

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING MINUTES
TUESDAY, FEBRUARY 21, 2017, 7:30 PM**

I. Call to Order

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

II. Flag Salute

III. Roll Call of the Board of Education

Mr. Jeffrey Brauner	President	Present
Mr. Brian Jendryka	Vice President	Present
Mrs. Jocelyn deGrandpre		Absent
Mr. Kenneth Elgarten		Present
Mrs. Gretchen Holquist		Present
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mr. Thomas Kryger, Business Administrator/Board Secretary
General Public - 2

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:

- All monthly Emergency /Fire Drills were conducted in good fashion. The Mendham Township Police and Fire Departments were acknowledged for their assistance and cooperation.
- The elementary school will participate in the annual Read Across America Day. Activities will be held in classrooms and in the library on Friday, March 3.
- Tickets for the middle school play, High School Musical Jr., are currently on sale.
- Kindergarten and Pre-K registrations for the 2017-2018 school year are currently open. Interest in the programs has been quite robust.
- The elementary school will be hosting the Science Expo on March 6. This is a school wide event for students in grades 1-4.

- Dr. Constantino will be attending a town hall style meeting hosted by Mendham Township on February 24. The focus will be recreational activities and facilities in the Township.
- The Fifth grade class celebrated “Heritage Day” which has been a MS tradition for many years. Students explored different cultures and their traditions regarding culture, food and history.
- Eighth grade students completed several reading and writing assignments regarding the events surrounding the Civil War. Several of the written compositions are available on the website and make for very interesting and impressive reading.
- The Cafeteria Advisory Committee will be meeting again soon and will be re-organized with three meetings per year.
- The Superintendent’s Tri-Annual Reports will continue next month with Dr. Ciccone and Ms. Kotcho addressing PARCC and the School Improvement Plans while Dr. Constantino and Mr. Kryger will be discussing the 2017-2018 school budget.

VI. Board President’s Report

Mr. Brauner reported that he recently attended a training session conducted by the New Jersey School Boards Association. It was very well attended by board members from around the state. Mr. Brauner remarked that from his observations, the Mendham Township School Board operates extremely effectively and efficiently in handling school board responsibilities.

VII. Correspondence

Board members each received an invitation the April 7 fund raising event being hosted by the HSA.

VIII. Committee Reports

➤ **Curriculum and Instruction** – Mr. Jendryka.

Committee discussion topics included the monthly Suspension, Truancy and Emergency drill reports, the visit of therapy dogs to the MTES and a date change to the date for the MTES Talent Show to April 20, 2017. The committee also review the school calendar options for the 2017-2018 school year.

➤ **Operations and Finance** – Mr. Wood.

The committee discussed the monthly requests for Use of Facilities, the application for a SEMI waiver related to the 2017-2018 budget, the 2017-2018 school calendar and the renewal of the district’s Workers’ Compensation policy. The committee also reviewed Pomptonian results through December, shopping the district’s health and liability insurance policies for 2017-2018, moving to a full day kindergarten program for the entire school year and the possibility of providing working/storage space to Mendham TV.

Mr. Kryger then made a presentation about the development of the 2017-2018 school budget. In particular, he addressed the key challenges of being able to construct a responsible budget for the taxpayers of Mendham Township while being able to fund substantial anticipated increases in healthcare costs and contracted salaries. Mr. Kryger reviewed internal funding adjustments which have been made in the budget development process in the effort to arrive at budget which will fall at or below the 2% tax levy

increase level. State Aid amounts will be announced in early March which will finalize the entire process. The Board of Education will be approving a preliminary budget for 2017-2018 at the March 14 meeting.

➤ **Personnel and Human Resources** – Mr. Thayyar.

Committee discussion topics included a leave of absence request, a custodial staff resignation and new hires for the positions of School Nurse, School Custodian and two new substitute teachers. The committee also reviewed the prospective school calendar choices for 2017-2018.

➤ **Policy and Planning** – Mr. Jendryka.

The Committee reviewed policies and regulations related to the Americans with Disabilities Act, education of homeless students and children in foster care, Section 504 students, and the management of student records. The committee also examined policies related to the administration of opioid antidotes and athletic participation at the middle school level. Finally, the committee considered the school calendar choices for 2017-2018.

➤ **District Planning** – No meeting.

IX. CONSENT ITEMS for February 28, 2017

Approval of Minutes (Attachments)

Work Session Meeting: January 17, 2017
 Closed Executive Session: January 17, 2017
 Regular Session Meeting: January 24, 2017
 Closed Executive Session: January 24, 2017

Curriculum and Instruction

1. **Elementary School New Activity – Talent Show**

BE IT RESOLVED that the Mendham Township Board of Education approves the proposed new school activity for the 2016-2017 school year, with the cost to the district being two (2) chaperones:

DATE	Activity	Description / Note
April 20, 2017	Talent Show for Grades 2 - 4	Dress Rehearsal on April 19, 2017

BE IT FURTHER RESOLVED that the Mendham Township Board of Education reapproves the following new Co-Curricular Stipend position for Elementary School Special Projects for the 2016-2017 school year:

CO-CURRICULAR Activities (Schedule B)

Activities	2016-17 Salary	Staff Member
Talent Show April 20, 2017	\$225 each	Laura Porrovecchio Stephanie Probert

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves payment to two (2) chaperones (TBD) at the contractual rate of \$100 each for events that start after contractual hours.

2. Middle School Field Trips – date changes

BE IT RESOLVED that the Mendham Township Board of Education approves a change of date for previously approved field trips for the 2016-2017 school year with the cost to the district being school busing:

DATE	Activity
February 8, 2017 (changed from Feb. 1 st)	District Honors Band Trip to Mendham Boro and to Chester Diner for lunch

Operations and Finance

1. January 2017 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 January 2017 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.

2. Board Secretary’s Report

BE IT RESOLVED that the Mendham Township Board of Education approves the November and December 2016 Board Secretary’s Reports. (Attachment)

3. Treasurer’s Report

BE IT RESOLVED that the Mendham Township Board of Education approves the November and December 2016 Treasurer’s Reports. (Attachment)

4. December 2017 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the December 2017 transfer report. (Attachments)

5. February 2017 Bills List

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

Fund 10 – General Fund	\$
Fund 20	\$
Fund 60 – Cafeteria	\$
Fund 61 – Pre-K	\$

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
Jennifer Serravallo Rutgers Center for Literacy Development Series	2/16/17	Darlyne Pieper Kevin O'Keefe	\$150	\$150 each plus mileage reimbursement Substitute coverage
NJS Buildings & Grounds Association Conference Atlantic City, NJ	3/13/17 – 3/15/17	John Ragusa	\$200	\$100 plus Lodging, Meals, Mileage, Parking, Tolls
The Nurtured Heart Approach Morristown, NJ	3/24/17	Michele Ippolito Kathleen Ruskin	-0-	Mileage reimbursement
Down to Earth HSA Fundraiser	4/7/17	Kevin O'Keefe Laura Gallagher	-0-	Substitute coverage
Judy Freeman's 2017 Winners Workshop Whippany, NJ	5/12/17	Kristy Whittle	\$209	\$209 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
MCAW (Morris County Arts Workshop) Summer Art Camps	ES Gyms Classrooms All Purpose Room	Mondays – Fridays 6/26/17 – 8/11/17	TBD	Jane Shatz
Girl Scouts Troop #5685 (dates added to original request)	ES Classroom	Tuesdays 3/7/17, 5/9/17, 6/6/17	3:45 pm – 5:00 pm	Nancy Wintz
West Morris Soccer Club	ES Soccer Field	Mon./Wed./Fri. 4/15/17 – 6/15/17	4:15 pm – 6:15 pm	Eric Ingles
Girl Scout Troop 6307 (date added to original request)	ES Classroom	Thursday 2/23/17	3:45 pm – 4:45 pm	Kristin Van Etten

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

8. Approval of Waiver of Special Education Medicaid Initiative (SEMI) Program–2017-2018
BE IT RESOLVED that the Mendham Township Board of Education approves the following resolution:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 budget year, and

WHEREAS, the Mendham Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students OR participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2017-2018 budget year, and

WHEREAS, the waiver request is based on the 2016-2017 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students and the 2017-2018 Revenue Projection report from the NJDOE and

NOW, THEREFORE BE IT RESOLVED that the Mendham Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2017-2018 school year.

9. Continued Membership in the Morris Essex Insurance Group (Workers' Compensation – three year renewal)

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.M. Title 18A-18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Mendham Township has determined that membership in the **MORRIS ESSEX INSURANCE GROUP** is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Mendham Township does hereby agree to renew membership in the **MORRIS ESSEX INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2017 to June 30, 2020.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

Personnel and Human Resources

1. Leave of Absence-Elliott Averett

BE IT RESOLVED that the Board hereby approves Elliott Averett, School Bus Driver, for a leave of absence, having received doctor's certification, commencing February 15, 2017 under the Federal Family Medical Leave Act (FMLA), ending on March 31, 2017, while utilizing twenty nine and a ½ (29.5) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves Elliott Averett with an anticipated return to work date of April 3, 2017.

2. Staff Resignation

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from John Neely effective February 28, 2017.

3. New Hire: School Custodian, Timothy Scanlon

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Timothy Scanlon as a School Custodian who will begin his three-month probationary period on March 1, 2017, pending receipt of all required background check and physical examination documentation. Annual salary for the 2016-2017 school year will be \$30,000 pro-rated.

4. New Hire: Substitute Teacher

BE IT RESOLVED that the Mendham Township Board of Education appoints the following substitute teacher 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:

Julie Morgan – Substitute Teacher Credential
Anita Kurisko – Substitute Teacher Credential

5. Alternate Chaperone – 2016-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approve the following addition to the list of alternate chaperones that can be utilized for any field trip or activity during the 2016-2017 school year:

Perry Hooker

6. Tiny Tigers Staffing

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff to serve as substitute or additional aides for the Tiny Tigers After Care Program as needed at an hourly rate of \$16.78

Kim Kyonghee

Policy and Planning

1. First Reading

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

Policy 1510	Americans with Disabilities Act
Regulation 1510	Americans with Disabilities Act
Policy 2415.30	Title 1 – Education Stability for Children in Foster Care
Policy 2418	Section 504 of the Rehabilitation Act of 1973 – Students
Regulation 2418	Section 504 of the Rehabilitation Act of 1973 – Students
Policy 5116	Education of Homeless Children
Regulation 5116	Education of Homeless Children
Policy 5330.04	Administering an Opioid Antidote
Policy 8330	Student Records
Regulation 8330	Student Records
Policy 2431	Athletic Competition

X. ACTION ITEMS

Curriculum and Instruction

1. Creature Comfort Therapy Dogs, MTES

BE IT RESOLVED that the Mendham Township Board of Education approves Creature Comfort Therapy Dogs visitation of MTES pre-school classrooms (30 minutes each) and combined Special Education/Resource Rooms – Grades 1-3 (1 hour), on February 28, 2017.

Operations and Finance

1. Approval of Transportation Agreement

BE IT RESOLVED, that the Mendham Township Board of Education approves the Transportation Agreement with the parents of student number 12926709 and authorizes the Board President and Board Secretary to execute the same on behalf of the Board.

Personnel and Human Resources

1. New Hire: School Nurse

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of Erin Giarrusso as a School Nurse for the 2016-2017 school year pending receipt of necessary documentation at an annual salary of \$55,162.00 pro-rated, BA Step 12.

Moved by Mr. Wood, second by Mr. Jendryka to approve the Action Items for February 21, 2017 for Curriculum & Instruction, Operations & Finance and Personnel & Human Resources. Roll call vote: Mr. Elgarten, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Wood, Mr. Brauner, all Ayes. Motion passes.

XI. Adjourn to Closed EXECUTIVE SESSION

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

WHEREAS, said 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 student and personnel matters. 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 Mr. Jendryka, second by Mr. Wood to adjourn to Closed Executive Session. The Board entered Executive Session at 8:55 pm.

XII. Reconvene Open Work Session Meeting

The Board reconvened the Regular Open Session Meeting at 9:07 pm.

XIII. Discussion

2017-2018 School Calendar – The Board conducted their discussion of the school calendar for the 2017-2018 school year during the earlier review of the February Committee meetings. The Board will be voting on the 2017-2018 school calendar at the Regular Meeting scheduled for February 28, 2017.

XIV. Verbal Communications from the Public

None.

XV. ADJOURNMENT

Moved by Mr. Wood, second by Ms. Holquist to adjourn the meeting. The meeting was adjourned at 9:08 pm.

Respectfully submitted,



Thomas H. Kryger
Business Administrator/Board Secretary