

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
WORK SESSION MEETING MINUTES  
TUESDAY, OCTOBER 10, 2017, 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. Jeffrey Brauner	President	Present
Mr. Brian Jendryka	Vice President	Present
Mrs. Jocelyn deGrandpre		Absent
Mr. Kenneth Elgarten		Present
Mrs. Gretchen Holquist		Present
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Arrived 7:32 pm.

Also present: Dr. Salvatore Constantino, Superintendent  
Mr. Thomas Kryger, Business Administrator/Board Secretary  
Dr. Patrick Ciccone, MTMS Principal  
Ms. Julianne Kotcho, MTES Principal  
General Public - 1

**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 new MTES school counselor, Carolyn Johnson will begin work in the district on October 9.
- Job postings have been announced for a Media Specialist at MTES and one part-time and one full-time instructional aide.
- Creature Comfort Therapy Dogs visited the elementary school classrooms last week. This is a very popular event with students.
- Grade 5 parents attended classroom open houses last week at the middle school. Parents were on hand for regular classroom activities as well as related arts periods.
- The Personnel committee is considering increasing the per diem rate paid for substitute nurses. The district is having little success securing substitutes at the current rate of \$125 per day. Current rates seem to run between \$150 and \$200 per day.
- Representatives from Cannone & Company are currently in the district completing the 2016-2017 financial audit.
- Charlene Peterson, New Jersey School Boards Association field representative will conduct a training session for the Board at next week's meeting. The topic will be "Eight Characteristics of a Healthy Board."

Dr. Patrick Ciccone, MTMS Principal, made a presentation to the Board of Education. Dr. Ciccone reviewed the middle school building objectives for 2016-2017 related to Social Studies and Language Arts and the achievement of those goals. He also discussed the Building Objectives for 2017-2018 which focus on Language Arts for Grade 8 students and the use of the Reflective Practice Protocol in evaluating Grade 6 student performance. Dr. Ciccone also discussed NJ PARCC and NJASK performance from 2016-2017 and middle school projects which are being undertaken this year including a strength and conditioning program, computer simulated science and the continuation of the Not My Kid program.

Ms. Julianne Kotcho, MTES Principal, made a presentation to the Board of Education. Ms. Kotcho discussed the elementary school building objectives related to opinion task writing for Grade 2 students and literary analysis for students in Grades 3 and 4. These goals were achieved for 2016-2017. Ms. Kotcho also reviewed the building goals for 2017-2018 related to Grade 2 reading and Grades 3/4 math. Ms. Kotcho also included a review of the 2017 NJ PARCC and NJ ASK scores for the elementary school. Finally, she discussed elementary school program updates related to the MakerSpace and Sustainable New Jersey programs.

## VI. Board President's Report

Mr. Brauner reported to the Board that he had received notifications from The Morris County Office of Education confirming contract and merit pay approvals for district administrators. Mr. Brauner also discussed the upcoming November School Board election. There will be two vacancies on the Board which will be filled by write-in candidates as there were no Nominating Petitions filed by the July 2017 deadline.

## VII. Correspondence

Mr. Kryger reported on the following items of correspondence:

- The district received a copy of the official ballot for the general election in November. The two open positions will be filled via the write-in process.
- The Board has received a formal notification from the MTEA that they are ready to open and begin the formal negotiations process. The current MTEA agreement will expire on June 30, 2018.
- Dr. Constantino responded to the MTEA, on behalf of the Board, that the Board of Education is prepared to begin the negotiations process and is looking forward to working toward a new agreement.
- The Morris County School Boards Association will sponsor a program related to Charter Schools and School Choice on October 19. Interested Board members should inform Mr. Kryger if they would like to attend.

## VIII. Committee Reports

### ➤ Curriculum and Instruction – Mr. Thayyar.

Committee discussion topics included the monthly Suspension, Truancy and Emergency Drill reports for the month, the QSAC Statement of Assurance, the middle school play and the approval of upcoming field trips. The committee also reviewed district events to be held during the month of October including the Week of Respect, Violence Awareness Week, Red Ribbon Week and the GiGi's Playhouse Community Project. Finally, the committee considered school calendar options for 2018-2019.

### ➤ Operations and Finance – Mr. Wood.

The committee reviewed the monthly Use of Facility requests, the annual Building Facility Checklists, the realignment of several custodial positions, the approval of the Budget Calendar for the 2018-2019 budget preparation process and the success of a new snack item in the school cafeterias. The committee also discussed the testing of the flooring material in the new ES gym, a proposal under consideration for moving to all LED lighting in the district and the status of the district's payment for natural gas which had been billed incorrectly to Mendham Borough.

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

The committee discussed the QSAC Statement of Assurance, a change to the MTES Talent Show stipend, resignation of the MTES librarian and the realignment of several custodial

positions in the district. The committee also considered increasing the substitute School Nurse per diem pay rate and spoke about the current MTEA contract and consideration of potentially beginning the negotiations process.

**IX. CONSENT ITEMS for OCTOBER 17, 2017**

**Approval of Minutes** (Attachments)

Work Session Meeting:	September 18, 2017
Closed Executive Session:	September 18, 2017
Regular Session Meeting:	September 26, 2017
Closed Executive Session:	September 26, 2017

**NJ QSAC**

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulation to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted on March 7, 2012 the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (*N.J.A.C. 6A:30*), District Performance Review (DPR) and Statement of Assurance (SOA) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum,

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance, be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

**Curriculum and Instruction**

1. Plan for Certified and Noncertified Nurses (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Assignment Plan for Certified and Noncertified Nurses for the 2017-2018 school year.

2. Middle School Activity – date change

BE IT RESOLVED that the Mendham Township Board of Education approves a change of date for a previously approved activity for the 2017-2018 school year:

<b>DATE</b>	<b>Activity</b>	<b>Description / Note</b>
March 8, 9, 10, 2018 (previously approved for 3/15, 16, 17)	Middle School Play	Recreation Sponsored School Performances
April 6, 2018	6th Grade Field Trip	<i>Location Change:</i> Liberty Science Center

3. Middle School Play: Co-Sponsorship with MT Rec Dept & Directors Beth Gleason & Darlene Yannetta (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves co-sponsorship with the Mendham Township Recreation Department of the Mendham Township Middle School Play, “Bye Bye Birdie, Jr.” which will take place March 8, 9 and 10, 2018.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contract with the Beth Gleason and Darlene Yannetta in an amount not to exceed \$24,240.00 to serve as the Middle School Play/Musical Directors /Producers /Choreographers (including scheduling all rehearsals, securing parent volunteers, ticket sales, participant contracts, cast selection and all additional managerial duties); and to provide sound and lighting services, Musical Director services, costume rental, backdrop rental and props/scenery, live musicians, and royalties for the play in connection with the Mendham Township Middle School production.

4. Week of Respect (Oct. 2-6); Violence Awareness Week (Oct. 16-20); Red Ribbon Week (Oct. 23-27) - School Year 2017 (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Middle School and the Mendham Township Elementary School in observance of the Week of Respect, October 2 through 3, 2017; and

School Violence Awareness Week, October 16 through 20, 2017; and Red Ribbon Week, October 23 through 27, 2017.

5. 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/ Transportation	Cost to Student	Chaperones
Saturday 11/4/17	25 to 30 students from grades 5 - 8	Metropolitan Museum of Art	-0-	\$54	Maria Doto Sarah Bizzarro Donna CasaGrande Francesca Hare

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	Activity	Description / Note
June 1, 2, 3, 2018 Cost to Board Add'l chaperone hrs. – 2 overnights	Overlook Farms -Gina Sodora	Selected 7 <sup>th</sup> graders of Overlook Farm Club to attend overnight Environmental/Global awareness trip to Heifer Farms in Rutland, Mass.

6. Fund Raisers for 2017-2018 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fundraiser activities for the 2017-2018 school year:

DATE	Activity	Description / Note
October 10 to 17, 2017	GiGi's Playhouse, Hillsborough, NJ Grade 4 Project	Collection of Items Needed
Beginning October 2017	"Help for RES Team" Royalwood Elementary School Hueston, Texas Grade 2 Project	Monetary Collection to be sent to buy needed supplies destroyed by Hurricane Harvey

**Operations and Finance**

1. August 2017 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 June 2017 after review of the appropriations section of the August 2017 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 August 2017 Board Secretary’s Reports. (Attachment)

3. Treasurer’s Report

BE IT RESOLVED that the Mendham Township Board of Education approves the August 2017 Treasurer’s Reports. (Attachment)

4. August 2017 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the August 2017 transfer report. (Attachments)

5. October 2017 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	\$

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
HIB Training MC Fire & Safety Academy	10/12/17	Carolyn Johnson	\$24	\$34

NJ School Boards Convention/Conference Atlantic City, NJ	10/24 and 10/25/2017	Robert Koroski	-0-	-0-
Guided Math Fall Conference Piscataway, NJ	11/28/17	Diane Barlow Erica Parke	\$259 each	\$259 each plus mileage reimbursement Substitute Coverage
NJCHE 25 <sup>th</sup> Annual History Conference Princeton University	12/1/2017	Matthew Lynch	\$80	\$80 plus mileage reimbursement Substitute Coverage
Literacy Coaching Mercer Technical School	12/15/17	Jean Sosna	-0-	Mileage reimbursement Substitute Coverage

7. Annual Facilities Checklists (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklists for the Mendham Township elementary and middle schools for the 2017-2018 school year.

8. 2018-2019 Budget Calendar (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the budget calendar outlining the development process and prospective timeline for 2018-2019 school year district budget.

9. 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>
Mendham Magic (Track)	<u>ES</u> Fields	<u>Mondays, Tuesdays</u> <u>Wednesdays &amp;</u> <u>Thursdays</u> 3/12/18 – 4/8/18	5:15 pm – 6:30 pm	Laura Fowler
Mendham Twp. Recreation (7 <sup>th</sup> & 8 <sup>th</sup> Grade Dance)	<u>MS</u> Gyms	<u>Friday</u> 10/27/17	6:30 pm – 10:00 pm	Steve Eisenstein



Brownie Troop 97174	<u>ES</u> Library	<u>3rd Thursday per Month</u> 10/19/17 – June 2018	3:45 pm – 5:00 pm	Lisa Culnen Cammy Voyles
Daisy Troop 97123	<u>ES</u> Library Courtyard Grounds	<u>Last Monday per Month</u> 10/30/17 – June 2018	3:45 pm – 4:30 pm	Laura Gavilanes Jenny Miller Cammy Voyles
Mendham Patriots (Basketball)	<u>MS</u> <u>Gyms</u>	<u>Monday – Friday</u> <u>Saturday</u> <u>Sunday</u> 9/12/17 – 3/18/18	5:30 pm – 9:30 pm 8:00 am – 6:30 pm 11:00 am – 6:00 pm	David Wisotsky
NJ Thunder (Basketball)	<u>ES</u> <u>Gyms</u>	<u>Tuesdays</u> 9/19/17 – 10/24/17	5:45 pm – 9:30 pm	Andy Talbert

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

10. Transportation Rates - MTSD Field Trips 2017-2018

BE IT RESOLVED that the Mendham Township Board of Education approves the following Transportation Rates charged to other districts for athletic and extra-curricular trips:

54 passenger bus and driver	\$61.00 per hour
Van and driver	\$52.00 per hour
lay-over time, after 5 hours	\$35.00 per hour For WMMHS
Bus rental no driver	\$125.00 per day
Van rental no driver	\$105.00 per day

**Personnel and Human Resources**

1. Staff Resignation – Kristy Whittle

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Kristy Whittle, Mendham Township Elementary School Media Specialist, dated September 28, 2017 and effective November 27, 2017.

2. Elementary School Schedule B Stipend Position 2017-2018 Revision

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following 2017-2017 Co-Curricular Stipend position for Elementary School:

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

Activities	17-18 Salary	Staff Member
Talent Show	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788 EACH	Brianna Panetta (replacing Stephanie Probert) Laura Porrovecchio
Technology Integration Specialist	\$4,532	Charles Gallo (previously split)

5. Extra Period Instruction Revision

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following staff member teaching an extra period of instruction during the 2017-2018 school year at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

Zero Period Multi-Sensory Reading Program	5 period/wk	Jennifer Vazquez	\$8,500
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6. Staff Resignation – Amy Feld

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Amy Feld, Mendham Township Middle School Teacher’s Aide, dated September 28, 2017 and effective October 27, 2017.

7. Substitute Transportation Assistant

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of James Castiglione, current MTSD Transportation Drive, as a Substitute Transportation Assistant for the 2017-2018 school year at an hourly rate of \$23.70.

**Policy and Planning**

1. Second Reading and Adoption (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves for second reading and the following policies and regulations:

- P 2700 Services to Nonpublic School Students (M) (Revised)
- R 5511 Dress Code
- P & R 7100 Long-Range Facilities Planning (M) (Revised)

P & R 7101	Educational Adequacy of Capital Projects (Revised)
P 7102	Site Selection and Acquisition (Revised)
R 7102	Site Selection and Acquisition (New)
P 7130	School Closing (Revised)
P 7300	Disposition of Property (Revised)
R 7300.1	Disposition of Instructional Property (Abolished)
R 7300.2	Disposition of Land (Revised)
R 7300.3	Disposition of Personal Property (Revised)
R 7300.4	Disposition of Federal Property (Revised)

X. **ACTION ITEMS**

**Operations and Finance**

1. School Bus Financing Agreement with U.S. Bancorp As Arranged Through the Educational Services Commission of New Jersey (ESCNJ) – REVISED

WHEREAS, on September 18, 2017 the Mendham Township Board of Education approved entering a financing agreement with U.S. Bancorp for the purchase of two new International, model year 2019, 54 passenger school buses with a total amount to be financed of \$198,490.72,

NOW, BE IT RESOLVED, that the total amount to be financed to facilitate the purchase of these vehicles be revised to \$198,491.00.

**Personnel and Human Resources**

1. Appointment of Head Custodian  
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Tyler Spellmon as Head Custodian for the 2017-2018 school year. The position will be compensated as an annual stipend of \$5,000 for the 2017-2018 school year which will be prorated from October 1, 2017.
2. Middle School - Extra Summer Hours 2017 - Revision  
BE IT RESOLVED that the Mendham Township Board of Education approves revising the approval of extra summer hours for Alexandria Perrotta, Middle School Guidance Counselor, from 20 to 41 hours at the rate of \$39.96 per hour.

Moved by Mr. Jendryka, second by Wood to approve Action Items for October 10, 2017 related to Operations & Finance and Personnel & Human Resources. Roll call vote: Mr. Elgarten, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Mr. Brauner. All Ayes. Motion passes.

**XI. Discussion**

None.

**XII. Verbal Communications from the Public**

None.

**XIII. 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 Mr. Thayyar to move to Closed Executive Session. The Board entered Closed Executive Session at 9:39 pm.

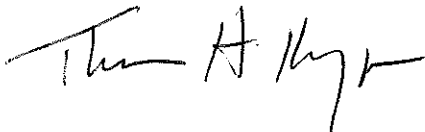
**XI. Reconvene Open Work Session Meeting**

The Board reconvened the Regular Session meeting at 10:02 pm.

**XIV. Adjournment**

Moved by Ms. Holquist, second by Mr. Wood to adjourn the meeting. The meeting was adjourned at 10:02 pm.

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/ Board Secretary