

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
REGULAR SESSION MEETING MINUTES  
TUESDAY, MARCH 20, 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	Absent
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		Arrived 7:44 pm.

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 of Education on the following items:

- Despite the interruptions by weather, the middle school production of "Bye Bye Birdie" was a huge success and one of the best performances in the history of the play. The new stage lighting and equipment added to the overall experience.
- Unfortunately, both the Boys' and Girls' volleyball teams lost their respective Morris County championship matches. Overall, it was an outstanding season for both squads.
- Dr. Constantino and Mendham Township Police Chief, Ross Johnson, will conduct a town hall type meeting on April 4 to update the community on school security.
- Dr. Constantino reported on the survey results from district teachers on their preferences on rescheduling regular school days to compensate for the extra snow days utilized this year. The results were evenly divided between eliminating days during spring break and adding days to end of the school year.

Mr. Kryger delivered a brief presentation to the Board on the construction of the tentative budget for the 2018-2019 school year. He discussed the goals, obstacles and financial planning instruments which were engaged by the administration and the Operations & Finance Committee to develop a budget which would be returning funds to the taxpayers of Mendham Township. The anticipated reduction in the General Fund tax levy is approximately \$30,000 or 0.2%.

**VI. Board President's Report**

None.

**VII. Correspondence**

None.

**NOTE ON COMMITTEE REPORTS FOR THE MONTH OF MARCH:**

Due to the several rounds of inclement weather and scheduling difficulties, there were no committee meetings held for Operations & Finance, Curriculum & Instruction and Personnel & Human Resources for March 2018.

**POLICY AND PLANNING – Mr. Thayyer.**

The committee reviewed policies related to Board Member Use of Social Networks, Military Leave for Employees, use of Student Tracking Devices, Capital Projects, Lead Testing of Water, School Security, use of Electronic Surveillance, Bus Driver and Aide Responsibilities, Emergency School Bus Procedures, Use of Electronic Signatures and District Response to Concerted Job Actions.

**VIII. CONSENT ITEMS for March 20, 2018**

**Approval of Minutes** (Attachments)

Work Session Meeting: February 20, 2018

Regular Session Meeting: February 27, 2018

**Curriculum and Instruction**

1. ABA Behavioral Consultation

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

1 student – 2 hrs. @ \$80.00 /hr. for Behavioral Observation = \$160.00

2. 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 Students	Chaperones
4/30 to 5/4/18	2 <sup>nd</sup>	Mendham Twp Library	-0-	-0-	Tracy Newton Kevin O'Keefe Volunteer Parents

3. 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	Cost to Student	Chaperones
4/6/18	6 <sup>th</sup>	Liberty Science Center		\$45	Michal Ferenc Catherine Gustavsen Matthew Viggiano Francesca Hare Jennifer Vazquez Amanda Porter Tara Horutz Kelly Wilce Erin Giarrusso

**Operations and Finance**

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

3. Treasurer's Report

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

4. January 2018 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2018 transfer report. (Attachments)

5. February 2018 Bills List

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

Fund 10 – General Fund	\$703,407.69
Fund 60 - Cafeteria	\$ 27,318.00
Fund 61 - PreK	\$ 270.00

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
Science Expo Interviews	3/15/18	Diane Barlow Erica Parke	-0-	Substitute Coverage
Making Best Use of Google Classroom West Orange, NJ	4/11/18	Darlyne Pieper	\$249	\$249 plus mileage reimbursement Substitute Coverage
Festival of the Arts Set-up	5/30/18	Sarah Bizzarro	-0-	Substitute Coverage
Princeton Univ Field Trip 4 <sup>th</sup> grade students	6/13 and 6/14/18	Sarah Bizzarro		Substitute Coverage for remaining classes
School Bus Driver Safety Seminars Woodbury Heights	3/17/18 Saturday	James Castiglione Deborah Templin	\$40 each	\$40 each plus mileage reimbursement plus hourly rate from 8:30 to 1:30

7. 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:

Organization	Location	Dates	Times	Resp. Party
NJ Thunder (Basketball)	ES Gyms	Saturday 3/3/18	9:00 am – 1:00 pm	Andy Talbert
		Tuesday, Wednesdays, Fridays 3/13/18 – 6/14/18	6:00 pm – 9:30 pm	
Morris County Arts Workshop (Spring Program)	ES Gyms Classrooms  MS	Monday – Friday 4/9/18 – 6/8/18	8:00 am – 8:45 am 3:45 pm – 4:45 pm	Jane Shatz

	Gyms Classrooms		2:55 pm – 3:55 pm	
Morris County Arts Workshop (Summer Program)	ES Gyms Classrooms	Monday - Friday 6/20/18 – 8/10/18	9:00 am – 3:00 pm	Jane Shatz

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

8. Renewal of Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record Agreement with Phoenix Advisors, LLC for Bond Management/Continuing Disclosure

BE IT RESOLVED that the Mendham Township Board of Education approves the Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record agreement with Phoenix Advisors, LLC for bond management and Continuing Disclosure Agent responsibilities for an annual fee of \$850.00 for school year 2018-2019.

9. 2018-2019 Transportation Agreement –Educational Services Commission of Morris County  
BE IT RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Joint Transportation Agreement between the Mendham Township Board of Education and the Educational Services Commission of Morris County. (Attachment)

10. Joint Transportation Agreement with Sussex County Regional Transportation Co-op – 2018-2019  
BE IT RESOLVED that the Mendham Township Board of Education approves the renewal of the Joint Transportation Agreement with the Sussex County Regional Transportation Cooperative for the 2018-2019 school year. (Attachment)

**Personnel and Human Resources**

1. Middle School Schedule B Stipend Positions

BE IT RESOLVED that the Mendham Township Board of Education rescinds the Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position titled MTMS Offseason Soccer Clinic - Zero Period and the staff appointment of Perry Hooker for the 2017-2018 school year.

2. Leave of Absence-Frank Pokryska

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Frank Pokryska, School Bus Driver, for a leave of absence under the Federal Family Medical Leave Act (FMLA) having received doctor’s certification, commencing March 9, 2018 through May 11, 2018 while utilizing 42 sick days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Frank Pokryska with an anticipated return to work date of May 14, 2018. (Attachment)

3. Staff Retirement – Marian M. Arena  
BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Marian M. Arena, Mendham Township Instructional Aide, dated March 1, 2018 and effective June 30, 2018. (Attachment)
  
4. Staff Resignation– Meriette Arwady  
BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Meriette Arwady, School Transportation Dispatcher, dated March 1, 2018 and effective June 30, 2018. (Attachment)
  
5. New Hire: Substitute Cafeteria/Recess Aide - Jacqui Polo  
BE IT RESOLVED that the Mendham Township Board of Education approves Jacqui Polo's, Current School Bus Transportation Aide, appointment as a Substitute Cafeteria/Recess Aide for the remainder of the 2017-2018 school year at an hourly rate of \$12.14.

**Policy and Planning**

1. First Reading

BE IT RESOLVED that the Mendham Township Board of Education approves for first reading 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

**Moved by Ms. Holquist, second by Mr. Wood, to approve all Consent Items for March 20, 2018 to include the Approval of Minutes as indicated, Curriculum & Instruction, Operations & Finance, Personnel & Human Resources and Policy & Planning. Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Wood, Mr. Thayyar. All Ayes. Motion passes.**

**IX. ACTION ITEMS**

**Curriculum and Instruction**

1. 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)

<b>Date</b>	<b>Grade</b>	<b>Activity</b>	<b>Cost to Board/ Transport</b>	<b>Cost to Student</b>	<b>Chaperones</b>
4/13/18	7	Philadelphia, PA		\$149	Michal Ferenc Cindy Blood Allie Perrotta Catherine Gustavsen Devin DeGilio Christine Varijian Matt Lynch Erin Giarrusso Carol Hueston 1 MTPD Officer TBD
4/19/18	Grades 6-8 Symphonic Orchestra	Region Orchestra South Orange, NJ	\$150	-0-	Karen Schaberg Francesca Hare

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contractual payment of \$120.00 to the staff members listed above for accompanying field trips which extend the day by more than two (2) hours.

2. Home Instructors

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

Amanda Marinaro

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Amanda Marinaro to do 10 hours per week of home instruction for 1 student as per IEP for the remainder of the school year.

**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:

<b>Organization</b>	<b>Location</b>	<b>Dates</b>	<b>Times</b>	<b>Resp. Party</b>
Premier College Funding <i>(college funding parent workshop)</i>	ES Classroom	Tuesday 4/10/18	6:00 pm – 7:45 pm	Lynn Ragno

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

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
MTES Spring Concert	3/11/18	Alice Allen	-0-	Substitute Coverage
Township Library Art Show	4/2/18	Sarah Bizzarro	-0-	Substitute Coverage
Camp Getaway Chaperone Kent, CT	4/27 to 4/29/18	Briana Panetta	Contractual pay	Substitute Coverage
Dial 4 Kindergarten Screening	5/2 & 5/3/18	Amy Williamson Carolyn Allen Laurel Culbertson	-0-	Substitute Coverage
Visualizing & Verbalizing Online	6/26 – 6/28/18	Jennifer Vazquez	\$695	\$695

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contractual payment of \$250.00 per night for staff who accompany students on overnight field trips to Briana Panetta for the Camp Getaway trip on April 27, 28 and 29, 2018.

**Moved by Mr. Elgarten, second by Mr. Wood, to approve Actions Items for March 20, 2018 for Curriculum & Instruction and Operations & Finance related to the the Use of Facilities and District Travel (Items #1 and #2 only). Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Wood, Mr. Thayyar. All Ayes. Motion passes.**

3. ADOPTION OF THE TENTATIVE BUDGET 2018-2019

A. BUDGET AND PUBLIC HEARING

BE IT RESOLVED that the Mendham Township Board of Education approves the tentative budget for the 2018-2019 School Year using the 2018-2019 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:



	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2018-19 Total Expenditures</b>	17,888,147	147,528	1,189,038	19,224,713
<b>Less: Anticipated Revenues</b>	3,272,768	147,528	-0-	3,420,296
<b>Taxes to be Raised</b>	<b>14,615,379</b>	<b>0</b>	<b>1,189,038</b>	<b>15,804,417</b>

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 24, 2018 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2018-2019 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 \$452,322 and unused banked levy of \$322,626 from the proposed 2018-2019 school year budget, and expiring banked levy of \$112,453 in 2018-2019,

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, in the County of Morris, New Jersey, approves that unused taxing authority of \$662,495 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 \$250,000. The district intends to utilize approximately \$180,000 of these funds for additions and upgrades to the building security systems at both district buildings. The scope of work will include the installation of a new security notification system and a new district telephone system. These installations will provide for enhancing the ability to communicate within both buildings during emergency situations as well as drastically improving time critical communications with emergency responders.

Additional funds will be allocated toward the replacement of internet firewall systems, the addition of internet access points at the Mendham Township elementary school, the

replacement of data servers at both schools and renovations to locker rooms at the Mendham Township middle school.

D. TRAVEL AND RELATED EXPENSE REIMBURSEMENT – 2018-2019

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 2018-2019 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 (2018-2019); and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$10,000	
Auditor	\$22,500	
Prof Dev	\$29,000	
Technology Prof Svc	\$124,650	
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 2018-2019 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.

**Moved by Mr. Wood, second by Ms. Holquist, to approve the Action Item for the Adoption of the Tentative Budget for the 2018-2019 School Year. Operations & Finance, Item #3. Roll call vote: Mr. Elgarten, Ms. Fraser, Mr. Gondek, Ms. Holquist, Mr. Wood, Mr. Thayyar. All Ayes. Motion passes.**

**X. Discussion**

The Board of Education discussed the current year school calendar and the adjustment to be made as a result of the excess snow days needed this year. The decision was to adhere to the original plan and add the additional days to the end of the school year.

Additionally, the Board reviewed the items proposed by Eastern DataComm for school security enhancements for both buildings to be completed at the end of this school year and over the summer.

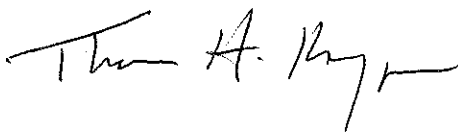
**XI. Verbal Communications from the Public**

None.

**XII. Adjournment**

**Moved by Mr. Wood, second by Ms. Holquist to adjourn the meeting. The meeting was adjourned at 8:47 pm.**

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/Board Secretary