

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
REGULAR SESSION MEETING MINUTES  
TUESDAY, OCTOBER 17, 2017, 7:30 PM**

**I. Call to Order**

The meeting was called to order at 7:32 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		Present

Also present: Dr. Salvatore Constantino, Superintendent  
Mr. Thomas Kryger, Business Administrator/Board Secretary  
Ms. Charlene Peterson, NJSBA Field Service Representative  
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:

- The program for the middle school Winter Concert has been posted for review by the Board. Dr. Constantino will hear any questions or concerns.
- The New Jersey School Boards Association will host a program discussing charter school and their potential effect on public schools. It will be held on October 19<sup>th</sup> in Mountain Lakes. Interested Board members are encouraged to register.
- The elementary school will hold the annual Spooktacular event on Friday, October 27 at 6:00 pm and the annual Halloween parade will take place on October 31.
- The HSA No Frills fundraiser is currently under way. To date, a small percentage of district families have been quite generous.
- The Cafeteria Review Committee will hold three scheduled meetings this year for interested students, parents and staff. The meetings will be held in November, February and May.
- The new district website contains an eNotify feature which will replace Constant Contact in delivering district news items to the Mendham Township community.

Dr. Constantino introduced Charlene Peterson, the district's Field Service Representative from the NJ School Boards Association. Ms. Peterson conducted a training session for Board members which focused on the Eight Characteristics of Effective School Boards. Ms. Peterson presented and discussed these eight characteristics with the Board and then encouraged the Board to participate in a self-evaluation. The self-evaluation was a tool to determine if the Board perceived any areas which they felt might need improvement. The Board agreed that while they feel they perform very effectively and efficiently, there would benefit from additional profession development. The series of training sessions by the NJSBA will continue as the Board works toward the goal of recertification.

## VI. Board President's Report

Mr. Brauner spoke about the increasing need the district has had for special education classroom aides. This will certainly have an impact in the development of the budget for the 2018-2019 school year.

## VII. Correspondence

Mr. Kryger noted two items for Board correspondence:

- The district received notification that the testing which had been done on the elementary school gym flooring material indicated that no hazardous materials were present.
- The New Jersey School Boards Association provided the Board with a comprehensive listing of trainings offered through their Board Member Academy Program. Board members interested in any of the programs should contact Mr. Kryger for registration.

## VIII. 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 Mendham Township Recreation Department and Directors Beth Gleason and 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:

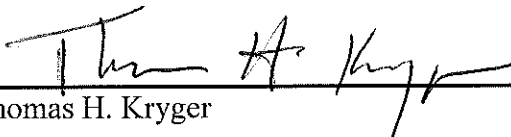
DATE	Activity	Description / Note
October 10 to 17, 2017	GiGi's Playhouse, Hillsborough, NJ Grade 4 Project	Collection of Items Needed
Beginning October 2017	"Help for RES Team" Royalwood Elementary School Hueston, Texas Grade 2 Project	Monetary Collection to buy needed supplies destroyed by Hurricane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

Certified by:

  
\_\_\_\_\_  
Thomas H. Kryger  
Business Administrator/Board Secretary

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	\$420,959.80
Fund 20	\$ 11,803.40
Fund 40 - bonds	\$ 84,100.00
Fund 60 - Cafeteria	\$ 37,600.35
Fund 61 - PreK	\$ 472.24

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-
Developing Social and Emotional Skill in Schools	11/17/17	Carolyn Johnson	-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	Mondays, Tuesdays Wednesdays & Thursdays 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	Friday 10/27/17	6:30 pm – 10:00 pm	Steve Eisenstein
Brownie Troop 97174	<u>ES</u> Library	3rd Thursday per Month 10/19/17 – June 2018	3:45 pm – 5:00 pm	Lisa Culnen Cammy Voyles
Daisy Troop 97123	<u>ES</u> Library Courtyard Grounds	Last Monday per Month 10/30/17 – June 2018	3:45 pm – 4:30 pm	Laura Gavilanes Jenny Miller Cammy Voyles
Mendham Patriots (Basketball)	<u>MS</u> Gyms	Monday – Friday Saturday Sunday 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> Gyms	Tuesdays 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 2017-2018 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)

**Moved by Mr. Wood, second by Ms. Holquist to approve all Consent Agenda Items for October 17, 2017 to include the Approval of Minutes as indicated, the QSAC Statement of Assurance, Curriculum & Instruction, Operations & Finance, Personnel & Human Resources and Policy & Planning. Roll call vote: Mr. Elgarten, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Mr. Brauner, all Ayes. Motion passes.**

## **IX. ACTION ITEMS**

### **Operations and Finance**

#### 1. Approval of Transportation Agreement

BE IT RESOLVED, that the Mendham Township Board of Education approves the Transportation Agreement for the 2017-2018 school year with the parents of student number 12546235 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

2. Field Trips Charter Bus Transportation

BE IT RESOLVED that the Mendham Township Board of Education, having received the following quotes approves the Frank Martz Coach Company for the Mendham Township Middle School field trip to Overlook Farms, Rutland, Massachusetts on June 1 – June 3, 2018:

Charter NAME	Price	Trip Awarded to:
Panorama Tours	\$3,940 – cannot guarantee seat belts on bus	
Lakeland	None available	
Aristocrat	No bid	
Frank Martz Coach Company	\$4,069 – can guarantee seat belts on bus	Frank Martz Coach Company

3. Mendham Township Boy Scout Troop Transportation

BE IT RESOLVED, that the Mendham Township Board of Education provide transportation for Mendham Township Boy Scout Troop from Mendham High School on November 9, 2017 to Graymoor, New York.. The return trip will be from Stormville, New York on Monday, November 11, 2017 to Mendham High School. Transportation services will be billed at \$61/hour for one bus with driver.

**Personnel and Human Resources**

1. Substitute School Nurse Salary Rate Increase

BE IT RESOLVED that the Mendham Township Board of Education approves an increase in the Substitute School Nurse pay rate effective October 18, 2017 to \$160 per day.

2. Leave of Absence- Marguerite Oswald

BE IT RESOLVED that the Board hereby approves Marguerite Oswald, Transportation Assistant, for an unpaid leave of absence commencing on or about October 26, 2017, with an anticipated four (4) to six (6) week absence.

3. Leave of Absence-Michele Casse-Ippolito

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Michele Casse-Ippolito, School Psychologist, for a leave of absence under the Federal Family Medical Leave Act (FMLA) having received doctor's certification, commencing September 29, 2017 through October 31, 2017, while utilizing 23 sick days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Michele Casse-Ippolito with an anticipated return to work date of November 1, 2017.

4. New Hire: Instructional Aide

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following as a Full Time Instructional Aide for the 2017-2018 school year, effective October 30, 2017, at an annual salary of \$22,094.00 pro-rated, pending receipt of required documentation:

John Trask

**Moved by Mr. Jendryka, second by Mr. Thayyar to approve all Action Items for October 17, 2017 to include 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.**

## **INTRODUCTION OF MOTION TO APPROVE MENDHAM TOWNSHIP SCHOOL DISTRICT CALENDAR FOR THE 2018-2019 SCHOOL YEAR**

2018-2019 School Calendar

BE IT RESOLVED that the Mendham Township Board of Education approves the 2018-2019 School Calendar as presented with a start date of August 23, 2018 for staff and August 27, 2018 for students. (Attachment)

**Moved by Ms. Holquist, second by Mr. Jendryka to approve the 2018-2019 School calendar as indicated. Roll call vote: Mr. Elgarten, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Mr. Brauner, all Ayes. Motion passes.**

X. Discussion

The Board of Education briefly discussed the impact of the increased need for Special Education classroom aides on the current school year budget and in the development of the 2018-2019 school year budget. The discussion was held with the clear understanding that providing these additional classroom services is an absolute necessity to fulfill the educational needs of our students.

**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 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. Elgarten, second by Mr. Thayyar to adjourn to Closed Executive Session. The Board entered Closed Executive Session at 8:44 pm.**

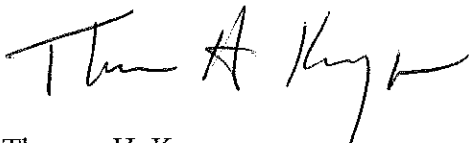
**XIII. Reconvene Open Work Session Meeting**

The Board reconvened the Regular Session at 9:06 pm.

**XIV. Adjournment**

**Moved by Mr. Jendryka, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 9:06 pm.**

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/Board Secretary