

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING MINUTES
TUESDAY, MARCH 12, 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	Absent
Mr. Peter Dumovic		Present
Mrs. Heather Fraser		Absent
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 – One

IV. Sunshine Law – Mr. Jendryka read the following statement -

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. Committee Reports

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

VI. CONSENT ITEMS for March 19, 2019

Approval of Minutes

Regular Session Minutes: February 26, 2019

Approval of Executive Minutes

Executive Session Minutes: February 26, 2019

Curriculum and Instruction

1. **Middle School Schedule B Stipend - Speech and Debate Club**

BE IT RESOLVED that the Mendham Township Board of Education approves the Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position and the staff appointment for the 2018 - 20019 school year.

Activity	2018 - 2019 Salary	Staff Member
Speech and Debate Club	\$225.00 base + max of ten events @ \$56.00 each, not to exceed total of \$778.00	Michael Ferenc

2. **Elementary School Field Trips - Previously Approved Field Trip** (*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
04/18/19	4th Grade	Liberty Science Center Jersey City, NJ	0	\$35.53 <i>*change from \$35.82</i>	D. Barlow K. DeGise L. Tiboni T. McNamara M. Vazquez 1 Nurse 8 Parents
05/31/19	3rd Grade	Bronx Zoo NY	\$35.59 Charter Bus	\$67.22	E. Parke N. Hammer C. Riina C. Rollo C. Rubinaccio A. Bays Sub Nurse 5 Parents from each class

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 February 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 February 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **February 2019 Transfer Reports**

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

5. **March 2019 Bills List**

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

Fund 10	\$
Fund 11	\$
Fund 12	\$
Fund 20	\$
Fund 60	\$
Fund 61	\$
Total:	\$

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
School Bus Fleet ConneX Miami, FL	04/01/19 - 04/03/19	M. Hogan	Mileage Reimbursement	Mileage Reimbursement
School Bus Driver Safety Training Seminar Wayne, NJ	04/13/19	M. Hogan J. Barno	\$20.00 each + Mileage Reimbursement	\$20.00 each + Mileage Reimbursement

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
NJ Thunder	<u>ES</u> Gyms	Monday - Friday 03/11/19 - 06/13/19	5:00 pm - 9:00 pm	Andy Talbert
Girl Scouts	<u>ES</u> Classroom	Thursdays 02/07/19, 03/07/19, 04/04/19, 05/02/19, 06/06/19	3:45 pm - 5:00 pm	Tracy Budnik Kristin Van Etten

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

Personnel and Human Resources

1. **Leave of Absence-Joann Meyler** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Joann Meyler, School Bus Driver, for a leave of absence, having received doctor's certification, commencing April 18, 2019 under the Federal Family Medical Leave Act (FMLA), ending after two (2) weeks on May 3, 2019, while utilizing eleven (11) sick days.

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

Policy and Planning

1. **Second Reading** (*Attachments*)

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

- 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 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 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)

VII. ACTION ITEMS

1. **Revised Start Date: Maternity Leave Substitute Teacher - Kelly Ruggieri**
BE IT RESOLVED that the Mendham Township Board of Education approves the revised start date of Wednesday, March 13, 2019 for Kelly Ruggieri.

2. **Transportation Bus Aide - Daragh Gallagher-Carpenter**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Daragh Gallagher-Carpenter as a Bus Aide for the 2018-2019 school year at a rate of \$23.70/hour effective March 5, 2019.

3. **Middle School Schedule B Stipend - Technology Club**
BE IT RESOLVED that the Mendham Township Board of Education approves the Schedule B Middle School Enrichment Team/Program Co-Curricular Stipend Position and the staff appointment for the 2018 - 20019 school year.

Activity	2018 - 2019 Salary	Staff Member
Technology Club	\$225.00 base + max of ten events @ \$56.00 each, not to exceed total of \$778.00	Donna CasaGrande

Mr. Gondek moved to approve Action Items 1 to 3, seconded by Mrs. Holquist and motion was CARRIED in a roll call vote: Mr. Gondek, Mrs. Holquist, Mrs. Mody, Mr. Dumovic, and Mr. Jendryka. All Ayes.

VIII. Discussion - Presentation

1. 2019-2020 Budget Discussion – Presentation by Dr. Constantino & Mrs. Mosner.

Discussion

A discussion took place with the Board of Education members to support the proposed budget with a 3.99% increase to the tax levy based upon the budget presented and the needs of the district.

IX. Verbal Communications from the Public

Mr. Brown - 100 Ironia Road – Commented that it was sad to see that the BOE lives in a vacuum. As a tax payer I appreciate what everyone is doing. No one wants to see an increase but you have to do what you have to do. There really is no reason not to since you have the Banked CAP available and you have already made cuts. Looking forward there may be a possible vote and my only advice would be to increase revenues.

X. 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 Mrs. Holquist, second by Mr. Gondek, to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 9:45 pm.

XI. Reconvene to Work Session Meeting

The Board reconvened the Regular Session at 10:05 pm.

XII. Adjournment

Moved by Mr. Gondek, second by Mrs. Holquist to adjourn the meeting. The meeting was adjourned at 10:05 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary