

**MENDHAM TOWNSHIP PUBLIC SCHOOLS
BROOKSIDE, NEW JERSEY
ELEMENTARY SCHOOL MEDIA CENTER ROOM
REGULAR SESSION MEETING MINUTES
TUESDAY, OCTOBER 11, 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	Absent
Mr. Kenneth Elgarten		Present
Mr. Brian Jendryka		Present
Mr. Frank Kontely		Present
Mr. Aadithya Thayyar		Present
Mr. Fion Wood		Absent

Also present: Dr. Salvatore Constantino, Superintendent
Mr. Thomas Kryger, Business Administrator/Board Secretary
Dr. Patrick Ciccone, MTMS Principal
Ms. Julianne Kotcho, MTES Principal
Mrs. Laura Gallagher, MTES Teacher, Sustainable NJ for Schools
Ms. Christie Gisser, Co-President, HSA
Ms. Ann Marie Saito, Co-President HSA
Ms. Gretchen Holquist, Mendham Township BOE candidate

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:

- Middle School Fall sports are currently in the heart of their schedules and are performing very well. Full schedules are posted on the school website.
- The MTES Spooktacular event will be held on Friday, October 28th at 6:00 pm. The annual Halloween Parade will be held on Monday, October 31.

- Members of the Morris County Chamber of Commerce will be visiting the middle school on October 20. They will be meeting with teachers and administrators and will be touring the building.
- Columbus Day In-Service programs were conducted for all teaching staff. The programs were held at the middle school and feedback indicated that the day was very productive and positive. Representatives from the HSA were thanked for providing lunch for all staff.
- Finally, Dr. Constantino reviewed the committee and Board meeting schedule for November.

Superintendent's Tri-Annual Reports

Mrs. Laura Gallagher, MTES science teacher, reported that the Mendham Township elementary school has achieved Bronze Certification in the Sustainable Jersey for Schools program. Mrs. Gallagher has overseen the school's participation in the program for over a year now and has developed the student activities which resulted in the certification. These activities involved recycling, weather monitoring and experiments, wildlife awareness and work in the school garden. Only five other schools in Morris County had this accomplishment.

Ms. Julianne Kotcho, MTES Principal continued with a report on the elementary school. Ms. Kotcho reviewed the building goals and the achievement of those goals from 2015-2016 school year, the establishment of the 2016-2017 goals, PARCC results from this past spring and NJASK results for Grade 4 science. Ms. Kotcho also discussed the programs being offered this year related to STEM and the Makerspace Technology program.

Dr. Patrick Ciccone, MTMS Principal reported to the Board on happenings at the middle school. Dr. Ciccone also reviewed the achievement of his building goals from 2015-2016 and the establishing of goals for this year. He also presented PARCC testing results and NJASK results from last spring. The results indicated high levels of achievement in each. Dr. Ciccone concluded with a short presentation on the "Not My Kid" program which he would like to see implemented. The program would offer access to completely voluntary, random, anonymous and confidential drug testing for seventh and eighth grade students and families. The school district would not be involved in, have any knowledge of the results, or have any involvement with follow up on the testing. The district is only providing access to the program for interested families. Discussions will continue on this program.

VI. Board President's Report

None.

VII. Correspondence

Mr. Kryger informed the Board of the program being conducted by the Morris County School Boards Association on November 9, 2016 in Mountain Lakes. The topic will be School Safety & Security. Mr. Kryger will enroll any interested Board members.

The Board was also able to review a proof of the full election ballot for the November 8, 2016 School Board and presidential elections.

VIII. Committee Reports

- **Curriculum and Instruction** – Mr. Thayyar.
The committee reviewed the emergency drill reports for the month, the updated Nursing Plan to be approved for 2016-2017, curriculum revisions for K-4 Social Studies and K-2 Writing, a new middle school field trip to the Museum of Modern Art and a change in the date for this year's Lip Sync contest.
- **Operations and Finance** – No meeting this month, however Mr. Kryger did email the committee members supporting documentation for this month's items. They included the Use of Facilities, the Budget Development calendar for the 2017-2018 school budget, and the annual Health & Safety Evaluation of School Buildings Checklists for 2016-2017. Additionally, Mr. Kryger explained the resolution for tonight which will allow the Board to move the date of the October List of Bills from tonight to October 28, 2016.
- **Personnel and Human Resources** – Dr. Constantino.
Committee discussion items included the approval of payment to mentors (5) for provisional teachers who are newly hired, the payment of curriculum development and implementation stipends and the hiring of a new substitute transportation driver.
- **Policy and Planning** – No meeting this month.
- **District Planning** – No meeting this month.

IX. ACTION ITEMS

Approval of Minutes (Attachments)

Work Session Meeting	September 20, 2016
Regular Session Meeting:	September 27, 2016
Closed Executive Session	September 27, 2016

NJ QSAC

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

WHEREAS, QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulation to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007, and readopted on March 7, 2012 the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (*N.J.A.C. 6A:30*), District Performance Review (DPR) and Statement of Assurance (SOA) documents.

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum,

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance, be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Curriculum and Instruction

1. Middle School Fundraiser – date change

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

March 10, 2017 (previously March 17)	8 th Grade Lip Sync Contest/Fundraiser
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2. Revised Curriculum (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the adoption for the 2016-2017 school year of the revised/renewed curriculum listed below:

K-4 Social Studies

BE IT FURTHER RESOLVED that the Mendham Township Board of Education approves the adoption for the 2016-2017 school year of the new curriculum listed below:

K-2 Writing

3. Middle School Field Trip

BE IT RESOLVED that the Mendham Township Board of Education approves the following field trip for the 2016-2017 school year:

DATE	GRADE	Activity	Cost to Board & Transportation	Cost to Student
Saturday, Nov. 5, 2016	Zero Period Art Students	Museum of Modern Art New York City	-0-	\$54

BE IT FURTHER RESOLVED that the Mendham Township Board of Education, having received the following four (4) quotes approves the Martz Group for the Mendham Township Middle School field trip to the Museum of Modern Art, NY, NY on Saturday, November 5, 2016:

Bus Company	Quote		Trip Awarded to:
Aristocrat	950		
Lakeland	800		
Martz Group	784	w/seatbelts	Martz Group
Panaroma Tours	875	w/seatbelts	

4. Elementary School Field Trip–Confirmation of Previously Approved Proposed Field Trip

BE IT RESOLVED that the Mendham Township Board of Education reapproves the following field trip for the 2016-2017 school year which was approved conceptually by the Board on July 18, 2016, and also approves the change in date from April to October 28, 2016:

Date	Grade	Activity	Cost to Board & Transportation	Cost to Student	Chaperones Note: An alternate chaperone may be used if necessary
10/28/16	Grade 1	Frelinghuysen Arboretum	\$250 Busing	\$5	Jeanne Brown Tiffany Reed Amy Williamson

5. Speech Consultations – KidTherapy

BE IT RESOLVED that the Mendham Township Board of Education Approves KidTherapy for 3 hours of speech consultations for a preschool student @ \$160.00/hr. + \$15.00 travel fee – total \$495.00 on 10/4/16.

6. “Not My Kid” - Mendham Township Middle School

BE IT RESOLVED that the Mendham Township Board of Education Approves the “Not My Kid” program, to be piloted during the school year 2016-2017 at MTMS.

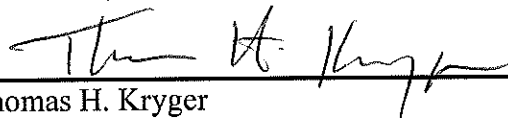
NOTE: There was Board discussion on the approval of the “Not My Kid” program. The discussion participants included Dr. Ciccone, Dr. Constantino as well as all Board members. Additionally, Ms. deGrandpre invited the HSA co-presidents, Ms. Christie Gisser and Ms. Ann Marie Saito along with Ms. Gretchen Holquist (2016 candidate for the MTBOE) to participate in the discussion. The discussion generated high opinions of the pilot program and noted that there are several areas which will require some decision making. It was agreed that these decisions could and would be made as the program matures.

Operations and Finance

1. September 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 September 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. 2017-2018 Budget Calendar (Attachment)

BE IT RESOLVED that the Mendham Township Board of Education approves the budget calendar outlining the development process and prospective timeline for 2017-2018 school year district budget.

3. Annual Facilities Checklists (Attachments)

BE IT RESOLVED that the Mendham Township Board of Education approves the New Jersey Department of Education Annual Health and Safety Evaluation of School Buildings Checklists for the Mendham Township elementary and middle schools for the 2016-2017 school year.

4. August 2016 Transfer Reports

BE IT RESOLVED that the Mendham Township Board of Education approves the May, June, August 2016 transfer report. (Attachments)

5. October 2016 Bills List

WHEREAS the Mendham Township Board of Education has scheduled only one(1) meeting at which action will be taken during the month of October, 2016, and,

WHEREAS the Mendham Township Board of Education has scheduled this meeting for Tuesday, October 11, 2016 at 7:30 pm. in the Mendham Township Elementary School, and WHEREAS the Mendham Township Board of Education is intent upon paying claims from vendors in a timely fashion,

BE IT RESOLVED, that the Mendham Township Board of Education authorizes that the date of payment of claims for the month of October, 2016 be moved from October 11, 2016 to October 28, 2016, and

BE IT FURTHER RESOLVED, that the Mendham Township Board of Education authorizes (NJSA 18A:19-4 and NJSA 18A:19-4.1) the Superintendent, the Business Administrator/Board Secretary and a designated member of the Board of Education to review a list of claims from September 27, 2016 through October 28, 2016 and authorize payment of such claims on October 28, 2016, and

BE IT FURTHER RESOLVED, that approval of claims paid on October 28, 2016 will be presented to the Board of Education at the November, 2016 Work Session meeting for ratification.

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
School Safety, Security, & Reunification Training Morris Plains, NJ	10/26/16	Stephanie Probert	\$100	\$100
Sustainable Jersey for Schools Awards Dinner Atlantic City, NJ	10/25 & 10/25, 2016	Julianne Kotcho Laura Gallagher	-0-	Mileage Reimbursement, parking, tolls, lodging.
Holland Brook School Observation Whitehouse Station, NJ	10/28/16	Gregory Gormly	-0-	-0-
Asbestos Awareness Ocean, NJ	11/1 & 11/2/16	Frank Criscuolo	\$350	\$350 plus tolls, parking
Asbestos Awareness Ocean, NJ	12/1/16 12/8/16	John Ragusa	\$350	\$350 plus tolls, parking
Guided Math Conference Somerset, NJ	12/5 & 12/6/16	Theresa Milow Darlyne Pieper Eugenia Mastrogiannakos	\$399 each	\$399 each Substitutes

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
Mendham Township Recreation	<u>MS</u> All Purpose Room	<u>Wednesdays</u> 9/21/16, 9/28/16, 10/5/16, 10/12/16, 10/19/16, 10/26/16	6:30 pm – 8:30 pm	Peter Wright
Mendham Magic	<u>MS</u> Fields	<u>Mondays,</u> <u>Wednesdays &</u> <u>Fridays</u> 3/13/17 – 4/7/17	5:15 am – 6:30 am	Dale DeGraw
Mendham Magic (end of season banquet)	<u>MS</u> All Purpose Room	<u>Thursday</u> 11/3/16	6:00 pm – 9:00 pm	Dale DeGraw
Girl Scouts Brownie Troop 6071	<u>ES</u> Classroom	<u>Tuesdays</u> 10/4/16, 11/1/16, 3/7/17, 4/4/17	3:40 pm – 5:00 pm	Dana Feldman
Boy Scouts #358	<u>MS</u> All Purpose Room	<u>Friday</u> 1/20/17 Derby Registration <u>Saturday</u> 1/21/17 Derby Day	5:30 pm – 8:00 pm 8:00 am – 3:00 pm	Thomas Shaw
HAS "Spooktacular"	<u>ES</u> Gyms	<u>Friday</u> 10/29/16	6:00 pm – 8:00 pm	Sarah Witko

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

8. 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 2016-2017 school year.

Personnel and Human Resources

1. Mentoring: Provisional Teachers

BE IT RESOLVED that the Mendham Township Board of Education approves payment to the following to serve as mentors during the Provisional Teacher Certification process:

MENTOR	PROVISIONAL TEACHER	CERT	COMPENSATION
Jennifer Vasquez	Devon DeGilio	CEAS	\$550
Carol Hueston	Nicole Sedita	CEAS	\$550
Cynthia Scharf-Dour	Briana Panetta	CEAS	\$550
Laurel Culbertson	Brianna Boland	CEAS	\$550
Cindi O'Connor	Alison Kentos	CEAS	\$550

2. Approval of Stipend: Curriculum Development and Implementation

BE IT RESOLVED that the Mendham Township Board of Education approves Patrick Ciccone and Julianne Kotcho for the Curriculum Development and Implementation stipends for the 2016-2017 school year at the annual rate of \$4,000.00 each.

3. New Hire: Substitute Transportation Drivers

BE IT RESOLVED that the Mendham Township Board of Education approves the appointment of the following Substitute Transportation Driver for the 2016-2017 school year at an hourly rate of \$22.25:

James Castiglione

4. Staff Resignation

BE IT RESOLVED that the Mendham Township Board of Education accepts with regret the letter of resignation from Sharon C. Carroll, Middle School Nurse, dated October 5, 2016 and effective December 3, 2016.

5. 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:

Laura Appelbaum

6. Alternate Chaperones – 2016-2017 School Year

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

Nicole Sedita
 Maria Doto
 Matthew Viggiano

BE IT FURTHER RESOLVED that the Mendham Township Board of Education retroactively approves the following as chaperones for the 5th and 6th Grade Student Council Dance held on September 23, 2016.

Nicole Sedita
Maria Doto

Moved by Mr. Jendryka, second by Mr. Thayyar to approve all Action Items for October 11, 2016 for the Approval of Minutes, NJ QSAC Submission, Curriculum & Instruction, Operations & Finance and Personnel & Human Resources. Roll call vote: Mr. Elgarten, Mr. Jendryka, Mr. Kontely, Mr. Thayyar, Ms. deGrandpre. All ayes. Motion passes.

X. DISCUSSION

Mr. Elgarten revisited the discussions of the District Planning Committee meeting held on September 27, 2016 and addressed the topic of shared services. He encouraged Board members to continue to develop a list of areas where we can explore sharing services with surrounding districts. Areas for consideration might include sports programs, music, band and choir activities and library services.

XI. VERBAL COMMUNICATION FROM THE PUBLIC

Ms. Christie Gisser, co-president of the HSA, inquired about shared services used by the district and about the school budget development process and the opportunity for the public and the Mendham Township Committee to provide feedback on the district's budget.

Mr. Kryger provided information on several purchasing consortiums in which the district participates and the recent shared services agreement with the Washington Township Board of Education for school bus repairs. Additionally, he reviewed the zero based budget development process and the various avenues utilized to inform the general public and the local municipal governing committee on the details of the new budget each year.

XII. 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 a negotiations 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. Kontely, second by Mr. Jendryka to adjourn to Closed Executive Session. The Board entered the Closed Executive Session at 9:39 pm.

XIII. RECONVENE REGULAR SESSION MEETING

The Regular Session meeting was reconvened at 10:14 pm.

XIV. ADJOURNMENT

Moved by Mr. Kontely, second by Mr. Thayyar to adjourn the meeting. The meeting was adjourned at 10:14 pm.

Respectfully submitted,



Thomas H. Kryger
Business Administrator/Board Secretary