

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

January 22, 2018

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 REORGANIZATION/REGULAR BUSINESS MEETING AGENDA

DATE: January 22, 2018

***** 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
January 22, 2018

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Hilltop School Cafeteria
Mendham, New Jersey

AGENDA

Attachments:

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

MENDHAM BOROUGH BOARD OF EDUCATION
Mendham, New Jersey

AGENDA
BUSINESS MEETING
January 22, 2018
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 and the Observer Tribune on January 18, 2018, and reported to The Clerk of The Borough Of Mendham, Hilltop School, and Mountain View School on January 17, 2018.

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**

X Mrs. Beth Cocuzza

X Mr. Stephen Dolan

X Mr. Steven Andrew

X Mr. Paul Fechhelm

X Mr. James Gillespie
(arrived 6:20)

X Miss AnneMarie Hornyak
(arrived 6:17)

X Mr. John Jennings

X Mrs. Raechelle Raimondo
(arrived 6:19)

X Mr. John E. Vitale

Superintendent of Schools

X Dr. Mitzi N. Morillo

Board of Education Secretary/Business Administrator

X Mr. James Rollo

X Public

4. **FLAG SALUTE**

5. **EXECUTIVE SESSION** TIME: 6:18

On the motion of Mr. Fechhelm, 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 Monday, January 22, 2018 for the purpose of discussing:

- Personnel – Appointment, seniority list
- Negotiations – Jan 30th
- Legal – Mevel . PUC

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: 7:15

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

VOICE VOTE: AYES: 9 NOES: 0 ABSTAIN:0

6. NEW BUSINESS

6.1 WHEREAS, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, the Mendham Borough Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, the Mendham Borough Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as National Assessment of Educational Progress scores, and the

preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Mendham Borough Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Mendham Borough Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

ROLL CALL VOTE

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

MOTION CARRIED

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. Jennings, seconded by Mr. Fechhelm, item 7 was moved:

- 7.1** Motion to approve the minutes of the December 19, 2017 Executive Session Meeting.
- 7.2** Motion to approve the minutes of the December 19, 2017 Regular Business Meeting.
- 7.3** Motion to approve the minutes of the January 2, 2018 Regular Re-organization Meeting.
- 7.4** Motion to approve the minutes of the January 2, 2018 Regular Re-organization Meeting.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN: 7.1-7.2: Mr. Andrew, Miss Hornyak
7.3-7.4: Mr. Dolan, Miss Hornyak

8. CORRESPONDENCE

Letter from Mendham Borough Construction Office

9. COMMITTEE REPORTS

9.1 Curriculum and Instruction - Met 1/22 and discussed school performance report(link is on front page of website), high school articulation student wellness committee workshop on student anxiety, PARCC, Title 1 spending.

9.2 Finance/Facilities and Technology - Met 1/15 Discussed out of district tuition increase 6%, Capital equipment outlays for 18-19 budget (phone system and DVR), second phase of Mountain View Direct install project and review performance of 1st phase of Direct install project which is showing 3 year simple payback.

9.3 Personnel and Management - Met 1/15 Discussed staff attendance and agenda items on personnel section of agenda.

9.4 Policy/Public Relations -Now meeting as a committee of the whole; policy updates for review are in board folder.

10. ADMINISTRATIVE STAFF REPORTS

10.1 Superintendent's Report

- School Performance Report shared in Newsletter and posted on website
- Update on district goals in district newsletter
- Student Wellness Committee will be hosting a Parent Workshop (March 6) regarding Anxiety in Children our presenter will be Dr. Paul Foxman. Good news: Community Day March 15th
- Good news:
Hilltop: Community Day: The Hilltop Staff have begun preparation for this year's Community Night event on March 1st. Thanks to Mrs. Pagana, we are proud to announce that Hilltop School has been selected for this year's Atlantic Healthy Schools' A+ Challenge, a school health initiative offered by Atlantic Health System.
Mountain View: The Girls Basketball team will compete in the county tournament on Wednesday, January 24. The Boys play on Saturday, January 27. The Competition (Gold) Cheer team has taken two-second place and one first-place finish in their recent competitions. The team will participate in their last competition on Saturday in Roxbury. In partnership with the Mendham Borough Police, Mountain View is once again offering the L.E.A.D. program (Law Enforcement Against Drugs) for sixth grade students. On January 29, Mountain View will host a Schools to Watch site visit, the last component of the re-designation process.

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 02-01

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

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

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

MOTION CARRIED

10.2 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	December 31, 2017	Nov. 30, 2017	December 31, 2016
Pre K	10	10	10
K	35	35	40
1	48	48	60
2	47	47	53
3	67	67	58
4	55	55	53
HILLTOP TOTAL	262	262	274
5	61	61	76
6	52	52	60
7	85	85	69
8	57	57	86
MT. VIEW TOTAL	255	255	291
HILLTOP & MT. VIEW	517	517	565
OUT OF DISTRICT	6	6	8
TOTAL	523	523	573
STAFF ATTENDANCE	96.01%	95.15%	93.64%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	Dec. 22, 2017	11:35 AM	2:34
MT. VIEW	Dec. 5, 2017	9:30 AM	1:04

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Bomb Threat	Dec. 20, 2017	2:05 PM	6:52
MT. VIEW			
Lockdown	Dec. 20, 2017	9:42 AM	6:00

10.3 APPOINTMENT OF COMMITTEES

On the motion of Mr. Fechhelm, seconded by Mr. Gillespie, item 10.3 was moved:

Personnel/Management:

Chairperson	John Vitale
Member	Beth Cocuzza
Member	James Gillespie
Member	Steve Andrew

Facilities, Finance & Technology:

Chairperson	John Jennings
Member	John Vitale
Member	Stephen Dolan
Member	Paul Fechhelm

Curriculum and Instruction:

Chairperson	AnneMarie Hornyak
Member	Beth Cocuzza
Member	Stephen Dolan
Member	Raechelle Raimondo

Negotiations:

Chairperson	Paul Fechhelm
Member	Beth Cocuzza
Member	John Vitale
Alternate	James Gillespie

Policy/PR:

Members	Committee of the Whole
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VOICE VOTE: AYES: 9 NOES: 0 ABSTAIN:0

11. 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

12. FINANCIAL BUSINESS

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

Board Secretary and Treasurer's Reports

12.1 Motion to approve that the Board Secretary's Report - December 2017 and the School Treasurer's Report December 2017 with a reconciled cash balance of \$2,616,180.12 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

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

12.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - December 2017

Cafeteria Report - December 2017

Bill List

12.4 Motion to approve the Board of Education Bill List from December 20, 2017 to January 22, 2018 in the amount of \$894,938.26

12.5 Motion to approve the Bill List for December 20, 2017 to January 22, 2018 for the Cafeteria Account in the amount of \$13,089.46

Travel Expenses

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

12.7 Motion to approve carryover of unspent funds of up to \$500.00 from prior calendar year for the Flexible Spending Account.

12.8 Motion to accept a reimbursement from the State of New Jersey for lead testing in the amount of \$2,200.

SEMI Waiver

12.9 WHEREAS, N.J.A.C. 6A:23A-5.3(b)2 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year; and

WHEREAS, the Mendham Borough Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible classified students;

NOW, THEREFORE, BE IT RESOLVED, that the Mendham Borough Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2018-2019 school year.

Facilities

12.10 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 Cafeteria	HSA	1/29/2017-3/23/2018 3:30-5:30 Tues, Wed, Thurs	After School Enrichment Club	Tier 1 Fee: \$0 Custodial Fee: NA

ROLL CALL VOTE

	S.A.	B.C.	S.D.	P.F.	J.G.	A.H.	J.J.	R.R.	J.V.
– AYES –	X	X	X	X	X	X	X	X	X
– NOES –									
ABSTAIN				134795 96 97	12.3, R.S		MetLife		

MOTION CARRIED

13. CURRICULUM & INSTRUCTION

On the motion of Mr. Vitale, seconded by Miss Hornyak, item 13.1 was moved:

