

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, NOVEMBER 27, 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 – one

IV. Sunshine Law - Motion to Participate was read by Mr. Jendryka, BOE President

THAT the Mendham Township Board of Education approves the participation of Board Member, Richard Gondek, via Skype and/or telephone for the public and executive portions of its public REGULAR SESSION meeting on November 27, 2018.

Board Member Richard Gondek, must confirm that he/she can hear the discourse amongst Board Members and inform the Board President if he/she cannot. In addition, said Board Member must state for the record that he/she will comply with the rules of Executive or Closed Session and will be alone during the deliberations

Mrs. Holquist moved to approve the motion to participate for Mr. Richard Gondek, seconded by Mr. Wood. The motion was CARRIED in a roll call vote: Mrs. Holquist, Mr. Thayyar, Mr. Wood and Mr. Jendryka. All Ayes – motion carries.

V. 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.

VI. Superintendent's Report

- District Updates, News and Events
 - Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
 - Audit Presentation/Discussion: Nisivoccia, LLP - Kathi Mantell
1. QSAC
 2. We are accepting nominations for this year's Governor Educator of the Year program. Nominations can be made through our website.
 3. The Morris County Vocational School came to visit our 8th grade students on Tuesday, 11/7. Last year we had 11 students apply to the school and many parents and students have already approached me about the exciting opportunities that Morris County Vo-Tech offers.
 4. Report on 2017-2018 Audit

MTES:

Nov. 28 - 9:15 AM - 11:15 AM

Cultural Arts Assembly-From Senegal/African Drum & Dance Presentation

Dec. 10 - Holiday Sing A Long (Families A-L)

Dec 11 - Holiday Sing A Long (Families M-Z)

Dec. 14 - Musical Dress Rehearsal - 2:10 PM - 3:30 PM

Dec. 17 - December Lights, December Nights Musical School Assembly
Holiday Band & Strings Concert

Dec. 21 - EARLY DISMISSAL/HOLIDAY BREAK

MTMS:

Nov. 30 - Student Council Sponsored Student/Faculty Basketball Game 7pm

Dec. 4 - Through the Eyes of a Friend - 7th gr. presentation

Dec. 6 - Holiday Band Concert - Student Assembly Performance 9:45am

Dec. 10 - AT RISK PROGRESS REPORTS Mailed home

Dec. 17 - Holiday Choral/Orchestra Concert

Dec. 21 - EARLY DISMISSAL DAY - 12:15pm

Committee Meetings - *Week of December 3, 2018*

Monday (8:30 AM Conf Call) – Operations/Finance

Tuesday (8:30 AM Conf Call) – Personnel

Wednesday (8:30 AM Conf Call) – Curriculum

December 11, 2018, 7:30 PM – Work Session Meeting

December 18, 2018, 7:30 PM – Regular Meeting

January 3, 2019, 7:30 PM – Re-Organization Meeting

VI. Board Secretary's Report

Mrs. Mosner reported to the Board on the following items:

Board Office Updates and Events:

● **Finance:**

- Application for State School Aid (ASSA) is due the first week of December. This report represents district enrollment as of the snapshot date of October 15th

Elementary School		Middle School	
○ 3 yr. Full	20		
○ 4 yr. Full	15		
○ Kindergarten	70		
○ 1 st grade	55	5 th grade	60
○ 2 nd grade	60	6 th grade	77
○ 3 rd grade	47	7 th grade	61
○ 4 th grade	69	8 th grade	67
○ Special Ed	42	Special Ed	48
Total ES	378	Total MS	313

- Total district enrollment as of October 15, 2018 is 698 (includes 7 out of district students)
- Audit –update and summary for the BOE in draft and to be finalized at the next meeting. Relieved to have it complete and to be able to move forward with setting up necessary protocols and procedures to get things on track.
- Federal Grants – 2016-2017 Audit - still have not heard from the state with an actual date.
- Mid-year Review – December 10, 2018

VII. President’s Report – November election is coming up, please get out and vote.

VIII. ACTION ITEMS for November 27, 2018

Approval of Minutes (*Attachment*)

Regular Session Meeting: 10/30/18

Approval of Executive Minutes

Closed Executive Session: None

Curriculum and Instruction

1. **Revised Curriculum** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the 2018 - 2019 school year of the revised/renewed curriculum listed below:

Elementary School Technology & Computers

Elementary School World Languages

Middle School Health

Middle School Physical Education

2. Harassment/Intimidation/Bullying Report

WHEREAS, the Mendham Township Board of Education has received the Superintendent’s report of incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent’s recommendation with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED, that the Board (*accepts, rejects, modifies*) the Superintendent’s recommendations for:
Incident #MTMS 2018/34 (*accepts, rejects, modifies*)

3. Elementary School Field Trip (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
12/12/19	3rd & 4th Tiger Singers	Holly Manor	0	0	Alice Allen

4. Elementary School Field Trips - Confirmation of Previously Approved Field Trips (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trips for the 2018 - 2019 school year which were originally approved by the Board of Education on July 24, 2018.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
01/28/19	Preschool	Mayo Theater Morristown, NJ	District Bus/ \$5.00	\$12.20	Ann Quidore Beth Smith Joy Lia Cindy O’Connor Sara Bresky Jeanne Brown Suzanne Molnar Kianna Davis Laurel Reilly Lauren Matasker Carol Jean Floegel Erika Ungar Jen Eliassen

01/28/19	Kindergarten	Mayo Theater Morristown, NJ	District Bus/ \$5.00	\$11.11	Amy Williamson Carolyn Allen Kelly Johnson Kelly Merlino Cindy Nicol Patricia Porter Marianne Cofield Leslie Taylor Plus 8 Class Chaperones (2 per Class)
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5. Fund Raisers for the 2018 - 2019 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fund raiser activity for the 2018 - 2019 school year:

Date	Activity	Description/Note
01/21/19 Start 02/01/19 End	<i>Mendham Township E.S.</i> Can Goods Drive	Chester Food Pantry

Operations and Finance

1. November 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 October 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 Board Secretary's Reports for October 2018.

3. Treasurer's Report

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

4. November Transfer Reports

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

5. November 2018 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the November 2018 Bills List as presented.

Fund 10 - General Fund	\$1,704,810.37
Fund 20	\$ 0.00
Fund 40	\$ 0.00
Fund 60 - Cafeteria	\$ 35,196.01
Fund 61 - Pre K	<u>\$ 25,215.00</u>
Total	\$1,765,221.38

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
Curriculum Revision: PE MTES	11/07/18	Briana Panetta Greg Gormly	Substitute Coverage	Substitute Coverage
Safe School, Safe Futures: K-12 School Threat Assessment Morristown, NJ	11/15/18	Robert Koroski	0	0
ES Holiday Sing Along	12/10/18 12/11/18	Alice Allen	Substitute Coverage	Substitute Coverage
Mental Health First Aid and Resource Fair Morristown, NJ	12/12/18	Carolyn Johnson	0	0
TECHSPO 2019 Atlantic City, NJ	01/31/19 02/01/19	Charles Gallo	\$420 program \$110 + tax lodging	\$420 program \$110 lodging Mileage Reimbursement Substitute Coverage

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
The Mendham Kids Club	<u>ES</u> Classrooms All Purpose Room Gym Playground	Monday - Friday 03/25/19 - 03/29/19	9:00 am -3:00 pm	Charles Gallo
The Mendham Kids Club	<u>ES</u> Classrooms All Purpose Room Gym Playground	Mondays - Fridays 06/17/19 - 08/02/19	9:00 am -3:00 pm	Charles Gallo

8. Transportation: Bus Safety Event (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following School Bus Safety Event to be held at the Hilltop and Mountain View Schools located in Mendham Borough.

9. School Bus Emergency Evacuation Drill Reports (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Reports from the Mendham Township Middle School detailing the October 24, 2018 drill at 8:05 a.m. and the Mendham Township Elementary School detailing the November 1, 2018 drill at 9:15 a.m. Both drills were supervised by Margaret Hogan.

10. Acceptance of 2017/2018 Draft Audit

BE IT RESOLVED that the Mendham Township Board of Education accepts the draft Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report for the period July 1, 2017 through June 30, 2018 as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures - None

2. Financial Planning, Accounting and Reporting

a. All purchases are initiated through the purchase requisition and purchase order system before the purchase is made and the invoice is received.

- b. The Position Control Roster is updated to reflect all changes in and current positions and employees.
 - c. Written job descriptions and duties for preparation of the financial records are evaluated and reassigned so that related duties are adequately segregated for the Business Office personnel.
 - d. The general ledger is reviewed on a monthly basis to ensure that cash receipts are posted to the appropriate revenue and general ledger accounts, expenditures for Special Revenue grants and Enterprise Funds are charged as costs are incurred, and the general ledger balances are accurate.
 - e. The monthly Board Secretary's Reports are reviewed for accuracy before they are presented to the Board for approval.
 - f. Bank reconciliations are consistently prepared and included in the monthly Treasurer's Reports when submitted to the Board for approval, and that the Treasurer's Report include all funds and accounts of the District.
 - g. Grant expenditures are charged to the grants on an ongoing basis.
 - h. Grant reimbursement requests are submitted on a regular basis.
 - i. The status of prior year receivables and unearned revenue is evaluated.
3. School Purchasing Program - None
4. School Food Service- None
5. Student Body Activities
- a. The schools maintain comprehensive cash receipt and disbursement records which indicate the amount received and disbursed for each activity.
6. Application for State School Aid
- a. That the District develop adequate written procedures for the recording of student enrollment data.
 - b. That the District ensure that enrollments reported in the Application for State School Aid are accurate.
7. Pupil Transportation- None
8. Facilities and Capital Assets - None

9. Travel Expense and Reimbursement Policy - None
10. Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

AND IT IS FURTHER RESOVLED, that the Mendham Township Board of Education approves the Corrective Action Plan (CAP) for the 2017/2018 School year as presented.

Personnel and Human Resources

1. Revised Schedule C Stipend 2018 - 2019 - Middle School

BE IT RESOLVED that the Mendham Township Board of Education approves the revised 2018 - 2019 Co-Curricular Stipend position:

Technology Integration Specialist (Split Stipend)	
Michal Ferenc	\$3,903.00
Melanie Smith	\$ 629.00

2. Leave of Absence-Alice Allen (Attachment)

BE IT RESOLVED that the Board hereby approves Alice Allen, Elementary School Teacher, for a leave of absence, having received doctor’s certification, commencing April 1, 2019 under the Federal Family Medical Leave Act (FMLA), ending after Seven (7) weeks on May 17, 2019, while utilizing twenty-one (21) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Two (2) weeks under the NJ Family Leave Act (FLA) for Alice Allen, commencing on May 6, 2019 through May 17, 2019, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves Alice Allen with an anticipated return to work date of May 20, 2019.

3. Extra Hours: Instructional Aide - Cindy Blood

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours not to exceed 40 hours, at her contractual hourly rate of \$27.73, for Cindy Blood to serve as an aide for student #9642552336 to participate in cheerleading during the Winter of 2018 - 2019.

4. Approval of Stipend: Curriculum Development and Implementation

BE IT RESOLVED that the Mendham Township Board of Education approves Patrick Ciccone and Julianne Kotcho for the Curriculum Development and Implementation stipends for the 2018 - 2019 school year at the annual rate of \$4,000.00 each.

5. MS Teacher Observation

BE IT RESOLVED that the Mendham Township Board of Education approves a teacher from Denville Middle School to observe Jennifer Vazquez' resource room classes on Friday, November 30, 2018.

6. Middle School Chaperones: Grade 5th & 6th Student Council Dance

BE IT RESOLVED that the Mendham Township Board of Education approves the following chaperones for the Grade 5th & 6th Student Council Dance, originally approved by the Board of Education on August 28, 2018.

Maria Doto (replacing T. Horutz)

Michal Ferenc (added)

7. New Hire: Instructional Aide Erika Ungar

BE IT RESOLVED that the Mendham Township Board of Education approves Erica Unger at an hourly rate of \$17.77 to serve as an aide for student #6158867815 to participate in after school chorus, starting November 6, 2018 through the remainder of the 2018 - 2019 school year.

Mr. Thayyar moved to approve Action Items for November 27, 2018; Curriculum & Instruction items 1 – 5, Operations & Finance items 1 – 10, and Personnel & Human Resources action items 1 to 7, seconded by Mrs. Holquist and motion was CARRIED in a roll call vote: Mr. Gondek, Mrs. Holquist, Mr. Thayyar, Mr. Wood, and Mr. Jendryka. All Ayes – 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 8:45 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary