

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING MINUTES
TUESDAY, OCTOBER 15, 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		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 – zero

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.

V. Superintendent's Report

- > District Updates, News and Events
 - MTMS Boys' Cross Country has won their sixth County Title in a Row. Congratulations to Coach DePugh and the team.
 - MTSD PR Releases:
 - Week of Respect
 - Sustainable NJ
 - NJ SSL
 - Hispanic Heritage Month
 - Employee Spotlight
 - Operation Gratitude
 - School Pumpkin Weight Contest

 - Field Hockey (4-0-3)
 - Cross Country B&G (20-0)

Boys Soccer (8-1)
Girls Soccer (5-1-2)
B. Kontely (9:26) broke a record set in 2015.
Congratulation to Margaret Hogan. We have invited her to our next Board Meeting.

Upcoming Meeting Schedule
October 29, 2019, 7:30 PM – Regular Meeting
Committee Meetings - Week of November 11, 2019
Monday (8:30 AM Conf Call) – Operations/Finance
Tuesday (8:30 AM Conf Call) – Personnel
Wednesday (8:30 AM Conf Call) – Curriculum
November 19, 2019, 7:30 PM – Work Session Meeting
November 26, 2019, 7:30 PM – Regular Meeting

- Suspension, Truancy, and Emergency/Fire Drill Reports (*Attachments*)
- Tri-Annual Reports - Dr. Ciccone and Ms. Kotcho (October 29, 2019)

VI. Board Secretary's Report

Finance

Audit – unfortunately was pushed back until the beginning of November by the auditors due to an issue with an existing client. Will have an update and summary hopefully for the BOE at the November meeting.

The comprehensive maintenance plan (CMP), M-1, and facilities 7.6 checklist have all been completed and are ready for submission to the state after BOE approval.

Federal Grant Audit – 2016-2017
Still not update or final determination

October 15, 2019, is the snapshot date utilized in the state for the enrollments, which calculates the districts state aid for each district within the state.

Mid-year review – January 6, 2020

- VII. Board President's Report** – potential shared services with Chester, collaboration in a more meaningful way. Resident survey is moving along, a beta test should be done sometime this week, idea is to share with the community prior to 12/31/19. No news or updates from Mendham Borough BOE President to date, will keep you posted.

Mr. Dumovic wanted to discuss see where things stand with the budget discussion, looking at additional revenues streams, special education areas of possible revenue and cost containment. Ideas of items for revenue should be sent to Mrs. Holquist by November 1st for the next Op & Finance meeting.

VIII. Correspondence

IX. Committee Reports

- **Curriculum and Instruction**
- **Operations and Finance**

- Personnel and Human Resources
- Policy and Planning

X. CONSENT ITEMS

Approval of Minutes

Work Session Minutes: September 17, 2019
 Regular Session Minutes: September 25, 2019

Approval of Executive Minutes

Executive Session Minutes: September 17, 2019
 Executive Session Minutes: September 25, 2019

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 2019 - 2020 Holiday Concert Music Selections (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the Middle School Holiday Concert Music Selections for the 2019 - 2020 school year.

2. New Middle School Field Trip - Frost Valley, YMCA

BE IT RESOLVED that the Mendham Township Board of Education approves the 7th Grade trip to Frost Valley YMCA, NY, April 24, 2019 - April 26, 2019 in place of the trip, previously approved by the Board on July 16, 2019.

3. **Middle School Field Trip - Confirmation of Previously Approved Field Trip** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School field trip for the 2019 - 2020 school year, originally approved by the Board of July 16, 2019.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
11/02/19	Grades 4 - 8	Metropolitan Museum of Art New York	\$0	\$55.00	Sarah Bizzarro Donna CasaGrande Megan Ryan

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment at the contractual rate of \$120.00 for the Saturday, November 2, 2019 field trip to the Metropolitan Museum of Art.

4. **New Middle School Field Trip - West Morris Mendham High School** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the following Middle School field trip for the 2019 - 2020 school year.

Date	Grade	Activity	Cost to Board/ Transportation	Cost to Student	Chaperones
11/21/19	Grades 6 - 8 (<i>music students</i>)	Concert at West Morris Mendham H.S.	\$0	\$0	Russell Branch Karen Schaberg Ignacio Angulo-Pizarro Stacey Bray Diane Emr Sara Cry-Alai Perry Hooker

5. **HIB Self-Assessment for Determining Grades** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Mendham Township Elementary School's and the Mendham Township Middle School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

Operations and Finance

1. **October 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 October 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 August and September 2019 Board Secretary's Reports.

3. **Treasurer's Report**

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

4. **October 2019 Transfer Reports**

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

5. **2019 Bills List**

BE IT RESOLVED that the Mendham Township Board of Education approves the final October 2019 Bills List. This includes payroll checks N0105 through N0112.

Fund 10	\$
Fund 11	\$
Fund 20	\$
Fund 40	\$
Fund 60	\$
Fund 80	\$
Total:	\$

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
Brownie Troop #96760	<u>ES</u> Classroom	Thursdays 10/10/19, 11/14/19, 12/12/19, 01/16/19, 02/13/20, 03/19/20, 04/16/20, 05/14/20, 06/04/20	3:00PM - 5:00PM	A. Daly
West Morris Community Band	<u>MS</u> Classroom	Thursday 11/14/19	7:00PM - 9:15PM	G. Quam
Girl Scouts	<u>MS</u> Classroom	Tuesdays 11/12/19, 12/10/19, 02/11/20	2:50PM - 4:30PM	D. Feldman
Girl Scouts Troop #97971	<u>ES</u> Classroom	Fridays 11/15/19, 12/03/19, 01/17/20, 02/21/20, 03/20/20, 04/17/20, 05/15/20, 06/05/20	3:45PM - 5:00PM	M. Sahi G. Holquist
Girl Scouts Daisy K Troop	<u>ES</u> Classroom	Fridays 11/08/19, 12/13/19,	3:45PM - 4:45PM	J. Martin

		01/10/20, 02/14/20, 03/13/20, 04/10/20, 05/08/20, 06/12/20, 07/10/20, 08/14/20, 09/11/20		
NJ Cyclones (Basketball)	<u>ES</u> Gym	Tuesday 12/03/19 Thursday 02/27/20	5:00PM - 9:30PM	R. Marchese

❖ 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
PBMA Creation/ Math Problem Solving <i>In-District</i>	10/16/19	Kellie DeGise Erica Parke Clare Riina Cara Rubinaccio	Substitute Coverage	Substitute Coverage
School Health Physicals - <i>In-District</i>	10/23/19 10/30/19 11/13/19 11/20/19	Katelyn Safko	Substitute Coverage	Substitute Coverage
NJSBA Workshop Atlantic City, NJ	10/21/19 10/22/19 10/23/19	Robert Koroski	0	0
Sustainability Award Ceremony Atlantic City, NJ	10/22/19	Tracy Newton Erica Parke	Substitute Coverage + Mileage Reimburse- ment	Substitute Coverage + Mileage Reimburse- ment
Making Best Use of Google Classroom to Enhance Learning West Orange, NJ	11/25/19	Theresa Milow	\$279.00 + Substitute Coverage	\$279.00 + Substitute Coverage
Develop Growth Mindset in Mathematics to Increase	12/10/19	Darlyne Pieper	\$279.00 + Substitute Coverage	\$279.00 + Substitute Coverage

Students' Perseverance, Engagement and Success West Orange, NJ				
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8. **Transportation Agreement - 2019 - 2020 School Year** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following joint transportation agreement between the Mendham Township Board of Education and the Chester School District for the 2019 - 2020 school year.

Joiner District To and From School - Per Annum Total Route Cost: \$2,000.00						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Students	Joiner Cost
08/2019	06/2020	GSB02A	Gill St. Bernards	S1R314	2	\$2,000.00

9. **Transportation Agreement - 2019 - 2020 School Year** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following joint transportation agreement between the Mendham Township Board of Education and the Randolph School District for the 2019 - 2020 school year.

Joiner District To and From School - Per Annum Total Route Cost: \$2,000.00						
Start Date	End Date	MTSD Route#	Destination	Contracted Vehicle	# of Students	Joiner Cost
08/2019	06/2020	GSB01A	Gill St. Bernards	H379S1	2	\$2,000.00

10. **Transportation Bus Safety Event**

BE IT RESOLVED that the Mendham Township Board of Education approves the Bus Safety Events at the Mendham Borough Hilltop School on October 2, 2019 and the Mendham Borough Mountain View School on October 8, 2019, at a cost of \$250.00 per school.

11. **School Bus Emergency Evacuation Drill Reports** (Attachments)

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 September 10, 2019 drill at 8:05 a.m., Mendham Township Elementary School detailing the September 17, 2019 drill at 9:15 a.m. - 11:30 a.m., Mendham Borough Hilltop School detailing the October 2, 2019 drill at 9:15 a.m. - 11:30 a.m., the Mendham Borough Mountain View Middle School detailing the October 8, 2019 drill at 9:15 a.m. - 10:30 a.m., and the Gill Saint Bernard's detailing the October 11, 2019 drill at 8:00 a.m. All drills were supervised by Margaret Hogan.

12. **Revised Field Trip Venue - Charter Bus Transportation**

BE IT RESOLVED that the Mendham Township Board of Education approves Passaic Valley Coach for the Middle School field trip to Frost Valley YMCA, NY, April 24, 2019 - April 26, 2019 at a cost of \$2,690.00 round trip.

13. **Mendham Township Boy Scout Troop Transportation**

BE IT RESOLVED that the Mendham Township Board of Education provide transportation for the Mendham Township Boy Scout Troop #1 from Mendham High School on Friday, November 9, 2019 to Branchville, NJ and returning from Vernon, NJ to Mendham High School on Sunday, November 11, 2019. Transportation services will be billed at \$61.00 per hour for one bus with driver.

14. **Washington Township to Purchase Van from Mendham Township**

BE IT RESOLVED that the Mendham Township Board of Education approves the sale of one Van to Washington Township:

Item	Year	Capacity	Value	Purchase Price
Van 1	2011	24 Passenger Van	\$11,326.00	\$0

15. **Washington Township to Sell Buses to Mendham Township**

BE IT RESOLVED that the Mendham Township Board of Education approves the purchase of two Buses from Washington Township:

Item	Year	Capacity	Value	Purchase Price
Bus 23	2008	54 Passenger Bus	\$5,663.00	\$0
Bus 42	2008	54 Passenger Bus	\$5,663.00	\$0

16. **2020 - 2021 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 the 2020 - 2021 School Year District Budget.

17. **School Safety and Security Plan Statement of Assurances** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the submittal of the School Safety and Security Plan Statement of Assurance to the New Jersey Department of Education for the 2019 - 2020 school year.

18. **2019 - 2020 M-1 / Annual Maintenance Budget Worksheet** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C 6A:26A for the 2019 - 2020 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 warranties.

19. **2019 - 2020 Comprehensive Maintenance Plan** (*Attachment*)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan for the 2019 - 2020 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 warranties.

20. **Health and Safety School Building Checklist - MTES** (*Attachment*)

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 Checklist for the Mendham Township Elementary School for the 2019 - 2020 school year.

21. **Health and Safety School Building Checklist - MTMS** (*Attachment*)

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 Checklist for the Mendham Township Middle School for the 2019 - 2020 school year.

Personnel and Human Resources

1. **Public Relations Schedule B Stipend Position 2019 - 2020**

BE IT RESOLVED that the Board of Education approves the following staff members as Public Relations liaisons for the 2019 - 2020:

Activity	2019 - 2020 Salary	Staff Member
Public Relations Elementary School	\$4,532.00	Daragh Gallagher-Carpenter
Public Relations Middle School	\$4,532.00	Melanie Smith

2. **Extra Hours: Instructional Aide – Christine Rollo**

BE IT RESOLVED that the Mendham Township Board of Education approves extra hours, at an hourly rate of \$20.46 for Christine Rollo to serve as an aide for student #13106201 to Zero Period at Mendham Township Elementary School on Tuesdays starting November 19, 2019 through the remainder of the 2019 - 2020 school year.

3. **Substitute Transportation Dispatcher**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Substitute Transportation Dispatcher the 2019 - 2020 school year at a rate of \$20.00 per hour.

Deborah Mercurio

4. **Substitute Transportation Assistants**

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Substitute Transportation Assistants for the 2019 - 2020 school year at a rate of \$20.00 per hour.

Daragh Gallagher-Carpenter
Roosevelt Marin
Jacquelyn Polo

Deborah Getchius
Deborah Mercurio
Susan Reuter

Kyonghee Kim
Marguerite Oswald
Debra Webster

5. **New Hire: Elementary School Part-Time Technician** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment, pending completion of paperwork, of Kyle Lissy as a Part-Time Technician, for the 2019 - 2020 school year, at an hourly wage of \$15.00 per hour.

6. **Superintendent of Schools** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the contract of Dr. Salvatore Constantino, Superintendent of Schools at an annual salary of \$215,000 pro-rated for the period from July 19, 2019 through June 30, 2024. The terms of the contract have been approved by the Executive County Superintendent.

7. **Settlement Agreement between Employee #24318958 and Mendham Township Board of Education** *(Attachment)*

BE IT RESOLVED that the Mendham Township Board of Education approves the Settlement Agreement between Employee #24318958 and the Mendham Township Board of Education pending receipt of signed documents.

Policy and Planning

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

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

P 3159	Teaching Staff Member/School District Reporting Responsibilities (M)	(Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M)	(Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M)	(Revised)
P 4219	Commercial Driver's License Controlled Substances and Alcohol Use	Testing (M)
(Revised)		
P 5517	School District Issued Student Identification Cards	(Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M)	(Revised)
P & R 7440	School District Security (M)	(Revised)
P 8600	Student Transportation (M)	(Revised)
R 8600	Student Transportation	(Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M)	(Revised)
R 8630	Emergency School Bus Procedures (M)	(Revised)
P 8670	Transportation of Special Needs Students (M)	(Revised)
P 9210	Parent Organizations	(Revised)
P 9400	Media Relations	(Revised)

X. Discussion

Mr. Dumovic proposed that the website get updated, both the MTMS and MTES are not National Blue Ribbon recipients and it should reflect that. The fast facts section should be updated; the information seems to be old. QSAC scores and 2019-2020 district and BOE goals should be added.

XI. ACTION ITEMS

Personnel and Human Resources

1. **Extra Hours: Susan Oths**

BE IT RESOLVED that the Mendham Township Board of Education approves Susan Oths for extra hours, as needed for Cafeteria/Recess, for the 2019 - 2020 school year at an hourly rate of \$12.14.

2. **Leave of Absence-Cheryl O'Connor**

BE IT RESOLVED that the Board hereby approves Cheryl O'Connor, Elementary School Secretary, for a leave of absence, commencing October 10, 2019 under the Federal Family Medical Leave Act (FMLA), ending on October 18, 2019, while utilizing six (6) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Cheryl O'Connor with an anticipated return to work date of October 21, 2019.

3. **Leave of Absence-Sara Samaan**

BE IT RESOLVED that the Board hereby approves Sara Samaan, Middle School Teacher, for a leave of absence, commencing September 23, 2019 under the Federal Family Medical Leave Act (FMLA), ending after Eight (8) weeks on November 14, 2019, while utilizing thirty-five (35) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Sara Samaan with an anticipated return to work date of November 15, 2019.

4. **Home Instruction**

BE IT RESOLVED that the Mendham Township Board of Education approves Home Instruction through Professional Education Services, Inc. for one student (13755801 local ID) for two (2) hours per day, Monday through Friday except for those days in which academic services are not provided, @ \$41.00 per hour for approximately six (6) weeks, effective October 14, 2019, not to exceed \$2,460.00.

Mrs. Holquist moved to approve Action Items for October 15, 2019; 1 – 4, seconded by Mr. Thayyar and the motion was CARRIED in a roll call vote: Mr. Gondek; yes, Mrs. Holquist; yes, Mrs. Mody; yes, Mr. Dumovic; yes, Mr. Thayyar; yes; and Mr. Jendryka; yes. all yes – motion carries.

XII. Verbal Communications from the Public – None.

XIII. Adjourn to Closed EXECUTIVE SESSION – None.

XIV. Adjournment

Moved by Mrs. Holquist, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 8:55 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary