

MENDHAM BOROUGH SCHOOL DISTRICT SPECIAL MEETING BOARD RETREAT

June 5, 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 SPECIAL MEETING BOARD RETREAT AGENDA

DATE: June 5, 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
June 5, 2018

**SPECIAL MEETING BOARD RETREAT
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
SPECIAL MEETING
BOARD RETREAT
June 5, 2018
6:15 P.M.

1. **CALL TO ORDER BY THE BOARD PRESIDENT** TIME: 6:35

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 May 25, 2018, posted to the Daily Record on May 29, 2018 and the Observer Tribune on May 31, 2018. The Board of Education maintains policy to address public concerns. Copies of Policy No. 1312 “Public Complaints and Inquiries,” 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 (arrived 6:52)
<u>_X_</u> Mr. James Gillespie	<u> </u> Miss AnneMarie Hornyak	<u>_X_</u> Mr. John Jennings
<u>_X_</u> Mrs. Raechelle Raimondo	<u>_X_</u> Mr. John E. Vitale	<u>_X_</u> Ms. Catalina M. Wiatroski

Administrative Staff:

Superintendent of Schools	<u>_X_</u> Dr. Mitzi N. Morillo
Board of Education Secretary/Business Administrator	<u>_X_</u> Mr. James Rollo
NJSBA Field Representative	<u>_X_</u> Ms. Charlene Peterson
	<u>_X_</u> Public

4. **FLAG SALUTE**

5. **BOARD RETREAT**

5.1 Board Goals facilitated by Charlene Peterson from New Jersey School Boards Association

- The Board review the Board self-evaluation, discussed current goals and set new goals as follows:

2018-19 Goal Areas that will be Developed into District Goals

It was agreed that the district is in year five, the final year, of its current strategic plan and discussed revisiting the strategic planning process next year. To plan for 2018-19, the board and administration identified areas of focus/goal areas with the understanding that goal statements will be developed from these goal areas.

1. Wellness and Safety
2. Academic Initiatives
3. Community Outreach/Public Relations

2018-19 Board Goals

The Board agreed that it needed to continue working on two of the 2017-18 goals for another year and then added a new goal.

1. Conclude negotiations with the MBEA in a way that rewards effective teaching and is fiscally responsible in light of budgetary constraints.
2. To effectively manage changing enrollment through the adjustment of staffing and programs while maintaining high standards.
3. To engage the community by exhibiting student learning at the board meetings.

5.2 **RECOGNITION FOR BOARD OF EDUCATION SERVICE**

WHEREAS, Mr. Paul Fechhelm has served for 8 years from December 2010 to March 2018 and has completed his terms as a member of the Mendham Borough Board of Education; and

WHEREAS, Mr. Fechhelm served dutifully as the chair of the Negotiations and Policy Committee of the Board; and

WHEREAS, Mr. Fechhelm served dutifully as a member of the Facilities, Finance & Technology Committee of the Board; and

WHEREAS, Mr. Fechhelm served dutifully as a member of the Superintendent Search Committees of the Board; and

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

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

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

ROLL CALL VOTE

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

MOTION CARRIED

6. EXECUTIVE SESSION

TIME: 7:30

On the motion of Mr. Andrew, seconded by Mr. Jennings, item 6 was moved:

X Scheduled (If Needed)
 _____ Unscheduled

6.1 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, June 5, 2018 for the purpose of discussing:

- Personnel
- Negotiations
- Legal Matters

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

6.2 RE-OPEN TO PUBLIC

TIME: 8:18

On the motion of Mr. Andrew, seconded by Mr. Gillespie, item 6.2 was moved:

X Public in attendance

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

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. ADMINISTRATIVE STAFF REPORTS

7.1 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 HIB investigation #1718 01-06 and 1718 02-03.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations for investigations # 1718 01-06 and 1718 02-03.

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.	J.G.	A.H.	J.J.	R.R.	J.V.	C.W.
– AYES –	X	X	X	X		X	X	X	X
– NOES –									
ABSTAIN									

MOTION CARRIED

8. RECGNIZE 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.

9. FINANCIAL BUSINESS

On the motion of Mr. Jennings, seconded by Mr. Vitale, item 9 was moved:

Amend 9.1 to accept base bid only

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

9.1 Construction Bid

On the motion of Mr. Jennings, seconded by Mr. Dolan, items 9.1 – 9.5 were moved:

Bid Responses were opened on Friday, June 1, 2018 at 11:00 AM at the Business Office in Mountain View School. James C. Rollo, Jon Gesell and Anthony Gianforcaro were present. Motion to award the project base bid, alternate #1, and alternate #2 to Halecon Inc for a total of \$245,270.

Bid Tabulation

Base Bid	\$74,540
Alternate #1	\$386,160
Alternate #2	Deduct (\$213,430)
Alternate #3	\$9,345

9.2 Travel Expenses

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

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

9.4 Facilities

Motion to approve the following facilities/equipment application pending custodial coverage:

Out of District Facilities Use

Location	Group	Dates/Times	Purpose	Income/Cost
Mountain View Cafeteria	Mendham Borough Planning Board	Aug 13 7:30-10:30	Planning Board Meeting	Tier 2: \$29

9.5 Settlement Agreement

BE IT RESOLVED, that the Mendham Borough Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement between the Board and the parents of student #29000186, whose name is on file in the Superintendent's office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement, and any other documents necessary to effectuate the settlement.

ROLL CALL VOTE

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

MOTION CARRIED

10. CURRICULUM

On the motion of Mr. Dolan, seconded by Mr. Gillespie, item 10.1 was moved:

10.1___ Motion to approve the following field trip destination for the 2017-2018 school year:

Student Group	Approximate Time of School Year	Destination	Purpose
Kindergarten	May	The Great Swamp	Through hands-on discovery, kids enjoy experiencing nature using their senses while learning how animals and plants use their senses to survive.

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

11. POLICY

On the motion of Mr. Dolan, seconded by Mr. Jennings, item 11.1 was moved:

11.1 Motion to approve the following Policy and Regulation for First Reading.

Type	Policy #	Name	New/Revised
Policy	4111	Recruitment, Hiring and Selection	Revised
Policy	4211	Recruitment, Hiring and Selection	Revised

VOICE VOTE: AYES: 8

NOES: 0

ABSTAIN:0

12. PERSONNEL

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

12.1 Summer Appointments

Motion to approve the Superintendent to appoint staff during the months of July and August, 2018, subject to ratification by the Board of Education at its regular meeting in August 2018.

12.2 Motion to approve Mrs. Linda Hudson as a Substitute Administrative Assistant to the Superintendent for the 2018-2019 school year at the hourly rate of \$22.00, upon the recommendation of the Superintendent.

12.3 Motion to appoint the following staff members to serve on the Student Wellness Committee at a rate of \$60.00/hour during the months of July and August not to exceed 8 hours each, upon the recommendation of the Superintendent.

Name
Mrs. Carol Anne Pagana
Mrs. Marisa Austenberg
Ms. Kyra McCool
Mrs. Nicole Lanka

12.4 Motion to appoint the following staff members to extracurricular staff/positions for the 2018-2019 school year, upon the recommendation of the Superintendent.

Staff	Position	Level/Tier
Kristin Stiner	Non-Competitive Cheerleading/Spirit Club	1 (1-2)/\$1,519.41

12.5 Motion to approve the Three Year School Aide Pay Scale beginning with the 2018-2019 school year as per the chart below:

Degree	Certificate	18-19 Hourly Rate	19-20 Hourly Rate	20-21 Hourly Rate
MA	Teacher	\$18.07	\$18.52	\$18.99
BA	Teacher	\$17.54	\$17.98	\$18.43

MA	Substitute	\$16.99	\$17.42	\$17.85
BA	Substitute	\$16.41	\$16.82	\$17.24
AAS	Substitute	\$15.61	\$16.00	\$16.40

12.6 Motion to amend Motion 14.5 on the June 28, 2017 agenda to approve Ms. Ashley Gonzalez as an Applied Behavior Analysis Teacher with a Special Education certificate at Step 2, Level 4 (MA) at a salary of \$59,490, salary may be adjusted, if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association, upon the recommendation of the Superintendent.

12.7 Motion to amend Motion 15.4 on the May 22, 2018 agenda to approve Non-Tenured Staff listed below who will be offered a written notice of reemployment for the 2018-2019 school year at their current step and salary, salaries will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association upon the recommendation of the Superintendent.

Name	School	Position	FTE	Level	Step	Salary
Gonzalez, Ashley	District	Special Education Teacher	1.0	4	2	\$59,490.00
Waldron, Harmony	MV	P/T Mandarin Chinese Teacher	0.5	4	1	\$29,495.00

12.8 Motion to amend Motion 15.3 on the May 22, 2018 agenda to approve Tenured Staff listed below who will be offered a written notice of reemployment for the 2018-2019 school year at their current step and salary, salaries will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association upon the recommendation of the Superintendent.

Name	School	Position	FTE	Level	Step	Salary
Longueira, Sara	District	School Social Worker	0.8	4	12	\$51,972.00

12.9 Motion to amend Motion 9.7 on the May 9, 2018 agenda to approve the following staff members to provide home instruction for student #27000144, not to exceed 5 hours per week, upon the recommendation of the Superintendent.

Staff Member	Compensation
Alexandria Tucker	\$60.00 per hour, not to exceed 5 hours per week

12.10 Motion to approve Mrs. Mollissa LeMay to utilize accrued, unused sick days prior to the

commencement of intermittent FMLA/NJFLA effective on or about June 13, 2018 through the remainder of the 2017-2018 school year, pending receipt of physician's documentation and upon the recommendation of the Superintendent.

ROLL CALL VOTE

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

MOTION CARRIED

13. OTHER BUSINESS

On the motion of Mr. Dolan, seconded by Mr. Andrew, items 13.1 was moved:

13.1 Motion to accept a donation in the amount of \$4,685.00 from the Mendham Borough Home School Association for the purchase of three murals for the Mountain View "Reading Nook", upon the recommendation of the Superintendent.

ROLL CALL VOTE

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

MOTION CARRIED

14. 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

15. EXECUTIVE SESSION

TIME:

 X Scheduled (If Needed)
 Unscheduled

15.1 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, June 5, 2018 for the purpose of discussing:

- Personnel

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

16. ADJOURNMENT

TIME: 8:23

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

Motion to adjourn the meeting.

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

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