

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING MINUTES
TUESDAY, MAY 15, 2018, 6:00 PM**

I. Call to Order

The meeting was called to order at 6:07 pm.

II. Flag Salute

III. Roll Call of the Board of Education

Mr. Brian Jendryka	President	Present
Mr. Aadithya Thayyar	Vice President	Arrived 6:45 pm
Mr. Kenneth Elgarten		Arrived 7:30 pm
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Present
Mrs. Gretchen Holquist		Present
Mr. Fion Wood		Present

Also present: Dr. Salvatore Constantino, Superintendent, Acting Board Secretary
Stephen Herbes, Prospective Board Member
Jennifer Dubeck, Prospective Board Member
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:

- All monthly Emergency /Fire Drills were conducted in good fashion. The Mendham Township Police and Fire Departments were acknowledged for their assistance and cooperation.
- Screening interviews have begun for all teaching positions open for the 2018-2019 school year. Recommendations will be presented at the June Board meeting.
- The first round of interviews for the Business Administrator's position will be completed on May 16. A recommendation for Board consideration should be made later this month.

- End of the year DIBELS assessments will be administered by June 12 in the K-3 Foundations Pilot Program. Final recommendations for full implementation will be made in June after data analysis and feedback from teachers.
- The Mindfulschools coursework has been completed by selected staff at the middle school. These trained staffers will work with the remaining teachers to implement curriculum activities in September. The trained staff will also work with the school counselor as a K-5 initiative – The Mindfulschools Essential Educators Course.
- The middle school baseball and softball teams are struggling this season – however, this week, the baseball team did defeat Mendham Borough 5-4, for their first victory of the year.
- The girls’ lacrosse team will begin their three-peat defense of the Morris County title this week against the Black River Middle School. Good luck to the squad.
- PARCC testing got underway this week. Everything has gone very smoothly. Dr. Constantino complimented the staff on their efforts in coordinating the process. Grades 3-6 have completed all language arts and math sections. Grades 7-8 began testing on March 15.

Interview of Board Candidates

As a result of a vacancy on the Board of Education, Board members interviewed two prospective candidates to fill that vacancy through December 31, 2018. At this meeting, the Board interviewed candidates Stephen Herbes and Jennifer Dubeck. Each candidate spoke about their qualifications to be considered for the Board position and responded to specific interview questions posed by individual Board members.

VI. Board President’s Report

Mr. Jendryka requested that a concerted effort be made to inform township parents and citizens about the deadline (July 30, 2018) to submit filing petitions for Board vacancies to be voted in the November 2018 general election. Currently, there will be two full term seats (3 years) and one seat for an unexpired term (1 year).

VII. Correspondence

None.

VIII. Committee Reports – May 2018

Curriculum and Instruction – Mr. Thayyar.

The committee discussed the monthly suspension, truancy and emergency drills, the approval of both elementary and middle school field trips for the remainder of the school year and the Lemon Ball fundraising event to held at the elementary school on June 8.

Operations and Finance – Ms. Fraser.

Committee topics included the providing transportation for Mendham Boy Scout Troop #1, the renewal of the district’s agreement with Pomptonian Food Services to manage the school cafeterias for 2018-2019, the approval of the submission of the 2018-2019 Safety Grant application with NJSIG, and contract approval with Atlantic Tomorrow’s Office for the replacement

of five copier systems in the district. The committee also discussed contract approval for professional support services with the Morris County Educational Services Commission for 2018-2019 and the one year renewal of the district's contact with Source-4-Teachers to manage substitute teacher requirements. Finally, the committee reviewed the financial results of Pomptonian through March 2018, the middle school locker room renovation project and an OPRA request for district purchasing information.

Personnel and Human Resources – Ms. Holquist.

The committee discussed a letter of resignation received from the Business Administrator, a revision to a previously approved medical leave and the approval of various chaperone and substitute coverages for the remainder of the school year.

Policy and Planning – No meeting this month.

IX. CONSENT ITEMS for May 22, 2018

Approval of Minutes (Attachments)

Work Session Meeting: April 17, 2018
 Closed Executive Session: April 17, 2018
 Regular Session Meeting: April 24, 2018
 Closed Executive Session: April 24, 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
5/29/18	3	Articulation Concert at MTMA	-0-	-0-	Mrs. Klacik Mrs. Parke Mrs. Riina Ms. Nicol Mrs. Porrovecchio
5/29/18	4	“A Day in the Life of a 5 th Grader” at MTMS	-0-	-0-	Mrs. Barlow Ms. Sawicki Mrs. DeGise Mrs. Vazquez Mrs. McNamara Mrs. Tiboni Mrs. Hammer Mrs. Riccardello
6/6/18	4	MTMS Peer Leader Run Activity – transition to 5 th Grade	-0-	-0-	Mrs. Barlow Ms. Sawicki Mrs. DeGise Mrs. Vazquez Mrs. McNamara Mrs. Tiboni Mrs. Hammer Mrs. Riccardello

6/7/18 6/8/18	4	Princeton University Art Museum Princeton, NJ	-0-	Busing	Mrs. Bizzarro Mrs. McNamara Mrs. DeGise	Mrs. Barlow Mrs. Tiboni Nurse
6/14/18	4	Mendham Racquet Club	1-way bussing	-0-	Parent Run Party	

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	Student Cost	Chaperones
5/4/18	7/8	Peer Leaders to MTES	-0-	-0-	Ms. Perrotta
5/29 5/30 5/31/18	5	Minisink Environmental Education Trip Fairview Lake YMCA Camp – Stillwater, NJ	\$10,500	\$192	See below
6/6 6/7 6/8/18	8	Washington, DC/Hershey Park	Chaperones	\$700	See below

3. Payment of Additional Chaperone Hours for the Minisink Environmental Education Trip Above

BE IT 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 and the payment \$175.00 per night for Secondary Chaperones. The Board approves reimbursement of the cost of fingerprinting for Criminal History Review for the Secondary Chaperones.

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Craig Clausen	1. Ben Monaghan (returning chaperone)
2. Matt Viggiano	2. Dillon Wintz (returning chaperone)
3. Michal Ferenc	3. Dan Shea (returning chaperone)
4. Dan DePugh	4. Cameron Miller *** (pending paperwork)
5. Perry Hooker	5. Sam Zena *** (pending paperwork)
6. Charles Gallo	6. Tommy Koide *** (pending paperwork)

Female Chaperones

Primary (BOE Employee)	Secondary (MTMS alumni)
1. Erica Hays	1 Lee Smith *** (pending paperwork)
2. Allie Perrotta	2. Molly Burns *** (pending paperwork)
3. Meg Ryan	3. Renata Franzoni *** (pending paperwork)
4. Gina Sodora	4. Jordan Polo
Nurse: Erin Giarrusso	***Board to reimburse fingerprinting fee

Alternates: Francesca Hare

4. Payment of Additional Chaperone Hours for the D.C./Hershey Park Trip Above
 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 the above listed chaperones for the Grade 8 trip to Washington D.C/Hershey Park on June 6, 7, and 8, 2018.

Corinne Butler
 Stacey Bray
 Geri Esposito
 Christine Varijian
 Gina Sodora
 Sara Cyr

Melanie Smith
 James Haggerty
 Michael Ferenc
 Perry Hooker
 Nurse: Renee Beitin

5. Elementary School Fund Raiser and Payment of Additional Chaperone Hours: Lemon Ball
 BE IT RESOLVED that the Mendham Township Board of Education approves the Elementary School Tiger Leaders (advisors Sarah Bizzarro and Theresa McNamara) Lemon Ball fund raiser benefitting Alex’s Lemonade Stand for the 2017 - 2018 school year, to be held on June 8, 2018, 6 pm. for Grades 2 through 4 students.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Carolyn Johnson, Brianna Panetta, Erica Parke and Dawn Cullinan, to serve as chaperones for the Lemon Ball held on June 8, 2018 at the contractual rate of \$100 for events beginning after contractual hours.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Ashley Bays, to serve as a 1:1 Aide for the Lemon Ball held on June 8, 2018 at the contractual rate of \$100 for events beginning after contractual hours.

Operations and Finance

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

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

4. March 2018 Transfer Reports
BE IT RESOLVED that the Mendham Township Board of Education approves the March 2018 transfer report. (Attachments)

5. May 2018 Bills List
BE IT RESOLVED that the Mendham Township Board of Education approves the May 2017 Bills List.

Fund 10 – General Fund \$
Fund 20 \$

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
Minisink Environmental Education 5 th Grade Trip	5/29 5/30 5/31/18	Charles Gallo (chaperone)	-0-	Substitute coverage contractual payment of \$250.00 per night(see above)
Train the Trainer East Brunswick, NJ	7/23 7/24 7/25 7/26/18	Deborah Templin	\$575	\$575 Mileage reimbursement

7. 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 Saturday, May 26, 2018 to Glenwood, New Jersey, and returning to Mendham High School on Monday, May 28, 2018. Transportation services will be billed at \$61/hour for one bus with driver.

8. 2018-2019 Professional Support/Non Public Services Agreement and Addendum – Educational Services Commission of Morris County
BE IT RESOLVED that the Mendham Township Board of Education approves the 2018-2019 Professional Support/Non Public Services Agreement and the Addendum for the Non Public School Security Aid Program between the Mendham Township Board of Education and the Educational Services Commission of Morris County.

9. Copier Lease and Service Agreement – Atlantic Business Systems

BE IT RESOLVED that the Mendham Township Board of Education approves the lease, supplies and service agreement with Atlantic Tomorrow's Office Systems for the replacement of five Savin copier systems in the Mendham Township Middle School/Elementary School effective July 20, 2018 through June 20, 2023 at the monthly lease cost of \$1,545.00 plus a per copy maintenance and supply charge of \$0.005.

10. Submission of NJSIG Safety Grant Application – 2018-2019

BE IT RESOLVED that the Mendham Township Board of Education hereby approves the submission of the grant application for the 2018-2019 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, to include improvements in building and classroom security, in the amount of \$3,900 for the period of July 1, 2018 through June 30, 2019.

11. Food Service Management Company Contract - Pomptonian Food Service 2018-2019

BE IT RESOLVED that the Mendham Township Board of Education approves the contract agreement for a food service management company (FSMC) with Pomptonian Food Service of Fairfield, NJ for the 2018-2019 school year. The FSMC shall receive, in addition to the costs of operation, a fee of \$.0556 (increase of \$.0008) per meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Mendham Township Board of Education guarantees the payment of such costs and fee to the FSMC. Cash receipts shall be divided by \$1.00 to arrive at the equivalent meal count. The per meal management fee of \$.0556 will be multiplied by total meals. Additionally, the FSMC guarantees the Mendham Township Board of Education a minimum profit of zero dollars (\$0.00), or a no cost operation, for school year 2018-2019. The FSMC therefore guarantees that, at a minimum, the district will not experience a loss in the management of the food service operation.

12. Source 4 Teachers – Contract Extension 2018-2019

WHEREAS, the Mendham Township Board of Education and Source 4 Teachers, LLC d/b/a ESS/Source4Teachers, entered into an agreement whereby Source4Teachers is to provide substitute staffing to fill positions at the request of the district for a period ending June 30, 2018. and,

WHEREAS, the Mendham Township Board of Education and Source4Teachers are desirous of extending the term of that agreement through June 30, 2019 with the provisions set forth below,

BE IT RESOLVED, that the Mendham Township Board of Education and Source4Teachers, parties of the contract, agree as follows:

- The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2018 through June 30, 2019;
- Effective July 1, 2018, Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A",

- Except as specifically and explicitly set forth herein, all other terms of the agreement shall remain in full force and effect.

13. School Bus Emergency Evacuation Drill Reports (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mendham Township Middle School at 16 Washington Valley Road, Brookside, NJ detailing the April 26, 2018 drill at 8:05 a.m., for all AM MTMS buses, supervised by Margaret Hogan and Dr. Ciccone.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mendham Township Elementary School at 18 West Main Street, Brookside, NJ detailing the April 26, 2018 drill at 8:48 a.m., for all AM MTES buses, supervised by Margaret Hogan and Ms. Kotcho.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Hilltop Elementary School at 12 Hilltop Road, Mendham, NJ detailing the October 26, 2017 drill at 8:15 a.m.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mountainview School at 12 Hilltop Road, Mendham, NJ detailing the October 26, 2017 drill at 8:15 a.m. for MB12A, supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from St. Joseph's School at Main Street, Mendham, NJ detailing the October 26, 2017 drill at 7:15 a.m. for Buses 14, 27, 29 and 23, supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Assumption School at 63 Macculloch Ave, Morristown, NJ detailing the May 11, 2018 drill at 7:35 a.m. for Bus 17, supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Hilltop Elementary School at Hilltop Road, Mendham Boro, NJ detailing the May 14, 2018 drill at 8:15 a.m. for Bus 22, supervised by Margaret Hogan and David Heller.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mountain View at Dean Road, Mendham Boro, NJ detailing the May 14, 2018 drill at 8:11 a.m. for Bus 12, supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from St. Joseph's School

at Main Street, Mendham, NJ detailing the May 9, 2018 drill at 7:05 a.m. for Buses 14, 23, 27, 29 and Washington Township Bus 27, supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Gill St. Bernards, at Chester, NJ detailing the May 8, 2018 drill at 8:05 a.m. for Buses 11, 28 and 30 supervised by Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Gill St. Bernards, at Chester, NJ detailing the May 9, 2018 drill at 8:05 a.m. for Buses 11, 28 and 30 supervised by Margaret Hogan.

Personnel and Human Resources

1. Staff Resignation – Thomas Kryger

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Thomas Kryger, Mendham Township business Administrator/Board Secretary, dated April 30, 2018 and effective June 30, 2018.

2. Leave of Absence Revision-Frank Pokryska

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Frank Pokryska, School Bus Driver, to revise his previously approved leave of absence under the Federal Family Medical Leave Act (FMLA) having received doctor's certification, commencing March 9, 2018, to run to June 1, 2018 utilizing 55 sick days, as requested in writing.

3. Leave of Absence: Devon DiGilio

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Devon DeGilio, Middle School Teacher, for a leave of absence under the Federal Family Medical Leave Act (FMLA) having received doctor's certification, commencing May 25, 2018 through June 8, 2018 while utilizing ten (10) sick days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Devon DeGilio with an anticipated return to work date of June 11, 2018.

4. Middle School Field Trip Chaperones

BE IT RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the following chaperones for the Grade 5 – 8 Band trip to Dorney Park on May 25, 2018:

Russell Branch and Karen Schaberg, teachers-in-charge	
Noel Lazoricsek	Michal Ferenc
Allie Perrotta	Kim BaRoss
Dan DePugh	Jennifer Vazquez
Francesca Hare	Christine Varijian
Melanie Smith	Elizabeth Barter

5. Elementary School Activity Chaperones – Festival of the Arts

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following two (2) chaperones at the contractual rate of \$100 each for events that start after contractual hours for the previously approved Co-Curricular Activity, Festival of the Arts:

Darlyne Pieper
Carolyn Allen

6. Substitute Approval

BE IT RESOLVED that the Mendham Township Board of Education approves Kelly Johnson, current Mendham Township Instructional Aide, to serve as a Substitute Teacher for Laurel Culbertson, Kindergarten Teacher, during Kindergarten screening on May 1, 2018 for 1.25 hours; on May 2, 2018 for 1.25 hours; and on May 3 for 1.25 hours.

7. New Hires: Transportation (attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Albert Ascolese, current substitute Transportation Driver, as a full-time Transportation Driver for the 2018-2019 school year, effective August 27, 2018.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Roosevelt Marin, current substitute Transportation Driver, as a part-time Transportation Driver for the 2018-2019 school year, effective August 27, 2018.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Jacqueline Polo, current substitute Bus Dispatcher, as a part-time Bus Dispatcher for the 2018-2019 school year, effective August 27, 2018 at an hourly rate of \$21.70.

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 a personnel 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 adjourn to Closed Executive Session. The Board entered Executive Session at 7:45 pm.

XIII. Reconvene Open Work Session Meeting

The Board reconvened the Regular Session at 8:02 pm.

XIV. Adjournment

Moved by Ms. Holquist, second by Ms. Fraser to adjourn the meeting. The meeting was adjourned at 8:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Constantino', written in a cursive style.

Salvatore M. Constantino
Superintendent, Acting Board Secretary