

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

March 19, 2018

REVISED AGENDA ITEMS

FOR

APPROVAL

Board Officers

Mrs. Beth Cocuzza, President

Mr. Stephen Dolan, Vice-President

Administrators

Dr. Mitzi N. Morillo, Superintendent

Mr. James Rollo, Business Administrator

MENDHAM BOROUGH SCHOOL DISTRICT

**MENDHAM BOROUGH BOARD OF EDUCATION
REGULAR BUSINESS MEETING
REVISED AGENDA**

DATE: March 19, 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
March 19, 2018

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Hilltop School Cafeteria
Mendham, New Jersey

REVISED
AGENDA

Attachments:

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

MENDHAM BOROUGH BOARD OF EDUCATION
Mendham, New Jersey
REVISED REGULAR AGENDA
BUSINESS MEETING
March 19, 2018
6:15 P.M.

1. CALL TO ORDER BY THE BOARD PRESIDENT TIME: 6:21

2. OPEN PUBLIC MEETING ACT STATEMENT

The time, date, location and agenda of this meeting were reported to the Clerk of the Borough of Mendham, Phoenix House, Hilltop School, and Mountain View School on March 9, 2018, posted to the Daily Record March 13, 2018 and the Observer Tribune on March 15, 2018.

The Board of Education maintains policy to address public concerns. Copies of Policy No. 1312 "Public Complaints and Grievances and Regulation 1120R Public Participation at Board Meetings" 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> X </u> Mrs. Beth Cocuzza	<u> X </u> Mr. Stephen Dolan
<u> X </u> Mr. Paul Fechhelm	<u> X </u> Mr. James Gillespie	<u> X </u> Miss AnneMarie Hornyak
<u> X </u> Mr. John Jennings	<u> </u> Mrs. Raechelle Raimondo	<u> X </u> Mr. John E. Vitale

Superintendent of Schools

 X Dr. Mitzi N. Morillo

Board of Education Secretary/Business Administrator

 X Mr. James Rollo

 Public

4. FLAG SALUTE

5. EXECUTIVE SESSION TIME: 6:22

 X Scheduled (If Needed)
 Unscheduled

5.1 Motion to adopt the following resolution:

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, 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 Monday, March 19, 2018 for the purpose of discussing:

- 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: 7:18

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

___ Public in attendance

VOICE VOTE: AYES: 8 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. Fechhelm, seconded by Mr. Vitale, item 7 was moved:

7.1 Motion to approve the minutes of the February 27th Executive Session Meeting.

7.2 Motion to approve the minutes of the February 27th Regular Business Meeting.

7.3 Motion to approve the minutes of the March 13th Special Meeting

7.4 Motion to approve the Executive Session minutes of the March 13th Special Meeting

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:1

8. CORRESPONDENCE

9. COMMITTEE REPORTS:

9.1 Curriculum and Instruction - Did not Meet

9.2 Finance/Facilities and Technology -Met 3/13 Discussed Mens softball league facility request, After care RFP, school lunch prices, updated legal matter, MV outdoor facilities upgrade, andMV media center project

9.3 Personnel and Management -Met 3/13 Discussed agenda items on personnel section

9.4 Policy/Public Relations

- Several policies up for 1st read in Policies folder

10. ADMINISTRATIVE STAFF REPORTS

10.1 Superintendent's Report

- Good news: Mountain View received its Third redesignation as a New Jersey Schools to Watch School. Hilltop had site visit to be recognized as a National School of Character. Discussed an amendment 18-19 school calendar to include 6 snow days.

Harassment/Intimidation/Bullying Report

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

WHEREAS, the Board has reviewed the Superintendent's recommendation with respect to the HIB investigation #1718 01-03 and investigation #1718 02-02

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations for investigation #1718 01-03 and investigation #1718 02-02

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

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

ROLL CALL VOTE

	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
– NOES –									
ABSTAIN									

MOTION CARRIED

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

DISTRICT ENROLLMENT REPORT			
GRADE	February 28, 2018	January 31, 2018	February 28, 2017
Pre K	10	10	6
K	35	35	47
1	48	48	40
2	47	47	64
3	67	67	52
4	55	55	61
HILLTOP TOTAL	262	262	270
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	517	517	527
OUT OF DISTRICT	6	6	8
TOTAL	523	523	535
STAFF ATTENDANCE	95.60%	95.44%	96.07%
DISTRICT FIRE DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP	February 20, 2018	2:00 PM	2:16
MOUNTAIN VIEW	February 20, 2018	2:08 PM	1:02

SECURITY DRILL REPORT			
SCHOOL	DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL
HILLTOP			
Code Blue	February 27, 2018	2:00 PM	12:56
MOUNTAIN VIEW			
Lockdown	February 26, 2018	12:40 PM	9:00

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 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, items 12.1 – 12.18 were moved:

Board Secretary and Treasurer's Reports

12.1 Motion to approve that the Board Secretary's Report - February 2018 and the School Treasurer's Report - February 2018 with a reconciled cash balance of \$3,402,247.83 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 - February 2018

Bill List

12.4 Motion to approve the Board of Education Bill List from February 28, 2018 to March 19, 2018 in the amount of \$837,423.60

12.6 Motion to approve the Board of Education Bill List from February 28, 2018 to March 19, 2018 for the Cafeteria Account in the amount of \$9,543.00

Travel Expenses

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

12.8 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>
Mountain View Gym	Twin Boro Bears Cheerleading	Cheer Gear and Spirit Wear Sale	\$22.75 Rental

Use and Occupancy Agreement

12.9 Motion to approve the Use and Occupancy Agreement between the Mendham Borough Board of Education and the Apollo After School Program, effective September 1, 2018 through June 30, 2019, for an annual rental amount of \$10,000.00.

Educational Services Commission of Morris County Joint Transportation Agreement

12.10 Motion to approve the joint transportation agreement with the Educational Services Commission of Morris County for the 2018-2019 school year for transportation of public, non-public and special education pupils on established routes as assigned in writing by the Board for the 2018-2019 school year.

Safety Grant

12.11 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 \$5,000 for the period of July 1, 2018 through June 30, 2019.

12.12 Motion that the Mendham Borough Board of Education establishes the date and time of the Public Hearing on the proposed 2018-2019 School Budget as 6:15 P.M. on April 24, 2018 in the Hilltop School Cafeteria.

Long Range Facility Plan Amendment

12.13 Motion to approve an amendment to the district's Long Range Facility Plan to include the upgrade the renovation of Mountain View outdoor basketball courts and fitness area.

12.14 Adoption of the 2018-2019 Tentative Budget:

BE IT RESOLVED, the tentative budget for the Mendham Borough Board of Education be approved for the 2018-2019 school year and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT 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

and to advertise said tentative budget in The Daily Record and The Observer Tribune in accordance with the form suggested by the State Department of Education and according with law; and

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 \$100,832

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	\$11,169,675

BE IT RESOLVED, the district intends to complete said purpose by the end of the 2018-2019 budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW, THEREFORE, BE IT RESOLVED, the Mendham Borough Board of Education submits a true copy of the minutes of this board meeting with the budget application 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

12.15 Transportation Contract

Motion to approve participation in the Sussex County Regional Cooperative Transportation Plan for the 2018-2019 school year.

12.16 Motion to approve disposal of the attached list of obsolete or damaged books from the Hilltop Media Center.

12.17 Energy Purchase Coop

Motion to approve the participation in the Alliance for Competitive Energy Services (“ACES”) and purchase of natural gas services and electric services through the ACES Bid Cooperative Pricing System ID#E8801-ACESCPS.

12.18 Motion to amend February 27th, 2018 resolution 12.7 to recognize Mendham Men’s Softball League as Tier 2 at a rental fee of \$261.30 as opposed to the Tier 4 rental fee of \$2,184.20.

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
– NOES –									
ABSTAIN				12.4 Check No. 134975	12.3, 12.6		12.4 Check No. 135091		

MOTION CARRIED

13. CURRICULUM

On the motion of Miss Hornyak, seconded by Mr. Jennings, item 13 was moved:

13.1 Motion to amend the 2018-2019 school calendar.

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

14. POLICY

On the motion of Mr. Dolan, seconded by Mr. Andrew, item 14 was moved:

14.1 Motion to approve the following policies for First 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

14.2 Motion to approve the followig policies for Second Reading and Adoption.

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

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

15. PERSONNEL

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

15.1 Motion to accept with much gratitude for 19 years of service, the retirement of Mrs. Linda Laks, Hilltop School Teacher, effective July 1, 2018, upon the recommendation of the Superintendent.

15.2 Motion to accept with much gratitude for 16 years of service, the retirement of Mrs. Marisa Dodge, Mountain View School Teacher, effective July 1, 2018, upon the recommendation of the Superintendent.

15.3 Motion to accept the resignation of Mr. Drew Ligas, Part-Time Custodian, effective March 7, 2018, upon the recommendation of the Superintendent.

15.4 Motion to approve the appointment of Ms. Alexandria Tucker, as a Special Education Teacher at Hilltop School at a salary of \$53,990.00, effective August 27, 2018 through June 30, 2019, for the 2018-2019 school year, salary will 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.

15.5 Motion to approve Mr. David Moser as the Data Coordinator for the Mendham Borough School District for the 2017-2018 school year, upon the recommendation of the Superintendent.

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

Name	College/School Attending	School	Term	Cooperating Teacher/Staff
Brian Moran	Rutgers University	Mountain View	Spring 2018	Ms. Kristen Huang

15.7 Motion to approve the follow staff members to provide home instruction for student #999005, not to exceed 4 hour per month per staff member, upon the recommendation of the Superintendent.

Staff Member	Compensation
Keira Wood	\$60.00 per hour, not to exceed 4 hours per month
Tim Zangara	\$60.00 per hour, not to exceed 4 hours per month
Jessica Carey	\$60.00 per hour, not to exceed 4 hours per month
Lindsey Leber	\$60.00 per hour, not to exceed 4 hours per month

15.8 Motion to approve Mr. Mark Miller as a parent volunteer for the 2017-2018 school year, pending completion of Volunteer Training with District Administrators and 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
– NOES –									
ABSTAIN									

MOTION CARRIED

16. OTHER BUSINESS

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

16.1 ___ Motion to approve the sidebar agreement between the Mendham Borough Board of Education and the Mendham Borough Education Association, 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
– NOES –									
ABSTAIN									5-3

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: 7:36

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

Motion to adjourn the meeting.

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

Respectfully submitted,

James C. Rollo

Business Administrator/Board Secretary