

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 18, 2018, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 pm.

II. Flag Salute

Mr. Jendryka led the flag salute.

III. Roll Call of the Board of Education

Mr. Brian Jendryka	President	Present
Mr. Aadithya Thayyar	Vice President	Present
Mrs. Jocelyn deGrandpre		Absent
Mrs. Heather Fraser		Absent
Mr. Richard Gondek		Present
Mrs. Gretchen Holquist		Present
Mr. Fion Wood		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, Business Administrator/Board Secretary
General Public – ten

IV. Sunshine Law – The following was read by Mr. Jendryka, BOE President.

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

- Presentation of appreciate for service and time on the BOE to outgoing board members: Mr. Wood & Mrs. deGrandpre
Thank you for your time, experience and wisdom.
- District Updates, News and Events
- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
- M.S. Coach Dan DePugh and the Boys Cross Country Team Members (*Attachments*)

Proclamation ~

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has learned

valuable lessons on the course that do and will contribute to who they are as students and athletes; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has had a tremendous winning season during the 2018-2019 school year; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has won the Morris County Middle School Championship title; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team's team spirit serves as a role model to their classmates and community;

NOW WHEREAS, I, Brian Jendryka, President of the Mendham Township Board of Education do hereby congratulate you on behalf of the entire Board of Education, the Administration and Staff and extend their heartfelt congratulations and recognition.

The QSAC Process continues as we are preparing for the site visit in February. Tomorrow, the administration has a curriculum review meeting, where we are looking at supports, such as I&RS, as well as assessments.

Donna and I will be reviewing the financial and operations components throughout January.

Training for our staff in the new NJSLA 2019 will be held throughout January. These trainings will provide insight into the changes from PARCC - NJSLA.

Our Facebook and Twitter accounts are alive and running once again. We have been asked to #NJDOE on our posts, as they are hoping to do the same both for the entire state and by county.

Dec. 21 - EARLY DISMISSAL/HOLIDAY BREAK

Welcome to the MTMS Boys Cross Country Team.

VI. Board Secretary's Report

- **Finance:**
 - AUDSUM is due on December 21st to the county/state and it has been submitted on time.
 - Budget process is underway - The admin team is meeting tomorrow to discuss preliminary staffing and scheduling for next year based upon the enrollment projections and educational needs.
 - January 3, 2019 (Thursday) Reorganizational Meeting of the BOE – newly elected BOE members will be sworn in and the routine business of the BOE will be approved to finish the rest of the 2018-2019 school year.
 - **Good of the Order** - Have a safe and happy holiday season with your family and friends.

VII. President's Report – Thank you for your dedication and knowledge during your time served on the Board of Education, you will be missed.

VIII. ACTION ITEMS for December 18, 2018

Approval of Minutes (*Attachment*)

Regular Session Meeting: November 27, 2018

Approval of Executive Minutes

Closed Executive Session: None

Curriculum and Instruction

1. Middle School Field Trips - Confirmation of Field Trips (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2018 - 2019 school year.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
01/17/19 01/24/19 01/31/19 *02/07/19 *02/14/19 *02/21/19 *02/28/19 *03/14/19 *03/21/19 * if necessary	7th & 8th Grades	ATOMS Competition	\$200.00 Busing	0	M. Ferenc
01/11/19	8th Grade	NYC, NY	0	\$210.00	C. Butler S. Bray C. Hueston M. Viggiano A. Perrotta P. Hooker A. Porter C. Gustavsen E. Giarrusso/ Nurse L. Barter (additional chaperone)

02/28/19	5th - 8th Grades - Tech Club Members	3rd Annual Technology Showcase	0	0	D. CasaGrande F. Hare
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2. Elementary School Field Trip - Confirmation of Field Trip (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018 - 2019 school year.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
05/07/19	Kindergarten	Mayo Theater	0	\$16.11	A. Williamson C. Allen K. Merlino K. Johnson C. Nicol P. Porter L. Taylor M. Cofield

Operations and Finance

1. December 2018 Certification Reports

BE IT RESOLVED that the Mendham Township Board of Education certify pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of November 2018 that no major accounts and fund balances in the 2018/2019 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. Board Secretary's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2018 Board Secretary's Reports.

3. Treasurer's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2018 Treasurer's Report.

4. December Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2018 Transfer Reports.

5. December 2018 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2018 Bills List.

Fund 10 - General Fund	\$1,470,772.76
Fund 20	\$ 31,536.48
Fund 40	\$ 367,287.50
Fund 60 - Cafeteria	\$ 29,032.32
Fund 61 - Pre K	\$ <u>6,656.52</u>
Total	\$1,905,285.58

6. District Travel

BE IT RESOLVED that the Mendham Township 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
American Speech Language & Hearing Association Conference Boston, MA	11/15/18 - 11/18/18	C. Delaney	\$430.00	\$430.00
Wilson Foundations/ Level 2 Princeton, NJ	12/05/18	D. Pieper	\$350.00 + Mileage + Substitute Coverage	\$350.00 + Mileage + Substitute Coverage
HIB Training Parsippany, NJ	12/06/18	C. Johnson	\$30.00	\$30.00
Wilson Foundations/ Level 2 Princeton, NJ	12/05/18	K. O'Keefe	\$350.00 + Mileage + Substitute Coverage	\$350.00 + Mileage + Substitute Coverage
December Nights, December Lights ES Musical	12/17/18	A. Allen	Substitute Coverage	Substitute Coverage

NJ Association for Health, P.E., Recreation & Dance Long Branch, NJ	02/25/19 & 02/26/19	G. Sodora	\$125.00 + Mileage + Substitute Coverage	\$125.00 + Mileage + Substitute Coverage
Quarterly Insurance Group Meeting	12/12/18 03/14/19 06/13/19	D. Mosner	0	0

7. Use of Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for 2018 - 2019 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
Morris County Arts Workshop	<u>ES</u> Gyms Classrooms	Mondays - Fridays 12/10/18 - 03/22/19	8:00 am - 8:45 am 3:45 pm - 4:45 pm	Jane Shatz

8. School Bus Emergency Evacuation Drill Reports (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from Saint Joseph’s detailing the November 14, 2018 drill at 7:00 a.m., Gill Saint Bernard’s detailing the November 14, 2018 drill at 7:55 a.m., Mountain View Middle School detailing the November 27, 2018 drill at 9:15 a.m., and Assumption School detailing the November 30, 2018 drill at 7:35 a.m. All drills were supervised by Margaret Hogan.

9. Health and Safety Evaluation of School Buildings Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurances (SOA) to the New Jersey Department of Education for the school year 2018-2019.

Personnel and Human Resources

1. Middle School Chaperone: Grade 8 New York City Trip

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperone for the Grade 8th New York City Trip, originally approved by the Board of Education on August 28, 2018.

Elizabeth Barter (added)

2. **Middle School Chaperones: Student/Faculty Basketball Game**

BE IT RESOLVED that Mendham Township Board of Education approves the following chaperones for the for the November 30, 2018 Student/Faculty Basketball game, originally approved by the Board of Education on August 28, 2018.

Megan Ryan (added)

Alexandra Rosone (added)

3. **Middle School Chaperone: Metropolitan Museum of Art, NY**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperone at the rate of \$120.00 for the Saturday, November 03, 2018 trip to the Metropolitan Museum of Art, originally approved by the Board of Education on August 28, 2018.

Megan Ryan (added)

4. **Middle School Chaperones: Grade 7 Leadership Trip**

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones at the rate of \$250.00 per night for the Friday, April 26 - Sunday, April 28, 2018 Grade 7th Leadership trip, originally approved by the Board of Education on August 28, 2018.

Matthew Viggiano

Perry Hooker

5. **Leave of Absence (REVISED): Lacey Neil** *(Attachment)*

BE IT RESOLVED that the Board hereby approves Lacey Neil, Middle School Instructional Aide, for a leave of absence, having received doctor's certification, commencing December 3, 2018 under the Federal Family Medical Leave Act (FMLA), ending after Twelve (12) weeks on March 1, 2019, while utilizing twenty-two (22) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Twelve (12) weeks under the NJ Family Leave Act (FLA) for Lacey Neil, commencing on February 4, 2019 through May 3, 2019, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Lacey Neil with an anticipated return to work date of May 6, 2019.

6. **Staff Termination**

BE IT RESOLVED that the Mendham Township Board of Education hereby terminates the employment of Employee #4183's assignment as a Cafeteria/Recess Aide based on the recommendation of the Superintendent of Schools and pursuant to the terms of the employment agreement, and which shall be effective November 30, 2018.

Mrs. Holquist moved to approve Action Items for December 18, 2018; Curriculum & Instruction items 1 – 2, Operations & Finance items 1 – 9, and Personnel & Human Resources action items 1 to 6, seconded by Mr. Thayyar and motion was CARRIED in

a roll call vote: Mr. Gondek: yes, Mrs. Holquist: yes, Mr. Thayyar; yes, Mr. Wood; abstained, and Mr. Jendryka; yes – motion carries.

XII. EXECUTIVE SESSION – None.

XIII. Adjournment

Moved by Mrs. Holquist, second by Mr. Wood to adjourn the meeting. The meeting was adjourned at 8:05 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary