moved by Ms. Holquist, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 8:58 pm.

Respectfully submitted,



Thomas H. Kryger
Business Administrator/Board Secretary