

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, DECEMBER 20, 2016, 7:30 PM**

I. Call to Order

The meeting was called to order at 7:31 pm.

II. Flag Salute

III. Roll Call of the Board of Education

Mrs. Jocelyn deGrandpre	President	Present
Mr. Jeffrey Brauner	Vice President	Present
Mr. Kenneth Elgarten		Arrived 7:50 pm.
Mr. Brian Jendryka		Present
Mr. Frank Kontely		Absent
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Arrived 7:32 pm.

Also present: Dr. Salvatore Constantino, Superintendent
Mr. Thomas Kryger, Business Administrator/Board Secretary
Gretchen Holquist – School Board Member Elect
Boys' Cross Country Team, Parents, Coach Dan DePugh

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

Dr. Constantino reported to the Board of Education on the following items:

- The nominations for the Governor's Teacher of the Year Award will be accepted on the district's website through December 31, 2016.
- The new closet doors will be installed in the 4th Grade wing of the elementary school during the holiday recess. Additionally, a plan is being developed to address the replacement of many of the SmartBoards in both schools. Our current equipment, although working, is showing signs of age.

- The middle school will have “Put the Year to Bed” day on Friday, December 23. It is the final day of school in 2016. Students and staff will wear pajamas and other comfortable clothes to “put the year to bed”.
- Mr. Bob Cook visited the middle school at the request of the 8th grade class to conduct an additional information session on the “Not My Kid” program. There are currently 97 students total from grades seven and eight who have agreed, along with their parents, to participate in the program.
- After four nights of auditions and callbacks, the cast of High School Musical, this year’s middle school play, has been established and posted.
- Orders will continue to be taken for the middle school yearbook. Orders must be placed by January 20, 2017 on the district web site.
- Representatives from the Morristown school district visited several language arts classes at the middle school this week for observation. Their interest is in exploring different curricula in this area.
- Dr. Constantino reviewed several significant changes in teacher certification programs.
- The Department of Education, the Morris County Prosecutor’s Office, along with State and local police will observe an Active Shooter Drill at both schools during the month of January. A debriefing session will follow the observed drills.
- The School Culture survey will be administered to both students and parents sometime in late January.
- All monthly Emergency /Fire Drills were conducted in good fashion. The Mendham Township Police and Fire Departments were acknowledged for their assistance and cooperation.

Dr. Constantino welcomed the Boys’ Cross Country Team along with their parents and Coach Dan DePugh. Dr. Constantino congratulated the squad on their untiring dedication and effort this season. The season culminated with the team earning the Morris County Championship. A great job by the entire team with kudos to Coach DePugh at the helm.

VI. Board President’s Report

Ms. deGrandpre also acknowledged the success of the Boys’ Cross Country Team, read the following Board Proclamation and presented a certificate with the proclamation to each team member:

PROCLAMATION–MS Boys Cross Country Team 2016-2017

Proclamation:

2016-2017 Morris County Cross Country Champions

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has learned valuable lessons on the course that do and will contribute to who they are as students and athletes; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has had a tremendous winning season during the 2016-2017 school year; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team has won the Morris County Middle School Championship title; and

WHEREAS, The Mendham Township Middle School Boys Cross Country Team's team spirit serves as a role model to their classmates and community;

NOWWHEREAS, I, Jocelyn de Grandpre, President of the Mendham Township Board of Education do hereby congratulate you on behalf of the entire Board of Education, the Administration and Staff and extend their heartfelt congratulations and recognition.

Ms. deGrandpre continued her report by noting that the Chester Board of Education has made it known that they will not be supporting either Option 1 or Option 2 related to the school de-regionalization issue, nor will they ask the Morris County Superintendent of Schools to support either choice. It was also noted that the mayor-elect of Chester had come out in support of de-regionalization.

VII. Correspondence

Mr. Kryger informed the Board concerning the New Jersey School Boards Association Technology Conference which will be held on March 2, 2017 in West Windsor, NJ. Board members are welcome to attend.

Board members were reminded that their mandatory training modules for 2016 must be completed by December 31.

The January 24, 2017 Regular Session meeting of the Board of Education will start at 8:00 pm rather than the usual 7:30 pm.

VIII. ACTION ITEMS

Approval of Minutes (Attachments)

Work Session Meeting:	November 15, 2016
Closed Executive Session	November 15, 2016
Regular Session Meeting:	November 29, 2016
Closed Executive Session	November 29, 2016

Curriculum and Instruction

NOTE: There was no Curriculum & Instruction Committee meeting in December.

1. New Schedule B Stipend Position – The Mendham Township School-Based Sustainability Program Coordinator

BE IT RESOLVED that the Mendham Township Board of Education approves the creation of a new Schedule B Stipend Position, The Mendham Township School-Based Sustainability Program Coordinator, beginning in the 2016-2016 school year, with a stipend of \$4,129.00.

2. BLINK NOW Student Enrollment

BE IT RESOLVED that the Mendham Township Board of Education approves the enrollment of two (2) visiting students, 8th grade, from the BLINK NOW organization at the Mendham Township School District Middle School for the second semester of the 2016-2017 school year.

3. Field Trips—Confirmation of Previously Approved Proposed Field Trips

BE IT RESOLVED that the Mendham Township Board of Education reapproves the following field trips for the 2016-2017 school year which were approved conceptually by the Board on July 18, 2016:

Date	Grade	Activity	Cost to Board	Cost to Student	Chaperones
1/13/17	Grade 8	NYC: NYC Water Taxi – narrated sightseeing cruise, 9/11 Memorial, United Nations, top of the Rock, Ellens Stardust Diner	-0-	\$180	Ms. Butler, Ms. Bray, Ms. Hueston, Mr. Lynch, Mr. Hooker, Mr. Ferenc, Ms. Gustavse, Mr. Haggerty, Ms BaRoss, Ms. Hare, Nurse, Ms. Ricardello
1/24/17	Grades 3 & 4 8 students	Brain Bowl Morristown Unitarian Fellowship	\$240	\$36	Dori Smyth

4. Donation – “Not My Kid”

BE IT RESOLVED that the Mendham Township Board of Education accepts the donation of \$100 from Ms. Sara Samaan to support a “Not My Kid” program parent mailing.

5. ABA Services

BE IT RESOLVED that the Mendham Township Board of Education Approves Anne Hunkler for ABA Consult within the School for school year 2016/2017 as follows:
1 student – 1 hour /week for 25 wks = 25 hours @ \$80.00 = \$2000.00

6. Elementary School Fund Raiser for 2016-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following Elementary School activity for the 2016-2017 school year:

DATE	Activity	Description / Note
April 4 to May 2, 2016	St. Jude’s Math-a-Thon	Advisor: Kevin O’Keefe

Moved by Mr. Jendryka, second by Mr. Wood to approve the Minutes of the Board of Education meeting minutes as indicated and Action Items for Curriculum and Instruction. Roll call vote: Mr. Brauner, Mr. Elgarten, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Ms. deGrandpre, all Ayes, motion passes.

Operations and Finance – Mr. Wood reported on the Committee meeting held on December 12.

Discussion topics included the Use of Facilities for the month, the acceptance and approval of the 2015-2016 CAFR and Corrective Action Plan, Pomptonian financial results through October 2016, the successful processing of retroactive salary payments necessitated by the new collective bargaining agreement with the MTEA, minor repair work on the elementary school roof and an inspection by the New Jersey Department of Health related to the maintenance of Material Safety Data Sheets in the district.

1. November 2016 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 November 2016 after review of the appropriations section of the August 2016 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.

Certified by:



Thomas H. Kryger
Business Administrator/Board Secretary

2. Board Secretary's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2016 Board Secretary's Reports. (Attachment)

3. Treasurer's Report

BE IT RESOLVED that the Mendham Township Board of Education approves the September 2016 Treasurer's Reports. (Attachment)

4. October 2016 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the October 2016 transfer report. (Attachments)

5. December 2016 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2016 Bills List.

Fund 10 – General Fund	\$ 466,946.06
Fund 20	\$ 10,636.20
Fund 40 – Bonds	\$ 333,662.50
Fund 60 – Cafeteria	\$ 20,585.73
Fund 61 – Pre-K	\$ 0.00

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
ANJEE Conference Plainsboro, NJ	1/19 & 1/10/17	Laura Gallagher (presenter)	\$160	\$160 plus mileage reimbursement Substitute coverage
Overlook Farm Rutland, MA	6/2, 6/3 & 6/4/17	Briana Panetta (chaperone)	As per contract	Substitute coverage

7. Use of District Facilities

BE IT RESOLVED that the Mendham Township Board of Education approves the following use of facility applications for the 2016-2017 school year with the right to cancel based on school events and needs:



Organization	Location	Dates	Times	Responsible Party
NJ Thunder Basketball	ES Gyms	Mondays – Fridays 3/1/17 – 6/18/17	5:30 pm – 9:30 pm	Andy Talbert
Girl Scouts	ES Classroom	Thursdays 12/15/16, 1/19/17, 2/16/17, 3/16/17, 4/20/17, 5/18/17, 6/15/17	3:45 pm – 4:15 pm	Lisa Culnen Cammy Voyles
MCAW	ES & MS Gyms Classrooms	Mondays – Fridays 1/3/17 – 3/24/17	7:55 am – 8:40 am 3:45 pm – 4:45 pm	Jane Shatz
The Mendham Kids Club	ES Classrooms Gyms	<u>Spring Break</u> Monday - Friday 3/27/17 – 3/31/17 <u>Summer Camp</u> Monday - Friday 6/26/17 – 8/4/17	<u>Spring Break Times</u> 9:00 am – 2:00 pm <u>Summer Camp Times</u> 9:00 am – 3:00 pm	Charles Gallo
Girl Scouts Troop 5685	ES Classroom	<u>Tuesdays</u> 12/13/16, 1/10/17	3:45 pm – 5:00 pm	Nancy Wintz

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

8. School Bus Emergency Evacuation Drill Reports

BE IT RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from the Mountain View Middle School detailing the October 14, 2016 drill at 8:05 and 8:12 a.m. at 100 Dean Road, Mendham, NJ, for Routes MB01A and MB02A and supervised by the Margaret Hogan and Aimee Toth.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Hilltop Elementary School detailing the October 14, 2016 drill at 8:08 and 8:10 a.m. at 12 Hilltop Road, Mendham, NJ, for Routes MB01A and MB02A and supervised by the Margaret Hogan.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Saint Joseph's School detailing the October 18, 2016 drill at 7:08 a.m. at 8 West Main Street, Mendham, NJ, for Routes W/TSJ27, STJV4, STJ14, STJ23, STJ27, and STJ29 and supervised by the Margaret Hogan and Cathleen Witzak.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Middle School detailing the October 18, 2016 drill during the a.m. run at the front driveway, for All Routes and supervised by Dr. P.J. Ciccone.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Mendham Township Elementary School detailing the October 18, 2016 drill at 8:45 a.m. run at 18 West Main Street, Brookside, NJ, for Routes MTES15, MTES14, MTES27, MTES20, MTES21 and MTES V2 and supervised by Margaret Hogan and Julianne Kotcho.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the School Bus Emergency Evacuation Drill Report from Gill St. Bernards detailing the November 16, 2016 drill at 7:50 and 8:05 a.m. run at the Bus Loop, for Routes V10(WT), 30(MT), 11(MT), 28(MT) and supervised by Margaret Hogan, Beth Hansen and Don Todd.

9. Contract for Nurse's Services with Delta-Group North Jersey, Inc.

BE IT RESOLVED that the Mendham Township Board of Education approves the contract with Delta Group North Jersey, Inc. to provide, on an as-needed basis, Nurse Services to the Mendham Township Middle School at a rate of \$37.50 an hour all inclusive for RN Services and \$29.70 an hour all inclusive for LPN services.

10. Comprehensive Annual Financial Report (CAFR) 2015-2016 & Corrective Action Plan

BE IT RESOLVED that the Mendham Township Board of Education approves and accepts the June 30, 2016 Comprehensive Annual Financial Report prepared by Cannone & Company and the Corrective Action Plan with the following recommendations:

1. The BA will ensure that expenditures made by the district in support of any Enterprise Funds will be reimbursed to the General Fund in a timely fashion.
2. The BA will ensure that Special Revenue Budgeted Expenditures for the year will not exceed expected Budgeted Revenues.
3. The BA will ensure that the cash balances on the Board Secretary's Report and the Treasurer's report will be in agreement.

