

MENDHAM BOROUGH SCHOOL DISTRICT REORGANIZATION / REGULAR BUSINESS MEETING

April 24, 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: April 24, 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
April 24, 2018

REORGANIZATION/REGULAR BUSINESS MEETING 6:15 PM
BOARD OF EDUCATION

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
REORGANIZATION/BUSINESS MEETING
April 24, 2018
6:15 P.M.

1. CALL TO ORDER BY THE BOARD PRESIDENT TIME: 6:22

2. OPEN PUBLIC MEETING ACT STATEMENT

The time, date, location and agenda of this meeting were posted to the Daily Record on April 17, 2018, the Observer Tribune on April 19, 2018, and reported to the Phoenix House, Hilltop School, and Mountain View School on April 5, 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

<u>_X_</u> Mr. Steven Andrew	<u>___</u> Mrs. Beth Cocuzza	<u>_X_</u> Mr. Stephen Dolan
<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	

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

4. FLAG SALUTE

5. EXECUTIVE SESSION TIME: 6:23

On the motion of Mr. Gillespie, 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, April 24, 2018 for the purpose of discussing:

- HIB
- Personnel
- Negotiations
- Legal Matter

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: 7:20

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

X Public in attendance

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).

VOICE VOTE: AYES: 7

NOES: 0

ABSTAIN:0

6. 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

7. ORGANIZATION BUSINESS

On the motion of Mr. Vitale, seconded by Mr. Andrew, items 7.1 – 7:39 were moved:

7.1 Acting Board Secretary for Emergency Basis

BE IT RESOLVED that the Mendham Borough Board of Education appoints the Assistant to the Board Secretary as Acting Board Secretary, to serve on an emergency basis only, from this date until the next reorganization meeting in January 2019.

7.2 Line Item Changes

BE IT RESOLVED that the Mendham Borough Board of Education authorizes the School Business Administrator, in consultation with an agreement from the Superintendent of Schools, to process line item changes in compliance with required approvals per S1701 and A3680 between board meetings for the 2018-2019 school year.

7.3 Appointments

BE IT RESOLVED that the Mendham Borough Board of Education approves the following appointments for the 2018-2019 school year, no additional stipends or salary:

Environmental Protection/Right to Know/ PEOSHA/AHERA/Indoor Air Quality/Asbestos Management Officers / Chemical Hygiene Officer	Operations and Maintenance Supervisor
Integrated Pest Management Coordinator	Operations and Maintenance Supervisor and Principals
Public Agency Compliance Officer/ Record Custodian	School Business Administrator
Affirmative Action Officers / Title IX Coordinator	School Business Administrator - Business Office Mountain View Principal - Mendham Borough Schools
Custodian of Records (OPRA)	School Business Administrator - Business items Superintendent - Personnel items
Custodian of Student Records	School Principals
504 Coordinators	School Principals and Director of Special Services
Chairperson for State and Federal Mandated Programs	Superintendent
Blood Borne Pathogens – Contact Person	School Nurses
Affirmative Action Officer for Handicapped Students	Director of Special Services
Every Student Succeeds Act Coordinator	School Business Administrator Director of Curriculum and Instruction
District Anti-Bullying Coordinator	Hilltop Principal
School Anti-Bullying Specialist	Social Worker - Hilltop School School Counselor - Mountain View School
Substance Awareness Coordinator	School Counselor
Attendance Officers	School Principals
Homeless Liaison	Social Worker Director of Special Services
Data Coordinator	Director of Curriculum and Instruction
School Security Specialists	Superintendent and Business Administrator

7.4 Treasurer of School Monies

BE IT RESOLVED, that the Mendham Borough Board of Education approves the appointment of Judith Favino as Treasurer of School Monies from July 1, 2018 through June 30, 2019, at a stipend of \$4,200.00.

7.5 Petty Cash Funds

BE IT RESOLVED, that the Mendham Borough Board of Education approve the renewal of the establishment of a main office petty cash checking account for 2018-2019 in the amount of \$600.00 to be used for general office expense and other items requiring payment in advance and limited to \$75.00 or under per expenditure. An amount of \$150.00 to be disbursed from the same petty cash checking account to Hilltop main office; \$150.00 to Mountain View main office; \$150.00 to Superintendent's office; and \$150.00 to the Business office for minor expenditures with the Secretary to the Principal of each school and Business Administrator responsible for proper disposition of said funds.

7.6 Implementation of the 2018-2019 School Budget

BE IT RESOLVED, that the Mendham Borough Board of Education appoints the School Business Administrator and Superintendent to oversee the implementation of the 2018-2019 School Budget, by issuing purchase orders for those items identified by the budget for the 2018-2019 school year.

