

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

December 19, 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: December 19, 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
December 19, 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
December 19, 2017
6:15 P.M.

1. CALL TO ORDER BY THE BOARD PRESIDENT TIME: 6:18

2. OPEN PUBLIC MEETING ACT STATEMENT

“The time, date, location and agenda of this meeting were posted to the Daily Record on December 5, 2017, the Observer Tribune on December 7, 2017, and reported to The Clerk of The Borough Of Mendham, Hilltop School, and Mountain View School on December 1, 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 checked="" type="checkbox"/> Mrs. Beth Cocuzza	<input checked="" type="checkbox"/> Mr. William Corbett (arrived 6:19)	<input checked="" type="checkbox"/> Mr. Stephen Dolan
<input checked="" type="checkbox"/> Mr. Paul Fechhelm	<input checked="" type="checkbox"/> Mr. James Gillespie	<input type="checkbox"/> Miss AnneMarie Hornyak
<input checked="" type="checkbox"/> Mr. John Jennings	<input checked="" type="checkbox"/> Mrs. Raechelle Raimondo (arrived 6:25)	<input checked="" type="checkbox"/> Mr. John E. Vitale (arrived 6:22)

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
	<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, December 19, 2017 for the purpose of discussing:

- HIB
- Legal
- Personnel
- Negotiations

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

5.2 RE-OPEN TO PUBLIC

TIME: 7:30

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

6. NEW BUSINESS

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).

7. MINUTES

On the motion of Mr. Corbett, seconded by Mr. Fechhelm, item 7 was moved:

7.1 Motion to approve the minutes of the November 21, 2017 Executive Session Meeting.

7.2 Motion to approve the minutes of the November 21, 2017 Regular Business Meeting.

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

8. CORRESPONDENCE

- None

9. RECOGNITION FOR BOARD OF EDUCATION SERVICE

WHEREAS, Mr. William Corbett has served for two terms from May 2011 to December 2017 and has completed his terms as a member of the Mendham Borough Board of Education; and

WHEREAS, Mr. Corbett served dutifully as the chair of the Facilities, Finance and Technology Committee of the Board; and

WHEREAS, Mr. Corbett served dutifully as a member of the Personnel and Management Committee of the Board; and

WHEREAS, Mr. Corbett served dutifully as a member of the Negotiations Committee; and

WHEREAS, Mr. Corbett has volunteered countless hours in service and leadership to the students, staff and community of Mendham Borough Schools; and

WHEREAS, Mr. Corbett has been a dedicated member of the Board, constantly striving to achieve and maintain the highest standards of education for the children of Mendham Borough; now therefore

BE IT RESOLVED, that the Mendham Borough Board of Education does hereby express its sincere gratitude and appreciation for the public service devoted by Mr. William Corbett to the Mendham Borough School District and does commend Mr. Corbett for the high standards he has always demonstrated in the performance of his duties as a member of the Mendham Borough Board of Education.

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

10. COMMITTEE REPORTS

10.1 Curriculum and Instruction - Met 12/18 and discussed special education pull out support, QSAC, Jan. 15th in service day, mentoring

10.2 Finance/Facilities and Technology - Met 12/12 and discussed legal matters from former ISP, special education legal counsel, aftercare proposal, media center, no construction projects but new DVR system and new phone system

10.3 Personnel and Management - Met 12/12 and discussed job descriptions and today's personnel items and staff attendance

10.4 Policy/Public Relations - Met 12/12 and discussed 3 policies and 1 regulation up for 1st Read, MOA with Local law enforcement

11. ADMINISTRATIVE STAFF REPORTS

11.1 Superintendent's Report

- Coffee and conversation with parents feedback, in particular Honeywell instant alert and MV media center revitalization

Harassment/Intimidation/Bullying Report

WHEREAS, the Mendham Borough Board of Education has received the Superintendent's report of investigations of possible incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and

WHEREAS, the Board has reviewed the Superintendent's recommendation with respect to the HIB investigation #1718 01-01 and investigation #1718 01-02

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations for investigation #1718 01-01 and investigation #1718 01-02

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools or designee shall inform the applicable parents/guardians of the students involved in these investigations with the following information within five (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided if it was determined to be an incident of HIB.

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

11.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	Nov. 30, 2017	Oct. 31, 2017	Nov. 30, 2016
Pre K	10	10	6
K	35	34	46
1	48	48	40
2	47	46	64
3	67	67	52
4	55	54	60
HILLTOP TOTAL	262	259	268
5	61	62	49
6	52	53	84
7	85	85	54
8	57	57	69
MT. VIEW TOTAL	255	255	256
HILLTOP & MT. VIEW	517	514	524
OUT OF DISTRICT	6	6	8
TOTAL	523	520	532
STAFF ATTENDANCE	95.15%	95.94%	94.59%
DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	Oct. 20, 2017	10:55 AM	2:03
HILLTOP	Nov. 21, 2017	1:48 PM	2:10
MT. VIEW	Nov. 16, 2017	1:30 PM	1:24
SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Lockdown	Nov. 17, 2017	2:23 PM	5:50
MT. VIEW			
Lockdown <i>*approved at the 11/21/17 BOE meeting</i>	Nov. 3, 2017	2:40 p.m.	7:00

12. 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

13. FINANCIAL BUSINESS

On the motion of Mr. Corbett, seconded by Mr. Fechhelm, items 13.1 – 13.12 were moved:

Board Secretary and Treasurer's Reports

13.1 Motion to approve that the Board Secretary's Report - November 2017 and the School Treasurer's Report November 2017 with a reconciled cash balance of \$3,375,596.52 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

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

13.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - November 2017

Cafeteria Bills List Report - November 2017

Bill List

13.4 Motion to approve the Board of Education Bill List from November 22, 2017 to December 19, 2017 in the amount of \$894,406.10

13.5 Motion to approve the attached resolution to renew membership New Jersey Schools Insurance Group Educational Risk & Insurance Consortium.

13.6 Motion to approve the Bill List from November 22, 2017 through December 19, 2017 for the Cafeteria Account in the amount of \$13,180.13

Travel Expenses

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

Facilities

13.8 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 Media Center	HSA	2/20/18-3/13/18 Tuesdays 6:30-8pm	Girls Leadership Program	\$0

13.9 BE IT RESOLVED, to approve the Capital Reserve Withdrawal.

WHEREAS, NJSA 6A:23A-14.1(h) permits a Board of Education to withdraw such funds from the Capital Reserve account and appropriate into the required capital account lines at budget time or any time during the year for use on required capital activities for a school facility as reported in the Long Range Facility Plan, pursuant to N.J.A.C. 6A:26A-

WHEREAS the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Mendham Borough Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account line for the following: \$211,138.00 to Renovate the Mountain View Media Center at Mountain View Middle School

WHEREAS, according to 6A:23A-14.1(k), the Mendham Borough Board of Education shall restore any unexpended capital outlay appropriations, up to the amount of capital reserve account funds withdrawn, to the capital reserve account.

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

13.11 Motion to approve the continuation of Nathanya G. Simon as Special Counsel for Special Education and other Matters as Assigned with her new Firm of Scarinci Hollenbeck, per the same terms and rates of current retainer.

13.12 Motion to approve no-cost, membership agreement with National Joint Powers Alliance® in order gain access to NJPA cooperative purchase contracts for the procurement of goods and services.

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				13.4 Check No. 134694, 134699, 134702			13.4 Check No. 134696		

MOTION CARRIED

14. CURRICULUM & INSTRUCTION

On the motion of Mrs. Cocuzza, seconded by Mr. Fechhelm, item 14 was moved:

14.1 Motion to approve the following field trip destination for the 2017-2018 school year:

Student Group	Approximate Time of School Year	Destination	Purpose
Grade 8 Chinese Class	January	Mendham High School	The Chinese program at Mendham High School invites the 8th grade Chinese students in Mountain View Middle School to visit the Chinese class in the high school. The visit will provide the 8th grade Chinese students a comprehensive introduction and understanding of what the current World Language program has to offer. The students in the 8th grade class will

			interact with the students who are currently enrolled in the Chinese program. They will be able to ask questions and further their interest in learning Chinese in high school.
Chorus	January <i>*Previously approved at 8/22/17 meeting - Date revision</i>	Regional Day School	Performance

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

15. POLICY

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

15.1 Motion to approve the following policies for First Reading.

Type	Policy #	Name	New/ Revised
Policy	1250	Visitors	Revised
Policy	2130	Principal Evaluation	Revised
Regulation	2130	Principal Evaluation	Revised
Policy	6161.1	Guidelines for Evaluation and Selection of Instructional Materials	Revised

15.2 Motion to approve the following job descriptions.

Code	Name	New/ Revised
B-2	Affirmative Action Officer	New
B-15	School Anti-Bullying Coordinator	Revised
B-16	District Anti-Bullying Coordinator	New
G-2	Cafeteria Aide	New

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

16. PERSONNEL

On the motion of Mr. Jennings, seconded by Mr. Gillespie, items 16.1 – 16.13 were moved:

16.1 Motion to approve the following staff members as chaperones for the Winter Concert on January 17, 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	3 Hours at \$45 an hour for a total of \$135.00
Bradley McMurray	3 Hours at \$45 an hour for a total of \$135.00
Kristen Huang	3 Hours at \$45 an hour for a total of \$135.00

Heather Keaney	3 Hours at \$45 an hour for a total of \$135.00
Maria Weinpel	3 Hours at \$45 an hour for a total of \$135.00

16.2 Motion to approve the resignation of Ms. Kristi Becker, Special Education Teacher at Mountain View School effective on or before February 9, 2018, upon the recommendation of the Superintendent.

16.3 Motion to approve the request for the use of two unpaid leave days from January 30, 2018 through January 31, 2018, for Mrs. Marisa Cohen, upon the recommendation of the Superintendent.

16.4 Motion to approve Denise Morris as a volunteer for the remainder of the 2017-2018 school year, having completed Volunteer Training with District Administrators, and upon the recommendation of the Superintendent:

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

Lisa Connell	Patricia Comstock
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16.6 Motion to approve Miss Erica Kim as a Long Term Substitute Teacher for Grade 1 at Hilltop School from January 8, 2018 through or about February 1, 2018 at a rate of \$200 per day, upon the recommendation of the Superintendent.

16.7 Motion to approve Dr. Mitzi Morillo as the School Safety Specialist for the district for the 2017-2018 school year.

16.8 Motion to approve Mr. James Rollo as the Assistant School Safety Specialist for the district for the 2017-2018 school year, upon the recommendation of the Superintendent.

16.11 Motion to approve the resignation of Ms Jennifer Billeci, Teacher at Mountain View School, effective on March 15, 2018, upon the recommendation of the Superintendent, and pursuant to an agreement to be documented by the Board Counsel and formally approved by the Board of Education.

16.12 Motion to approve the extension of Mrs. Christa Epitropakis as a Leave Replacement Teacher. Grade 2 at Hilltop School, at a salary of \$53,490 (prorated), effective January 12, 2018 through the remainder of the 2017-2018 school year, upon the recommendation of the Superintendent.

16.13 Motion to approve extending 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.

Teacher	Mentor Teacher
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

17. OTHER BUSINESS

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

17.1 Motion to approve the submission of the Memorandum of Understanding regarding Live Stream Video Surveillance between the Mendham Borough Board of Education and Law Enforcement Officials.

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

18. 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

19. ADJOURNMENT

TIME: 7:49

On the motion of Mr. Fechem, seconded by Mr. Corbet, item 19 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: