

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, JANUARY 28, 2020, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:30 pm.

II. Flag Salute - Mrs. Holquist led the flag salute.

III. Roll Call of the Board of Education

Mrs. Gretchen Holquist	President	Present
Mr. Aadithya Thayyar	Vice President	Present
Mr. Andrew Christmann		Present
Mr. Peter Dumovic		Absent
Mrs. Heather Fraser		Absent
Mr. Richard Gondek		Present
Mrs. Joan Mody		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mrs. Donna Mosner, School Business Administrator
General Public – two people

IV. Sunshine Law

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, 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.

V. Superintendent's Report

➤ District Updates, News and Events

The Mendham Township School District would like to recognize and honor our Governor's Educator of the Year Winners

Mrs. Theresa Milow, 2nd Grade Teacher, Mendham Township Elementary School

Mrs. Catherine Gustavsen, ELA Teacher, Mendham Township Middle School

ESP of the Year

Mrs. Allie Perrotta, MTMS

Mrs. Nancy Fuller, MTES

Kindergarten Registration for the 2020-2021 school year will take place on Thursday, February 6th, and Friday, February 7th at the Mendham Township Elementary School Main Office 9:30 a.m. - 3:00

p.m. Children should have turned five years old by October 1, 2020, to be able to register for kindergarten.

Preschool Registration 2020-2021 school year will take place on Thursday, February 13th at the Mendham Township Elementary School Main Office 9:30 a.m.- 3:00 p.m.

County office visits – January 17 and February 6

Financial Literacy and LGBTQ Requirements

Healthy Practices:

Green Cleaning

Fresh Fruits and Veg

Bottle Filler Stations

Sustainable Practices

IAQ

SEL Update – Committees have been formed at the school level to review and plan SEL programming. We have joined the RU/C of SE School Climate Assessment and Improvement Process (SCAIP) as they proved the guidance and support of experts in the field of school climate and social-emotional learning. One of the first steps for us is to conduct a school-wide needs assessment to identify areas of strength and opportunity to foster a more supportive learning environment. The results of this assessment will help us to implement practical strategies that promote a positive culture and climate.

Committee Meetings – Week of February 10, 2020

Monday (8:30 AM Conf Call) – Personnel

Tuesday (8:00 AM Conf Call) – Operations/Finance

Wednesday (8:00 AM Conf Call) – Curriculum

Tuesday (8:00 AM Conf Call) – Policy

February 18, 2020, 7:30 PM – Work Session Meeting

February 25, 2020, 7:30 PM – Regular Meeting

- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
- Audit Presentation by Kathryn Mantell, Nisivoccia LLP

VI. Board Secretary's Report

- **Finance:**

Presentation on the June 30, 2019 Audit by Kathi Mantell and Luisa Rodriguez

- CAFR stands for the **Comprehensive Annual Financial Report**. A CAFR is a set of financial statements for a state, municipality or other governmental entity that complies with the

accounting requirements established by the Governmental Accounting Standards Board (GASB). It must be audited by an independent auditor using generally accepted government auditing standards.

The CAFR consists of three sections: Introductory, Financial and Statistical.

The **Introductory** section orients and guides the reader through the report.

The **Financial** section presents the entity's basic financial statements as well as notes to the statements and the independent auditors' report. The **Statistical** section provides additional financial and statistical data, including data about financial trends that may better inform the reader about the government's activities.

- AMR stands for **Auditors Management Report**. The ARM is a summary written by a company's external auditors, which is a representation of the work reviewed. The summary attests to the accuracy of the financial statements that the company has submitted to the auditors for analysis.
- Financial Highlights – 06/30/19
- Mid-Year Review with the County – went extremely well
- 2020 Bill List Review schedule
- Final Budget Calendar for 2020-2021

VII. Board President's Report – Discussed options for sources of revenue for the budget, idea to advertise for Out-of-District students to attend Mendham Township School is a wonderful opportunity for additional funding.

Mrs. Mosner discussed the use of Banked Cap and that there is \$37,917 to use or lose, there is also \$175,641 that can be carried over for another year if adjustments allow once the budget edits and state aid figures are released.

Dr. Constantino mentioned the consideration of an additional ballot question to purchase buses, which will help the district take on additional routes and generate more revenue.

VIII. Correspondence

IX. Committee Reports

- Curriculum and Instruction – Mrs. Mody delivered the report
- Operations and Finance – Mr. Thayyar delivered the report
- Personnel and Human Resources - Mr. Gondek delivered the report

X. Consent Items

Approval of Minutes

Regular Session Minutes: December 10, 2019

Approval of Executive Minutes: N/A

Curriculum and Instruction

1. **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	Cost to Students	Chaperones
01/10/20	Grade 8	NYC, NY <i>9/11 Memorial & Museum, Freedom Tower, U.N. Headquarters, Ellen's Stardust Diner, Madame Tussaud's Wax Museum</i>	\$0	\$208.00	Amanda Porter Ignacio Angulo-Pizarro Carol Hueston Michal Ferenc Erica Hays Perry Hooker Alexandria Perrotta Fernando Rivera

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for field trips which extend the day by more than two (2) hours to the above-listed chaperones for the New York City, NY trip.

2. **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 2019 - 2020 school year, previously approved by the Board on July 16, 2019.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
01/16/20 01/23/20 01/30/20 02/06/20* 02/20/20* 02/27/20* 03/12/20*	Various Grades	ATOMS Competition	\$200.00	\$0	Michael Ferenc

<i>(*if necessary)</i>					
02/05/20	Various Grades	District Honors Band Trip	\$0	\$12.00 <i>(lunch)</i>	Russell Branch
02/27/20	Various Grades	Tech Expo	\$0	\$0	Donna CasaGrande Elizabeth Hollman

3. **New - Middle School Field Trip** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2019 - 2020 school year.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
02/17/20	All Choir Members	Madison Square Garden/ Harlem Globetrotters <i>Choir to perform during the halftime show</i>	\$0	\$102.50	Ignacio Angulo-Pizarro Hannah Tapia Gina Sodora

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 to the above chaperones for the Monday, February 17, 2020 field trip to Madison Square Garden, NY.

4. **Middle School - Approval of Instructional Materials 2019 - 2020** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the following Middle School Math 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	Big Ideas Math: Modeling Real Life	Primary & Online access

5. **Middle School New Curriculum** *(Attachments)*

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption of the new Middle School Financial Literacy Curriculum and Middle School Personal Finance Toolbox for the 2019 - 2020 school year:

Grade 6	College and Student Loan Financial Literacy Project
Grade 7	Buying and Owning a Car Financial Literacy Project
Grade 8	Credit Card Financial Literacy Project

6. **New Volunteers - Elementary School Parent-Led Recess**

BE IT RESOLVED that the Mendham Township Board of Education approves Mr. Bob Osner-Hackett and Mrs. Erica Gibbons, volunteer parents, to participate in parent-led recess activities, to be held in the Elementary School Staff Development Room for the 2019 - 2020 school year.

7. **Student Safety Data System**

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the Student Safety Data System for Period 1 (September 1, 2019 - December 31, 2019) to the New Jersey Department of Education.

8. **Middle School Participation in WMMHS “Shadowing Day”**

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School’s participation in WMMHS Future Educator’s “Shadowing Day” to be held on Tuesday, February 25, 2020.

9. **College of Saint Elizabeth’s Graduate Student to Shadow at Middle School**

BE IT RESOLVED that the Mendham Township Board of Education approves Elaina Benedetto, a graduate student at the College of Saint Elizabeth’s, to shadow School Counselor Alexandria Perrotta on January 28, 2020.

10. **Lower Merion School District, PA to Visit Middle School**

BE IT RESOLVED that the Mendham Township Board of Education approves Assistant Principals Mr. Joseph Devine and Ms. Kristy Fruit from Lower Merion School District to visit Mendham Township Middle School on February 13, 2020, to explore the Grades 5-8 configuration.

Operations and Finance

1. **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 2020 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 December 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **December 2020 Transfer Reports**

BE IT RESOLVED that the Mendham Township Board of Education approves the January 2020 transfer report.

5. **January 2020 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final January 2020 Bills List. This includes payroll checks N0136 through N0138, N0140 through N0142, N0145 through N0148.

Fund 11	\$2,458,896.38
Fund 20	\$ 24,735.19
Fund 60	\$ 21,022.33
Fund 95	\$ 1,396.00
Total:	<u>\$2,576,065.78</u>

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
NJ Thunder Basketball	<u>MS</u> Gyms	Monday - Friday 02/23/20-06/05/20	5:00 PM-8:00 PM	Andrew Talbert
GRIT 360 Basketball	<u>MS</u> Gyms	Fridays 03/27/20 04/03/20, 04/10/20	5:30 PM-8:30 PM	Kerry Foderingham

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

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
Holiday Sing-	12/20/19	Alice Allen	Substitute	Substitute

Along <i>In District</i>			Coverage	Coverage
NJAB Director's Meeting <i>Mt. Olive H.S.</i>	01/10/20	Russell Branch	\$0	\$0
Tiger Singers Concert <i>In District</i>	01/15/20	Alice Allen	Substitute Coverage	Substitute Coverage
Observing Physical Education Teachers <i>Sparta Elementary School, Sparta, NJ</i>	01/17/20	Briana Panetta	Substitute Coverage + Mileage Reimbursement	Substitute Coverage + Mileage Reimbursement
CANS: Strengths and Needs Assessment <i>Union, NJ</i>	01/21/20	Elyse Greenbaum	\$0	\$0
Grade 4 Team Curriculum Mtg. <i>In District</i>	01/21/20	Diane Barlow Dawn Cullinan Lisa Lombardo Theresa McNamara	\$0	\$0
Technology Roundtable <i>Long Valley, NJ</i>	01/23/20	Peter Ricci	\$0	\$0
Garden State Children's Book Award Committee Meeting <i>Old Bridge Public Library Old Bridge, NJ</i>	01/31/20	Tracy Newton	Substitute Coverage + Mileage Reimbursement	Substitute Coverage + Mileage Reimbursement
Pre K & Kindergarten Registration <i>In District</i>	02/06/20 02/07/20 02/13/20	Katelyn Safko	Substitute Coverage	Substitute Coverage
Autism NJ Conference <i>Newark, NJ</i>	02/24/20	Diane Barlow Lisa Lombardo	\$49.00 + Substitute Coverage	\$49.00 + Substitute Coverage
NJ Association of	02/24/20	Gina Sodora	\$234.00 +	\$234.00 +

Health, P.E. Recreation, and Dance <i>Long Branch, NJ</i>	02/25/20		Mileage Reimbursement + Substitute Coverage	Mileage Reimbursement + Substitute Coverage
Mandatory Training for 2020 NJSL <i>Whippany, NJ</i>	02/26/20	Alexandria Perrotta Peter Ricci	\$0	\$0
ACA-Tri State Conference <i>Atlantic City, NJ</i>	03/10/20 03/11/20	Elyse Greenbaum	\$0	\$0
Purchasing Program, NJASBO Rockaway, NJ	03/19/20	NJASBO - Purchasing Program	\$100	\$100
NJSBGA Conference/Expo <i>Atlantic City, NJ</i>	03/23/20 03/24/20 03/25/20	John Ragusa	\$200.00 + Lodging, Meals + Mileage Reimbursement	\$200.00 + Lodging, Meals + Mileage Reimbursement

8. **Mendham High School Volleyball Booster Club - Transportation**

BE IT RESOLVED that the Mendham Township Board of Education approves transportation for Mendham High School Volleyball Booster Club on August 13, 2020, August 14, 2020, and August 15, 2020, to Central Jersey Volleyball Academy located in East Hanover. Transportation services will be billed at \$61.00 per hour for one bus with a driver.

9. **Acceptance of 2018/2019 Audit**

BE IT RESOLVED that the Mendham Township Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report for the period July 1, 2018, through June 30, 2019, 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 - None.
3. School Purchasing Program - Public school contract law requirements be followed in all instances in accordance with the provisions of N.J.S.A. 18A:18A-4.
4. School Food Service - None.
5. Student Body Activities - None.
6. Application for State School Aid - None.
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 - The prior-year recommendations have all been corrected.

AND IT IS FURTHER RESOLVED, that the Mendham Township Board of Education approves the Corrective Action Plan (CAP) for the 2018/2019 School year as presented.

Personnel and Human Resources

1. **Revised Compensation - Mentor for Provisional Teacher**

BE IT RESOLVED that the Mendham Township Board of Education approves the revised payment to the following to serve as a mentor during the Provisional Teacher Certification process, previously approved by the Board August 27, 2019

Mentor	Provisional Teacher	Certification	Compensation
Ashley Bays	Courtney Messina	CEAS	\$220.00

2. **Leave of Absence-Sondra Farnon (REVISED)** *(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 twelve (12) weeks on February 25, 2020, while utilizing sixty-four (64) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Sondra Farnon with an anticipated return to work date of February 26, 2020, pending re-evaluation and certification from a physician on Feb. 25, 2020.

3. **Staff Retirement - Maria Doto** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Maria Doto, Middle School English Language Arts Teacher, dated January 8, 2020, and effective June 30, 2020.

4. **Staff Retirement - Nancy Brychta** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of retirement from Nancy Brychta, Middle School Special Education Teacher, dated January 13, 2020, and effective June 30, 2020.

5. **Home Instructors**

BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction by Michal Ferenc for one (1) student (112234106) for up to ten (10) hours per week, at a rate of \$41.00 per hour, commencing January 13, 2020, for the remainder of the 2019-2020 school year.

6. **Rescind Extra Hours: Instruction Aide – Christine Rollo**

BE IT RESOLVED that the Mendham Township Board of Education rescinds the previously approved extra hours for Instructional Aide Christine Rollo to serve as an aide for student #13106201 to during Zero Period at Mendham Township Elementary School on Tuesdays.

7. **Extra Hours: Instructional Aide – Cindy Blood**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$28.56 for Cindy Blood to serve as an aide for student #13106201 to Zero Period at Mendham Township Elementary School on Tuesdays starting January 7, 2020, through the remainder of the 2019 - 2020 school year.

8. **Extra Hours: Lunch Aide/Recess - Nicole Morgan**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$18.15 for Nicole Morgan to provide contracted lunch coverage for 1 to 1 aide Cindy Blood effective January 13, 2020, through the remainder of the 2019 - 2020 school year.

9. **Staff Resignations: Jennifer Otten**

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Jennifer Otten, Cafeteria/Recess Aide effective December 19, 2020.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Jennifer Otten as a Substitute Cafeteria/Recess Aide at an hourly rate of \$12.14 per hour effective January 29, 2020, for the 2019 - 2020 school year.

10. **Staff Resignations: Teresa Sanchez**

BE IT RESOLVED that the Mendham Township Board of Education accepts the resignation of Teresa Sanchez, Cafeteria/Recess Aide effective January 21, 2020.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of Teresa Sanchez as a Substitute Cafeteria/Recess Aide at an hourly rate of \$12.14 per hour effective January 29, 2020, for the 2019 - 2020 school year.

Mr. Gondek moved to approve the Committee Reports and the Consent Items for January 28, 2020; Approval of Regular Minutes, Curriculum & Instruction items 1 – 10, Operations & Finance items 1 – 9, Personnel & Human Resources items 1 – 10, Policy and Planning item 0, seconded by Mr. Christmann and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mrs. Mody; yes, Mrs. Fraser; yes, Mr. Thayyar; yes; and Mrs. Holquist; yes. All yes – Motion carries.

X. **Discussion**

A. **School Calendar for Monday, February 2, 2020 – Dr. Constantino spoke about a petition from the MTMS students to have a delayed opening the day after the Superbowl. The Board of Education thought it would be best to reward the students with a homework-free weekend instead. The impact of parents for a discretionary event does not warrant a day off with such little notice and it would probably not affect a large population of the students.**

B. **MTMS Social Studies**

XI. **Verbal Communications from the Public**

Mr. Wilson – Mendham Township – made a comment that ratables have not increased due to one property. Has the board considered consolidation with the Borough, this would save the district a great deal? Dr. Constantino responded that the discussion has taken place and that the former BOE President did reach out to their BOE President several times. He also asked if the budget discussions could be recorded since it would be helpful for more residents to hear, this is very important. Also, if you advertise for students are you tied to them for the life of their education within the district? Dr. Constantino responded that there are an application and interview process that would be done annually.

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 student 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 Mr. Gondek to move to Closed Executive Session. The Board adjourned to Closed Executive Session at 9:10 pm.

XII. Reconvene Open Work Session Meeting - The Board reconvened the Regular Session at 9:30 pm.

XIV. Action Items

Curriculum and Instruction

1. Harassment/Intimidation/Bullying Reports

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

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

NOW, THEREFORE BE IT RESOLVED that the Board of Education carries to accept the Superintendent's recommendations for Incident #MTES 1

Mr. Gondek moved to approve the Action Item, Curriculum and Instruction 1, seconded by Mr. Christmann and the motion was CARRIED in a roll call vote: Mr. Christmann; yes, Mr. Gondek; yes, Mrs. Mody; abstained, Mr. Thayyar; yes; and Mrs. Holquist; yes. All yes – Motion carries.

XV. Adjournment

Moved by Mrs. Holquist, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 9:33 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/Board Secretary