

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 10, 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		Absent
Mrs. Heather Fraser		Present
Mr. Richard Gondek		Absent
Mrs. Gretchen Holquist		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – approximately twenty-four people

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

The New Jersey Open Public Meetings Law was enacted to ensure 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 the 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.

Sunshine Law - Motion to Participate

BE IT RESOLVED THAT the Mendham Township Board of Education approves the participation of Board Member, Peter Dumovic via Skype and/or telephone for the public and executive portions of its public Regular Meeting on December 10, 2019.

Mr. Dumovic 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 participation of Board Member, Peter Dumovic via telephone, seconded by Mrs. Fraser and the motion was CARRIED in a roll call vote: Mrs.

Mody; yes, Mrs. Fraser, yes; Mrs. Holquist, yes; Mr. Thayyar; yes; and Mr. Jendryka, yes; all yes – motion carries.

There was a connection error and Mr. Peter Dumovic was unable to join the meeting.

V. Superintendent's Report

➤ District Updates, News and Events

Presentation of Proclamation for Cross Country Award to Brady Kontely approved last month
Rachel and Greg from Parette Somjein – Review of district Strategic Capital Improvement Plan
Mr. Koroski on Special Education review of past year and summary of the current year

Have a great holiday!

Upcoming Meeting Schedule

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

I just want to take a few moments to thank Mr. Brian Jendryka for his time and commitment to the Board of Education. He has always been willing to help and has taken on a significant amount of leadership as BOE President and he will be greatly missed.

VI. Board Secretary's Report

➤ Finance:

June 30, 2019 Audit – Has been completed and the report is being finalized. It went extremely well. All twelve of the audit recommendations from the prior year have been resolved and corrected. There is only one from this year, which was unavoidable since it was from a purchase order from June 2018 – since that was a prior year that carried over I could not correct the error since the project was complete when I arrived in August 2018.

Kathi Mantell from Nisivoccia will be coming to the regular monthly meeting in January to present the audit to the BOE and I will have a copy electronically sent to you prior so that you can review it.

Federal Grants – 2016-2017 Audit

Still, I have not heard from the state with the final determination.

Mid-year Review – January 6, 2020

VII. Board President's Report – Mr. Jendryka spoke about being on the BOE and about how much he appreciated the fact that the district has such great people and staff to work with. What more can be said about a district that has 2 Blue Ribbon Schools, it has been a pleasure, thank you.

Mrs. Holquist also commented to say thank you for all that you have done, it has been a pleasure having you as a fellow board member.

VIII. Correspondence – None.

IX. Committee Reports

- **Curriculum and Instruction** - Mrs. Fraser delivered the committee report.
- **Operations and Finance** - Mrs. Holquist delivered the report.
- **Personnel and Human Resources** - Mr. Thayyar delivered the report.
- **Policy and Planning** – None.

X. CONSENT ITEMS

Approval of Minutes - Regular Session Minutes: November 19, 2019

Approval of Executive Minutes - None

Curriculum and Instruction

1. Middle School - Approval of Instructional Materials 2019 - 2020

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Middle School Language Arts textbooks and instructional material (Primary: Books directly correlated to the curriculum; Supplemental: Books used to expand content and or format of primary books):

Grade Level	Title	Primary/Supplemental
Fifth Grade	Sadlier Grammar Workbook	Primary

2. Middle School Field Trip - Confirmation of Field Trip (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
01/24/20	Grades 7 & 8 Choral Students	West Morris Area Choral Festival, W.M. Central High School Chester, NJ	\$0 District Bus	\$0 District Bus	Ignacio Angulo-Pizarro Alexandra Perrotta

3. Elementary School - Parent-Led Recess

BE IT RESOLVED that the Mendham Township Board of Education approves the following parent-led recess activities, to be held in the Elementary School Staff Development Room, for the 2019 - 2020 school year:

Dates	Activity	Parent Volunteer
12/04/19, 12/11/19, 12/17/19, 12/18/19	Yoga Recess	Lyndy Hepplewhite
12/05/19, 12/12/19, 12/19/19	Craft Recess	Sasha Avery

12/03/19, 12/10/19, 12/17/19	Craft Recess	Rachael Colasante
12/16	Craft Recess	Jane Leonard

4. **Elementary School Holiday Sing A Long** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the song list for the Elementary School Holiday Sing A Long to be held on December 19, 2019.

5. **Contract with Behavioral Care**

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Tri-County Behavioral Care, LLC for the remainder of the 2019-2020 school year for referring and providing School Clearance Assessment (SCA) services at a cost of \$100 per SCA.

Operations and Finance

1. **December 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 December 2019 that no major accounts and fund balances in the 2019/2020 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 2019 Board Secretary's Reports.

3. **Treasurer's Report**

BE IT RESOLVED that the Mendham Township Board of Education approve the November 2019 Treasurer's Report.

4. **December 2019 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approve the December 2019 transfer report.

5. **2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final December 2019 Bills List. This includes payroll checks N0131 through N0135.

Fund 10	\$ 23,369.75
Fund 11	\$ 775,013.96
Fund 20	\$ 10,257.95
Fund 40	\$ 359,750.00
Fund 60	\$ 32,745.76

Total: \$1,201,137.42

6. **Use of District Facilities**

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2019 - 2020 school year with the right to cancel based on school events and needs:

Organization	Location	Dates	Times	Responsible Party
West Morris Community Concert Band	<u>MS</u> Band Room	Thursdays 01/02/20-06/04/20	7:00PM-9:15PM	Gary Quam
Morris County Arts Workshop	<u>ES</u> Gym Classrooms	Mondays - Friday 01/06/20-03/16/20	8:00AM-8:45AM 3:45 PM-4:45 PM	Jane Shatz
GRIT 360 (Basketball)	<u>MS</u> Gyms	TBD - Depending on gym availability	TBD	Kerry Foderingham

7. **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 \$0.35 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
“Blue Ribbon” State Ceremony Trenton, NJ	12/04/19	Carolyn Allen	Mileage Reimbursement + Substitute Coverage	Mileage Reimbursement + Substitute Coverage
Student Screening In District	12/04/19	Katelyn Safko	Substitute Coverage	Substitute Coverage
Observe F. Hare at MTMS	12/09/19	Sarah Bizarro	Substitute Coverage	Substitute Coverage
Public Health Nursing Vaccine Workshop Flemington, NJ	12/12/19	Katelyn Safko	Mileage Reimbursement + Substitute Coverage	Mileage Reimbursement + Substitute Coverage
3rd Grade Musical In District	12/10/19 <i>Snow date</i> 12/11/19	Alice Allen	Substitute Coverage	Substitute Coverage
School Nurses: Enhance Effective Medical Emergency Response Teams at Each of Your School	01/16/20	Erin Giarrusso Katelyn Safko	\$295.00 each + Mileage Reimbursement + Substitute Coverage	\$295.00 each + Mileage Reimbursement + Substitute Coverage

Sites West Orange, NJ				
Section 504 in NJ South Plainfield, NJ	02/28/20	Carolyn Johnson	\$219.00 + Mileage Reimbursement	\$219.00 + Mileage Reimbursement
School Transportation Supervisors Conference Atlantic City, NJ	03/26/20	Margaret Hogan	\$175.00 + \$82.00 Hotel + Mileage Reimbursement	\$175.00 + \$82.00 Hotel + Mileage Reimbursement

8. **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 2019 - 2020 school year.

Personnel and Human Resources

1. **Transportation Driver - Sami Haile**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Sami Haile, Substitute Driver to Full-Time Driver, for the 2019 - 2020 school year effective January 2, 2020, at a prorated salary of \$28,490.40.

2. **Leave of Absence - Sondra Farnon** (*Attachment*)

BE IT RESOLVED that the Board hereby approves Sondra Farnon, School Bus Driver, for a leave of absence, having received Doctor's certification, commencing November 11, 2019, under the Federal Family Medical Leave Act (FMLA), ending after Six (6) weeks on January 1, 2020, while utilizing Twenty-Seven (27) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Sondra Farnon with an anticipated return to work date of January 2, 2020.

3. **Revised - Elementary School Schedule B Stipend Position 2019 - 2020**

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2019 - 2020 Co-Curricular Stipend position for the Elementary School:

Activity	2019 - 2020 Salary	Staff Member
School Publication Advisor	\$1,802.00	Tracy Newton

4. **Substitute Coverage for Pre-K Before and After Care**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Dawn Cullinan as Substitute for the Pre-K Before and After Care Program on an as-needed basis at an hourly rate of \$18.15 per hour for the 2019 - 2020 school year.

5. **Revised Leave Replacement Substitute Teacher - Linda Scherba**

BE IT RESOLVED that the Mendham Township Board of Education approves Linda Scherba, Leave Replacement World Language Teacher, for the 2019 - 2020 school year effective October 21, 2019, to the revised date of February 28, 2020, previously approved by the Board on October 29, 2019.

6. **Elementary School - Student Teachers** (*Attachments*)

BE IT RESOLVED that the Mendham Township Board of Education approves the following student teachers and their cooperating teachers for the 2019 - 2020 school year:

Student	Cooperating Teacher	Dates
Tara Baggio School of Education American University	Diane Barlow	01/13/20 - 04/20/20
Marlene Lupo College of Education Grand Canyon University	Laura Porrovecchio	01/2020 for 16 weeks

Mrs. Holquist moved to approve Consent Items for December 10, 2019; Approval of Regular and Executive Minutes, Curriculum & Instruction items 1 – 5, Operations & Finance items 1 – 8, Personnel & Human Resources items 1 – 6, Policy and Planning item 0, seconded by Mr. Thayyar and the motion was CARRIED in a roll call vote: Mrs. Holquist; yes, Mrs. Mody; yes, Mrs. Fraser; yes, Mr. Thayyar; yes; and Mr. Jendryka; yes. all yes – motion carries.

- X. **ACTION ITEMS – None**
- XI. **Verbal Communications from the Public – None**
- XII. **Adjourn to Closed EXECUTIVE SESSION**

WHEREAS, Chapter 231 P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive session under certain limited circumstances, and

WHEREAS, said the 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 a personnel matter. 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, seconded by Mrs. Fraser to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 8:35 pm.

- XIV. **Reconvene Open Work Session Meeting** - The Board reconvened the Regular Session at 9:00 pm.
- XV. **Adjournment**

Moved by Mrs. Holquist, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 9:00 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary