

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

November 21, 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: November 21, 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
November 21, 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
November 21, 2017
6:15 P.M.

1. **CALL TO ORDER BY THE BOARD PRESIDENT** TIME: 6:19

2. **OPEN PUBLIC MEETING ACT STATEMENT**

"The time, date, location and agenda of this meeting were posted to the Daily Record on October 31, 2017, the Observer Tribune on November 2, 2017, and reported to the Clerk of the Borough of Mendham, Hilltop School and Mountain View School on October 27, 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**

<u>_X_</u> Mrs. Beth Cocuzza	<u>_X_</u> Mr. William Corbett	<u>_X_</u> Mr. Stephen Dolan
<u>_X_</u> Mr. Paul Fechhelm	<u>_X_</u> Mr. James Gillespie	<u>_X_</u> Miss AnneMarie Hornyak
<u>_X_</u> Mr. John Jennings	<u>_X_</u> Mrs. Raechelle Raimondo	<u>_X_</u> Mr. John E. Vitale (left 7:58)

Administrative Staff:

Superintendent of Schools	<u>_X_</u> Dr. Mitzi N. Morillo
Board of Education Secretary/Business Administrator	<u>_X_</u> Mr. James Rollo
	<u> </u> Public

4. **FLAG SALUTE**

5. **EXECUTIVE SESSION** TIME: 6:21

On the motion of Mr. Corbett, seconded by Mr. Jennings, item 5 was moved:

X 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, November 21, 2017 for the purpose of discussing:

- HIB
- 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.

CARRIED:

5.2 RE-OPEN TO PUBLIC

TIME: 7:42

On the motion of Mr. Corbett, seconded by Mr. Fechhelm, item 5.2 was moved:

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.

6. MINUTES

On the motion of Miss Hornyak, seconded by Mr. Fechhelm, item 6 was moved:

- 6.1** Motion to approve the minutes of the October 17, 2017 Executive Session Meeting.
- 6.2** Motion to approve the minutes of the October 17, 2017 Regular Business Meeting.
- 6.3** Motion to approve the minutes of the November 14, 2017 Executive Session Meeting.
- 6.4** Motion to approve the minutes of the November 14, 2017 Special Business Meeting.

VOICE VOTE: AYES: 8 NOES: 0 ABSTAIN:1

7. CORRESPONDENCE

- Emails from Mr. Jennings regarding Mountain View Cross Country Alumni Achievements

Mr. Jennings congratulated Coach McCaffrey for instilling a love and dedication to cross country in the Mountain View alumni.

- Letter to Board sharing opinion on calendar

8. COMMITTEE REPORTS

8.1 Curriculum and Instruction - Discussed Calendar, technology update, Google training, Math curriculum

8.2 Finance/Facilities and Technology - Met 11/14, received presentation of Auditor; discussed proposal from company who sells healthy snacks vending machines and the 18-19 budget calendar.

8.3 Personnel and Management - Met 11/14 discussed agenda items 14.1 – 14.19 and other personnel matters

8.4 Policy/Public Relations - Did not meet

9. ADMINISTRATIVE STAFF REPORTS

9.1 Superintendent's Report

- Audit Presentation - Mr. William Schroeder of Nisivoccia & Company will review the 2016-2017 Comprehensive Annual Financial Report.
 - No comments and recommendations which occurs in only 25% of their firm's clients
 - Food service performance was discussed.
- Annual Review of the Memorandum of Agreement
 - Dr. Gambino from state Office of School Preparedness & Emergency Planning conducted 2 surprise drills and also presented security information to parents
- Dr. Morillo congratulated the Boys and Girls Cross Country and Soccer teams on their successful seasons. Dr. Morillo also acknowledged the individual accomplishments of several Cross Country runners at Morris County Championships.
- Dr. Morillo shared feedback received on the 2018-19 school calendar. An update on the district goals in regarding technology was also shared.

9.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Oct. 31, 2017	Sept. 30, 2017	Oct. 31, 2016
Pre K	10	10	6
K	34	34	44
1	48	48	40
2	46	46	63
3	67	67	51
4	54	54	60
HILLTOP TOTAL	259	259	264
5	62	62	49
6	53	53	84

7	85	85	54
8	57	57	69
MT. VIEW TOTAL	255	257	256
HILLTOP & MT. VIEW	514	516	520
OUT OF DISTRICT	6	6	8
TOTAL	520	522	528
STAFF ATTENDANCE	95.94%	97.59%	97.03%

DISTRICT FIRE DRILL REPORT

SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	Oct. 20, 2017	10:55 AM	2:03
MT. VIEW	Oct. 17, 2017	2:28 PM	1:02

SECURITY DRILL REPORT

SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
	N/A	N/A	N/A
MT. VIEW			
Lockdown	Oct. 13, 2017	11:15 a.m.	12:00
Evacuation	Nov. 3, 2017	2:40 p.m.	7:00

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.

- No comments from public.

11. FINANCIAL BUSINESS

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 11.1 – 11.11 were moved:

Board Secretary and Treasurer's Reports

11.1 Motion to approve that the Board Secretary's Report - October 2017 and the School Treasurer's Report October 2017 with a reconciled cash balance of \$2,946,678.41 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 - October 2017

Bill List

11.4 Motion to approve the Board of Education Bill List from October 18, 2017 to November 21, 2017 in the amount of \$965,617.87

ROLL CALL VOTE

11.5 Motion to approve the Cafeteria Bill List for October 18, 2017 to November 15, 2017 in the amount of \$12,454.72

Facilities

11.6 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 Gym	West Morris Soccer Club*	1/6/2018-3/2/2018 Mon-Thurs 5-8, Sat 9am-3pm & Sun 11am-3pm	Soccer Practice	Tier 2 Fee: \$ 1,144 Custodial Fee: \$ 4,256 Total: \$5,400
*Recognize West Morris Soccer Club as a Tier 2 organization in acknowledgement of club permitting use of goals and benches by the Mountain View soccer teams as well as providing soccer field lining in the Fall. Tier 3 Fee for above usage would have been \$3,813.				

Disposal of Non-public Equipment

11.7 Motion to approve disposal of non-functional Dukane IR-2007 system at Saint Joseph's School, purchased with Non-Public funds .

Travel Expenses

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

Non-Public Security Aid

11.9 Motion to approve state aid award of \$13,425 for Saint Joseph School for the purchase of electronic locks and CCTV surveillance equipment.

11.10 Motion to approve and accept the following School Bus Emergency Evacuation Drill Report, according to the New Jersey Administrative Code N.J.A.C. 6A:27-11.2:

<u>Date of Drill</u>	<u>Time</u>	<u>School</u>	<u>Location</u>	<u>Route Number(s)</u>	<u>Supervised By</u>
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10/26/17	8:15 A.M.	Mountain View Middle School	Entrance	MB01A	Mrs. Margaret Hogan
10/26/17	8:15 A.M.	Hilltop Elementary School	Entrance	MB02A	Mr. David Heller

11.11 2016-2017 AUDIT

BE IT RESOLVED to accept the 2016 Comprehensive Annual Financial Report of the Mendham Borough Board of Education.

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

None

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	X	X	
– NOES –									
ABSTAIN				11.4 Check No. 134599, 134603, 134604			11.4 Check No. 134601		

MOTION CARRIED

12. POLICY

On the motion of Mr. Jennings, seconded by Mr. Gillespie, items 12.1 – 12.2 were moved:

12.1 Motion to approve the following policies for Second Reading and Adoption.

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

12.2 Motion to approve the following job descriptions.

Code	Name	New/ Revised
B-15	School Anti-Bullying Specialist	New
F-10	Non-Competitive Cheerleading (Spirit Club) Coach	Revised

VOICE VOTE: AYES: 8 NOES: 0 ABSTAIN:0

13. CURRICULUM AND INSTRUCTION

On the motion of Miss Hornyak, seconded by Mr. Fechhelm, items 13 was moved:

13.1 Motion to approve the 2018-2019 school calendar.

VOICE VOTE: AYES: 8 NOES: 0 ABSTAIN:0

14. PERSONNEL

On the motion of Mr. Jennings, seconded by Mr. Fechhelm, items 14.1 – 14.19 were moved:

14.1 Motion to approve the following staff members as chaperones for the High Note Music Festival trip, tentatively scheduled for May 18, 2018, at a rate of \$45.00 per hour, pursuant to the terms of the collective bargaining agreement between the Mendham Borough Board of Education and the Mendham Borough Education Association, upon the recommendation of the Superintendent.

Staff Member	Compensation
Leigh Carpenter	4 Hours at \$45 an hour for a total of \$180.00
Bradley McMurray	4 Hours at \$45 an hour for a total of \$180.00
Keira Wood	4 Hours at \$45 an hour for a total of \$180.00
Jonathon Dragon	4 Hours at \$45 an hour for a total of \$180.00
Erin Clark	4 Hours at \$45 an hour for a total of \$180.00
Marisa Austenberg	4 Hours at \$45 an hour for a total of \$180.00

14.2 Motion to approve Ms. Rebecca Nelson to attend Parent/Teacher conferences at Mountain View Middle School on November 7, 2017, from 5:30 p.m. to 7:30 p.m., at a rate of \$60.00 per hour, not to exceed 3 hours, upon the recommendation of the Superintendent.

14.3 Motion to approve the following staff members for the stipend positions for the 2017-2018 school year, salaries will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association, upon the recommendation of the Superintendent.

Name	Position	Guide Step	Salary
Jessica Carey	8th Grade Advisor	Level 1	\$625 prorated 12/1/17-6/30/18
Lyndsey Magenheimer	Non-Competitive Cheerleading /Spirit Club Advisor	Level 1, Year 1-2	\$1,519.41

14.4 Motion to approve the following mentor teacher assignment per the Mendham Borough School District Mentoring Plan and the requirements of N.J.A.C. 6A:9-8.3, and pursuant to the bargaining agreement made between the Mendham Borough Education Association and the Mendham Borough Board of Education, at the prorated amount, and upon the recommendation of the Superintendent.

Teacher	Mentor Teacher
Jessica Carey	Denise Magrini
Erin Shaw	Heather Keaney

14.5 Motion to approve the request for the use of five unpaid leave days from April 2, 2017 through April 6, 2017 for Mrs. Lauren Hert, upon the recommendation of the Superintendent

14.6 Motion to approve for appointment Ms. Kimberly Fisher as a Substitute Teacher for the 2017-2018 school year, upon successful completion of substitute orientation, criminal background check and upon the recommendation of the Superintendent.

14.7 Motion to approve Mrs. Wendy Hoch as a volunteer for the 2017-2018 school year, pending completion of Volunteer Training with District Administrators and upon the recommendation of the Superintendent:

14.8 Motion to approve the appointment of Mrs. Susan Pedalino as the 8th Grade Science Substitute Teacher from November 1, 2017 through November 28, 2017, for a total of 16 days, at a rate of \$200 per day, upon the recommendation of the Superintendent.

14.9 Motion to retroactively approve the resignation of Mr. Fausto Rossy, Part-time Evening Custodian, effective November 10, 2017, upon the recommendation of the Superintendent.

14.10 Motion to approve Mr. Fausto Rossy as a Substitute Custodian for the 2017-2018 school year, upon the recommendation of the Superintendent.

14.11 Motion to approve the extension of an unpaid FMLA/NJFLA Leave of Absence for Mrs. Brianna Kehoe through the remainder of the 2017-2018 school year, upon the recommendation of the Superintendent.

14.12 Motion to approve the extension of Ms. Kristin Stiner as a 7th Grade ELA Leave Replacement Teacher at Mountain View School from December 18, 2017 through June 30, 2018, upon the recommendation of the Superintendent.

14.13 Motion to approve the extension of the appointment of Mrs. Christa Epitropakis as a Long-Term Substitute Teacher at Hilltop School, at a rate of \$200 per day, through or about January 12, 2018, upon the recommendation of the Superintendent.

14.14 Motion to appoint Mrs. Jennifer Billeci as a Grade 2 Elementary Teacher at Hilltop School from January 9, 2018 through June 30, 2018, upon the recommendation of the Superintendent.

14.15 Motion to approve the extension of Mrs. Aimee Abreu FMLA/NJFLA leave until February 1, 2018, upon the recommendation of the Superintendent.

14.16 Motion to approve Ms. Erin Shaw as a Long-Term Substitute Teacher for 6th Grade Math at Mountain View School, at a salary of \$55,480 (prorated), effective November 21, 2017 through January 21, 2018, pending successful completion of criminal history background check and upon the recommendation of the Superintendent.

14.17 Motion to approve Mr. Drew Ligas as a Part-Time Evening Custodian at Hilltop School, at a rate of \$13.00 per hour, effective on or about November 22, 2017 through June 30, 2018, pending successful completion of criminal history background check and upon the recommendation of the Superintendent.

14.18 Motion to approve the extension of the following mentor teacher assignment, for the remainder of the 2017-2018 school year, per the Mendham Borough School District Mentoring Plan and the requirements of N.J.A.C. 6A:9-8.3, and pursuant to the bargaining agreement made between the Mendham Borough Education Association and the Mendham Borough Board of Education, and upon the recommendation of the Superintendent.

<i>Teacher</i>	<i>Mentor Teacher</i>
Kristin Stiner	Rosemary Frattina

14.19 Motion to approve the extension of the following mentor teacher assignment, from November 20, 2017 through January 12, 2018, at the prorated amount, per the Mendham Borough School District Mentoring Plan and the requirements of N.J.A.C. 6A:9-8.3, and pursuant to the bargaining agreement made between the Mendham Borough Education Association and the Mendham Borough Board of Education, and upon the recommendation of the Superintendent.

<i>Teacher</i>	<i>Mentor Teacher</i>
Christa Epitropakis	Denelle Kagan

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	X	X	
– NOES –									
ABSTAIN									

MOTION CARRIED

15. OTHER BUSINESS

On the motion of Miss Hornyak, seconded by Mr. Fecchlem, item 15 was moved:

15.1 Motion to approve the submission of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) to the County Superintendent of Schools.

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	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.

- No comments from public.

17. ADJOURNMENT

TIME: 8:07

On the motion of Mr. Fecchelm, seconded by Mr. Jennigs, item 17 was moved:

Motion to adjourn the meeting.

VOICE VOTE: AYES: 8 NOES: 0 ABSTAIN:0

Respectfully submitted,
James C. Rollo
Business Administrator/Board Secretary
Approved: