

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
WORK SESSION MEETING MINUTES  
TUESDAY, FEBRUARY 20, 2018, 7:30 PM**

**I. Call to Order**

The meeting was called to order at 7:33 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		Present
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Present
Mrs. Gretchen Holquist		Present
Mr. Fion Wood		Present

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

**NOTE:** After the roll had been taken, the meeting was moved to the Staff Development Room. The move was necessitated due to a light fixture in the Media Center which had begun to emit smoke.

**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 of Education 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 elementary school will participate in Read Across America activities next week. Many classroom and library programs are planned.
- Kindergarten and Pre-K registrations for 2018-2019 are open and have been quite robust. Kindergarten enrollment currently stands at 62, well past the pace of recent years.
- The Wilson Foundations pilot program began during the week of January 15 at the elementary school. Teacher training has been completed and students are currently being assessed. Benchmarks are being established to evaluate the literacy skills of K-3 students and performance will be examined at mid and end of year.
- Ten members of the elementary school staff have volunteered to take the Mindful Schools Essential Educators Course. The program focuses on developing mindful concepts including self-regulation and empathy.
- Tickets are currently on sale for the middle school production of Bye Bye Birdie. Performances are scheduled for early March.
- The Jump Rope for Heart fundraiser was conducted by Gina Sodora, MTMS Physical Education, along with Grade 5 students. The event raised almost \$1,500. Well done.
- Both the Boys' and Girls' Volleyball teams have begun their seasons. Both squads are in quest of a three-peat as Morris County Champions.
- Heritage Day was celebrated by Ms. Ryan's grade 5 Social Studies class. Students celebrated the history, traditions, food and culture of their personal heritage and were reminded that we all have different backgrounds and traditions but come together as one at MTMS.
- Superintendent's Tri-Annual reports will be presented over the next two Board of Education meetings.
- The Community Survey will be released on February 22. Data collected will be used to help formulate the district's new Strategic Plan.

**VI. Board President's Report**

None.

**VII. Correspondence**

Mr. Kryger reported on the following items:

- Retirement letter from Carol Averett, School bus driver.
- Letter from Richard P. Diegnan, Mendham Township mayor congratulating the district's Boys' and Girls' Basketball teams for winning Morris County titles.
- Morris County School Boards Association announcement of March 28 meeting. Discussion topics will be advocating for government policies to benefit public education.

**VIII. Committee Reports**

- **Curriculum and Instruction** – Mr. Thayyar.  
The committee discussed the monthly suspension, truancy and emergency drills, approval of elementary and middle school field trips and the St. Judes Math-a-Thon which will be run by Mr. O’Keefe during the month of April.
- **Operations and Finance** – Mr. Wood.  
Committee topics included the Use of Facilities requests for the month, making a deposit to the Capital Reserve Account, authorization for architectural planning for renovation of the locker rooms at the middle school, an update on the LED lighting project and a brief budget update. The committee also discussed the possibility of purchasing school buses in the future which run on LP gas and the completion of the Personal/Financial Disclosure forms by Board members.
- **Personnel and Human Resources** – Ms. Holquist.  
The committee discussed retirement letters (2) received this month, approval of stipend positions for the Technology Club and an Offseason Soccer Clinic, approval of a Tiny Tiger substitute and chaperone approval for the middle school band trip.
- **Policy and Planning** – No Meeting this month.

**IX. CONSENT ITEMS for February 27, 2018**

**Approval of Minutes** (Attachments)

Regular Session Meeting: January 23, 2018

**Curriculum and Instruction**

1. Elementary School Field Trips–Confirmation of Previously Approved Proposed Field Trips (Attachments)  
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:

<b>Date</b>	<b>Grade</b>	<b>Activity</b>	<b>Cost to Board</b>	<b>Cost to Students</b>	<b>Chaperones</b>
3/20/18	4 <sup>th</sup> Grade Strings	Rehearsal for Concert with all Strings Grade 4-12 from Chesters & Mendhams	busing	-0-	Karen Schaberg Russell Branch 4 parents TBD
4/12/28	4 <sup>th</sup> Grade	Liberty Science Center	-0-	\$46.05	Diane Barlow Kellie DeGise Lisa Tiboni

					Theresa McNamara Nancy Hammer Meredith Vazquez Stephanie Sawicki Cheryl Riccadello Substitute Nurse 8 parents TBD
4/13/18	2 <sup>nd</sup> Grade	Franklin Mineral Museum	-0-	\$16.42	Kevin O'Keefe Theresa Milow Darlyne Pieper Kristen Miller Christine Rollo Nurse 12 Parents TBD
4/24/18	4 <sup>th</sup> Grade	Waterloo Village		\$17.58	Theresa McNamara Diane Barlow Lisa Tiboni Kellie DeGise Meredith Vazquez Cheryl Riccardello Nancy Hammer Stephanie Sawicki Substitute Nurse

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

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:

Date	Grade	Activity	Cost to Board/ Transport	Cost to Student	Chaperones
3/20/18	5-8 Grade Strings	Rehearsal for Concert with all Strings Grade 4-12 from Chesters & Mendhams	busing	-0-	Karen Schaberg 5 parents TBD

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the following new Middle School field trip for the 2017-2018 school year:

DATE	Grade	Activity	Cost to Board/ Transport	Cost to Student	Chaperones
2/24/18 Saturday	Wind Ensemble	2018 NJMEA State Conference Music Connects Us Hilton East Brunswick Hotel	Busing	-0-	Russell Branch Maria Doto
3/2/18	Grade 5-8 Cast member of MS musical	Perform acts from Bye Bye Birdie for MTES	Busing	-0-	Devon DeGilio Cindy Blood

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the payment of \$120.00 each to Maria Doto and Russell Branch as chaperones for field trip on Saturday.

3. Elementary School Fund Raiser for 2017-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School activity for the 2017-2018 school year:

DATE	Activity	Description / Note
April 2 to May 1, 2018	St. Jude's Math-a-Thon	Advisor: Kevin O'Keefe

4. Assistive Technology Assessment

BE IT RESOLVED that the Mendham Township Board of Education approves the Assistive Technology Assessment for 1 student as per IEP through CPNJ at a cost of \$995.00.

**Operations and Finance**

1. January 2018 Bills List

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

Fund 10 – General Fund	\$
Fund 20	\$
Fund 61 - PreK	\$

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
Practical & Effective Cognitive Behavior Therapy Mt. Arlington, NJ	2/23/18	Carolyn Johnson	-0-	-0-
NJ Association for Health, PE, Recreation & Dance Annual Conference Long Branch, NJ	2/26 & 2/27/18	Gina Sodora	\$140	\$140 plus mileage reimbursement Substitute coverage
School Transportation Supervisors Conference Atlantic city, NJ	3/22 and 3/23/18	Margaret Hogan	\$350	\$350 plus lodging, mileage, tolls, parking, meals
NJ Association for Behavior Analysis, Inc	3/23/18	Sara Bresky	\$250	\$250 plus mileage reimbursement Substitute coverage
School IPM Coordinators training Bridgewater, NJ	4/20/19	John Ragusa Tyler Spellmon	-0-	-0-
Utilizing Technology to Achieve Sustainability in Your School Kenilworth, NJ	4/27/18	John Ragusa		

3. Use of District Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2017-2018 school year with the right to cancel based on school events and needs:

<b>Organization</b>	<b>Location</b>	<b>Dates</b>	<b>Times</b>	<b>Resp. Party</b>
Girl Scouts Troop 5049 <i>(BOE approved 1/23/18)</i>	<u>MS</u> Library	Fridays <b>2/9/18 added 2/16/18 cancelled</b>	4:45 pm – 6:30 pm	Cindy Barban
NJ Thunder <i>(Youth Basketball)</i>	<u>MS</u> Gyms	Monday – Friday 3/19/18 – 6/15/18	6:00 pm – 9:30 pm	Andy Talbert
Mendham Men's Softball	<u>MS</u> Fields	Saturdays & Sundays 4/8/18 – 6/24/18	Saturdays 3:00 pm – 8:00 pm Sundays 9:00 am – 1:00 pm	Matt Lombardi

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

4. LobbyGuard Visitor Management Kiosks Maintenance Agreement

BE IT RESOLVED, that the Mendham Township Board of Education renews the agreements with Red Circle Solutions, Midland Park, New Jersey for maintenance, support services and hosting services for two LobbyGuard Visitor Management Kiosks for the 2017-2018 school year at an annual rate (total) of \$1,100.

5. Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,

BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the district's School Business Administrator to transfer the General Fund Surplus in an amount not to exceed \$400,000 into the Capital Reserve Account as of June 30, 2017.

6. Architectural Services – Locker Room Facilities, Middle School

BE IT RESOLVED, that the Mendham Township Board of Education hereby contracts with EI Associates, Cedar Knolls, New Jersey, to provide architectural and engineering services related to the renovation of locker room facilities at the Mendham Township middle school. Services will include schematic design and plan submission to the New Jersey Department of Education, preparation of contract documents including drawings and all required technical specifications and review of contractors' submittals. Also, EI Associates will conduct site visits during the construction phase and assist in preparing a punch list at the conclusion of the project. EI Associates will be compensated an amount not to exceed \$30,000 for these services.

**Personnel and Human Resources**

1. Staff Retirement – Carol D. Blanchard

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Carol D. Blanchard, Mendham Township Middle School Teacher, dated January 21, 2018 and effective July 1, 2018. (Attachment)

2. Staff Resignation– Carol J. Averett

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Carol J. Averett, School Transportation Driver, dated January 26, 2018 and effective July 1, 2018. (Attachment)

3. Middle School Schedule B Stipend Positions

BE IT RESOLVED that the Mendham Township Board of Education approves the creation of new Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position and the staff appointments for the 2017-2018 school year:

**CO-CURRICULAR Activities (Schedule B)**

<b>Activities</b>	<b>2017-18 Salary</b>	<b>Staff Member</b>
Technology Club	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Donna CasaGrande
MTMS Offseason Soccer Clinic - Zero Period	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Perry Hooker

4. Tiny Tigers Staffing

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff to serve as a substitute or additional aide for the Tiny Tigers Before Care Program as needed at an hourly rate of \$16.78

Pam Obremski

X. **ACTION ITEMS**

**Operations and Finance**

1. Use of District Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2017-2018 school year with the right to cancel based on school events and needs:



<u>Organization</u>	<u>Location</u>	<u>Dates</u>	<u>Times</u>	<u>Resp. Party</u>
NJ Thunder <i>(Youth Basketball)</i>	<u>MS</u> Gyms	Saturday & Sunday 2/24/18 – 2/15/18	9:00 am – 1:00 pm	Andy Talbert
Mendham Magic	<u>ES</u> Gym	Wednesdays 2/7/18 – 3/28/18	6:00 pm – 7:30 pm	Laura Fowler/ Jack Bradley

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

**Moved by Mr. Elgarten, second by Ms. Holquist to approve the Action Item for Operations & Finance for February 20, 2018. Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Thayyar, Mr. Wood, Mr. Jendryka, all Ayes. The motion passes by unanimous roll call vote.**

**XI. Discussion**

None.

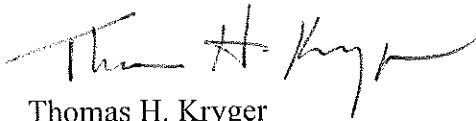
**XII. Verbal Communications from the Public**

None.

**XIII. Adjournment**

**Moved by Mr. Wood, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 8:46 pm.**

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/Board Secretary