7.7 District Student Medical Officer

BE IT RESOLVED, that the Mendham Borough Board of Education approves the appointment of Dr. Thomas Porter as District Student Medical Officer for the 2018-2019 school year, at an annual amount of \$4,000.00:

WHEREAS, there exists a need for medical services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Dr. Thomas Porter be contracted as District Student Medical Officer for the Mendham Borough Board of Education for the 2018-2019 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.8 Environmental Safety Services

BE IT RESOLVED that the Mendham Borough Board of Education approves the following:
Motion to appoint New Wave Consultants, Inc. to perform mandatory environmental safety services under PEOSHA and AHERA until the next reorganization meeting in April 2019 at an annual cost of \$2,500.00:

WHEREAS, there exists a need for IAQ Investigation services in connection with screenings of any of the schools of the Mendham Borough Board of Education for the 2018-2019 school year,

WHEREAS, it has been determined that such IAQ Investigation services are specialized in nature, require expertise in the field of mold and fungus identification and remediation and can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specification, and

WHEREAS, funds are or will be available for this purpose based on hourly rate fees,

NOW, THEREFORE BE IT RESOLVED, by the Mendham Borough Board of Education in the County of Morris as follows:

(a) The environmental services firm of New Wave Consultants, Inc. is hereby retained to provide IAQ Investigation services necessary,

(b) This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(1)(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.

7.9 Appointment of Auditor

BE IT RESOLVED that the Mendham Borough Board of Education appoints Nisivoccia, LLP as auditor for the Board of Education for the 2018-2019 school year at a fee of \$22,000.00.

WHEREAS, there exists a need for auditing services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Nisivoccia, LLP, 200 Valley Road, Suite 300, Mt. Arlington, NJ 07856, be contracted as School Auditor for the Mendham Borough Board of Education for the 2018-2019 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.10 State Contract Purchasing

BE IT RESOLVED, that the Mendham Borough Board of Education approves the following until the next reorganization meeting in April 2019:

WHEREAS, Title 18A:18A-10 provides that "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Mendham Borough Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Mendham Borough Board of Education desire to authorize its purchasing agent for the 2018-2019 school year to make any and all purchases up to the bid threshold, necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Mendham Borough Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

7.11 Appointment of Board Attorney

BE IT RESOLVED that the Mendham Borough Board of Education appoints Scarinci and Hollenbeck, LLC as attorney for the Mendham Borough Board of Education at the hourly rate of \$156.00 for the 2018-2019 school year.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Scarinci and Hollenbeck, LLC be contracted as Board Attorney for the Mendham Borough Board of Education, for the 2018-2019 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.12 Appointment of Board Attorney

BE IT RESOLVED that the Mendham Borough Board of Education appoints Scarinci and Hollenbeck, LLC as attorney for Special Services matters for the Mendham Borough Board of Education at the hourly rate of \$156.00 for the 2018-2019 school year.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Scarinci and Hollenbeck, LLC be contracted as Board Attorney for the Mendham Borough Board of Education, for the 2017-2018 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.13 Appointment of Board Contract Negotiator/Labor Relations Attorney

BE IT RESOLVED that the Mendham Borough Board of Education appoints Matthew J. Giacobbe of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC, 169 Ramapo Valley Rd., Upper Level 105, Oakland, N.J. as labor relations attorney for the Mendham Borough Board of Education at the hourly rate of \$160.00 for the 2018-2019 school year.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Cleary, Giacobbe, Alfieri, Jacobs, LLC be contracted as labor relations attorney for the Mendham Borough Board of Education, for the remainder of the 2018-2019 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.14 Appoint Architect of Record

BE IT RESOLVED that the Mendham Borough Board of Education appoints Gianforcaro, Architects, Engineers, and Planners, to serve as the architect of record for the district, at the hourly rate of \$100.00 for the 2018-2019 school year. On large construction projects the rate is eight percent (8%) of the construction bid amount.

WHEREAS, there exists a need for architectural services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Gianforcaro, Architects, Engineers, and Planners, be contracted as Architect for the Mendham Borough Board of Education for the 2018-2019 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

7.15 Cooperative Purchasing

BE IT RESOLVED that the Mendham Borough Board approve an agreement with the Morris County Cooperative Purchasing Cooperative for cooperative bidding and purchasing services for the provision of school supplies in various categories, time and materials and building maintenance for the 2018-2019 school year at an annual cost of \$1,250.00.

7.16 Appoint Insurance Broker

BE IT RESOLVED that the Mendham Borough Board of Education appoints the Morville Agency, a division of Bollinger, Inc., as Insurance Broker of Record for the Mendham Borough Board of Education for the 2018-2019 school year.

7.17 Education Data Services, Inc.

BE IT RESOLVED that the Mendham Borough Board of Education approves a shared services agreement with the Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. for cooperative bidding and purchasing services for the provision of school supplies in various categories, including but not limited to general supplies, fine art, technology education, physical education, health, science, home economics, library, plumbing, electrical, hardware and custodial supplies, paper, lumber, computer supplies and audio-visual supplies and equipment and time and materials building maintenance for the 2018-2019 school year.

7.18 Appoint Pest Control and Integrated Pest Management Professional Services

BE IT RESOLVED that the Mendham Borough Board of Education appoints the Alliance Pest Control, Inc. to provide monthly Pest Control Services and monthly Integrated Pest Management Professional Services for the remainder of the 2017-2018 and for the 2018-2019 school year at a fee of \$1,680.00 until the next reorganization meeting in April 2019.

7.19 Authorize Payment of Bills between Board Meetings

BE IT RESOLVED that the Mendham Borough Board of Education appoint the Business Administrator as Claims Auditor to verify and pay bills as needed between meetings which will be listed as paid at the next regular Board Meeting (i.e., utilities, medical insurance and other contracted services for which a purchase order has been previously issued and approved) until the next reorganization meeting in April 2019. Any such approval shall be presented to the Board for ratification at their next meeting as per

Title 18A:19-4.1.

7.20 Advertise and Receive Bids

BE IT RESOLVED that the Mendham Borough Board of Education authorizes the Board Secretary to advertise for and receive bids for supplies, equipment and services for the 2018-2019 school year when required by the Public School Contracts Law, and that the Board Secretary/Business Administrator be authorized to bid jointly with the West Morris Regional School District and the Borough of Mendham when deemed in the best interest of the Mendham Borough School District until the next reorganization meeting in April 2019.

7.21 Appointment of Representative Requesting Federal and State Funds

BE IT RESOLVED, that the Mendham Borough Board of Education appoint the Superintendent of Schools and the Business Administrator/Board Secretary or their designees, as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the April 2019 Board Organization Meeting in the next calendar year.

7.22 Policies/By-Laws/Job Descriptions

BE IT RESOLVED, that the Mendham Borough Board of Education approves all existing policies, by-laws, job descriptions, rules and regulations currently in force for the 2018-2019 school year, subject to revision, adoption, and continuous review by the Board, until the next reorganization meeting in April 2019.

7.23 Surplus Items

BE IT RESOLVED that the Mendham Borough Board of Education authorize the Superintendent to declare miscellaneous items no longer needed as surplus and to dispose of these items if and when necessary as per Policy 3260/3270.

7.24 Student Accident Insurance

Motion to approve Bollinger for the provision of voluntary student accident insurance for the 2018-2019 school year at no cost to the Board.

7.25 Standard Operating Procedures Manual

BE IT RESOLVED that the Mendham Borough Board of Education approves the Standard Operating Procedures Manual as required per N.J.A.C. 6A:23A-6.6, until the next reorganization meeting in April 2019.

7.26 Prohibiting Harassment, Intimidation and Bullying Policy

BE IT RESOLVED, that the Mendham Borough Board of Education approves policy #5131.5a Prohibiting Harassment, Intimidation and Bullying for the 2018-2019 school year.

7.27 Textbooks

BE IT RESOLVED, that the Mendham Borough Board of Education approves the adoption of all existing textbooks for the 2018-2019 school year which have been in effect during the 2017-2018 school year, subject to revision, adoption and continuous review by the Board.

7.28 Information Systems

BE IT RESOLVED, that the Mendham Borough Board of Education approve the following software contracts or renewals for 2018-2019 school year:

Company/Provider	Software/Program	Annual Cost
Genesis	Student Information System	\$13,166
Genesis	Teacher Evaluation System	\$5,000
Computer Service Solutions, Inc.	Budgetary & Personnel	\$10,608
School Wires/Blackboard	Web Site	\$8,200
Honeywell	Electronic Alert System	\$1,500.00
IEP Direct/ Centris Group	Special Education Tracking	\$8,100
Aesop/Frontline Technologies	Substitute Placement Service	\$3,990
Frontline Hiring & Recruitment	Electronic Hiring System	\$5,020
NJSBA Policy Service	Policy Service	\$3,250
FrontRow	Online Math Resource & Assessment	\$3,900
LinkIt	Curriculum Benchmarking	\$8,509

7.29 Tuition Rates

BE IT RESOLVED that the Mendham Borough Board of Education approves estimated tuition rates for the 2018-2019 school year:

Preschool	\$ 4,250.00
Kindergarten	\$ 16,752.00
Grades 1-5	\$ 16,993.00
Grades 6-8	\$ 16,578.00

7.30 Fee for Copies of Public Documents

BE IT RESOLVED, that the Mendham Borough Board of Education hereby establishes a fee will be charged to provide copies of government records as specified in The Open Public Records Act, N.J.S.A. 47:1A-5, et seq. with the exception of providing up to 20 pages at no charge to Mendham Borough residents until the next reorganization meeting in April 2019.