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

<u>Student Group</u>	<u>Approximate Time of School Year</u>	<u>Destination</u>	<u>Purpose</u>
Chorus Grades 7-8	February	WMCHS	The West Morris Area Choral Festival is designed to be the choral counterpart to the District Band and District Orchestra. Choir students in grades 7-12 come together in workshops to prepare for a combined concert in the evening. The trip will foster relationships across district boundaries and exposes students to learning and performing in different environments with like minded peers.
Makers Club	February	Long Valley MS	The purpose of the Makers Showcase is to provide social and academic interaction and challenges for gifted and talented student as well as promoting critical thinking and STEAM projects.
PreSchool	February (previously approved for April)	Mayo Performing Arts Center	Students get to see a book they have read come to life by viewing a play of the classic book "Go, Dog, Go" by P.D. Eastman. This age-appropriate story also includes preschool themes such as colors, prepositional phrases, numbers, size and speed attributes

VOICE VOTE: AYES: 9

NOES: 0

ABSTAIN:0

14. POLICY

On the motion of Miss Hornyak, seconded by Mr. Fechhelm, items 14.1 – 14.3 were moved:

14.1 Motion to approve the following policies for First Reading.

Type	Policy #	Name	New/ Revised
Policy	6171.3	Title 1 Improving Academic Achievement and Parent and Family Engagement	Revised

14.2 Motion to approve the following policies for Second Reading and Adoption:

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

14.3 Motion to approve the following job descriptions.

Code	Name	New/ Revised
E-10	School Physician/Medical Inspector	New

VOICE VOTE: AYES: 9 NOES: 0 ABSTAIN:0

15. PERSONNEL

On the motion of Mr. Vitale, seconded by Mr. Gillespie, items 15.1 – 15.8 were moved:

15.1 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 January 21, 2018 until on or about April 16, 2018, upon the recommendation of the Superintendent.

15.2 Motion to amend Motion 14.7 from the October 17, 2017 agenda 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 \$16, 067, upon the recommendation of the Superintendent.

Marisa Cohen	Lindsay Finkelstein	Cristina Stolten
Alexandria Tucker	Alyssa Young	Carol Anne Pagana

15.3 Motion to approve Ms. Dana Thompson, Special Education Teacher at Mountain View School, at a salary of \$58,990 (prorated), Step 1, Level MA , effective on or about March 14, 2018 through June 30, 2018, pending successful completion of a criminal background check and upon the recommendation of

the Superintendent. Salary will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association.

15.4 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
Dana Thompson	Rosemary Frattina

15.5 Motion to rescind the resignation of Mrs. Jody Cancellieri, Administrative Secretary for Curriculum and Instruction, effective February 2, 2018, upon the recommendation of the Superintendent.

15.6 Motion to approve Mrs. Jody Cancellieri, Administrative Secretary for Curriculum and Instruction, at a salary of \$34,223.03 (prorated) and .625 FTE, effective February 3, 2018 through June 30, 2018, upon the recommendation of the Superintendent.

15.7 Motion to approve the extension of an unpaid NJFLA Leave of Absence for Mrs. Caitlin Romelli through the 2018-2019 school year, upon the recommendation of the Superintendent.

15.8 Motion to approve Ms. Kristin Stiner, 7th Grade ELA Teacher at Mountain View School, at a salary of \$59,490 (prorated), Step 2, Level MA, effective January 23, 2018 through June 30, 2018, upon the recommendation of the Superintendent. Salary will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association.

ROLL CALL VOTE

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

MOTION CARRIED

16. OTHER BUSINESS

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 16 was moved:

16.1 Motion to approve the submission of the Statement of Assurance Regarding Paraprofessional Staff for the 2017-2018 school year to the County Superintendent of Schools.

ROLL CALL VOTE

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

MOTION CARRIED

17. 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

18. ADJOURNMENT

TIME: 7:39

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

Motion to adjourn the meeting.

VOICE VOTE: AYES: 9 NOES: 0 ABSTAIN:0

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