

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
REGULAR SESSION MEETING MINUTES  
TUESDAY, AUGUST 22, 2017, 7:30 PM**

**I. Call to Order**

The meeting was called to order at 7:39 pm.

**II. Flag Salute**

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

Mr. Jeffrey Brauner	President	Present
Mr. Brian Jendryka	Vice President	Arrived 8:20 pm.
Mrs. Jocelyn deGrandpre		Present
Mr. Kenneth Elgarten		Present
Mrs. Gretchen Holquist		Present
Mr. Aadithya Thayyar		Absent
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.

**V. Superintendent's Report**

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

- Procedural review of the 2016-2017 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.
- Teachers will be in district on September 5<sup>th</sup> and 6<sup>th</sup> for professional development training sessions.
- The NJ School Boards Association will have a field representative at the October Work session meeting for a training session to continue the Board Re-certification process.
- The district's new website has been launched successfully. Website visitors will be encouraged to also connect with the district via social media.

- The superintendent's Tri-Annual Reporting will get under way once again at one of the October Board meetings. PARCC Assessments will be reviewed by the building principals.
- The district will be preparing for QSAC this school year. The extent of the audit is unknown at this point.

**VI. Board President's Report**

Mr. Brauner reported to the Board that both school buildings appeared to be in outstanding condition for opening day on September 7. He also noted that the new technology installed over the summer which included SmartBoards and classroom sound systems are tremendous additions which will enhance the student learning environment. Dr. Constantino gave a brief demonstration of the new SmartBoard technology which had been installed in the media center.

**VII. Correspondence**

None.

**VIII. Committee Reports**

➤ **Curriculum and Instruction** – Mr. Wood/Dr. Constantino.

Committee discussion topics included the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, and the approval of funds for behavioral observations, consultations and instruction.

➤ **Operations and Finance** – Ms. deGrandpre.

The committee discussed the monthly request for Use of Facilities, the approval of a financing agreement for the purchase of two new 54 passenger school buses, the district's membership in the Hunterdon County ESC Purchasing Co-op, moving from the State Employee Health Benefit Plan to private health insurance for the district and the approval of submission of the ESEA (formerly No Child Left Behind) grant for the 2017-2018 school year. The committee also reviewed the postponing of the replacement of two HVAC units at the elementary school until next summer and the scheduling of information sessions for district employees to review changes to the health insurance carrier. Also, Mr. Kryger reported on new state regulations regarding the installation of carbon monoxide detectors and that the district would be in compliance with the September 5, 2017 requirements.

➤ **Personnel and Human Resources** – Dr. Constantino.

The committee reviewed the reappointment of substitute nurses, substitute bus dispatcher, a staff resignation (instructional aide), revisions to several staff reappointments for 2017-2018, the approval of payments for Curriculum Development and Implementation stipends and several new hires to include three new instructional aides and a part time special education teacher.

➤ **Policy** – No meeting this month.

**IX. ACTION ITEMS for AUGUST 22, 2017**

**Approval of Minutes** (Attachments)

Regular Session Meeting: July 25, 2017  
Closed Executive Session: July 25, 2017

**Curriculum and Instruction**

1. School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act  
The Mendham Township Board of Education hereby certifies and approves the submission of the 2016-2017 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

2. ABA Behavioral Consultation

BE IT RESOLVED that the Mendham Township Board of Education approves Anne Hunkler for Behavioral Consultations:

1 student – 2 hrs. @ \$80.00 /hr. for Behavioral Observation = \$160.00  
1 student – 108 hrs. @ \$80.00 = \$8,640.00 for school year 2017-2018 as per IEP  
1 student – 2 hours @ \$80.00 = \$ 160.00 during the month of August at home as per IEP  
1 student – 4 hours @ \$80.00 = \$ 320.00 during the month of August at home as per IEP  
9.5 hours @ \$80.00/hr. = \$760.00 for additional ABA hours, extended school year

3. Extended School Year Personnel Revision – Caitlin Delaney

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following personnel for the 2017 Extended School Year (July 5–Aug. 1)

<u>Name</u>	<u>Position</u>	<u>Per Day</u>
Caitlin Delaney	Speech Therapist	12 hrs./wk @ \$ 60.00/hr for 4 weeks

4. Additional Summer CST Hours

BE IT RESOLVED that the Mendham Township Board of Education approves additional Child Study Team hours beyond evaluations and case management, be paid at the staff members contractual hourly rate for the months of July and August, 2017.

5. In-Service Attendance for Part-Time Aides

BE IT RESOLVED that the Mendham Township Board of Education approves the attendance of all part-time aides at the in-service days on September 5 and 6, 2017 with payment at their hourly rate.

**Operations and Finance**

1. August 2017 Bills List

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

Fund 10 – General Fund	\$ 655,896.96
Fund 20	\$ 5,826.70
Fund 61 – Pre-K	\$ 84.85

2. 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
Bus Driver CDL Permit Course Denville	8/21 and 8/22/17	Kleber Minuche	\$145	\$145 plus mileage reimbursement
American Academy of Pediatrics School Health Conference Somerset, NJ	10/18/2017	Michelle Hofmann	\$150	\$150 plus mileage reimbursement Substitute Coverage

3. 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
NJ Thunder Basketball	<u>MS</u> Gym	Tuesday, Wednesday & Thursday 8/22/17 – 8/24/17	5:30 pm – 9:30 pm	Andy Talbert
Brookside Men's Basketball	<u>ES</u> Gym	Tuesdays 9/5/17 – 6/12/18	6:30 pm – 9:00 pm	Rick Pappalardo
	<u>MS</u> Gym	Thursdays 9/7/17 – 6/14/18	6:30 pm – 9:00 pm	
Mendham Basketball Camp	<u>MS</u> Gym	Tuesdays 9/26/17, 10/3/17, 10/10/17, 10/17/17, 10/24/17	6:00 pm – 7:30 pm	Phil Manuel
NJ Thunder	<u>MS</u> Gym	Mondays – Fridays 9/7/17 – 11/17/17	5:30 pm – 9:30 pm	Andy Talbert
Mendham Patriots Basketball	<u>ES</u> Gyms	Mondays – Fridays	5:30 pm – 9:30 pm	David Wisotsky
		Saturdays 10/23/17 – 3/18/18	8:00 am – 4:00 pm	

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

4. Transportation Agreements – 2017-2018 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 2017-2018 school year:

<u>DISTRICT</u>	<u>Jointure Totals 2017-2018</u>
Mount Olive	\$8,140.89

5. School Bus Emergency Evacuation Drill Reports (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Van Emergency Evacuation Drill Report from P.G.Chambers School detailing the May 2, 2017 drill, supervised by Sabrina Williams.

6. Approval of Contract Vender

BE IT RESOLVED that the Mendham Township Board of Education hereby approves Neuro Psych Connections, LLC and Dr. Carolyn Rooney to complete Neuro Psychological evaluations for the 2017-2018 school year at a rate of \$2,600.00 per evaluation.

7. Field Trips Charter Bus Transportation

BE IT RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes approves the Frank Martz Coach Company for the Mendham Township Elementary School field trip to the Guggenheim Museum on October 17, 2017:

<u>Charter NAME</u>	<u>Price</u>	<u>Trip Awarded to:</u>
Panorama Tours	\$1,010	
Lakeland	\$875	
F. Martz	\$860	Frank Martz Coach Company

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes, approves the Frank Martz Coach Company (they can provide buses with seat belts) for the Mendham Township Middle School field trip to the Museum of Natural History on April 6, 2018:

<u>Charter NAME</u>	<u>Price</u>	<u>Trip Awarded to:</u>
Panorama Tours	\$2,100	
Lakeland	\$1,800	
F. Martz	\$2,210	Frank Martz Coach Company (they can provide buses with seat belts)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes, approves the Frank Martz Coach Company for the Mendham Township Elementary School field trip to the Liberty Science Center on April 12, 2018:

Charter NAME	Price	Trip Awarded to:
Panorama Tours	\$1,800	
Lakeland	\$1,670	
F. Martz	\$1,550	Frank Martz Coach Company

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes, approves the Frank Martz Coach Company (they can provide buses with seat belts) for the Mendham Township Middle School field trip to the Dorney Park on May 25, 2018:

Charter NAME	Price	Trip Awarded to:
Panorama Tours	Sold Out	
Lakeland	\$2,650	
F. Martz	\$3,038	Frank Martz Coach Company (they can provide buses with seat belts)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, having received the following three (3) quotes, approves the Frank Martz Coach Company (they can provide buses with seat belts) for the Mendham Township Elementary School field trip to the Bronx Zoo on May 31, 2018:

Charter NAME	Price	Trip Awarded to:
Panorama Tours	\$2,140	
Lakeland	\$1,800	
F. Martz	\$1,965	Frank Martz Coach Company (they can provide buses with seat belts)

8. Membership in Hunterdon County Educational Services Commission Purchasing Co-op  
 WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration, and,

WHEREAS, the Hunterdon County Educational Services Commission has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services, and,

WHEREAS, the Board of Education of Mendham Township, Morris County, State of New Jersey, has duly considered participation in a Cooperative Pricing system for the provision and performance of goods and services,

BE IT RESOLVED, that the Board of Education of Mendham Township, Morris County, State of New Jersey approves membership in the Hunterdon County Educational Services Commission Cooperative Pricing System for the 2017-2018 school year.

9. State Health Benefits Program and School Employees' Health Benefits Program – Termination  
BE IT RESOLVED, that the Mendham Township Board of Education, Morris County, New Jersey, hereby resolves to terminate its participation in the State Health Benefits Program and/or School Employees' Health Benefits Program (Medical Plan and Prescription Drug Plan) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees' Health Benefit Program (N.J.S.A. 52:14-17.25 et seq.) for all of its active and retired employees, and,

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education, Morris County, New Jersey, shall notify all active employees of the date of their termination of coverage under the program, and,

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education, Morris County, New Jersey, understands that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage, and,

THAT all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact the Division of Pensions and Benefits concerning a possible alternative health, prescription drug, and dental insurance plan, and,

BE IT FURTHER RESOLVED, that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

10. Group Medical Insurance Carrier – Horizon Blue Cross Blue Shield of New Jersey  
WHEREAS, the Mendham Township Board of Education, Morris County, New Jersey, has elected to terminate its participation in the New Jersey School Employees' Health Benefits Program (SEHBP),

BE IT RESOLVED, that the Mendham Township Board of Education selects Horizon Blue Cross Blue Shield of New Jersey as its group medical insurance carrier, at the rates, benefits, terms and conditions represented in their proposal of June 22, 2017 (attached herein), and,

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education designate Brown & Brown Benefit Advisors, Incorporated, as the Board's broker-of-record for the district's new Horizon Group Medical Insurance programs. Brown & Brown Advisors, Incorporated is authorized to act on behalf of the Board on all matters related to these programs, and,

THAT, Brown & Brown Benefit Advisors, Incorporated's responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing group insurance programs, and aiding our staff in the resolution of billing, enrollment and claim problems, and,

THAT, Brown & Brown Benefit Advisors, Incorporated is authorized to receive commission payment from Horizon, percentages for which are included in Horizon's proposed rates, and,

BE IT FURTHER RESOLVED, that all appropriate Mendham Township Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

11. Elementary and Secondary Education Act (ESEA) - FY2017-2018 Grant Submission

BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Elementary and Secondary Education Act (ESEA) grant application for the 2017-2018 school year in the amount of \$17,433 for Title II-Part A, \$104,366 for Title I-A and \$10,000 for Title IV-Part A.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education hereby refuses \$1,412 allocated for ESEA Title III Public Schools funds (Immigrant Education) for the 2017-2018 school year.

**Personnel and Human Resources**

1. Staff Resignations

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Karen Pasqual, Part Time Instructional Aide, effective immediately. (Attachment)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts with regret the emailed letter of resignation from Dawn Montesano, Part Time Instruction Aide, dated August 22, 2017 and effective October 22, 2017.

2. Revision to Non-Tenured Certificated Staff Reappointment of Caitlin Delaney

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the appointment of Caitlin Delaney, Speech Language Specialist, for the 2017-2018 school year from .8 FTE to Full Time, as follows:

<u>Last Name</u>	<u>First name</u>	<u>Degree</u>	<u>Step</u>	<u>FTE</u>	<u>Salary</u>
Delaney	Caitlin	BA+45/MA	4	F	\$56,545.00

3. Revision to Tenured Certification Staff Reappointment – Kim BaRoss

BE IT RESOLVED that the Mendham Township Board of Education approves the revision of annual salary of the reappointment of Kim BaRoss for the 2017-2018 school year to \$95,370.00.

4. Revision to the Reappointment of MTEA member support staff for the 2017-18 school year

BE IT RESOLVED that the Mendham Township Board of Education approves revising the following MTEA member support staff reappointments for the 2017-2018 school year:

<u>MTEA Member</u>	<u>Job Title</u>	<u>Hours</u>	<u>Salary</u>
Lacey Neil	Full Time Instructional Aide	Full time	\$22,648.00
Susan Oths	Part-Time Instructional Aide	5.25 hours/ 180 days	\$17.25/hr



5. Substitute Nurses - Reappointment

BE IT RESOLVED that the Mendham Township Board of Education approves the reappointment of the following substitute nurses for the 2017-2018 school year at the current rate of \$125.00 per day.