7.31 Resolution for District Tax 2018-2019

RESOLVED that the amount of district taxes needed to meet the obligations of the Mendham Borough Board of Education during the school year 2018-2019 is hereby requested to place in the hands of the Treasurer of School Monies in the amount according to the following schedule in accordance with the statutes relating thereto:

Payments from Mendham Borough to the Mendham Borough Board of Education:

<u>2018 LEVY</u>	<u>2019 LEVY</u>
July - \$ 2,269,708.60	Jan. - \$1,659,850.00
Aug - \$ 680,912.48	Feb. - \$ 802,884.40
Sept - \$ 680,912.48	March - \$ 802,884.40
Oct. - \$ 680,912.48	April - \$ 802,884.40
Nov. - \$ 680,912.48	May - \$ 802,884.40
Dec. - \$ 680,912.48	June - \$ 802,884.40
 TOTAL \$ 5,674,271.00	 \$5,674,272.00

7.32 Motion to approve non-participation in the National School Lunch Program

WHEREAS, the Mendham Borough Board of Education (hereinafter referred to as the "Board") has considered whether or not to participate in the National School Lunch Program (hereinafter referred to as the "Program"); and

WHEREAS, the Board has concluded that it is in the best interests of the District to not participate in the Program; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby continues to not participate in the National School Lunch Program, effective the 2018-2019 school year.

7.33 Food Service Management Fee and Guarantee Language

Motion to approve Pomptonian as the Food Service Management Company shall receive, in addition to the costs of operation, an administrative/management fee of \$.0906 per meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company. Cash receipts shall be divided by \$1.00 to arrive at an equivalent meal count. As a result of the significant decline in enrollment, the Food Service Management Company cannot guarantee the Local Education Agency to break-even on operations for the 2018-2019 school year.

7.34 Motion to approve Lunch Prices for 2018-19

Motion to approve the following school lunch prices for the 2018-2019 school year:

Options	Middle School	Elementary School
Student Lunch	\$4.00	\$4.00
Premium Lunch	\$4.25	\$4.25
Faculty Lunch	\$4.90	\$4.90
Reduced Price Lunch	\$0.50	\$0.50
Milk	\$0.65	\$0.65

7.35 Curriculum/Programs/Services

BE IT RESOLVED, that the Mendham Borough Board of Education approves the adoption of all existing curriculum, programs, and services for the 2018-2019 school year which have been in effect during the 2017-2018 school year, subject to revision, adoption and continuous review by the Board.

7.36 Professional Support/Non Public Services Agreement

Motion to approve the agreement with the Educational Services Commission of Morris County for the 2018-2019 school year to provide the following: Professional Support Services, Non Public Nursing, Non Public Technology, Non Public Textbook, Chapter 192/193, and Non Public IDEA-B, as per the attached agreement.

7.37 Comprehensive Equity Plan

Motion to approve the submission of the Comprehensive Equity Plan Statement of Assurance to the Executive County Superintendent for the 2018-2019 school year, upon the recommendation of the Superintendent.

7.38 Facility Usage Tier Fees

BE IT RESOLVED that the Mendham Borough Board of Education approves facilities usage rates for the 2018-2019 school year:

Custodial Overtime Rate: \$41.00/hr.

Supervisor Rate: \$55.00/hr.

	Tier 1	Tier 2	Tier 3	Tier 4
Gymnasium	\$0	\$39	\$130	\$325
Cafeteria	\$0	\$58	\$195	\$390
Cafeteria & Kitchen	\$0	\$97	\$260	\$390
Computer Lab	\$0	NA	NA	NA
Special Room	\$0	\$39	\$97	\$260
Field	\$0	\$39	\$130	\$325
Classroom	\$0	\$26	\$52	\$130

7.39 Appoint Continuing Disclosure Agent

Motion to appoint Phoenix Advisors, LLC as Mendham Borough Board of Education's Continuing Disclosure Agent and Independent Registered Municipal Advisor for the 2018-2019 school year at a fee not to exceed \$850.

