

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

February 27, 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
REGULAR BUSINESS MEETING
AGENDA**

DATE: February 27, 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
February 27, 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

February 27, 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 February 8, 2018, and reported to The Clerk of The Borough Of Mendham, Hilltop School, and Mountain View School on February 2, 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

<input checked="" type="checkbox"/> Mr. Steven Andrew	<input checked="" type="checkbox"/> Mrs. Beth Cocuzza	<input checked="" type="checkbox"/> Mr. Stephen Dolan
<input checked="" type="checkbox"/> Mr. Paul Fechhelm	<input checked="" type="checkbox"/> Mr. James Gillespie	<input checked="" type="checkbox"/> Miss AnneMarie Hornyak (arrived 6:18)
<input checked="" type="checkbox"/> Mr. John Jennings	<input checked="" type="checkbox"/> Mrs. Raechelle Raimondo	<input checked="" type="checkbox"/> Mr. John E. Vitale

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: 6:17

☒ Scheduled (If Needed)
☐ Unscheduled

5.1 Motion to adopt the following resolution:

On the motion of Mr. Fechhelm, seconded by Mr. Gillespie, item 5.1 was moved:

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, February 27, 2018 for the purpose of discussing:

- HIB
- Personnel
- Negotiations
- Legal

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

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

5.2 RE-OPEN TO PUBLIC

TIME: 7:21

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

X Public in attendance

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

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

7.1 Motion to approve the minutes of the January 22, 2018 Executive Session Meeting.

7.2 Motion to approve the minutes of the January 22, 2018 Regular Business Meeting.

7.3 Motion to approve the minutes of the January 31, 2018 Executive Session Meeting.

7.4 Motion to approve the minutes of the January 31, 2018 Special Business Meeting.

VOICE VOTE: AYES: 9

NOES: 0

ABSTAIN:0

8. CORRESPONDENCE

- Invitation to HSA Casino Night

9. COMMITTEE REPORTS

9.1 Curriculum and Instruction - Met 2/26 discussed Mountain View Math Curriculum, Mountain Language Arts writing piece benchmarks, student wellness presentation with Dr. Foxman , and state performance reports.

9.2 Finance/Facilities and Technology - Met 2/12 discussed MV facilities, HT Café dishwasher, MV Direct Install phase 2, updates to Budget Calendar, State Aid available March 15th, Health Insurance premium increase, contract renewal tracking sheet

9.3 Personnel and Management - Met 2/12 discussed personnel agenda items, rest of items are personnel in nature. Mr. Vitale called attention to agenda item 15.1 and thanked Ms. Dean for her service

9.4 Policy/Public Relations – Committee as a whole asked to review policy shared in policies folder.

10. ADMINISTRATIVE STAFF REPORTS

10.1 Superintendent's Report

- School Performance Report Presentation – will be available on website
- The New Jersey Department of Education, Morris County Office of Emergency Management, Police Department and other organizations recommend NOT sharing our safety and security plans with the community at large or detailing particular aspects of our emergency response protocols.

However, as shared with our school community through our District Newsletter the Mendham Borough Board of Education identified and approved the following focus areas aligned to the District Strategic Plan goal of creating and sustaining a safe, secure learning environment that is equipped to deliver a 21st century instructional program. Here are some of the updates we have recently made to our security protocols and safety measures:

- a. Conducted a safety and security assessment of both district schools. State and county safety personnel conducted walkthroughs of each building and shared best practices as additional options to consider in assisting us in developing and maintaining high-quality safety and security procedures throughout the district.
- b. District administration reviewed prior safety and security assessment completed and outstanding items were addressed.
- c. The District Safety and Security Plan was updated and shared with administration and pertinent staff.
- d. Upgrade and installation of additional security cameras and granting access to live surveillance video to the police department through a recent Memorandum of Understanding.

e. Increased partnership with recently appointed Police Chief Camoia and members of the Mendham Borough Police welcoming a greater police presence in our schools.

f. On October 2017, unannounced drills were conducted and facilitated by the NJ Department of Education's Office of School Preparedness and Emergency Planning. Representatives from the NJDOE and the Morris County Prosecutors Office were on hand to observe our drills, provide targeted support to help us improve, and to share information they have learned from similar efforts across the state. The Mendham Borough Police Department were also aware of the drills and present during the visit from these officials.

g. Dr. Thomas Gambino, from the DOE Office of School Preparedness and Emergency Planning, presented "Promoting School Safety in Changing Times" at the November HSA General Meeting. The presentation provided information regarding common measures to promote district-wide school safety practices. In addition, district administration discussed initiatives being implemented.

We will continue to evaluate and enhance our security precautions while we foster collaborative relationships with local law enforcement agencies. Our Board of Education will continue to consider additional security measures as we balance the efforts of promoting a welcoming environment with the primary responsibility of ensuring the safety of our students and staff.

10.2 District Enrollment/Fire/Security Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	January 31, 2018	December 31, 2017	January 31, 2017
Pre K	10	10	10
K	35	35	39
1	48	48	63
2	47	47	53
3	67	67	60
4	55	55	53
HILLTOP TOTAL	262	262	278
5	61	61	76
6	52	52	60
7	85	85	69
8	57	57	86
MT. VIEW TOTAL	255	255	291
BOTH SCHOOLS TOTAL	517	517	569
OUT OF DISTRICT	6	6	8
TOTAL	523	523	577
STAFF ATTENDANCE	95.44%	96.01%	95.74%
DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	January 22, 2018	2:17 PM	2:34
MOUNTAIN VIEW	January 11, 2018	1:30 PM	1:05

SECURITY DRILL REPORT

SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Active Shooter	January 31, 2018	8:45 AM	5:10
MOUNTAIN VIEW			
Shelter In Place	January 23, 2018	11:50 AM	5:00

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.

- Melanie Tweedie commented on retirements and the great new teachers that the district has.
- Christine Serrano–Glassner, 186 Talmage Rd, commented that the state report is very flawed.

12. FINANCIAL BUSINESS

On the motion of Mr. Jennings, seconded by Mr. Vitale, items 12.1 – 12.10 were moved:

Board Secretary and Treasurer's Reports

12.1 Motion to approve that the Board Secretary's Report - January 2018 and the School Treasurer's Report - January 2018 with a reconciled cash balance of \$4,161,555.53 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 - January 2018

Cafeteria Register - January 2018

Bill List

12.4 Motion to approve the Board of Education Bill List from January 23, 2018 to February 27, 2018 in the amount of \$1,013,645.16

12.5 Motion to approve the Bill List from January 23, 2018 to February 27, 2018 for the Cafeteria Account in the amount of \$21,744.06

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 the following facilities/equipment applications pending custodial coverage:
District Facilities Use

<u>Location</u>	<u>Group</u>	<u>Purpose</u>	<u>Income/Cost Estimate</u>
Hilltop Cafeteria	Mendham Borough HSA	Bingo Night	Tier 1: \$0
Hilltop Baseball field	Mendham Men's Softball League	Men's Softball League	Tier 4: \$3,048.50
Mountain View Gym	Mendham Day Camp	Rainy day site for day camp	Tier 1: \$0
Hilltop Gym	West Morris Soccer Club*	Indoor Soccer	Tier 2: \$390
Hilltop Cafeteria	Mendham Borough HSA	"Snow" Much Fun Night	Tier 1: \$0

*recognized as Tier 2 in exchange for field maintenance of soccer fields at West Field

Substitute Nursing Contract

12.8 Motion approve the contract with BAYADA Home Health Care, Inc. for in-school nursing services from through June 30, 2018 at a rate of \$60.00/hour for RN services, not to exceed \$5,000.

Disposal of Obsolete Items

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

Transfer to Capital Equipment

12.10 Motion to approve transfer of \$9,000.00 from budget line 51120 Operation and Maintenance of Plant to budget line 75880 Equipment.

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				12.4 134896 897 975 983 013	12.3 .5		Met1 12.4		

MOTION CARRIED

13. CURRICULUM & INSTRUCTION

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

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

Student Group	Approximate Time of School Year	Destination	Purpose
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7th & 8th Grade	March	Mt. Olive Performing Arts Center	"Introduce a Girl to Engineering Day" will provide female students in grades 7 and 8 an opportunity to view the documentary Dream Big: Engineering in Our World and hear first-hand from female leaders in the industry. The program connects to the EEE course "Introduction to Design", to the overall Art curriculum, which focuses on the problem solving and design process, and to the Next Generation Science Standards, which focus on designing models and situations. The trip will be used to encourage female students to pursue careers in the environmental, civil and construction engineering industry.
District Strings	March	WMMHS	Students in both the Senior and Junior Orchestra will be preparing to perform in the District Strings Concert at West Morris Mendham High School on March 21st at 7:00 pm. This concert will feature students from 4th to 12th grade performing as one ensemble with music they have been rehearsing and preparing for the past three months. The District Strings concert gives students an opportunity to meet students from other middle schools that share their passion and dedication to their instrument and the orchestra.

VOICE VOTE: AYES: 9

NOES: 0

ABSTAIN:0

14. POLICY

On the motion of Mr. Dolan, seconded by Mr. Fecchelm, items 14.1 – 14.2 were moved:

14.1 Motion to approve the following policies for First Reading.

Type	Policy #	Name	New/ Revised
Policy	6145.1/6145.2	Intramural, Interscholastic Competition	Revised
Exhibit	6145.1/6145.2	Intramural, Interscholastic Competition	Revised

14.2 Motion to approve the following policy for Second Reading and Adoption.

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

VOICE VOTE: AYES: 9

NOES: 0

ABSTAIN:0

15. PERSONNEL

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

15.1 Motion to accept with much gratitude for 10 years of service, the retirement of Ms. Victoria Dean, Mountain View Teacher, effective July 1, 2018, upon the recommendation of the Superintendent.

15.2 Motion to approve the resignation of Mrs. Sandy Szeluga effective June 30, 2018, upon the recommendation of the Superintendent.

15.3 Motion to approve the resignation of Mrs. Victoria Legacki effective June 30, 2018, upon the recommendation of the Superintendent.

15.4 Motion to approve the following field experience as outlined below, upon recommendation of the Superintendent:

Name	College/School Attending	School	Term	Cooperating Teacher/Staff
Mollissa Lemay	William Paterson University	Hilltop School	Spring 2018 150 hours	Mr. David Moser

15.5 Motion to approve the following staff members as chaperones for the 8th Grade Washington D.C. trip, scheduled for June 5-7, 2018, at a rate of \$200.00 per day, pursuant to the terms of the collective bargaining agreement between the Mendham Borough Board of Education and the Mendham Borough Education Association and could be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association, and upon the recommendation of the Superintendent.

Staff Member	Compensation
Lindsey Leber	2 Days at \$200 a day for a total of \$400.00
Tim Zangara	2 Days at \$200 a day for a total of \$400.00
Kiera Wood	2 Days at \$200 a day for a total of \$400.00
Jessica Carey	2 Days at \$200 a day for a total of \$400.00
Jonathon Dragon	2 Days at \$200 a day for a total of \$400.00
Marisa Austenberg	2 Days at \$200 a day for a total of \$400.00

15.6 Motion to approve the following staff members as chaperones for the 8th Grade Washington D.C. trip, scheduled for June 5-7, 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 and could be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association, and upon the recommendation of the Superintendent.

Staff Member	Compensation
Lindsey Leber	4 Hours at \$45 an hour for a total of \$180.00
Tim Zangara	4 Hours at \$45 an hour for a total of \$180.00
Kiera Wood	4 Hours at \$45 an hour for a total of \$180.00
Jessica Carey	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
Marisa Austenberg	4 Hours at \$45 an hour for a total of \$180.00

15.7 Motion to approve Mrs. Aimee Toth as a chaperone for the 8th Grade Washington D.C. trip, scheduled for June 5-7, 2018, upon the recommendation of the Superintendent.

15.8 Motion to approve Mrs. Nancy Morales 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.

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 Mrs. Cocuzza, seconded by Mr. Andrew, item 16.1 was moved:

16.1 Merit Bonus for Business Administrator

WHEREAS, on August 22, 2017, pursuant to NJAC 6A:23A-3.1 and its contract with the Business Administrator/Board Secretary, the Board of Education established quantitative and qualitative criteria and associated merit bonuses for the Business Administrator/ Board Secretary for the 2017-2018 school year, and

WHEREAS, the Board of Education has now reviewed indicators of the achievement of those goals, now, therefore, be it

RESOLVED, that the Board of Education makes the following determinations and directs that its determinations be submitted to the Executive County Superintendent of Schools for approval before payment, as required by law:

Qualitative Criteria	Status	Merit Bonus Approved
Initiate the creation of a new Health and Wellness committee that will meet to develop a wellness program for employees. Program will consist of one or more of the following: Comprehensive Biometric Screenings, Tavi Health Wellness Challenges, or Wellness days which consist of educational seminars on a wellness topic.	<input checked="" type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	2.5 percent of base salary (\$3,262.50)

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: 8:05

On the motion of Mr. Andrew, seconded by Miss Hornyak, item 18 was moved:

- Mr Vitale commended HAS for their hard work in fund raising for the schools and encouraged all in attendance to HAS's Vegas Night

Motion to adjourn the meeting.

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

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