

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

October 17, 2017

**REVISED
AGENDA ITEMS**

**FOR
APPROVAL**

Board Officers

Mrs. Beth Cocuzza, President
Mr. Stephen Dolan, Vice-President

Administrators

Dr. Mitzi N. Morillo, Superintendent
Mr. James Rollo, Business Administrator

MENDHAM BOROUGH SCHOOL DISTRICT

MENDHAM BOROUGH BOARD OF EDUCATION REGULAR BUSINESS MEETING REVISED AGENDA

DATE: October 17, 2017

***** HILLTOP SCHOOL *****

□Welcome□

Welcome to this public meeting of the Mendham Borough Board of Education. The Board is an elected, unpaid group of nine citizens who set policy and make decisions on educational, financial, and personnel matters for the Mendham Borough Schools on behalf of all residents. We are always pleased when members of the community attend our meetings.

The Board and the school district operate under applicable New Jersey laws and under regulations of the New Jersey State Board of Education.

Each meeting includes opportunities for those attending to comment on matters of interest to them, including matters on the published agenda. Early in the meeting, there is a “Public Comments” period to provide an opportunity for members of the public to speak on agenda items only. Additionally, members of the public will have the opportunity to make comments after the Board’s discussion of “New Business.” Law limits discussion of individual personnel.

We desire sincerely that our meetings will provide useful opportunities for communication between the Board and the community. Thank you for attending.

Mendham Borough Board of Education

MENDHAM BOROUGH SCHOOL DISTRICT
Mendham, New Jersey
October 17, 2017

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Hilltop School Cafeteria
Mendham, New Jersey

REVISED
AGENDA

Attachments:

- 1. Minutes**
- 2. Financial Business**
- 3. Other Financial Business**
- 4. Bill Lists, Travel, Transfer of Funds**
- 5. Policy**
- 6. Personnel**
- 7. Curriculum**
- 8. Other Business**

MENDHAM BOROUGH BOARD OF EDUCATION
Mendham, New Jersey

**REVISED AGENDA
BUSINESS MEETING
October 17, 2017
6:15 P.M.**

1. CALL TO ORDER BY THE BOARD PRESIDENT TIME: 6:16

2. OPEN PUBLIC MEETING ACT STATEMENT

The time, date, location and agenda of this meeting were posted to the Daily Record on October 4, 2017, the Observer Tribune on October 5, 2017, and reported to the Phoenix House, Hilltop School, and Mountain View School on October 2, 2017. The Board of Education maintains policy to address public concerns. Copies of Policy No. 1312 "Public Complaints and Grievances," are available at each board meeting or upon request from the district offices.

A suggestion box is located in the Superintendent's Office at Hilltop School for your convenience.

3. ROLL CALL

<input type="checkbox"/> Mrs. Beth Cocuzza	<input type="checkbox"/> Mr. William Corbett	<input checked="" type="checkbox"/> Mr. Stephen Dolan
<input checked="" type="checkbox"/> Mr. Paul Fechhelm	<input type="checkbox"/> Mr. James Gillespie	<input checked="" type="checkbox"/> Miss AnneMarie Hornyak
<input checked="" type="checkbox"/> Mr. John Jennings	<input checked="" type="checkbox"/> Mrs. Raechelle Raimondo	<input checked="" type="checkbox"/> Mr. John E. Vitale

Administrative Staff:

Superintendent of Schools	<input checked="" type="checkbox"/> Dr. Mitzi N. Morillo
Board of Education Secretary/Business Administrator	<input checked="" type="checkbox"/> Mr. James Rollo
Board Council	<input checked="" type="checkbox"/> Mr. John G. Geppert, Jr., Esq.
	<input type="checkbox"/> Public

4. FLAG SALUTE

5. EXECUTIVE SESSION TIME: 6:19

☒ Scheduled (If Needed)
☐ Unscheduled

5.1 Motion to adopt the following resolution:

BE IT HEREBY RESOLVED by the Mendham Borough Board of Education pursuant to N.J.S.A. 10:4-13 and 10:4-12 that said public body hold a closed session on Tuesday, October 17, 2017 for the purpose of discussing:

- Personnel
- Legal Matter
- Negotiations

It is expected that the discussion undertaken in closed session will be made public at the time official action is taken.

VOICE VOTE: AYES: 6 NOES: 0 ABSTAIN:0

5.2 RE-OPEN TO PUBLIC

TIME: 7:30

CONSENT RESOLUTIONS

(All matters hereunder in are considered to be routine in nature and will be enacted by one motion in each area of business. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Secretary's Office).

Mr. Jennings made a motion, seconded by Miss Hornyak, to appoint Dr. Morillo as Assistant Board Secretary for the evening.

VOICE VOTE: AYES: 6 NOES: 0 ABSTAIN:0

6. MINUTES

On the motion seconded by Mr. Vitale, item 6 was moved:

6.1 Motion to approve the minutes of the September 26, 2017 Executive Session Meeting.
On the motion of Mr. Jennings , seconded by Mr. Fechhelm, item 6.1 was moved:

6.2 Motion to approve the minutes of the September 26, 2017 Regular Business Meeting.
On the motion of Miss Hornyak, seconded by Mr. Jennings, item 6.2 was moved:

VOICE VOTE: AYES: 6 NOES: 0 ABSTAIN:0

7. CORRESPONDENCE

- No Correspondence

8. COMMITTEE REPORTS

8.1 Curriculum and Instruction - Did not Meet

8.2 Finance/Facilities and Technology –Discussed engaging Architect to design plans for media center revitalization, referred possibility of telemedicine offering to Staff Wellness Committee,

Completion of HVAC upgrades at Hilltop, Installation of new lighting at a 70% discount that will reduce utility bills, and installation of new boiler at 70% discount.

8.3 Personnel and Management - Did not meet

8.4 Policy/Public Relations – Discussed Policies for 1st read in agenda, Update on Superintendent's Coffee & Conversation

9. ADMINISTRATIVE STAFF REPORTS

9.1 Superintendent's Report

- Public Hearing of the Violence, Vandalism and Bullying Report (EVVRS)

9.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Sept. 30, 2017	June 30, 2017	Sept. 30, 2016
Pre K	10	7	6
K	34	47	44
1	48	41	40
2	46	64	63
3	67	53	51
4	54	60	60
HILLTOP TOTAL	259	272	264
5	62	49	49
6	53	85	84
7	85	55	54
8	57	69	69
MT. VIEW TOTAL	257	258	256
HILLTOP & MT. VIEW	516	530	520
OUT OF DISTRICT	6	8	8
TOTAL	522	538	528
STAFF ATTENDANCE	97.59%	93.59%	98.51%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	N/A	N/A	N/A
MT. VIEW	N/A	N/A	N/A

SECURITY DRILL REPORT

SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Non-Fire Evacuation	October 3, 2017	2:21 PM	3:14
MT. VIEW			
Lockdown	N/A	N/A	N/A

10. RECOGNIZE PUBLIC - FOR AGENDA ITEMS ONLY

While the Board respects the public's interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

11. FINANCIAL BUSINESS

On the motion of Mr. Fechhelm , seconded by Miss Hornyak, item 11.1 – 11.15 were moved:

Board Secretary and Treasurer's Reports

11.1 Motion to approve that the Board Secretary's Report - September 2017 and the School Treasurer's Report September 2017 with a reconciled cash balance of \$2,434,430.59 be accepted, certifying that no major account fund is over expended in violation of NJAC 6A:23-2.11(a) and sufficient funds are available to meet the financial obligation of the district for the remainder of the fiscal year. Revenues are being received as anticipated.

Transfer of Funds

11.2 Motion to approve the transfer of funds for Mendham Borough Schools for the 2017-2018 school year as presented.

11.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - September 2017

Cafeteria Bills List - September 2017

Bill List

11.4 Motion to approve the Board of Education Bill List from September 27, 2017 to October 17, 2017 in the amount of \$921,560.15

11.5 Motion to approve the Bill List for September 27, 2017 to October 17, 2017 for the Cafeteria Account in the amount of \$11,504.32

NCLB Carryover

11.6 Motion to approve 2016-2017 carryover funds from NCLB Title I Part A funds in the amount of \$6,076 to be used for instruction.

11.7 Motion to approve 2016-2017 carryover funds from NCLB Title II Part A Basic funds in the amount of \$26 to be used for support services.

Grant Award

11.8 Motion to accept grant award for the 2017 Safety Grant program through the New Jersey School Boards Association Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$5,000 for the period of July 1, 2016 through June 30, 2017.

11.9 Motion to accept grant award for the 2017-18 Wellness Grant program through the Schools Health Insurance Fund for the purposes described in the application, in the amount of \$5,960 for the period of July 1, 2017 through June 30, 2018.

Comprehensive Maintenance Plan

11.10 Motion to approve the Mendham Borough Schools' 2017-2018 Form M-1 and the 3-Year Comprehensive Maintenance Plan, which contains maintenance activities reasonable to keep the school facility open and safe for use or in its original condition and to keep system warranties valid.

11.11 Motion to approve Hillmar, LLC of 14 Brookside Terrace, North Caldwell, NJ 07006 to do a Bilingual Educational Evaluation and a Bilingual Speech Evaluation at a cost of \$525.00 per evaluation, not to exceed \$2,100.

11.12 Motion to approve contract for student #999051 for extraordinary services at the Somerset Hills Learning Institute for the 2017-18 School Year for 105 days at a per diem of \$50.

Travel Expenses

11.13 Motion to approve the proposed travel expenditures as attached and in accordance with New Jersey Law A-5 and Board Policy 9250b1.

Facilities

11.14 Motion to approve the following facilities/equipment applications pending custodial coverage:

Out of District Facilities Use

<u>Location</u>	<u>Group</u>	<u>Dates/times</u>	<u>Purpose</u>	<u>Income/Cost Estimate</u>
Hilltop Classroom	Girl Scouts Northern New Jersey - Troop 95084	3:15pm-5pm 11/7, 12/5, 1/9/18, 2/6/18, 3/6/18, 4/3/18, 5/1/18, 6/5/18	Monthly Meeting	\$121.33

11.15 Motion to approve disposal of the attached list of obsolete or damaged books from the Mountain View Media Center.

ROLL CALL VOTE

	B.C.	W.C.	S.D.	P.F.	J.G.	A.H.	J.J.	R.R.	J.V.
– AYES –	-	-	X	X	-	X	X	X	X
– NOES –									
ABSTAIN				11.4 Check No.134493, 134508			11.4 Check No. 134512		

MOTION CARRIED

12. CURRICULUM & INSTRUCTION

On the motion of Miss Hornyak, seconded by Mr. Jennings, item 12 was moved:

12.1 Motion to approve the following field trip destinations for the 2017-2018 school year:

Student Group	Approximate Time of School Year	Destination	Purpose
1st Grade	March	Mayo Performing Arts Center	Students will attend the Steve Trash: Rockin' Eco Hero show as it aligns with our character education pillar of citizenship and as it relates to recycling. We also talk about our responsibility to take care of mother earth. We feel this program will serve as a complement to our new science program about plants and animals.
Forensics	November	Montville Township HS	Tournament
6th Grade Science EEE	October-June	Passaic River	As a part of a grade from American Chemical Society Teacher Program, the Grade 6 Science EEE will study water quality and analyze the data obtained. They will learn about watersheds and practice water tests in the field.

VOICE VOTE: AYES: 6 NOES: 0 ABSTAIN:0

13. POLICY

On the motion of Mr. Jennings, seconded by Mr. Fechhelm, item 13 was moved:

13.1 Motion to approve the following policies for First Reading:

Type	Policy #	Name	New/ Revised
Policy	3541.33	Transportation Safety	Revised
Policy	6114	Emergencies and Disaster Preparedness	Revised

VOICE VOTE: AYES: 6 NOES: 0 ABSTAIN:0

14. PERSONNEL

On the motion of Mr. Vitale, seconded by Mr. Fechhelm, item 14.1 – 14.9 were moved:

14.1 Motion to approve Mrs. Nicole Lanka to utilize accrued, unused sick days prior to the commencement of intermittent FMLA/NJFLA during the 2017-2018 school year, upon the recommendation of the Superintendent.

14.2 Motion to approve the appointment of Ms. Kelsey Crist as a Leave Replacement Teacher at Hilltop Elementary School, at a salary of \$54,840.00 (prorated), effective November 1, 2017 through June 30, 2018 for the 2017-2018 school year, upon the recommendation of the Superintendent.

14.3 Motion to approve the appointment of Mrs. Donna Lau as a Leave Replacement Teacher at Hilltop Elementary School, at a salary of \$63,965.00 (prorated), effective November 1, 2017 through June 30, 2018 for the 2017-2018 school year, upon the recommendation of the Superintendent.

14.4 Motion to approve the appointment of Ms. Kristin Stiner as a Long-Term Substitute Teacher at Mountain View School, at a salary of \$54,490.00 (prorated), effective November 1, 2017 through December 18, 2017 for the 2017-2018 school year, upon the recommendation of the Superintendent.

14.5 Motion to approve for appointment of the following substitute teachers for the 2017-2018 school year, upon successful completion of substitute orientation, criminal background check and upon the recommendation of the Superintendent.

Brittany Badal	Christina Grissett	Beth Scarcella
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14.6 Motion to approve the following staff members as members of the Intervention and Referral Service Committee, to be paid \$45.00 an hour, not to exceed \$450 per teacher, to attend monthly meetings as needed, for the 2017-2018 school year, upon the recommendation of the Superintendent.

Name	School	Position
Denelle Kagan	Hilltop School	Intervention Specialist
Kristin McGovern	Hilltop School	LDTC
Erin Gaffney	Hilltop School	Teacher
Debbie Gertler	Hilltop School	Teacher
Christina Stolten	Hilltop School	Teacher
Denise Magrini	Mountain View School	Teacher
Elizabeth Goncalves	Mountain View School	Teacher

14.7 Motion to approve the following staff members to be available to provide instructional services for students in the Title I program at the remunerated rate of \$50.00 an hour to be paid by Title I Funds and not to exceed \$10,000.00, upon the recommendation of the Superintendent.

Marisa Cohen	Lindsay Finkelstein	Cristina Stolten
Alexandria Tucker	Alyssa Young	

14.8 Motion to approve the following staff members to review data for at-risk students and identify interventions, at the remunerated rate of \$50.00 an hour to be paid by Title 1 Funds and not to exceed \$2,500.00, upon the recommendation of the Superintendent.

Marisa Cohen	Lindsay Finkelstein
Cristina Stolten	Alyssa Young
Denelle Kagan	Alexandria Tucker

14.9 Motion to approve Miss Jessica Carey, Middle School Science Teacher at a salary of \$53,490 (prorated), effective on or about November 28, 2017, for the 2017-2018 school year, pending successful completion of the criminal history background check and upon the recommendation of the Superintendent.

ROLL CALL VOTE

	B.C.	W.C.	S.D.	P.F.	J.G..	A.H.	J.J.	R.R.	J.V.
– AYES –	-	-	X	X	-	X	X	X	X
– NOES –									
ABSTAIN									

MOTION CARRIED

15. OTHER BUSINESS

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 15.1 – 15.2 were moved:

15.1 Motion to approve the annual Nursing Services Plan for the 2017-2018 school year.

15.2 Motion to approve the submission of the NJ Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2017-2018 school year.

ROLL CALL VOTE

	B.C.	W.C.	S.D.	P.F.	J.G..	A.H.	J.J.	R.R.	J.V.
– AYES –	-	-	X	X	-	X	X	X	X
– NOES –									
ABSTAIN									

MOTION CARRIED

16. RECOGNIZE PUBLIC

While the Board respects the public's interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

17. ADJOURNMENT

TIME: 7:47PM

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 17 was moved:

Motion to adjourn the meeting.

VOICE VOTE: AYES: 6

NOES: 0

ABSTAIN:0