ROLL CALL VOTE

	S.A.	B.C.	S.D.	J.G.	A.H.	J.J.	R.R.	J.V.
– AYES –	X		X	X	X	X	X	X
– NOES –								
ABSTAIN				7.33		7.24, 7.19		

MOTION CARRIED

8. MINUTES

On the motion of Mr. Andrew, seconded by Mr. Gillespie, items 8.1 – 8.2 were moved:

8.1 Motion to approve the minutes of the March 19, 2018 Executive Session Meeting.

8.2 Motion to approve the minutes of the March 19, 2018 Regular Business Meeting.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN: 0

9. CORRESPONDENCE

- Letter from Borough Council Regarding Labor Day Parade
- Letter from Board of Adjustment Regarding variance on Sterling Avenue

10. COMMITTEE REPORTS

10.1 Curriculum and Instruction - Did not Meet

10.2 Finance/Facilities and Technology - Met 4/24 - Discussed Class 3 officers, SHIF renewal rates are inline with the budget, direct install changes possibility for 19-20, discussed legal matter with former internet circuit provider.

10.3 Personnel and Management - Met 4/18 Discussed CSA evaluation, non tenured staff, request for

personal days, accept retirement of Paul Damato, other personnel agenda items

10.4 Policy/Public Relations - Discussed Transition from EVVRS to SSDS and other NJ administrative code updates, job descriptions as a committee of the whole

11. ADMINISTRATIVE STAFF REPORTS

11.1 Superintendent's Report

- Student Safety Data Systems Report Period 1 - September 1 - December 31, 2017
- Public Hearing Presentation of 2018-2019 Budget

11.2 2018-2019 BUDGET

On the motion of Mr. Jennings , seconded by Mr. Gillespie, item 11.2 was moved:

BE IT RESOLVED, that the Mendham Borough Board of Education approve the final adoption of the Mendham Borough Public Schools 2018-2019 budget as presented:

	<u>GENERAL FUND</u>	<u>SPECIALDEBT REVENUES</u>	<u>SERVICE</u>	<u>TOTAL</u>
2018-19 TOTAL <u>EXPENDITURES</u>	\$11,432,209	\$201,466	\$744,700	\$12,378,375
LESS: ANTICIPATED <u>REVENUES</u>	\$827,684	\$201,466	\$682	\$1,029,832
<u>TAXES TO BE RAISED</u>	\$10,604,525	\$0	\$744,018	\$11,348,543

BE IT FURTHER RESOLVED, that a public meeting be held in the Hilltop Cafeteria on April 24, 2018 at 6:15 PM for the purpose of the regular business meeting and conducting a public hearing on the budget for the 2018-2019 school year; and

BE IT RESOLVED, that the Mendham Borough Board of Education, in the County of Morris, New Jersey, approves the following capital projects and the withdrawal of \$100,832 from the Capital Reserve account to provide funding for the following projects/equipment for the 2018-2019 school year:

Renovation of Mountain View Outdoor Basketball Courts	\$50,832
Replacement of Mountain View Boiler & Lighting	\$50,000
Total withdrawal of	<u>\$100,832</u>

And

BE IT RESOLVED, the Mendham Borough Board of Education approves the adoption of the 2018-2019 school district budget as follows:

General Fund	\$11,432,209
Special Revenue Fund	\$201,466
Debt Service Fund	\$744,700

TOTAL \$12,378,375

Current Expense Tax Levy \$10,604,525

Debt Service Tax Levy \$744,018

TOTAL \$11,384,543

NOW, THEREFORE, BE IT RESOLVED, the Mendham Borough Board of Education submits a true copy of the minutes of this board meeting to the Executive County Superintendent of Schools.

WHEREAS, the Mendham Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of 33,264.62 for all staff and board members; and

BE IT FURTHER RESOLVED that the Board of Education establish the maximum dollar limit of \$87,322 for professional services for the 2018-2019 school year and confirms \$73,880 was established as the 2017-2018 school district maximum of which \$63,350 has been spent to date.

WHEREAS, the tentative budget includes the following appropriations

Legal	\$ 40,000
Audit Fees	\$ 22,000
Architect	\$ 25,322
TOTAL	\$ 87,322

11.3 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT			
GRADE	March 31, 2018	February 28, 2018	March 31, 2017
Pre K	10	10	6
K	35	35	47
1	47	48	40
2	47	47	63
3	67	67	53
4	55	55	60
HILLTOP TOTAL	261	262	269
5	61	61	49
6	52	52	85
7	85	85	54
8	57	57	69
MT. VIEW TOTAL	255	255	257
HILLTOP & MT. VIEW	516	517	526
OUT OF DISTRICT	6	6	8
TOTAL	522	523	534
STAFF ATTENDANCE	97.45%	95.60%	98.05%

DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	March 27, 2018	2:00 PM	2:28
MT. VIEW	March 20, 2018	11:50 AM	2:00

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Bomb Threat	March 23, 2018	1:55 PM	5:36
MT. VIEW			
Lockdown	March 26, 2018	1:28PM	16:00

ROLL CALL VOTE

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

MOTION CARRIED

12. FINANCIAL BUSINESS

On the motion of Mr. Jennings, seconded by Mr. Andrew, items 12.1 – 12.14 were moved:

12.1 Board Secretary and Treasurer's Reports

Motion to approve that the Board Secretary's Report - March 2018 and the School Treasurer's Report March 2018 with a reconciled cash balance of \$2,564,489.81 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.

12.2 Transfer of Funds

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 - March 2018

12.4 District Bill List

Motion to approve the Board of Education Bill List from March 20, 2018 to April 24, 2018 in the amount of \$1,038,489.54

12.5 Cafeteria Bill List

Motion to approve the Bill List from March 20, 2018 to April 24, 2018 for the Cafeteria Account in the amount of \$20,110.46

12.6 Travel Expenses

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

12.7 Facilities

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>Fees</u>
Mountain View Cafeteria	Mendham Borough Planning Board	May 14, 2018, 7 -10:45pm June 11, 2018 7 -10:45pm July 9, 2018 7 -10:45pm	Planning Board Meeting	Tier 2 \$116.58
Hilltop Gym	Mendham Borough HSA	May 17th, 2018 7:45-8:15	Harvest Hustle	Tier 1

12.8 ESY Service Contract

Motion to approve a contract with Therapeutic Interventions, Inc. to provide occupational therapy services for the 2018 extended school year for seven (7) students, as per their IEPs at \$91.50 per hour for a total of 3.5 hours/week for four (4) weeks, not to exceed \$1,647.

12.9 ESY Service Contract

Motion to approve a contract with P.G. Chambers to provide physical therapy services for the 2018 extended school year for six (6) students, as per their IEPs at \$84.00 per hour for a total of 4 hours/week for four (4) weeks, not to exceed \$1,344.

12.10 ESY Service Contract

Motion to approve a contract with Brett DiNovo & Associates to provide BCBA services for the 2018 extended school year at \$115/per hour, not to exceed 20 hours.

12.11 Tuition Contract

Motion to approve tuition contract for student #180003 for \$92,222 for 180 days at Morris-Union Jointure Commission's Developmental Learning Center for the 2018-2019 school year.

12.12 ESY Tuition Contract

Motion to approve contract for student #180003 to attend DLC for the 2018 Extended School Year at a fee of \$15,117.00. Services commence June 27, 2018 and terminate on August 8, 2018.

12.13 Contract for Non-Public and Chapter 192-193 Services

Motion to approve agreements with Educational Services Commission of Morris County for the 2018-2019 school year for Chapter 192-193, IDEA part B, Non-Public Aid services for resident students attending non-public schools.

12.14 Amendment of Resolution 12.11 from March 19, 2018

Motion to approve the submission of grant application for the 2018 Safety Grant program through the New Jersey School Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$6,400 for the period of July 1, 2018 through June 30, 2019.

ROLL CALL VOTE

	S.A.	B.C.	S.D.	J.G.	A.H.	J.J.	R.R.	J.V.
– AYES –	X		X	X	X	X	X	X
– NOES –								
ABSTAIN						12.4 Check No.135091		

MOTION CARRIED

13. **CURRICULUM & INSTRUCTION**

On the motion of Miss Hornyak, seconded by Mr. Andrew, items 13.1 – 13.3 were moved:

13.1 Motion to approve the amended 2017-2018 school calendar.

13.2 Motion to approve the twelve-month employee calendar for the 2018-2019 school year.

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

Student Group	Approximate Time of School Year	Destination	Purpose
Grades 5-8	April	The Bookworm Bernardsville, NJ	Selected student representatives from each grade will travel to The Bookworm to select titles for Mountain View's new Reading

			Room. Students will represent various interests and reading levels. The HSA will fund the purchase of the books.
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VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

14. POLICY

On the motion of Mr. Andrew, seconded by Mr. Jennings, items 14.1 – 14.3 were moved:

14.1 Motion to approve the following job descriptions.

Code	Name	New/Revised
C-1	Part-Time Custodian	New
D-5	School Library Media Specialist	New
D-22	Substitute Teacher	New

14.2 Motion to approve the following policies for First Reading and Adoption.

Type	Policy #	Name	New/ Revised
Policy	5131	Conduct and Discipline	Revised
Policy	5131.1	Harassment, Intimidation and Bullying	Revised
Policy	5131.5	Vandalism, Violence	Revised
Policy	5131.6	Drugs, Alcohol, Tobacco	Revised
Policy	5145.4	Equal Educational Opportunity	Revised
Policy	6171.4	Special Education	Revised

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

Type	Policy #	Name	New/ Revised
Policy	2131	Chief School Administrator	Revised
Policy	4115	Supervision	Revised
Policy	4116	Evaluation of Teaching Staff Members	Revised
Regulation	4116	Evaluation of Teaching Staff Members	Revised
Policy	4131/4131.1	Staff Development, Inservice Education, Visitation, Conferences	Revised
Exhibit	4131/4131.1	Staff Development, Inservice Education, Visitation, Conferences	Revised

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

15. PERSONNEL

On the motion of Mr. Vitale, seconded by Mr. Gillespie, items 15.1 – 15.17 were moved:

15.1 Motion to accept with much gratitude for 36 years of service, the retirement of Mr. Paul Damato, Mountain View School Teacher, effective July 1, 2018, upon the recommendation of the

Superintendent.

15.2 Motion to approve the following staff members to present at the Kindergarten Orientation to be held on May 16, 2018, 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.

Name	Compensation
Carol Anne Pagana	1 hour at \$45.00 an hour
Wendy Pirozzi	1 hour at \$45.00 an hour
Courtney Rogers	1 hour at \$45.00 an hour

15.3 Motion to approve Ms. Kristin McGovern to conduct up to three additional Child Study Team Evaluations at a rate of \$60/hour, not to exceed \$360, from April 25, 2018 through June 30, 2018, upon the recommendation the Superintendent.

15.4 Motion to approve Mrs. Kelly Wilson to conduct up to three additional Child Study Team Evaluations at a rate of \$60/hour, not to exceed \$360, from April 25, 2018 through June 30, 2018, upon the recommendation the Superintendent.

15.5 Motion to approve Mrs. Michelle Ippolito, School Psychologist, for summer work from July 1, 2018 through August 21, 2018, upon the recommendation of the Superintendent.

15.6 Motion to approve the following summer CST members to attend Summer IEP meetings, perform case management and conduct evaluations from July 1, 2018 through August 22, 2018, as per the recommendation of the Superintendent.

Staff Member	Position	Meeting Attendance	Case Management	Evaluations
Sara Longueira	Social Worker	\$60. 00 an hour, not to exceed 25 hours	60/hour up to \$240 per case, not to exceed 6 student cases	\$60/hour, not to exceed \$600 for the Case Manager and not exceed \$360 for additional evaluations.
Michelle Ippolito	School Psychologist	\$60. 00 an hour, not to exceed 25 hours	60/hour up to \$240 per case, not to exceed 6 student cases	\$60/hour, not to exceed \$600 for the Case Manager and not exceed \$360 for additional evaluations.
Kristin McGovern	LDTC	\$60. 00 an hour, not to exceed 25 hours	60/hour up to \$240 per case, not to exceed 6 student cases	\$60/hour, not to exceed \$600 for the Case Manager and not exceed \$360 for additional evaluations.

Nicole Ascione Judith Berish Kelsey Crist Jonathon Dragon Debbie Gertler Heather Keaney Mollissa LeMay Alyssa Young	General Education Teachers	\$60. 00 an hour, not to exceed 25 hours	N/A	N/A
Mary Ehmann Lindsey Finklestein Denelle Kagan Kelly Scotto Alexandria Tucker	Special Education Teachers	\$60. 00 an hour, not to exceed 25 hours	N/A	N/A
Nicole Mauro	Speech and Language Therapist	\$60. 00 an hour, not to exceed 25 hours	N/A	\$60.00/hour, not to exceed \$240.00 evaluations, not to exceed 4 cases

15.7 Motion to approve the list of staff members and services for the 2018 Extended School Year Program to be held at Hilltop Elementary School from July 2, 2018 through July 27, 2018 upon the recommendation of the Superintendent.

Staff Member	Assignment	Rate/Hours	Total
Nicole Mauro	Speech Specialist	\$60.00/30 hours	\$1800.00
Ashley Gonzalez 8:30-11:30 3 hours/day	M-F Preschool Teacher	\$60.00/ 66 hours	\$3960.00
Lindsay Finkelstein 9:00-11:00/day	M-F Teacher	\$60.00/46 hours	\$2760.00
Allison Levy 8:30-11:30/day	M-F Teacher Assistant	\$30.00/60 hours	\$1800.00
Carol Anne Pagana 8:30-11:30 daily 3 hours/day	July (Nurse/Aide)	\$60.00/60 Hours	\$3600.00
Mary Ehmann 9:00-11:00/day	Teacher Assistant	\$30.00/40 hours	\$1200.00

15.8 Motion to approve the following staff members as substitute teachers during Extended School Year from July 2, 2018 through July 27, 2018, at a rate of \$60/hour, upon the recommendation of the Superintendent.

Alexandria Tucker	Debbie Gertler	Denelle Kagan	Jonathon Dragon	Nicole Ascione
Heather Keaney	Judith Berish	Alyssa Young	Mollissa Lemay	Kelsey Crist

15.9 Motion to approve Mrs. Tanya McGinnis as a substitute teachers aide during Extended School Year from July 2, 2018 through July 27, 2018, at a rate of \$30/hour, upon the recommendation of the Superintendent.

15.10 Motion to approve the appointment of Mrs. Susan Vorcheimer as a Substitute Teacher 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.

15.11 Motion to approve the following field experience as outlined below, upon recommendation of the Superintendent.

Name	College/School Attending	School	Term	Cooperating Teacher/Staff
Lauren King	Drew University	Mountain View	1 Hour Duration during Spring 2018 semester	Mr. Jonathon Dragon

15.12 Motion to approve Mr. Victor Calderon as a Part-Time Evening Custodian at Hilltop School, at a rate of \$14.00 per hour, effective on or about April 25, 2018 through June 30, 2018, pending successful completion of criminal history background check and upon the recommendation of the Superintendent.

15.13 Motion to approve a leave of absence for Mrs. Cristina Stolten, Elementary Teacher, effective on or about August 23, 2018, followed by an unpaid FMLA/NJFLA leave of absence, to run through June 30, 2019, subject to adjustment upon receipt of physician's documentation and upon the recommendation of the Superintendent.

15.14 Motion to approve a leave of absence for Mrs. Marisa Cohen, Elementary Teacher, effective on or about May 1, 2018, followed by an unpaid FMLA/NJFLA leave of absence, to run through June 30, 2018, pending physician's documentation and upon the recommendation of the Superintendent.

15.15 Motion to approve Miss Allison Levy, Long Term Substitute Elementary Teacher at Hilltop School, effective May 1, 2018 through June 30, 2018, at a rate of \$200 per day, upon the recommendation of the Superintendent.

15.16 Motion to approve the following staff members to participate in curriculum review and planning, ELA Grades 5-8, to be completed prior to June 22, 2018, upon the recommendation of the Superintendent.

Staff Member	Rate
Elizabeth Goncalves	\$45.00/hour, not to exceed 10 hours
Heather Keaney	\$45.00/hour, not to exceed 10 hours
Lindsey Leber	\$45.00/hour, not to exceed 10 hours
Kerri McCaffrey	\$45.00/hour, not to exceed 10 hours
Nancy Nassoura	\$45.00/hour, not to exceed 10 hours
Kristen Stiner	\$45.00/hour, not to exceed 10 hours

15.17 Motion to approve the following staff members as home instructors, upon the recommendation of the Superintendent.

Victoria Dean	Ashley Gonzalez	Donna Lau
Laurel Reilly	Raquel Schaffer	Alexandria Tucker

ROLL CALL VOTE

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

MOTION CARRIED

16. OTHER BUSINESS

On the motion of Miss Andrew, seconded by Mr. Gillespie, item 16.1 was moved:

16.1 Merit Bonus for Business Administrator

WHEREAS, on September 26, 2017, pursuant to NJAC 6A:23A-3.1 and its contract with the Business Administrator/Board Secretary, the Board of Education established quantitative 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:

Quantitative Criteria	Status	Merit Bonus Approved
The Board's Annual Self-Evaluation identified a desire to have better understanding of the district's regular financial reports. The Business	<u> X </u> Achieved <u> </u> Not Achieved	3.33 percent of base salary (\$4,345.65)

Administrator would increase the training returning board members receive on school finance by 50% and would increase the training new board members would receive on school finance by 100%. The Business Administrator would create new set digital resources for understanding the monthly financial reports. At a board retreat, the Business Administrator will provide training on the all aspects of the finance portion of the regular business agenda in addition to a tutorial of the anatomy of a school budget.		
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ROLL CALL VOTE

	S.A.	B.C.	S.D.	J.G.	A.H.	J.J.	R.R.	J.V.
– AYES –	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 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: 7:54

Motion to adjourn the meeting

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

Respectfully submitted,

James C. Rollo

Business Administrator/Board Secretary