Renee Beitin  
Sharon Wright

6. Reappointment of Substitute Bus Dispatchers

BE IT RESOLVED that the Mendham Township Board of Education approves the reappointment of Tracey Morrison and James Castiglione as Substitute Part-Time School Bus Dispatchers for the 2017-2018 school year at an hourly rate of \$20 per hour.

7. Approval of Stipend: Curriculum Development and Implementation

BE IT RESOLVED that the Mendham Township Board of Education approves Patrick Ciccone and Julianne Kotcho for the Curriculum Development and Implementation stipends for the 2017-2018 school year at the annual rate of \$4,000.00 each.

8. Reappointment of Transportation Drivers with Annual Salary

BE IT RESOLVED that the Mendham Township Board of Education approve the annual salaries of the following reappointed Transportation Drivers:

Last Name	First Name	2017-2018 Salary
AVERETT	CAROL	10,519.20
AVERETT	ELLIOTT	39,210.00
BARNO	JEAN	10,969.20
BELL	DONNA	34,278.75
CASTIGLIONE	JAMES	18,072.00
CONOVER	JEREMY	31,557.60
FARNON	SONDRA	35,696.25
HELBIG	BRENDA	37,424.10
LUCIANO	DEBORAH	34,278.75
MCGINLEY	KATHLEEN	37,725.00
MERCADO	DOMINGO	34,568.40
MOLNAR	STEVEN	22,353.30
MUSCATELLA	NICHOLAS	32,907.60
NOVAK	MICHAEL	35,996.25
OTTOSON	MARK	32,907.60
PARRALES	MARIA	32,907.60
PIAZZA	JOSEPH	21,038.40
PICO	CHRISTA	34,568.40
POKRYSKA	FRANK	34,568.40
ROMERO	SHARON	32,907.60
SUAREZ	ROSALBA	32,907.60

TEMPLIN	DEBORAH	31,557.60
TROCHA	MARGITT	39,210.00
VOGEL	DONALD	37,725.00

9. New Hire: Part-time Special Education Teacher Amanda Marinaro  
 BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Amanda Marinaro, Special Education Teacher for the 2017-2018 school year, Part-Time (.8 FTE) at an annual salary of \$40,956.00, BA, Step 3. (Attachment).

10. New Hires: Instructional Aides  
 BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following as Part-Time Instructional Aides for the 2017-2018 school year, at an hourly rate of \$16.78 for 5.75 hours a day, 5 days per week, for 180 days.

Kelly Johnson  
 Lauren Del Plato  
 Jennifer Eliassen (pending receipt Criminal History Review & Mantoux)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of the following as a Full Time Instruction Aide for the 2017-2018 school year at an annual salary of \$21,503.00

Amy Feld

11. Extra Hours: Instructional Aide  
 BE IT RESOLVED that the Mendham Township Board of Education approves extra hours as needed, at her contractual hourly rate, for Cindy Blood to serve as an aide for one student to participate in cross country during the fall 2017.
12. Mentor for Provisional Teacher  
 BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to serve as mentor during the Provisional Teacher Certification process:

MENTOR	PROVISIONAL TEACHER	CERT	COMPENSATION
Ann Quidore	Sara Bresky	CEAS	\$550

**Moved by Ms. deGrandpre, second by Ms. Holquist to approve all Action Items for August 22, 2017 to include the Approval of Minutes as indicated, Curriculum & Instruction, Operations & Finance and Personnel & Human Resources. Roll Call vote: Ms. deGrandpre, Mr. Elgarten, Ms. Holquist, Mr. Jendryka, Mr. Wood, Mr. Brauner. All Ayes, motion passes.**

**X. Discussion**

None.

**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 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.

**Moved by Mr. Jendryka, second by Ms. deGrandpre to adjourn to Closed Executive Session. The Board entered Executive Session at 8:53 pm.**

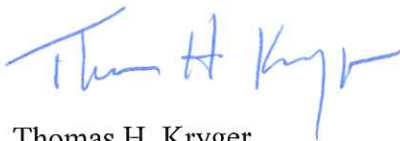
**XIII. Reconvene Open Work Session Meeting**

The Board reconvened the Regular Session at 9:19 pm.

**XIV. Adjournment**

**Moved by Ms. deGrandpre, second by Mr. Jendryka to adjourn the meeting. The meeting was adjourned at 9:19 pm.**

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/Board Secretary