

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, FEBRUARY 27, 2018, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 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		Absent
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
Dr. Patrick Ciccone, MTMS Principal
Ms. Julianne Kotcho, MTES Principal
Mr. Robert Koroski, Director of Special Services
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 of Education on the following items:

- Updated registrations for the 2018-2019 school year are very healthy. Registrations for the Tiny Tiger program is at 12 (full), Pre-K at 52 and Kindergarten at 62.
- The Community Survey will close on February 28. Data collected from the survey will be used in developing the district's new Strategic Plan.

Superintendent's Tri-Annual Report

Julianne Kotcho, Principal MTES, conducted a presentation for the Board updating members on the happenings at the elementary school. Ms. Kotcho reported on significant progress toward achieving academic building goals related to Grade 2 Reading and Grades 3/4 Mathematics. She also reported that new Program Initiatives involving the Wilson Foundations Pilot Program and Building a Mindful School Community are progressing well and are well received by teachers and students. Finally, Ms. Kotcho reviewed the PARCC scores and Performance Reports from the spring of 2017. Overall results were excellent.

Dr. Patrick Ciccone, Principal MTMS, made a presentation to the Board on similar talking points at the middle school. Building Objectives are on track for Grade 6 and Grade 8 programs in both Language Arts and Mathematics. Dr. Ciccone also spoke of the successes in current initiatives dealing with Efficiency in Math for Grades 5, 6 and 7, and the Grade 8 Chemistry Pilot program. He also reviewed the success of the newly developed on-line homework system for math which essentially has helped create more classroom instructional time for students. Finally, Dr. Ciccone reported on the middle school PARCC scores from last spring which were outstanding.

Mr. Robert Koroski, Direct of Special Services, also addressed the Board in regard to happenings in the department. He reported that in the wake of a few years of slightly declining enrollment (seems to be currently leveling off), the student population requiring special services has increased slightly. He also noted that the need level of required services seems to have increased over the last few years, particularly at the lower grade levels. Mr. Koroski also noted that through the development of local programs, the district has been much more efficient in providing in-house services.

VI. Board President's Report

None.

VII. Correspondence

Mr. Kryger reported to the Board on the following correspondence:

- Announcement from the New Jersey Department of Education regarding changes to the Budget Calendar for approval of the 2018-2019 school budget. Specifically, the deadline for local Board of Education approval for a preliminary budget has been moved from March 20, 2018 to March 29, 2018.
- Correspondence between the Business Office and The Morris County Arts Workshop which will ensure that all registration information for the organization is in proper order.

VIII. 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:

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
3/20/18	4 th 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 th 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 nd 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 th Grade	Waterloo Village		\$17.58	Theresa McNamara Diane Barlow Lisa Tiboni Kellie DeGise Meredith Vazquez

					Cheryl Riccardello Nancy Hammer Stephanie Sawicki Substitute Nurse
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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 2017-2018 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	\$479,149.40
Fund 20	\$ 21,731.28
Fund 60 - Cafeteria	\$ 25,378.91

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
Implement problem Based Lessons Online workshop	2/19 to 3/30/18	Kelly Wilce	\$297	\$297
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:

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

Activities	2017-18 Salary	Staff Member
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

Moved by Mr. Elgarten, second by Mr. Thayyar to approve all Consent Agenda Items for February 27, 2018 to include the Approval of Minutes as indicated, Curriculum & Instruction, Operations & Finance and Personnel & Human Resources. Roll call vote: Mr. Elgarten, Mr. Gondek, Ms. Holquist, Mr. Thayyar, Mr. Wood, Mr. Jendryka, all Ayes. Motion is approved.

IX. ACTION ITEMS

Operations and Finance

1. Consulting Services – Solar Canopies Study at MTES and MTMS – EI Associates

BE IT RESOLVED, that the Mendham Township Board of Education hereby contracts with EI Associates, Cedar Knolls, New Jersey, to investigate the possibility of installing photovoltaic canopies (solar panels) as a renewable energy source for the Mendham Township Middle and Elementary schools. EI Associates will obtain the feasibility study from a solar energy company and provide the results and guidance on potential canopy installation. EI Associates will be compensated an amount not to exceed \$3,500 for these services.

2. Video Security Recording System at MTES and MTMS – Eastern DataComm

BE IT RESOLVED, that the Mendham Township Board of Education hereby contracts with Eastern DataComm, Hackensack, New Jersey, to install new high definition video surveillance cameras (46), cabling, network servers, Video Insight Enterprise Software and licenses and all user training at both the Mendham Township middle and elementary schools. The total cost of the project at both locations is \$105,350.86.

3. Acceptance of Donations – Strobel Violin

BE IT RESOLVED that the Mendham Township Board of Education accepts the donation from Donna and Glenn Thompson, of a new Strobel ML-80 violin (serial number 13704706) along with a Holtz bow, oblong case and shoulder rest.

Personnel and Human Resources

1. **Leave of Absence : Mark Ottoson**

BE IT RESOLVED that the Board hereby approves Mark Ottoson, School Transportation Driver, with a leave of absence on April 24, 25, 26, 27, and 30, 2018 using personal day and unpaid two days. (Attachment)

2. **New Hire: Instructional Aides**

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

Claire Nines

3. **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 the Middle School play during the spring 2018.

4. **Additional Assignment: Transportation Assistant**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Kyonghee Kim as PM Transportation Assistant at her current hourly rate of \$24.36, effective March 5, 2018.

Moved by Mr. Wood, second by Ms. Holquist to approve all Action Items for February 27, 2018 related to Operations & Finance and Personnel & Human Resources. Roll call vote: Mr. Elgarten, Mr. Gondek, Ms. Holquist, Mr. Thayyar, Mr. Wood, Mr. Jendryka, all Ayes. Motion is approved.

X. **Discussion**

None.

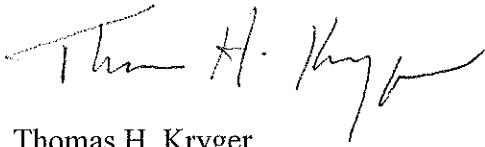
XI. **Verbal Communications from the Public**

None.

XII. Adjournment

Moved by Ms. Holquist, second by Mr. Wood to adjourn the meeting. The meeting was adjourned at 9:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas H. Kryger". The signature is fluid and cursive, with a long horizontal stroke at the end.

Thomas H. Kryger
Business Administrator/Board Secretary