

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING AGENDA
TUESDAY, OCTOBER 16, 2018, 7:30 PM**

I. Call to Order

II. Flag Salute

III. Roll Call of the Board of Education

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

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

- District Updates, News and Events
- Suspension, Truancy, and Emergency/Fire Drill Reports (Attachments)

VI. Board Secretary's Report

VII. Board President's Report

VIII. Correspondence

IX. Committee Reports

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

X. CONSENT ITEMS for October 16, 2018

Approval of Minutes (Attachments)

Regular Session Meeting: September 25, 2018

Approval of Executive Minutes

Closed Executive Session: September 18, 2018

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 in November of 2017, 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) 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), District Performance Review (DPR), be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Curriculum and Instruction

1. Middle School Field Trip - Confirmation of Previously Approved Field Trip

(Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2018 - 2019 school year which was originally approved by the Board of Education on August 28, 2018.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the rate of \$120.00 for the Saturday, November 03, 2018 trip to the Metropolitan Museum of Art.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
11/03/18	4th - 8th	Mendham Township M.S. Metropolitan Museum of Art, NY	-0-	\$38.00	Francesca Hare Donna CasaGrande Sarah Bizzarro Maria Doto

2. Elementary School - 2018 - 2019 Performances

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

Date	Activity	Description/Note
12/10/18 12/12/18 (snow date)	Holiday Singalong (A-L)	Tiny Tigers - 4th Grade
12/11/18 12/13/18 (snow date)	Holiday Singalong (M-Z)	Tiny Tigers - 4th Grade
12/18/18 12/19/18 (snow date)	Tiger Band/Orchestra December Concert	Student Assembly Parent Assembly
12/19/18 12/20/18 (snow date)	December Musical "December Lights, December Nights" (Holidays around the World)	3rd Grade Only
01/16/19 01/17/19 (snow date)	Tiger Singers Winter Concert	3rd - 4th Grade

Date	Activity	Description/Note
03/11/19	Spring Performance (A-L)	K - 2nd Only School Assembly Parent Assembly
03/12/19	Spring Performance (M-Z)	Parent Assembly
03/13/19 & 03/14/19 (snow dates)		
04/17/19	Spring Musical	4th Grade Only

3. Fund Raisers for the 2018 - 2019 School Year

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

Date	Activity	Description/Note
10/20/18	<i>Mendham Township E.S.</i> Breast Cancer Awareness Volleyball Tournament	Participants include: * Administrators * Teachers * Law Enforcement * 4th Grade Volunteers
10/17/18 - 10/30/18	<i>UMatter Collection</i>	Halloween Costumes * Collection boxes set up in MS Lobby

4. Week of Respect, Violence Awareness Week, Red Ribbon Week, School Year 2018
(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, School Violence Awareness Week, and Red Ribbon Week for the 2018-2019 School Year.

5. Mendham Township School District Calendars, SY 2019-2020 and 2020-2021
(Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township School District Calendars for the school year 2019-2020 and the school year 2020-2021.

6. School Safety and Security Plan Statement of Assurances

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the the School Safety and Security Plan Statement of Assurances to the New Jersey Department of Education for the school year 2018-2019.

7. Winter Concert Selections for Mendham Township Middle School (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the Mendham Township Middle School Winter Concert Program for the December 6, 2018 and December 17, 2018 performances.

Operation and Finance

1. August 2018 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 2018 after review of the appropriations section of the August 2018 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.

2. Board Secretary's Report

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

3. Treasurer's Report

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

4. August 2018 Transfer Reports

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

5. October 2018 Bills List

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

Fund 10 - General Fund	\$
Fund 20	\$
Fund 61 - Pre K	\$

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
Third Grade Team Math Planning/ Problem Solving	10/05/18	Ashley Bays Erica Parke Clare Riina Cara Rubinaccio	0	0
ERIC West Insurance Quality Meeting	10/12/18	Donna Mosner	0	0
N.J. School Boards	10/23/18 & 10/24/18	Robert Koroski	0	0
Behavioral Threat Assessment Management in the School Environment	11/27/18 & 11/28/18	Robert Koroski	0	0
HIB Workshop	12/06/18	Robert Koroski Alexandria Perrotta	\$30.00 each	\$60.00
MTES Annual Screenings	10/02/18 10/10/18 10/30/18 11/20/18	Michelle Hofmann	Substitute Coverage	Substitute Coverage
Stigma Free Schools	10/17/18	Kelly Bravo	0	0
EPA/AHERA/ OSHA Asbestos Operations & Maintenance Refresher	11/06/18	John Ragusa	\$135.00	0

Program Name	Date	Employee	Event Cost	Total Cost
EPA/AHERA Asbestos Building Inspector/ Management Planner Refresher	11/02/18	John Ragusa	\$215.00	0

7. 2019 - 2020 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 2019 - 2020 School Year District Budget.

8. Use of Facilities

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 Magic	<u>MS</u> All Purpose Room	Monday 10/29/18	6:00 pm - 8:00 pm	Jennifer Kertesz
Girl Scouts (1st Grade/ Daisy Mtgs.)	<u>ES</u> Library Playground	Mondays 10/22/18 11/26/18 12/17/18 01/14/19 02/25/19 03/11/19 04/22/19 05/20/19	3:45 pm - 4:45 pm	Cammy Voyles Laura Gavalines Jenny Miller
NJ Performing Arts	<u>MS</u> Music Room	Mondays - Fridays 10/15/18 - 06/07/19	3:00 pm - 6:30 pm <i>Note: Times and dates will depend of instructor's availability.</i>	Jennifer Branch

Girl Scouts (Daisy Mtgs.)	<u>ES</u> Classroom	10/29/18	3:30 pm - 5:00 pm	Tanya Lalin Michelle Scaravellino
		11/19/18		
		12/17/18		
		01/14/19		
		02/25/19		
		03/18/19		
		04/15/19		
05/20/19				

9. Transportation Rates - MTSD Field Trips 2018 - 2019

BE IT RESOLVED that the Mendham Township Board of Education approves the following Transportation Rates charged to other districts for athletic and extracurricular trips:

54 Passenger Bus and Driver	\$ 61.00 per hour
Van and Driver	\$ 52.00 per hour
Layover 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 Retirement - Micheline Cote (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Micheline Cote, Mendham Township Elementary School Learning Disabilities Teacher, dated September 19, 2018 and effective January 1, 2019.

2. New Hire - LDT-C, Jessica Purn (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Jessica Purn, LDT-C, for the 2018 - 2019 school year, effective January 2, 2019, at an annual salary of \$66,170 prorated, MA+30, Step 13.

3. Elementary School Chaperones

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following chaperones at the contractual rate of \$100.00 each for events that start after contractual hours for the Elementary School Volleyball Tournament on October 18, 2018:

Greg Gormly
Briana Panetta

4. Substitute Transportation Assistants

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Substitute Transportation Assistants at the rate of \$20.00 per hour.

Debbie Getchius	Jacqui Polo
Debbie Mercurio	Debbie Webster
Peggy Oswald	Helene O'Neil
Kyonghee Kim	Roosevelt Marin
Sue Reuter	

5. CCM Teacher Education Program

BE IT RESOLVED that the Mendham Township Board of Education approves Courtney Krueger of the CCM Teacher Education Program to observe Tiffany Reed on November 13, 2018 and November 14, 2018 for a total of 5 hours.

6. 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 cross country during the Fall of 2018.

7. Extra Hours: Part Time Resource Room Teacher - Amanda Marinaro

BE IT RESOLVED that the Mendham Township Board of Education approves Amanda Marinaro for an additional .75 hours to attend a professional development workshop on the Foundations Program on October 17, 2018.

8. Extra Hours: Part Time Resource Room Teacher - Amanda Marinaro

BE IT RESOLVED that the Mendham Township Board of Education approves Amanda Marinaro for an additional .75 hours to attend the following professional development workshops on NGSS Science Curriculum and Instruction Programming.

September 24, 2018	October 08, 2018	November 12, 2018
December 03 & 10, 2018	January 14, 2019	February 04 & 25, 2019
March 11, 2019		

9. Middle School Schedule C Stipend Position 2018 - 2019

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2018 - 2019 Interscholastic Stipend Position

Activity	2018 - 2019 Salary	Staff Member
Cheerleading	\$3,248.00	Caelynn Robinson

10. Removal of Job Description (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the removal of the following job description:

Assistant to the Business Administrator - Human Resources and Accounts Payable

11. Revision to Job Descriptions (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following job descriptions:

Assistant to the Business Administrator - Finance
Confidential Secretary to the Superintendent

12. Addition of NEW Job Descriptions (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following new job descriptions:

Assistant to the Business Administrator - Human Resources and Operations
Assistant to the Business Administrator - Accounts Payable and Benefits

13. Sidebar Agreement between the MTEA and MTBOE (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached sidebar agreement (2018-2021-1) between the Mendham Township Education Association and the Mendham Township Board of Education.

14. Merit Goals - Business Administrator (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the three (1) quantitative and two (2) qualitative Merit Goals of Donna Mosner, School Business Administrator for the 2018-2019 school year as approved by the County Executive Superintendent.

15. Merit Goals - Superintendent of Schools (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the three (3) quantitative and two (2) qualitative Merit Goals of Salvatore M. Constantino, Superintendent of Schools for the 2018-2019 school year as approved by the County Executive Superintendent.

XI. ACTION ITEMS

Curriculum

- 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 2018 - 2019 school year.
- 2. Middle School Field Trip - To Kill a Mockingbird, NY
BE IT RESOLVED that the Mendham Township Board of Education approves the following Extra Curricular/Voluntary Middle School field trip for the 2018 - 2019 school year:

Date	Activity	Description/Note
02/09/2019	<i>Mendham Township M.S.</i> To Kill A Mockingbird Shubert Theatre, NY Carmine’s Italian Restaurant	* Up to 36 Eighth Graders * 4 Teachers * \$140.00 for play & dinner Price also includes \$625.00 for transportation via Washington Twp. School Bus

Operations and Finance

- 1. 2018-2019 Comprehensive Maintenance Plan/Annual Maintenance Budget Worksheet (Attachment)
BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan and the attached Annual Maintenance Budget Amount Worksheet (Form M-1) for the 2018-2019 school year and submits that the district’s required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of the warranties.
- 2. 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 2018 - 2019 school year.

XII. Discussion

XIII. Verbal Communications from the Public

XIV. Adjournment