11. Appointment of Health Insurance Broker – 2017

BE IT RESOLVED that the Mendham Township Board of Education appoints Brown & Brown Benefit Advisors as Designate Insurance Agent for health, dental and prescription benefits the period January 1, 2017 to December 31, 2017 at an annual cost of \$24,000.

WHEREAS, there exists a need for insurance services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Township Board of Education that Brown & Brown Benefit Advisors be contracted as Insurance Agent for the Mendham Township Board of Education for the period January 1, 2017 to December 31, 2017 without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

12. Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,

BE IT RESOLVED, that the Mendham Township Board of Education hereby authorizes the district's School Business Administrator to transfer the General Fund Surplus in an amount not to exceed \$300,000 into the Capital Reserve Account as of June 30, 2016.

Moved by Mr. Wood, second by Mr. Thayyar to approve the Action Items for Operations & Finance. Roll call vote: Mr. Brauner, Mr. Elgarten, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Ms. deGrandpre, all Ayes, motion passes.

Personnel and Human Resources

NOTE: There was no Personnel & Human Resources Committee meeting in December.

1. New Hires: Substitute Teachers

BE IT RESOLVED that the Mendham Township Board of Education appoints the following substitute teachers for the 2016- 2017 school year at the current rate of \$87.00 a day for days 1 to 20 and \$92.00 a day for days 21 to 40 with a New Jersey Teacher's Certificate and \$82.00 a day for days 1 to 20 and \$87.00 a day for days 21 to 40 with a County Substitute Credential:

Perry Hooker
Susanne Ricca

2. New Hires: Substitute Cafeteria/Recess Aides

BE IT RESOLVED that the Mendham Township Board of Education appoints the following Substitute Cafeteria/Recess Aides for the remainder of the 2016-2017 school year at an hourly rate of \$12.14:

Sharon Romero – current MTSD Bus Driver
Emily Hennelly – former MTSD Cafeteria/Recess Aide
Maria Parrales – current MTSD Bus Driver

3. New Hires: Instructional Aide

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following as a Part-Time Instructional Aide for the 2016-2017 school year, at an hourly rate of \$19.00 for 5.75 hours a day, 5 days per week, effective January 17, 2017.

Karen A. F. Pasquale

4. Leave of Absence Revision-Erin Santos

BE IT RESOLVED that the Mendham Township Board of Education approves the following revision to the request of Erin Santos, for a leave of absence, to commence December 14, 2016, through January 9, 2017, while utilizing 10 sick days and 3 personal days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Erin Santos with an unpaid leave of absence (Not eligible for FMLA or NJ FLA) from January 10, 2017 through February 20, 2017.

BE IT FURTHER RESOLVED that the Board hereby approves Erin Santos with an anticipated return to work date of February 21, 2017.

5. Tiny Tigers Staffing – Revision to Temporary Hours

BE IT RESOLVED that the Mendham Township Board of Education approves revising temporary extension of hours of Susan Oths from 5.25 hours a day to 7.25 hours at her hourly rate of \$16.78 in the Tiny Tigers Program during the A.M. Instructional Aide's leave of absence which is scheduled to run from December 14, 2016 to February 20, 2017 .

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the temporary extension of hours of 7 am to 9 am of Alison Kentos to work as an Instructional Aide in the Tiny Tigers Program at an hourly rate of \$16.78.

6. Tiny Tigers After-Care Staffing Temporary Hours

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the appointment of the following to work as Part-Time Instructional Aides in the Tiny Tigers Before/After Care Program on an as needed basis, at an hourly rate of \$16.78 as indicated below:

Ashley Bays – hourly rate for no more than 2.25 hours per day

Susan Oths – hourly rate no more than 2.5 hours per day

7. Approval of Additional Chaperone: A.T.O.M.S.

BE IT RESOLVED that the Mendham Township Board of Education approves Matthew Viggiano as a chaperone for A.T.O.M.S. meets, at the contractual rate of \$100.00 for events beginning after contractual hours.

Moved by Mr. Wood, second by Mr. Elgarten to approve the Action Items for Personnel & Human Resources. Roll call vote: Mr. Brauner, Mr. Elgarten, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Ms. deGrandpre, all Ayes, motion passes.

Policy and Planning

NOTE: There was no Policy & Planning Committee meeting in December.

1. Second Reading and Adoptions

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

Policy/Regulation Updates Necessary for Comprehensive Equity Plan Submission

Policy 1140	Affirmative Action Program
Policy 1523	Comprehensive Equity Plan
Policy 1530	Equal Employment Opportunities
Reg 1530	Equal Employment Opportunity Complaint Procedure
Policy 1550	Affirmative Action Program for Employment-Contract Practices
Policy 2200	Curriculum Content
Reg 2200	Curriculum Content
Policy 2260	Affirmative Action Program for School & Classroom Practices
Policy 2411	Guidance Counseling
Reg 2411	Guidance Counseling
Policy 2423	Bilingual and ESL Education
Reg 2423	Bilingual and ESL Education
Policy 2610	Educational Program Evaluation
Policy 2622	Student Assessment
Policy 5750	Equal Educational Opportunity
Policy 5755	Equity in Educational Programs & Services

First Reading

Policy 1220	Employment of Chief School Administrator
Policy 1310	Employment of School Business Administrator/Board Secretary
Reg 2414	Programs and Services for Students in High Poverty and in High Need School Districts (M)
Policy 3111	Creating Positions
Policy 3124	Employment Contract
Policy 3125	Employment of Teaching Staff Members
Policy 3125.2	Employment of Substitute Teachers
Policy & Reg 3126	District Mentoring Program
Policy 3141	Resignation
Policy & Reg 3144	Certification of Tenure Charges
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities
Policy 3231	Outside Employment as Athletic Coach
Policy 3240	Professional Development for Teachers and School Leaders (M)
Reg 3240	Professional Development for Teachers and School Leaders
Policy 4159	Support Staff Member/School District Reporting Responsibilities
Policy 5305	Health Services Personnel

Reg 5330	Administration of Medication
Policy 5350	Student Suicide Prevention
Reg 5350	Student Suicide
Policy 9541	Student Teachers/Interns
Policy 5339	Screening for Dyslexia
Policy 7481	Unmanned Aircraft Systems (New)
Policy & Reg 8441	Care of Injured and Ill Persons
Policy 8454	Management of Pediculosis (New)
Policy 8630	Bus Driver/Bus Aide Responsibility
Reg 8630	Emergency School Bus procedures

2. Abolish Policy and Regulation 3244

BE IT RESOLVED that the Mendham Township Board of Education approves the abolishment of Policy and Regulation 3244 “In-Service Training.”

Moved by Mr. Elgarten, second by Mr. Jendryka to approve the Action Items for Policy & Planning. Roll call vote: Mr. Brauner, Mr. Elgarten, Mr. Jendryka, Mr. Thayer, Mr. Wood, Ms. deGrandpre, all Ayes, motion passes.

District Planning – Dr. Constantino reported on the meeting which was held on December 20, 2016. Discussion topics included the development of a Mission Statement for the committee and several areas of focus to be addressed in the long range plan. These areas might include curriculum, building infrastructure and the use of and sharing of resources with neighboring districts as well as the municipality.

IX. DISCUSSION

Mr. Elgarten spoke concerning the prospective development of the Pitney Farms property. Apparently, there has been some discussion at the Township Committee meetings regarding the potential impact on school costs and property tax assessments should the property be developed. Mr. Elgarten has asked that the Township committee be contacted to determine if any assistance is needed in obtaining current cost information from the district.

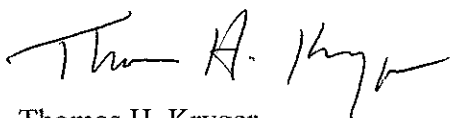
X. VERBAL COMMUNICATION FROM THE PUBLIC

None.

XI. ADJOURNMENT

**Moved by Mr. Jendryka, second by Mr. Brauner to adjourn the meeting.
The meeting was adjourned at 9:10 pm.**

Respectfully submitted,



Thomas H. Kryger
Business Administrator/Board Secretary