

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, FEBRUARY 26, 2019, 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
Mr. Peter Dumovic		Present
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Present
Mrs. Gretchen Holquist		Present
Mrs. Joan Mody		Present

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

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

- District Updates, News and Events
- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
- Mr. Mahadeen and the Middle School Jazz Band: Presentation (*Attachments*)

Superintendent's Report for 02/26/19

District Updates, News and Events:

District News and Updates

MTES STEM Expo will be held on Wednesday, April 3rd from 6:30 pm - 7:30 pm.

Registration Deadline is Friday, March 22nd.

Read Across America activities will take place from FEBRUARY 25th thru MARCH 5th. See the school websites for information.

On Tuesday, March 5, the fourth grade will be presenting a musical called “Making the Band”. 6:00 PM in our gym.

March 18 – Spring Concert at MTES (Families A-L)

March 19 – Spring Concert MTES (Families M-Z)

Pomptonian is running a healthy school lunch challenge. The challenge is open to students’ in grades K-4. More information is available on our website.

Pre-K and Kindergarten registration is ongoing right now.

The MTMS spring musical is Legally Blond Jr., scheduled for April 4, 5, and 6. Visit the school website for tickets and information.

The MTMS Lip Sync Contest will take place on March 15, at MTMS from 7-9pm. Admission is \$5 at the door and snacks will be sold at intermission. Students who would like to perform should see Mrs. Butler or Mrs. Bray for a form. All student performance forms are due back by March 1.

Tri Annual Report – PJ and Julie on the PARCC, goals, and School Improvement Plans, RK on SPED programming, SC and DM on the budget presentation.

MTMS JAZZ BAND

VI. Board Secretary’s Report

School Business Administrator’s Report for 02/26/19

Board Office Updates and Events:

- **Finance:**

- 2019-2020 Budget

The initial release of the 2019-2020 Budget Software Application is now accessible to authorized school district personnel through the New Jersey Department of Education’s (NJDOE). All school districts should budget state aid figures based upon the amounts from 2018-2019. This is only a recommendation for planning purposes and no indication of the final state aid allocations for 2019-2020. In accordance with N.J.S.A. 18A:7F-5, state aid numbers will be provided to school districts within two days after the Governor’s budget message (March 5th) and represent the anticipated amount of aid payable to the district – end of business on March 7, 2019. All tentative budgets must be adopted and filed with the Executive County Superintendent no later than March 20, 2019.

- Filing of 2019 Personal/Relative and Financial Disclosure Statements
This is just a reminder to all board members' to please complete your Personal/Relative and Financial Disclosure Statements, which are required to be filed annually by all school officials.
- 2019-2020 Budget Calendar & Important Dates
 - March 7, 2019 – state aid figures released
 - March 19, 2019 – Board Meeting to approve tentative budget
 - May 1st, 2019 – Advertise Budget
 - April 29 – May 2, 2019 – Committee Meetings
 - May 7, 2019 – Public Hearing and Monthly Work-session Meeting to approve 2019-2020 budget
 - May 21, 2019 – Regular Monthly Meeting
- **Training Opportunities for School Board Members':**
 - Building a Learning Network – the Role of Infrastructure in Academic Achievement (Tuesday, February 26 at 1 p.m.)
 - NJSBA's New Chief School Administrator – Evaluation Tool (Tuesday, March 5 at 10 a.m.)
 - Professional Development and Organizational Administration (Tuesday, March 12 at 1 p.m.)
 - Safety and Security: Your School's Network as a Sensor (Tuesday, March 26 at 1 p.m.)

VII. Board President's Report – N/A

VIII. Correspondence – None.

IX. Committee Reports

- **Curriculum and Instruction**
- **Operations and Finance**
- **Personnel and Human Resources**
- **Policy and Planning**

X. Verbal Communication from the Public

Mrs. VanEtten – 40 Corey Lane – expressed some concerns about the food changes and the goody bags for class parties, material items are an issue.

Mrs. Krizko – 7 Meadow View Road – commented that she was in favor of general snack changes, however birthday parties are a concern. Is it possible for families to purchase cupcakes or fruit with whipped cream, or something special for that day from the cafeteria and pay for it on their child's account?

Mrs. Ogden – 12 North Gate Road – commented that most parents are in favor of the allergy friendly policy. The primary issue seems to be celebrations. Another option might be to have a personal message prompted by the teacher. Several parents have suggestions and ideas that may be possible.

Mr. Jendryka – BOE President – thanked everyone for coming out and that these comments would be taken into consideration and that their feedback was very much appreciated.

Dr. Constantino – Superintendent – wanted to let everyone know that the policy does not change much, it is at the school level where guidelines need to be discussed further and that he would request the Principal to hold a parent meeting or two.

Mrs. Ogden – 12 North Gate Road – stated that she has concerns about cross contamination when sending in fruits and vegetables.

Ms. Orban Brown – 100 Ironia Road – had the following talking points for the meeting:

- Congratulations to newly elected members – and their presence on the ballot
- I am appearing as a private citizen – no official capacity, except as an official taxpayer
- My husband and I were frequent visitors to BOE meetings in years past; will resume visits. This is prompted by the school budget, the budget process, and the extraordinarily high school taxes, especially at the District level
- A .88% increase in taxes was reported last spring; my tax bill arrived and showed a 4.7% increase. And that was with additional unexpected funding from the state. That should never happen again.
- Lived here 25 years. Have had no children in the school system. Moved here for rural setting and low taxes. There are still vestiges of country; but the taxes have skyrocketed.
- My tax bill for the District has almost tripled since we moved here. The rate of inflation since 1994 is +69%, not 300%.
- In all my husband and I have paid just under \$105,000 to support the District – all without having had a child in the system.
- In 1994, the District tax was 31% of the total property tax bill • In 2018 it was 40% -- and the total education tax bill including the high school. was 66.4% (vs. 59% in 1994)
- On top of that, the K-8 school enrollment is significantly lower than it was in 1994. Over 1,000 then vs. 600+ now?
- I'm retired and so is my husband. Learning what it's like when there are no more annual bonuses or working overtime to boost income.
- We're not alone: Morris County recently released the revised and updated "Circulation Element" of its Master Plan. Here are some facts:
 - o About 21% of Morris County residents are over 60
 - o from 2000-2014, the fastest growing segment was 85+, followed by 60-64 and 65-69
 - o 0-4 years of age declined by 22%, 5-9 declined by 13%, 30-34 declined by 23.5%, 35-39 declined by 33.6% and 40-44 declined by 18.5%
- In Mendham Township, only 230 more residents are expected between now and 2040

What can this School Board do?

1. Rein in costs. Zero-based budgeting is a myth. Cutting costs is imperative.
 - a. Example: 12 extra kindergartners were surprisingly registered, prompting an additional class. Would it have been terrible if 4 additional children were placed

- in each of the three planned classrooms? I had 45 kids in my classroom in grade school when I was growing up. And only 1 teacher. No aides.
2. Encourage more public participation.
 - a. Post agendas more promptly.
 - b. Distribute agendas to your mailing lists.
 - c. Publish notifications more consistently when meetings are rescheduled or cancelled.
 - d. Whatever happened to the District newsletter? Is it still published?
 - e. Board members, encourage your neighbors to attend meetings.
 - f. Change the “tradition” of scheduling your regular meetings the same night and time as Mendham Township Committee meetings.
 - g. Videotape meetings and place them on Mendham TV.
 3. Report meeting actions to the press, since they no longer have the manpower to attend.
 4. If special education is driving costs, as has been suggested, then figure out a way to bring it in-house.
 5. Most of all, actively invite taxpayer participation in the budget process – bring them to the table.

Thank you.

Mr. Jendryka – thank you for your time and coming out today to share your thoughts with us.

XI. ACTION ITEMS

Approval of Minutes (*Attachments*)

Regular Session Minutes: January 29, 2019

Approval of Executive Minutes

Executive Session Minutes: January 29, 2019

Curriculum and Instruction

1. **Elementary 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 / Transportation	Cost to Student	Chaperones
03/12/19	(1) 3rd & 4th Grade Strings	WMMHS	0	0	K. Schaberg R. Branch 4 Parents
04/18/19	4th Grade	Liberty Science Center Jersey City, NJ	0	\$35.82	D. Barlow K. DeGise L. Tiboni T. McNamara

					M. Vazquez 1 Nurse 8 Parents
04/29/19 05/01/19 05/02/19 05/03/19	2nd Grade	Mendham Township Library	0	0	T. Newton D. Pieper T. Milow K. O'Keefe L. Porrovecchio

2. **Elementary School Field Trip - Morris Museum** (Attachment)

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
04/17/19	2nd Grade	Morris Museum Morristown, NJ	0	\$13.00	K. O'Keefe T. Milow D. Pieper L. Porrovecchio 1 Nurse 4 Parents

3. **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
03/13/19	5th-8th Grades	Orchestra Rehearsal WMMHS	0	0	K. Schaberg 5 Parents (TBD)
03/18/19	8th Grade	Musical "Anytown" WMMHS	0	0	A. Perrotta P. Hooker D. Emr S. Bray A. Porter S. Cyr

4. **Middle School Field Trip - Legally Blonde, Jr. Performance at MTES**

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
03/20/19	5th-8th Grades	Legally Blonde Jr. MTES	0	0	D. DeGilio

5. **Fundraisers for the 2018 - 2019 School Year**

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

Location	Date	Activity	Advisor
Elementary School	04/01/19 - 05/01/19	St. Jude's Math-A-Thon	K. O'Keefe
Middle School	03/11/19 - 03/15/19	Candy Gram	G. Sodora

Operations and Finance

1. **February 2019 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 January 2019 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 January 2019 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2019 Treasurer's Reports.

4. **January 2019 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2019 transfer report.

5. **February 2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the February 2019 Bills List. This includes payroll checks N0037 and N0040.

Fund 10	\$ 49,991.64
Fund 11	\$1,580,701.03
Fund 12	\$ 125,504.00
Fund 20	\$ 9,225.56
Fund 60	\$ 25,746.62
Fund 61	\$ 9,790.00
Total:	<u>\$1,800,958.85</u>

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
2019 NJ Student Learning Assessment Training Whippany, NJ	02/22/19	N. Fuller	0	0
Foundations Level 3 Princeton, NJ	02/28/19	E. Parke C. Rubinaccio	\$350.00 Substitute Coverage Reimbursement for Mileage	\$350.00 Substitute Coverage Reimbursement for Mileage
Help Your Student Develop Self-Regulation Skills to Improve Behavior & Increase Learning Cherry Hill, NJ	03/01/19	C. Johnson	\$259.00 Reimbursement for Mileage	\$259.00 Reimbursement for Mileage
Spring Concert MTES	03/18/19	A. Allen	Substitute Coverage	Substitute Coverage
PROMPT Training New Providence, NJ	04/01/19 04/02/19 04/03/19	C. Delaney	\$825.00	\$825.00
Integrated Pest Management Training Bridgewater, NJ	04/12/19	J. Ragusa	0	0

Integrated Pest Management Training Washington, NJ	05/31/19	C. Hemmings	0 Reimbursement for Mileage	0 Reimbursement for Mileage
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7. **Use of District Facilities** (*Attachment*)

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

Organization	Location	Dates	Times	Responsible Party
Mendham Music Boosters	<u>ES</u> All Purpose Room	Wednesdays 02/13/19 - 04/30/19	6:15 pm - 8:15 pm	Tim Beadle
Mendham Patriots Basketball	<u>MS</u> Gyms	Monday - Friday 06/24/19 – 06/28/19	8:00 am – 3:00 pm	David Wisotsky
Mendham Magic Track & Field	<u>ES</u> Gym	Tuesdays & Thursdays 02/27/19 - 03/14/19	6:00 pm - 7:00 pm	Ted Rostiac

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

8. **Lobby Guard Visitor Management Kiosks Maintenance Agreement**

BE IT RESOLVED, that the Mendham Township Board of Education renews the agreements with Red Circle Solutions, Midland Park, New Jersey for maintenance, support services and hosting services for two Lobby Guard Visitor Management Kiosks for the 2018-2019 school year at an annual rate (total) of \$1,300.00.

9. **Field Trip Charter Bus Transportation** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves Passaic Valley Coach for the Mendham Township School District field trips for the 2018 - 2019 school year.

10. **Field Trip Charter Bus Transportation - Additional Bus Requested**

BE IT RESOLVED that the Mendham Township Board of Education, having previously received the following three (3) quotes approves Passaic Valley for the Mendham Middle School field trip to Dorney Park on May 24, 2019 and approving Passaic Valley the amount of \$1,705.00.

Charter Name	Price	Trip Awarded To
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Martz	No Buses Available	
Lakeland	No Buses Available	
Panaroma	No Buses Available	
Passaic Valley	\$1,755.00	Passaic Valley

11. **Joint Transportation Agreement Canceled**

BE IT RESOLVED that the Mendham Township Board of Education approves the cancellation of the Joint Transportation agreement between the Somerset Hills School District and Mendham Township effective February 11, 2019. Somerset Hills will be providing Aide in Lieu of transportation to the family.

12. **Approval of Disposal of Property**

BE IT RESOLVED, that the Mendham Township Board of Education approves the disposal of the item listed below. The equipment has been identified by the Business Administrator as unusable to the district. If unable to be sold in “as is” condition, the item will be disposed of by means of recycling as per Regulation R7300.1 Disposition of Instructional Property.

Brand	Item	Count	Item Number
Craftsman	Table Saw	1	#000674

Personnel and Human Resources

1. **Volunteer Volleyball Assistant - Clare McDonough**

BE IT RESOLVED that the Mendham Township Board of Education approves Clare McDonough to serve as a Volunteer Assistant for the Middle School Volleyball Team for the 2018 - 2019 school year, pending paperwork.

2. **Extra Hours: Instructional Aide - Cheryl Riccardello**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours not to exceed 40 hours, at her contractual hourly rate of \$18.21, for Cheryl Riccardello to serve as an aide for student #10309 to participate in Chess Club during the 2018 - 2019 school year.

3. **Extra Hours: Instructional Aide - Cindy Blood**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours not exceed 40 hours, at her contractual hourly of \$27.73, for Cindy Blood to serve as an aide for student #9642552336 to participate in ten sessions of Stunt & Tumble.

4. **Middle School Chaperone - Jennifer Vazquez**

BE IT RESOLVED that the Mendham Township Board of Education approves payment to Jennifer Vazquez at the rate of \$120.00 having served as an aide for student #52011093 to

attend To Kill a Mockingbird and Carmine's Restaurant on Saturday, February 9, 2019. This field trip was originally approved by the Board of Education on October 16, 2018.

5. **Middle School Chaperones - Dorney Park Music Trip**
BE IT RESOLVED that the Mendham Township Board of Education approved the following chaperone for the Dorney Park Trip, originally approved by the Board of Education on August 21, 2018.

Michael Ferenc (added) Noel Lazoricek (removed)
6. **Staff Resignation - Matthew Lynch** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education accepts the letter of resignation from Matthew Lynch, Middle School Social Studies Teacher, effective June 30, 2019.
7. **Maternity Leave Substitute Teacher - Kelly Ruggieri** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Kelly Ruggieri, pending completion of paperwork, as a Long Term Leave Substitute Teacher starting April 1, 2019, at an annual substitute per diem rate of \$87.00 for the first twenty days of consecutive employment, then a rate of \$174.00 for days twenty-one to the remainder of the assignment ending May 17, 2019.
8. **Home Instruction**
BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Matthew Viggiano for student (10307 Local ID) for a total of 75 hours (5 hrs./wk.) at \$41.00 per hour starting February 27, 2019 ending June 13, 2019.

Policy and Planning

1. **First Reading** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the first reading of the following policies and regulations:
 - ~~P 0141.1 Board Member and Term - Sending District (Revised)~~
 - ~~P 0141.2 Board Member and Term - Receiving District (Revised)~~
 - P 2422 Health and Physical Education (M) (Revised)
 - P 2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Revised)
 - P 2610 Educational Program Evaluation (M) (Revised)
 - P 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
 - P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
 - P 5330.04 Administering an Opioid Antidote (M) (Revised)
 - R 5330.04 Administering an Opioid Antidote (M) (New)
 - P 5337 Service Animals (Revised)
 - P 5756 Transgender Students (M) (Revised)
 - P&R 7440 School District Security (M) (Revised)
 - ~~P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)~~

P 8860	Memorials (Revised)
P 2415.06	Unsafe School Choice Option (M) (Revised)
R 2460.8	Special Education - Free and Appropriate Public Education (M) (Revised)
R 5331	Management of Life Threatening Allergies in School
R 5530	Substance Abuse (M) (Revised)
P&R 5600	Student Discipline/Code of Conduct (M) (Revised)
P&R 5611	Removal of Students for Firearms Offenses (M) (Revised)
P&R 5612	Assaults on District Board of Education Members or Employees (M) (Revised)
P&R 5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
P&R 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Mrs. Holquist moved to approve Action Items for February 26, 2019; Minutes & Executive Session Minutes from January 29, 2019, Curriculum & Instruction items 1 – 7, Operations & Finance items 1 – 12, and Personnel & Human Resources items 1 to 8, and Policy & Planning items 1, seconded by Mrs. Fraser and motion was CARRIED in a roll call vote: Mr. Gondek: yes, Mrs. Holquist: yes, Mrs. Mody; yes, Mr. Thayyar; yes, Mr. Dumovic; yes, Mrs. Fraser; yes, and Mr. Jendryka; yes – motions carry

XII. 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 Mrs. Holquist, second by Mr. Gondek, to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:50 pm.

The Board briefly heard an update on 1 personnel items as outlined by Dr. Constantino.

XIII. Reconvene to Work Session Meeting

Moved by Mrs. Holquist, second by Mr. Thayyar, to reconvened to the Regular Meeting at 9:10 pm., unanimously carried in a voice vote.

Mr. Dumovic commented that the public relations information that is being sent out is working and that the district needs to keep it up. He also mentioned that March 15, 2019 is a School strike for Climate day. The School strike for climate is an international movement of school students who are deciding not to attend classes and instead take part in demonstrations to demand action to prevent further global warming and climate change and he wanted the district to be aware of it, if they were not already.

XIV. Adjournment

Moved by Mr. Thayyar, second by Mrs. Fraser to adjourn the meeting of February 26, 2019. The meeting was adjourned at 9:15 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary