

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL STAFF DEVELOPMENT ROOM
WORK SESSION MEETING MINUTES
TUESDAY, SEPTEMBER 17, 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	Absent
Mr. Peter Dumovic		Present
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, Business Administrator/Board Secretary
General Public – two

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

Upcoming Events:

- September 27th, Parent Library Volunteer Orientation
- September 30th – No School (Rosh Hashanah)
- October 2nd & 3rd School Pictures
- October 3 – How parents can support their child’s positive mental health (MTMS)
- October 4th/Grade 3 Field Trip to Sandy Hook/Sea Grant Consortium
- WEEK OF RESPECT (10/7-10/11)
- October 7th/Respect Assembly@10:30 am
- October 9th – No School (Yom Kippur)
- October 10th – HSA Meeting

- October 11th – Philadelphia Trip (Grade 7)
- October 14th – No School (Columbus Day)
- October 15th/Fire Department Visit/All Grades
- October 16th – MTMS Principal’s Chat
- October 16th/Rainforest Conservation Assembly
- October 17th/Breast Cancer Awareness Volleyball Game
- October 18th – MTSD Family Fun Night
- October 22nd & October 23rd/Field Trip Pre-School/Backer’s Farm
- October 25th – Grade 5/6 Dance
RED RIBBON WEEK (10/28 – 11/1)
- October 31st/Halloween Parades

Presentation:

- MTSD Public Relations Liaisons – M. Smith & D. Gallagher-Carpenter

VI. Board Secretary’s Report

OPERATIONS/FINANCE:

Open Public Meeting Act - Proposal for a change in minutes approval protocols

The Open Public Meetings Act, N.J.S.A 10:4-6 – which is commonly referred to as the “Sunshine Law”, was enacted in 1975. It establishes that all meetings of public bodies in New Jersey must be open to the public unless the closure is specifically permitted by law. If a meeting by members of a public body is closed to the public, the reason given must be one specifically authorized under the law. The Law requires the public body to keep reasonably comprehensible minutes of all its meetings, showing the time and place, the members present, the subjects considered, the actions are taken, the votes of each member and any other information required by law to be recorded by minutes. These minutes are to be made available to the public within a reasonable timeframe. Based upon case law no more than 60 days is considered a reasonable timeframe. Therefore, moving forward, minutes will be provided in a draft form to the board of education for review and/or discussion at all work session meeting so that they can be approved in their final form at each monthly regularly scheduled meeting and uploaded to the website within 48 hours of final approval as required.

VII. Board President’s Report – Mr. Jendryka provided an update with the survey that will be going out to the residents of Mendham Township – it is currently a work in progress and will be sent out by the Township Committee before the end of this calendar year. I am still waiting to hear from the President of the Mendham Borough in regard to collaboration amongst the districts. Take a few moments to do a final review of the BOE and district goals so that they can be approved at our next meeting.

VIII. Correspondence – None.

IX. Committee Reports – a brief summary was shared by the chair of each committee about agenda items

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

X. CONSENT ITEMS – the following items have been reviewed and will be approved at the regular meeting

Approval of Minutes

Regular Session Minutes: June 25, 2019
 Regular Session Minutes: July 16, 2019
 Regular Session Minutes: August 27, 2019

Approval of Executive Minutes

Executive Session Minutes: June 25, 2019
 Executive Session Minutes: August 27, 2019

Curriculum and Instruction

1. Elementary School Fundraiser for 2019 - 2020 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following fundraiser activity for the 2019 - 2020 school year:

Date	Activity	Description
October 2019	GiGi's Playhouse Hillsborough, NJ Grade 4 Project	Collection of items needed
End of January 2020	Super Bowl Canned Goods Food Drive	Canned goods will be donated to the Interfaith Food Pantry of Morris Plains

2. Elementary School Field Trips - Previously Approved (Attachment)

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
10/03/19	Grade 1	Alstede Farms Chester, NJ	0	\$17.95	Tiffany Reed Eugenia Mastrogiannakos Laura Porrovecchio Brianna Boland 4 Parent chaperones per class Nurse/ Caroline Lonergan
02/10/20	Kindergarten	Mayo Theatre Morristown, NJ	0	\$17.26	Amy Williamson Kelly Merlino Beth Smith Daragh Gallagher Carpenter Cindy Nicol

					Stephanie Sawicki Cheryl Riccardello 2 Parent chaperones per class
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3. **New - Elementary School Field Trip - Backer Farm** (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 219 - 2020 school year.

Date	Grade	Activity	Cost to Board	Cost to Students	Chaperones
10/22/19 <i>Rain Date</i> 10/24/19	Pre-K	Backer Farm Mendham Twp., NJ	0	\$20.00	Alison Kentos Cindy O'Connor Susan Oths Jennifer Eliassen
10/23/19 <i>Rain Date</i> 10/25/19	Pre-K	Backer Farm Mendham Twp., NJ	0	\$20.00	Sara Bresky Jeanne Brown Ann Quidore Carol Jean Floegel Marlene Lupo Helene O'Neill Erika Ungar Joy Lia Leslie Taylor

4. **Middle School Field Trip - Previously Approved** (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
10/11/19	Grade 7	Philadelphia, PA	0	\$199.00	Fernando Rivera Perry Hooker Michal Ferenc Dan DePugh Alexandra Perrotta James Haggerty Franziska Dragon Carol Hueston Donna CasaGrande Erin Giarrusso (nurse)
10/30/19	Grade 6	Math Museum New York, NY	0	\$215.00	Dan DePugh Michael Ferenc Elizabeth Hollman Perry Hooker

					Tara Horutz Fotini Kavalos Alexandra Perrotta Matthew Viggiano Lisa Conte John Trask Cindy Blood Erin Giarrusso (nurse)
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BE IT FURTHER RESOLVED that the 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 Grade 7 Philadelphia, PA, and Grade 6 New York, NY trips.

5. **New - Middle School Field Trips** (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
12/07/19	Grade 7 & Grade 8	Longacre Theatre, NY The Lightning Thief on Broadway Lunch at Brasserie 1605	0	\$150.00	Melanie Smith Jennifer Vazquez
02/22/20	Grade 8	Shubert Theatre, NJ To Kill a Mockingbird on Broadway Lunch at Dallas BBQ	0	\$150.00	Melanie Smith Sara Cyr-Alai Christine Yawger

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to the above chaperones at the rate of \$120.00 for Saturday, December 7, 2019 trip to Longacre Theatre and Saturday, February 22, 2020 trip to Shubert Theatre.

6. **Week of Respect, School Violence Awareness Week, Red Ribbon Week for 2019 - 2020 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the attached activities to be held at the Mendham Township Elementary School and Mendham Township Middle School in observance of the Week of Respect, School Violence Awareness Week, and Red Ribbon Week for the 2019 - 2020 school year.

7. **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 2019 - 2020 school year.
8. **Paraprofessional Staff Statement of Assurance (SOA)**
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Use of Paraprofessional Staff Statement of Assurance (SOA) for the 2019 - 2020 school year, pursuant to state regulations (N.J.A.C. 6A:32-4).
9. **Comprehensive Equity Plan for 2019 - 2022** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the submission of the Comprehensive Equity Plan for the 2019 - 2022 school years.

Operations and Finance

1. **September 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 September 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 July 2019 Board Secretary's Reports.
3. **Treasurer's Report**
BE IT RESOLVED that the Mendham Township Board of Education approves the July 2019 Treasurer's Reports.
4. **September 2019 Transfer Reports**
BE IT RESOLVED that the Mendham Township Board of Education approves the September 2019 transfer report.
5. **2019 Bills List**
BE IT RESOLVED that the Mendham Township Board of Education approves the final September 2019 Bills List. This includes payroll checks N0105 through N0094.

Fund 10	\$ 24,926.92
Fund 11	\$1,350,365.39
Fund 20	\$ 25,806.63
Fund 40	\$ 0.00
Fund 60	<u>\$ 10,386.11</u>
Total:	<u>\$1,411,485.07</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	Resp. Party
Girl Scouts/ Daisies	<u>ES</u> Stem Lab	Mondays 09/23/19, 10/28/19, 11/18/19, 12/16/19, 01/27/20, 02/24/20, 03/23/20, 04/27/20, 05/18/20, 06/01/20	3:45 PM–5:00 PM	R. Cullivan M. Scaramellino T. Lalin
Girl Scouts Troop #97174	<u>ES</u> Classroom	Tuesdays 10/07/19, 11/12/19, 12/10/19, 01/14/20, 02/11/20, 03/10/20, 04/14/20, 05/12/20	3:45 PM– 5:00 PM	K. Angell J. Miller
NJ Thunder Basketball	<u>ES</u> Gyms	Tuesdays & Thursdays 09/05/19 - 11/7/19	5:30 PM-9:30 PM	A. Talbert
HSA Fundraiser/ Family Basketball Night	<u>MS</u> All-Purpose Room Gym	Friday 10/18/19	6:00 PM–8:00 PM	P. Colucci
The Mendham Kids Club	<u>ES</u> Gym Classrooms	Spring Break Camp Monday-Friday 03/20/20-04/03/20 Summer Camp Monday-Friday 06/15/20-07/31/20	9:00 AM–3:00 PM	C. Gallo
NJ Performing Arts	<u>MS</u> Classroom	Tuesday -Friday 09/25/19-06/20/20	3:00 PM-5:00 PM	J. Branch
Cub Scouts Pack #133	<u>ES</u> All-Purpose Room	Friday 02/07/20 Saturday 02/08/20	6:00 PM-10:00 PM 8:00 AM-5:00 PM	L. Walsh

❖ 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 \$0.31 per mile).

Program Name	Date	Employee	Event Cost	Total Cost
In District Nurse - Processing Student Paperwork	09/04/19	K. Safko	Substitute Coverage	Substitute Coverage
Grade 3 Grade Level Programs	09/12/19	Kellie DeGise Erica Parke Clare Riina Cara Rubinaccio	Substitute Coverage	Substitute Coverage
Quarterly Insurance Mtg.	09/20/19	Donna Mosner	0	0
Legislative & Legal Updates	09/24/19	Donna Mosner	\$100.00 + Mileage Reimbursement	\$100.00 + Mileage Reimbursement
Morris County ASBO Mtgs.	09/26/19 10/16/19 11/20/19 12/11/19 01/23/20 02/19/20 03/11/20 04/29/20 05/13/20	Donna Mosner	0	0
Zensational Kids Educate 2B	10/03/19	Alexandra Perrotta	\$219.00	\$219.00
Fall Counseling Conference	10/04/19	Carolyn Johnson	\$109.00	\$109.00
Beyond Decoding: Identifying and Meeting the Needs of All Learners with Dyslexia	10/04/19	Jean Sosna	\$235.00 + Mileage Reimbursement	\$235.00 + Mileage Reimbursement
State Reports	10/08/19	Donna Mosner	\$100.00 + Mileage Reimbursement	\$100.00 + Mileage Reimbursement
Morris Essex Insurance Group	10/10/19 12/10/19 03/19/20 06/11/20	Donna Mosner	0	0
Meaningful Movement	10/14/19	Alice Allen	\$95.00	\$95.00
NJPSA -	10/07/19	Robert Koroski	\$450.00	\$450.00

SSA Prep Sessions	10/15/19 10/22/19 10/28/19 11/04/19			
NJSBA Annual Conference	10/21/19 10/22/19 10/23/19 10/24/19	Salvatore Constantino Donna Mosner	\$129.00 Per Night/Each + Mileage Reimbursement	\$129.00 Per Night/Each + Mileage Reimbursement
Tech Directors Round Table	10/23/19	Peter Ricci	0	0
Conference for School-Based Speech-Language Pathologists	12/06/19	Maureen Hengst	\$289.00	\$289.00

8. **Extraordinary Special Education Aid**
BE IT RESOLVED that the Mendham Township Board of Education accepts the Extraordinary Special Education Aid reimbursement of \$234,449 for the 2018 - 2019 school year as required by N.J.S.A. 18A:7F-55c.

9. **Non-Public Transportation Aid**
BE IT RESOLVED that the Mendham Township Board of Education accepts the Non-Public Transportation Aid reimbursement of \$26,468 for the 2018 - 2019 school year in accordance with N.J.S.A. 18A:39-1(a).

10. **Acceptance of IDEA Grant Funds for the 2019 - 2020**
BE IT RESOLVED that the Mendham Township Board of Education accepts the funding for the 2019 - 2020 Individuals with Disabilities Education Act Grant Application (IDEA). The application amounts are \$149,198 for the Basic IDEA Grant (Grades K-8) and \$8,935 for the Preschool IDEA Grant.

11. **District Goals** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education adopts the Mendham Township Board of Education Annual District Goals action plan for the 2019 - 2020 school year.

12. **Board of Education Goals** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education adopts the Mendham Township Board of Education Annual Goals action plan for the 2019 - 2020 school year.

13. **Revised Transportation Agreement** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the revised Transportation Agreement for the 2019 - 2020 school year with the parents of LID #14537499 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

14. **Disposal of Document Shredder #000379**
BE IT RESOLVED that the Mendham Township Board of Education, upon the recommendation of the School Business Administrator, in accordance with Board Policy R 7300.1, authorizes the appropriate disposal of item #00379.

Personnel and Human Resources

1. **Elementary School Schedule B Stipend Position 2019 - 2020**

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

Activity	2019 - 2020 Salary	Staff Member
Jump Rope for Heart	\$225.00 Each	Briana Panetta Greg Gormly
Breast Cancer Awareness Volleyball Game	\$225.00 Each	Briana Panetta Greg Gormly

2. **Middle School Schedule B Stipend Position 2019 - 2020**

BE IT RESOLVED that the Board of Education approves the following 2019 - 2020 Co-Curricular Stipend positions for the Middle School:

Activity	2019 - 2020 Salary	Staff Member
Play Liaisons	\$1,521.50 Each	Gina Sodora Ignacio Angulo-Pizarro
Sustainability Coordinators	\$2,064.50 Each	Craig Clausen Matthew Viggiano

3. **Reappointment of Substitute Transportation Driver 2019 - 2020 School Year**

BE IT RESOLVED that the Mendham Township Board of Education approves the reappointment of Roosevelt Marin, Substitute Transportation Driver for the 2019 - 2020 school year at an hourly rate of \$22.86.

4. **ABA Stipend**

BE IT RESOLVED that the Mendham Township Board of Education approves Cheryl Riccardello to receive a stipend in the amount of \$4,000.00 for the entirety of the 2019 - 2020 school year. This stipend reflects the additional needs of supporting a student receiving ABA supports within the Kindergarten program, where data, graphing and monitoring of the student's program are done on a daily basis, to support the regular adjustments in the student's individual program.

5. **Substitute Employee Chart**

BE IT RESOLVED that the Mendham Township Board of Education approves the following substitute rate for the 2019 - 2020 school year:

Substitute Nurse	\$160.00 per day
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6. **Extra Hours: Susan Oths**

BE IT RESOLVED that the Mendham Township Board of Education approves Susan Oths for extra hours, as needed in Pre Kindergarten and After Care, for the 2019 - 2020 school year at an hourly rate of \$18.15.

7. **Extra Hours: Elementary School Cafeteria/Recess Aides**
BE IT RESOLVED that the Mendham Township Board of Education approves extra hours for the following Cafeteria/Recess Aides, having attended mandatory training and procedures on 08/23/19 and 08/30/19, up to 1 1/2 hours at their hourly rate:

Rosalynn Ariza Kyonghee Kim Nicole Morgan Jennifer Otten Susan Reuter
8. **Technical Services**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Danny Lewis as a part-time Technology Assistant, at an annual salary of \$15,000.00, effective immediately for the 2019 - 2020 school year.
9. **New Hire: Substitute Nurse** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Carole Hudson as a substitute nurse for the 2019 - 2020 school year at the current rate of \$160.00 per day.
10. **Operation Gratitude** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves Operation Gratitude, organized by Cara Rubinaccio, for the 2019 - 2020 school year.
11. **Melissa Lucia - Study Guides and Stress Management** (*Attachment*)
BE IT RESOLVED that the Mendham Township Board of Education approves Middle School Special Education Teacher Melissa Lucia to explore study guides and stress management strategies.
12. **Helene O'Neil - Substitute Transportation Assistant**
BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Helene O'Neill as a Substitute Transportation Assistant for the 2019 - 2020 school year at a rate of \$20.00 per hour effective September 18, 2019.

Policy and Planning

1. **First Reading** (*Attachments*)
BE IT RESOLVED that the Mendham Township Board of Education approves the First 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

Merit goals for the administrator were discussed and changes need to take place in regards to Mrs. Kotcho's language, it needs to be tweaked prior to approval and Mr. Koroski needs to have one additional goal, the BOE wants the one that he did not complete last year to be done this year as a priority.

An advertisement will have to run in the paper in regards to the updated contract for Dr. Constantino, it has been approved by the county and final BOE approval will take place at the next meeting.

Final review and language amendments need to be to Mr. Jendryka this week for the BOE and district goals and the action plans for both, these will be approved at the next meeting.

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 10:20 pm.

XIII. Reconvene Open Work Session Meeting

The Board reconvened the Regular Session at 10:35 pm.

XIV. Adjournment

Moved by Mrs. Fraser, second by Mrs. Holquist to adjourn the meeting. The meeting was adjourned at 10:35 pm.

Respectfully submitted,



Donna Mosner
School Business Administrator/
Board Secretary