

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
WORK SESSION MEETING MINUTES
TUESDAY, NOVEMBER 15, 2016, 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

Mrs. Jocelyn deGrandpre	President	Present
Mr. Jeffrey Brauner	Vice President	Present
Mr. Kenneth Elgarten		Present
Mr. Brian Jendryka		Present
Mr. Frank Kontely		Present
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Present

Also present: Dr. Salvatore Constantino, Superintendent
Mr. Thomas H. Kryger, Business Administrator/Board Secretary
Ms. Julianne Kotcho, MTES Principal
Ms. Stephanie Probert, MTES School Nurse/Anti-Bullying Specialist
Mr. Stephen M. Bacigalupo Esq., Schwartz Simon & Edelstein

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. 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 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 student 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 Mr. Jendryka, second by Mr. Kontely to adjourn to Closed Executive session.
The Board entered Executive Session at 7:31 pm.

VI. RECONVENE REGULAR SESSION MEETING

The Board reconvened the Regular Open Session Meeting at 8:18 pm.

VII. 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 MTMS Boys Soccer Team played to a two overtime period tie against Wharton in the Morris County Championship game. The teams were named co-champions. The middle school boys have won or tied for this title in five of the last six seasons.
- Basketball tryouts have been completed and members of the Boys and Girls teams have been named. Cheerleading activities are also well under way.
- The 2016-2017 MTMS Yearbook may now be ordered. This year features on-line ordering only.
- The Student Council is conducting a Food Drive which will conclude on November 21.
- November 14th was the final day of the first marking period. Report cards will be distributed on November 21.
- Ms. Kotcho will conduct a Principal's Chat on November 30 in the Staff Development Room.
- The HSA will be holding a general meeting on December 7th at 9:30 am in the Staff Development Room at the MTES.
- Dr. Ciccone will hold a Principal's Chat on November 17th at the middle school.
- Peer Leader Training sessions will be conducted at the middle school on November 18.
- The Student Council will sponsor a Talent Show on Friday, November 18th at 7:00pm at the middle school.
- Dr. Constantino reviewed the committee and Board meeting schedules for the month of December.
- Finally, Dr. Constantino reported on his recent trip to China where he participated in an educational discussion forum at Shanghai University.

VIII. Report of Election – November 8, 2016

Results of the November 8, 2016 School Board Election for three, three years terms on the Mendham Township Board of Education were as follows:

<u>Candidates on Ballot:</u>	<u>Total Votes</u>
Gretchen Holquist	1,383
Ken Elgarten	1,380
Brian Jendryka	1,345
Other Write-In	17

IX. Board President's Report

Ms. deGrandpre reported to the Board on the following items:

- The MTEA membership has voted to ratify the proposed contract agreement and salary guide which to be in effect for the 2016-2017 and 2017-2018 school years. The Board of Education will be voting to accept the same at tonight's meeting.
- The ballot question in the November 8, 2016 election to propose a change in the funding formula for the regional high was rejected by the voters.

X. Correspondence

None.

XI. Committee Reports

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

The committee discussed the Suspension, Truancy and Emergency drill reports for the month, a HIB incident at the elementary school, the middle school play contract, the Girls-on-the-Run community animal shelter project and date changes for several middle school activities. The committee also discussed the "Not My Kid" program to be introduced at the middle school and the ratification of the MTEA contract agreement.

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

Committee discussion topics included the Use of Facilities requests for the month, the approval of the district's Comprehensive Maintenance Plan for 2016-2017, the disposal of an upright piano and the financial results from the cafeteria for September. The committee also reviewed the approval of the new MTEA agreement and the processing of retro pay, repair work on the district's above ground fuel tank at the DPW garage and the flame proofing of the stage curtains at the middle school.

➤ **Personnel and Human Resources** – Dr. Constantino.

Committee discussion topics included the approval of alternate chaperones at the middle school, stipend positions at the elementary school and for the middle school play, a leave of absence and plans for coverage for the Tiny Tigers program, hiring of a part time Pre-K aide, a revision to one contracted salary, the approval of administrative merit goals for 2016-2017 and the ratification of the MTEA contract agreement.

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

The committee reviewed and discussed mandated revisions to several policies related to the submission of the Comprehensive Equity Plan. Additionally, the committee discussed policies for first reading and made recommendations for those policies related to creating positions, employment contracts, employment of teaching staff, professional development, student teachers, the use of drones on school property and the training of bus drivers and aides working with students with disabilities.

➤ **District Planning** – No meeting this month.

XII. CONSENT ITEMS for November 22, 2016

Approval of Minutes (Attachments)

Regular Session Meeting: October 11, 2016

Closed Executive Session October 11, 2016

Curriculum and Instruction

1. ABA Shadowing

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

1 student – 4 hrs. x \$80.00/hr = \$320.00

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

1 student – 4 hrs. x \$80.00/hr = \$320.00

2. Middle School Field Trip – date changes

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

DATE	Activity
February 24 (previously March 17)	8 th grade class Lip Sync
February 10 (previously Feb 24)	7 th /8 th grade Student Council Dance

3. Elementary School Extra-Curricular Club Community Project

BE IT RESOLVED that the Mendham Township Board of Education approves the Elementary School Girls on The Run team’s, consisting of 13 team members and 2 coaches, Community Project – accepting new blankets and toys for St. Hubert’s Animal Shelter from November 18 to November 21, 2016.

4. Middle School Presentation

BE IT RESOLVED that the Mendham Township Board of Education approves the “Not My Kid” presentation by Bob and Alicia Cook at the Mendham Township Middle School gymnasium on December 6 from 7 to 8 pm.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education accepts the donation of \$890 from Alicia Cook to cover the cost of 24 drug tests.

5. Middle School Play: Co-Sponsorship with MT Rec Dept & Directors Beth Gleason and Darlene Yannetta

BE IT RESOLVED that the Mendham Township Board of Education approves co-sponsorship with the Mendham Township Recreation Department of the Mendham Township Middle School Play, “High School Musical, Jr.”, which will take place March 9, 10 and 11, 2017.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the contract with the Beth Gleason and Darlene Yannetta in an amount not to exceed \$22,222.25 to serve as the Middle School Play/Musical Directors /Producers /Choreographers (including scheduling all rehearsals, securing parent volunteers, ticket sales, participant contracts, cast selection and all additional managerial duties); and to provide sound and lighting services, Musical Director services, costume rental, backdrop rental and props/scenery, live musicians,

and royalties for the play in connection with the Mendham Township Middle School production.

Operations and Finance

1. October 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 October 2016 after review of the appropriations section of the July 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 August 2016 Board Secretary’s Reports. (Attachment)

3. Treasurer’s Report

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

4. September 2016 Transfer Reports

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

5. November 2016 Bills List

BE IT RESOLVED that the Mendham Township Board of Education approves the November 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
DLM Training In-house	10/21/16	Ashley Bays	-0-	Substitute
American Speech-language Hearing Association Convention Philadelphia, PA	11/17,18,19/16	Caitlin Delaney	\$330	\$330 plus mileage reimbursement

24 th Annual N.J.C.H.E. Conference Princeton University Princeton, NJ	12/2/16	Matthew Lynch	\$80	\$80 Substitute
Affirmative Action Officer Program Monroe, NJ	12/9/16 1/18/17 3/10/17	Thomas Kryger Robert Koroski	\$450 each	\$450 each plus mileage reimbursement & tolls
Bald Eagles in the Classroom Hillsborough, NJ	2/4/17	Laura Gallagher	\$30	\$30
2017 conference for NJ Pre-K Teachers Atlantic City, NJ	2/27, 27/17	Pam Obremski	\$415	\$415 plus mileage reimbursement Substitute
2917 NJAHPERD Annual Convention Long Branch, NJ	2/27/17	Briana Panetta Gregory Gormly	\$60 each	\$60 each plus mileage reimbursement substitute

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
Girl Scouts (Troop 95049)	<u>MS</u> All Purpose Room	<u>Fridays</u> 11/18/16, 12/16/16, 1/20/17, 2/24/17, 3/17/17, 4/21/17, 5/19/17, 6/16/17	2:50 pm – 4:00 pm	Cindy Barban Theresa Paragano
Mendham Patriots (Basketball)	<u>ES</u> Gyms	<u>Monday – Friday</u> 10/24/16 – 3/17/17 <u>Saturdays</u> 12/3/16 – 3/18 /17	5:30 pm – 9:30 pm 8:00 am – 4:00 pm	David Wisotsky
NJ Thunder Basketball	<u>MS</u> Gyms	<u>Monday – Friday</u> 3/13/17 – 6/16/17	5:30 pm – 9:30 pm	Andy Talbert

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

8. Disposal of Property

BE IT RESOLVED: that the Mendham Township Board of Education, upon the recommendation of the School Business Administrator, in accordance with Board Policy #7300 (Regulations 7300.1-.4) authorizes the appropriate disposal of Asset #000001, an upright piano.

Personnel and Human Resources

1. Middle School Chaperones – 2016-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following as Chaperones for Middle School Activities for the 2016-2017 school year:

Jane Curylo
Cindy Blood
Cheryl Riccardelli

2. Middle School Chaperones – 2016-2017 School Year

BE IT RESOLVED that the Mendham Township Board of Education approves the following chart of Chaperones for Middle School Activities for the 2016-2017 school year:

DATE	Activity/Grade Level	Chaperones	Compensation
Oct 27, 2016	Girls Volleyball trip to High School Tournament	Ms. Scharf-Dour	\$100 for events starting after school hours

3. Schedule B Stipends 2016-2017 – Middle School

BE IT RESOLVED that the Mendham Township Board of Education revises the following 2016-2016 Middle School co-Curricular Stipend position to include the following:

Activity	Name
Homework Club	Allie Perrotta

4. Schedule B Stipend 2016-2017 – Middle School

BE IT RESOLVED that the Mendham Township Board of Education approves the following 2015-2016 Middle School Co-Curricular Stipend position:

Activities	2016-17 Salary	Staff Member
Play Supervisor	\$3,043	Allie Perrotta

5. Elementary School Schedule B Stipend Positions - 2016-2017

BE IT RESOLVED that the Mendham Township Board of Education revises the appointment to the following 2016-2017 Co-Curricular Stipend position for Elementary School Special Project:

Activities	16-17 Salary	Staff Member
Science EXPO Grade K-5	\$225 each	Diane Barlow – previously approved Dawn Cullinan (replacing Laura Gallagher)

BE IT FURTHER RESOLVED that the Mendham Township Board of Education revises the following 2016-2017 Co-Curricular Stipend position for Elementary School:

Activities	16-17 Salary	Staff Member
ES School Publication Advisor	\$901 each	Kristy Whittle – Tiger Times Publication Lisa Tiboni – MTES Anthology

6. Leave of Absence-Erin Santos

BE IT RESOLVED that the Mendham Township Board of Education approves the request of Erin Santos, for a leave of absence, having received doctor's certification, commencing December 19, 2016 through January 12, 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 13, 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.

7. Tiny Tigers Staffing - Temporary Hours

BE IT RESOLVED that the Mendham Township Board of Education approves the 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 19, 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.

8. Revision to Reappointment of MTEA member support staff for the 2016-2017 school year:

BE IT RESOLVED that the Mendham Township Board of Education approves the revision to the following MTEA member support staff reappointment for the 2016-2017 school year

* Salary and step will remain the same as 2015-2016 and will be modified upon the conclusion of contract negotiations.

<u>MTEA Staff Member</u>	<u>Job Title</u>	<u>Salary</u>
Cheryl Lynn O’Connor	Administrative Assistant to the Elementary School Principal	\$51,045.00

9. 2016-2017 Merit Goals (Attachments)

BE IT RESOLVED that the Mendham Township Board Of Education approves the 2016-2017 Merit Goals for Mr. Thomas Kryger, Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2016-2017 Merit Goals for Dr. Patrick J. Ciccone, Middle School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2016-2017 Merit Goals for Ms. Julianne Kotcho, Elementary School Principal.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the 2016-2017 Merit Goals for Mr. Robert Koroski, Director of Special Services.

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the three (3) quantitative and two (2) qualitative Merit Goals of Salvatore M. Constantino, Superintendent of Schools for the 2016-2016 school year.

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/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 (M) (Revised)
Policy 1310	Employment of School Business Administrator/Board Secretary (Revised)
Reg 2414	Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
Policy 3111	Creating Positions (Revised)
Policy 3124	Employment Contract (Revised)
Policy 3125	Employment of Teaching Staff Members (M) (Revised)
Policy 3125.2	Employment of Substitute Teachers (Revised)
Policy & Reg 3126	District Mentoring Program (Revised)
Policy 3141	Resignation (Revised)
Policy & Reg 3144	Certification of Tenure Charges (Revised)
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
Policy 3231	Outside Employment as Athletic Coach (Revised)
Policy 3240	Professional Development for Teachers and School Leaders (M) (Revised)
Reg 3240	Professional Development for Teachers and School Leaders (Revised)
Policy & Reg 3244	In-Service Training (M) (Abolished)
Policy 4159	Support Staff Member/School District Reporting Responsibilities (Revised)
Policy 5305	Health Services Personnel (Revised)
Reg 5330	Administration of Medication (M) (Revised)
Policy 5350	Student Suicide Prevention (Revised)
Reg 5350	Student Suicide (Revised)
Policy 9541	Student Teachers/Interns (Revised)

XIII. ACTION ITEMS

Operations and Finance

1. 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
West Morris Mendham Community Band	MS Classroom	Thursday 11/17/16	7:30 pm – 9:30 pm	Russell Branch

2. 2016-2017 Comprehensive Maintenance Plan/Annual Maintenance Budget Worksheet (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the attached Comprehensive Maintenance Plan and the attached Annual Maintenance Budget Amount Worksheet (Form M-1) for the 2016-2017 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 the warranties.

Personnel and Human Resources

1. Memorandum of Agreement and Salary Guides- 2016-2018

The Mendham Township Board of Education hereby resolves to ratify the proposed salary guide agreement between the MENDHAM TOWNSHIP EDUCATION ASSOCIATION and the Mendham Township Board of Education for the period of July 1, 2016 through June 30, 2018, and to authorize the Board President to execute the final Collective Bargaining Agreement consistent with the terms of the Memorandum of Agreement and in a form satisfactory to the board counsel. (Attachment)

Moved by Mr. Wood, second by Mr. Thayyar to approve all Action Items for November 15, 2016 for Operations & Finance and Personnel & Human Resources with the provision that the effective dates referenced for the ratification of the Memorandum of Agreement and Salary Guides correctly reflect 2016-2018. Roll call vote: Mr. Brauner, Mr. Elgarten, Mr. Jendryka, Mr. Kontely, Mr. Thayyar, Mr. Wood, Ms. deGrandpre. All Ayes. Motion passes.

XIV. Discussion

None.

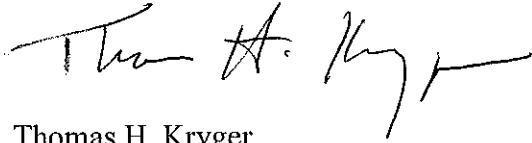
XV. Verbal Communications from the Public

None.

XVI. ADJOURNMENT

Moved by Mr. Jendryka, second by Mr. Wood to adjourn the meeting. The meeting was adjourned at 9:21 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas H. Kryger". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Thomas H. Kryger
Business Administrator/Board Secretary