

**MENDHAM TOWNSHIP PUBLIC SCHOOLS  
BROOKSIDE, NEW JERSEY  
ELEMENTARY SCHOOL MEDIA CENTER ROOM  
REGULAR SESSION MEETING MINUTES  
TUESDAY, FEBRUARY 28, 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		Present
Mr. Kenneth Elgarten		Absent
Mrs. Gretchen Holquist		Present
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Absent

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

**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:

- We are patiently awaiting the official announcement of State Aid to school districts for the 2017-2018 school year. This will be the final piece of the construction of the 2017-2018 school budget. The announcement is expected by Friday, March 3.
- Enrollments at the elementary school for next year are encouraging – Tiny Tiger Program, 12 (capacity), Kindergarten, 39, and the Pre-K Program, 51.
- Second grade students completed CoGat testing on February 23.
- Spring School Pictures will be taken on March 2 and 3 at the elementary school.
- The Read Across America Program is being conducted at the elementary school from February 27 through March 3.
- Mendham High School counselors have been at the middle school this week assisting eighth graders with scheduling for next year.
- The new LEAD program (Law Enforcement Against Drugs) has begun for sixth graders

this month. This program replaces the former DARE program.

- The Teacher Requested Conference letters for the spring conferences will be mailed out by Friday, March 3.
- 8<sup>th</sup> Grade NAEP Testing will be conducted for 20 randomly selected students on March 2.
- The elementary school will be hosting the annual Science Expo on March 16.
- The Superintendent's tri-annual reports will be presented by Dr. Ciccone and Ms. Kotcho at one of the March Board of Education meetings. Topics will include PARCC testing and School Improvement Plans.

**VI. Board President's Report**

None.

**VII. Correspondence**

Mr. Kryger informed Board members that they have each been registered for their next module of mandatory online training provided by the New Jersey School Boards Association.

**VIII. CONSENT ITEMS for February 28, 2017**

**Approval of Minutes** (Attachments)

- Reorganization Meeting: January 5, 2017
- 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 <sup>st</sup> )	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.

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 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	\$463,859.55
Fund 20	\$ 11,611.86
Fund 60 – Cafeteria	\$ 21,038.12
Fund 61 – Pre-K	\$ 71.19

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

**Moved by Ms. deGrandpre, second by Mr. Thayyar to approve Consent Agenda Items for February 28, 2017 for the Approval of Minutes as indicated, Curriculum & Instruction, Operations & Finance, Personnel & Human Resources and Policy & Planning. Roll call vote: Ms. deGrandpre, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Brauner, all Ayes. Motion passes.**

**IX. ACTION ITEMS**

**Curriculum and Instruction**

1. ABA Aide

BE IT RESOLVED that the Mendham Township Board of Education Approves Anne Hunkler for ABA training within the School for **school year 2016/2017** as follows:

1Aide – 12 hours @ \$80.00 = \$960.00

2. Schedules B Stipends 2016-2017

BE IT RESOLVED that the Mendham Township Board of Education approves the following staff appointment to the 2016-2017 Middle School Enrichment Teams/Programs Co-Curricular Stipend positions:

**CO-CURRICULAR Activities (Schedule B)**

Activities	2016-17 Salary	Staff Member
2K Club Grade 8	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Perry Hooker
Intramural Futsal	\$225 base + max of ten events @ \$56 each, not to exceed total of \$788	Perry Hooker

3. 2017-2018 School Calendar

BE IT RESOLVED that the Mendham Township Board of Education approves the 2017-2018 School Calendar as presented with a start date of September 5, 2017 for staff and September 7, 2017 for students. (Attachment)

**Personnel and Human Resources**

1. Leave of Absence-Steven Molnar

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Steven Molnar, School Bus Driver, for a leave of absence, having received doctor's certification, commencing February 10, 2017 through March 3, 2017, (Not eligible for FMLA) while utilizing 18 sick days, as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves Steven Molnar with an anticipated return to work date of March 6, 2017.

2. Extra Instructional Periods

BE IT RESOLVED that the Mendham Township Board of Education approves Erica Hays for eight (8) extra periods for a total of \$377.84 (\$47.30/per period) beginning March 2, 2017 for Grade 5 Writing Intervention at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves Maria Doto for eight (8) extra periods for a total of \$377.84 (\$47.30/per period) beginning March 2, 2017 for Grade 5 Writing Intervention at a pro-rated stipend based on \$8,500/year for an additional period five (5) times a week for a full year, and independent of placement on the salary guide.

**Moved by Ms. deGrandpre, second by Mr. Thayyar to approve Action Items for February 28, 2017 for Curriculum & Instruction and Personnel & Human Resources. Roll call vote: Ms. deGrandpre, Ms. Holquist, Mr. Jendryka, Mr. Thayyar, Mr. Brauner, all Ayes. Motion passes.**

X. Discussion

No additional discussion items.

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 Ms. deGrandpre, second by Mr. Jendryka to adjourn to Closed Executive Session. The Board entered Closed Executive Session at 7:58 pm.**

**XII. Reconvene Open Work Session Meeting**

**The Regular Session meeting was reconvened at 8:23 pm.**

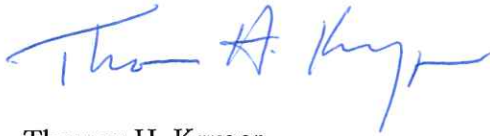
**XIII. Verbal Communications from the Public**

None.

**XIV. ADJOURNMENT**

**Moved by Mr. Jendryka, second by Ms. deGrandpre to adjourn the meeting. The meeting was adjourned at 8:24 pm.**

Respectfully submitted,



Thomas H. Kryger  
Business Administrator/Board Secretary