

# Mansfield Township School District

## Board of Education Monthly Meeting Minutes

March 9, 2020

### I. Meeting Started 5:38pm

#### Open Public Meeting Statement

*The New Jersey Open Public Meetings Law enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Mansfield Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof communicated to the Burlington County Times.*

*At times, it may appear to members of our audience that the board of education takes action with very little, if any, comment and, in many cases, a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter and is satisfied that it is ready to be presented to the board of education. The matter may have been previously discussed at the work session meeting. Board members preview the agenda items and discuss questionable items with the Superintendent or Business Administrator so that when they attend the meeting, there is usually no further need to question the issue. Only then is it voted upon as an action item at a public meeting.*

#### Salute to the Flag

#### Roll Call of Board Members

Frank Armenante	Present	Ramy Reddy	Absent
Abbey True Harris	Absent	Lisa Willever	Present
Leila Davis	Present	Stephen Thomas	Present
Stacey Nicosia	Present	Jared Fantasia	Present
Radiah Gamble	Newly Elected		

**Administrators**

Tiffany Moutis, Superintendent	<i>Present</i>	Glenn Kershner, MTES Principal	<i>Present</i>
Danielle Morolda, Business Adm/Bd Sec	<i>Present</i>	Stacy Cullari, JHES Principal	<i>Present</i>
Fred Knaak, Facilities Manager	<i>Present</i>	Kelly Gamez, Curr. & Inst. Supervisor	<i>Present</i>
Jason Shainline, Sup. of Special Services	<i>Absent</i>		

**II. Executive Session**

**Motion to Open Executive Session**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. Items forbidden by specific legal action
2. Right to receive federal funds
3. Invasion of individual privacy
4. Collective bargaining negotiations
5. Purchase/lease/acquisition of real property
6. Items where immediate disclosure would impair public safety
7. Any matter anticipating litigation or contract negotiation
8. Terms and conditions of employment/personnel matters/BOE member interviews
9. Penalty or loss of license to an individual

The President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item(s) #7 and #8** as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution. The subject to be discussed is as follows:

7. **Any matter anticipating litigation or contract negotiation**
8. **Terms and conditions of employment/personnel matters/BOE member interviews**

**Motion to Adjourn Executive Session**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

### III. Superintendent of Schools – Public Presentations - 6:34pm

Mansfield Township Elementary School Student Spotlight - Genevieve Morro  
 John Hydock Elementary School Student Spotlight - Isabel Roche  
 Budget Presentation

### IV. Public Comment 1

*The Board of Education recognizes the value of public comment on educational issues and the importance of providing an opportunity to the public to express themselves on school-related matters of concern to the residents of Mansfield Township. To allow for a fair and orderly public comment period and in accordance with Board Policy no. 1120, individual comments are limited to two minutes and the total time for the public comment session will be thirty minutes. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.*

*Andrea Melton - 10 Iron Gate Court - Commented that the additional question of funding a roof replacement should be placed on the November 2020 Ballot.*

### V. Correspondence

There is no correspondence to report.

### VI. Approval of Minutes, Enrollment, Suspensions and HIB

1. February 3, 2020 Monthly Minutes
2. February 13, 2020 Special Meeting Minutes
3. HIB 206804\_MTE\_01162020 and 206477\_MTE\_01072020
4. Suspensions - JHES Student 14587586 2/27-3/2  
   Student 14563946 2/13  
   MTES Student 1795918193 2/27-2/28  
   Student 9517802388 2/28-3/4

5. Enrollment as of February 27, 2020:

Grade	Enrollment	Sections	Average per class
Kindergarten	86 (Special Education: 4; 2 of which are self contained)	4	21.50
1 <sup>st</sup> Grade	62 (Special Education: 6)	3	20.67
2 <sup>nd</sup> Grade	65 (Special Education: 10; 5 of which are self contained)	4	16.25
3 <sup>rd</sup> Grade	66 (Special Education: 13)	4	16.50
4 <sup>th</sup> Grade	76 (Special Education: 11; 4 of which are self contained)	4	19.00
5 <sup>th</sup> Grade	77 (Special Education: 16; 2 of which is self contained)	4	19.25
6 <sup>th</sup> Grade	97 (Special Education: 9; 2 of which are self contained - 1 from NH)	4	24.25
	<b>Total: 529</b>		
<b>Preschool Disabled:</b>			
PSD	10 General Education; PK3 Disabled Half Day - 4; PK4 Disabled Full Day - 6		
	<b>Total: 20</b>		
<b>Out of District Placement:</b>			
BCSSSD, PASC: 4th	1		
Rockbrook/Skillman: 5th	1		
Brookfield: 2nd	1		
	<b>Total: 3</b>		

Total students in and out of district: 552

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

## VII. Superintendent's Recommendations

The following items are presented for approval as recommendations by the Superintendent of Schools.

### A. Contracts

None at this time.

#### Motion to Move Items

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

### B. Personnel and Administration

1. Resolve to approve the corrected salary of Malissa Farrish, a part time Instructional Aide at JHES, at the rate of \$16.59 instead of \$17.10 per hour.
2. Resolve to approve of paid leave from 02/24/2020 through 06/19/2020 for employee #4331 using sick and personal days.
3. Resolve to approve the allowance of the docation/transfer of up to four sick days to employee #4331 in accordance with the attached Sick Day Donation Procedures.
4. Resolve to approve Laura Sadowski as a Long Term Substitute Replacement from 02/24/2020 through 06/19/2020.
5. Resolve to approve the unpaid maternity disability leave of absence under NJFLA for Nicole Riviello from September 1, 2020 to December 2, 2020.

6. Resolve to approve up to 6 hours of extra pay for Julie Katz to attend Board Meetings at a rate of \$50.00 per hour to be charged to account # 11-120-100-101-04-106-040.
7. Resolve to approve the hire of Joanna Patton as a part-time PreSchool Education Aide at John Hydock Elementary School at the salary of \$13.59 per hour for 2.5 hours per day at a prorated salary of \$6,149.48 in the position of AIDE.PSD.030.03.
8. Resolve to approve Joanna Patton as a substitute instructional aide at the sub rate of \$13.00 per hour.
9. Resolve to approve the following teachers to serve as co-coordinators for the Girls on the Run program at Mansfield Township Elementary School.

<b>Name</b>	<b>Title</b>	<b>MAX TOTAL COMPENSATION</b>	<b>ACCOUNT NUMBER</b>
Grace Porrini (Replacing Gail Rowan)	Title IV Girls on the Run Teacher	\$740 (stipend)	20-280-100-100-00-156
Gail Rowan	Substitute for Girls on the Run	\$45/hour	20-280-100-100-00-156

10. Resolve to approve the below staff members for participation in the Spring 2020 After School Clubs.

<b>Name</b>	<b>Location</b>	<b>Club</b>	<b>Max Total Compensation (14 days, \$45/hr + \$20 per day prep = \$910)</b>	<b>Account Number</b>
Alison Demarco	MTES	STEM	\$910	11-401-100-101-01-000-040
Kyra Price	MTES	Sports	\$910	11-401-100-101-01-000-040
Jill Hendershot	MTES	Technology	\$910	11-401-100-101-01-000-040
Sandra Place	MTES	Art .5	\$455	11-401-100-101-01-000-040
Mariyah Morgan	MTES	Art .5	\$455	11-401-100-101-01-000-040
Ryan Brydzinski	JHES	Sports	\$910	11-401-100-101-01-000-030
Kate Fehn	JHES	Music	\$910	11-401-100-101-01-000-030

Kristen Spieler	JHES	STEM	\$910	11-401-100-101-01-000-030
Kristina Papero	JHES	Nature Explorers	\$910	11-401-100-101-01-000-030

11. Resolve to approve the new Mansfield Township Board of Education member, Radiah Gamble, per Board discussion during Executive Session.
12. Resolve to approve the resignation of Shana Lohnes, Long Term Substitute for Kimberly Kendra, effective March 24, 2020.
13. Resolve to approve three hours of extra compensation to Kristine Patton at a rate of \$50 per hour for evening Kindergarten Registration from account 11-120-100-101-04-106-030.
14. Resolve to approve three hours of extra compensation to Tara Kowalczyk at a rate of \$50.00 per hour for evening Kindergarten Registration from account 11-120-100-101-04-106-030.
15. Resolve to approve one hour of extra compensation to Brian Vandermark at a rate of \$50.00 per hour for attending the February 4, 2020 Healthy and Safe Workplace training from account 11-120-100-101-04-150-040.
16. Resolve to approve one hour of extra compensation to Tara Kowalczyk at a rate of \$50.00 per hour for attending the February 4, 2020 Healthy and Safe Workplace training from account 11-120-100-101-04-150-030.
17. Resolve to approve the recommendation for the 20-21 Business Administrator Contract for Danielle Morolda per county approval.

**Motion to Move Items**

Moved by: Stacey Nicosia

Frank Armenante  
 Abbey True Harris  
 Leila Davis  
 Stacey Nicosia  
 Radiah Gamble

Seconded by: Lisa Willever

*Aye*      Ramy Reddy      *Absent*  
*Absent*      Lisa Willever      *Aye*  
*Aye*      Stephen Thomas      *Aye*  
*Aye*      Jared Fantasia      *Aye*

**C. Policies and Procedures**

1. Resolve to approve the second reading of the Crisis/Suicide Prevention and Intervention Policy 5141.6.

**Motion to Move Items**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante  
Abbey True Harris  
Leila Davis  
Stacey Nicosia  
Radiah Gamble

Aye  
Absent  
Aye  
Aye  
—

Ramy Reddy  
Lisa Willever  
Stephen Thomas  
Jared Fantasia

Absent  
Aye  
Aye  
Aye

**D. Curriculum/Instruction & Technology**

1. Resolve to approve below travel and related expenses.

EMPLOYEE/TITLE	TRAVEL DATES/LOCATION	SPONSORING ENTITY/ACCOUNT	EVENT DESCRIPTION	REGISTRATION FEE	HOTEL AND MEALS	MILEAGE/TOLLS/PARKING	TOTAL
Karen Omiatek/Math Coach	3/2/2020 in Jamesburg, NJ	NJ Dept Ed/11-000-223-580-06-000-000	Mandatory School Testing Coordin Training	\$0.00	\$0.00	\$23.34	\$23.34
Glenn Kershner/Principal	3/2/2020 in Jamesburg, NJ	NJ Dept Ed/11-000-223-580-02-000-040	Mandatory School Testing Coordin Training	\$0.00	\$0.00	\$23.34	\$23.34
Danielle Morolda/BA	6/2-6/5/2020 in Atlantic City, NJ	NJASBO/11-000-223-580-04-000-000	professional growth	\$275.00	\$440.00	\$47.18	\$762.18

**Motion to Move Items**

Moved by: Frank Armentate

Seconded by: Stephen Thomas

Frank Armenante  
Abbey True Harris  
Leila Davis  
Stacey Nicosia  
Radiah Gamble

Aye  
Absent  
Aye  
Aye  
—

Ramy Reddy  
Lisa Willever  
Stephen Thomas  
Jared Fantasia

Absent  
Aye  
Aye  
Aye



**E. Facilities/Security & Transportation**

1. Resolve to approve the monthly drills at John Hydock Elementary School and Mansfield Township Elementary School.

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	2/24/20	2/11/2020
Type of Drill	Fire	Emergency Weather Drill
Duration of Drill	Approximately 5 minutes	Approximately 12 minutes
Weather Conditions	Sunny/Warm	Cloudy/Cold
Participants of Drill	Entire student body and staff Approximately 250 people	Entire student body and staff Approximately 250 people
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Emergency evacuation drill involved students lining the hallways, sitting against the walls. Fred and I monitored to be sure students were a safe distance from any glass and that there was enough space for each class.
Person(s) overseeing Fire Drill: S Cullari Person(s) overseeing Security Drill: S Cullari		

<b>MANSFIELD TOWNSHIP ELEMENTARY SCHOOL</b>		
Date/Time:	2/3/20	2/3/20
Type of Drill	Fire	Shelter in Place

Duration of Drill	3 min	1 min
Weather Conditions	Sunny and Warm	Sunny and Warm
Participants of Drill	372	397
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted with no incidents	Shelter in Place due to a student missing.
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

2. Resolve to approve the Kindergarten class mock bus runs to take place in the month of May.
3. Resolve to approve the below facility use at Mansfield Township School District.

ORGANIZATION	DATE(S)	TIME	FACILITY
Northern Burlington Lacrosse Club	3/10-5/28/2020	Mon thru Fri evenings for practice and Sat/Sun games during day	MTES field 5
Girl Scout Troop 26228	2020 - 4/24, 5/1, 5/8	6:15-9PM	MTES Media Center

**Motion to Move Items**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante  
 Abbey True Harris  
 Leila Davis  
 Stacey Nicosia  
 Radiah Gamble

<i>Aye</i>	Ramy Reddy	<i>Absent</i>
<i>Absent</i>	Lisa Willever	<i>Aye</i>
<i>Aye</i>	Stephen Thomas	<i>Aye</i>
<i>Aye</i>	Jared Fantasia	<i>Aye</i>
_____		

**F. Finance and Budget**

1. Resolve to approve March, 2020 Bills List.

	Batch 51	
Fund 10-11		\$5,257.54

	Batch 52	
Fund 71		\$1,039.59

	Batch 53	
Fund 10		\$2,604
Fund 11		\$335,278.25
Fund 20		\$13,766.05
Fund 63		\$17,299.53

	Batch 79, 80	
Fund 10		51,544.07
Fund 11		\$20,982.79
Fund 71		\$2,049.34

2. Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for December, 2019 which are in agreement be accepted and that pursuant to NJAC 6A:23A 16.10 (c) 4 certify that after consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Treasurer's Report for January 2020    Board Secretary's Report for January 2020

3. Resolve to approve Payroll amounts for February 13, 2019 (\$374,038.45) and February 28, 2019 (\$341,796.60).
4. Resolve to approve the monthly transfers for February 2020.
5. Resolve to approve submission of the Tentative 2020-21 School District Budget to the Executive County Superintendent of Schools and the Executive County School Business Administrator in the following amounts:

<u>Fund</u>	<u>Total</u>	<u>Tax Levy</u>
Fund 10	12,651,250	10,794,809
Fund 20	125,527	0
Fund 40	1,320,662	1,289,243

And to establish Monday May 4, 2020 as the Public Hearing on the budget.

6. Whereas, N.J.S.A. 18A-7F-39 permits a school district to exceed the tax levy cap in the current year by permitting the use banked cap; and whereby N.J.A.C. 6A:23A-10.3(b) allows for the use of banked cap only after all other automatic adjustments are first considered,

Therefore, be it resolved that the Mansfield Township Board of Education, after considering all 2020-2021 adjustments prior to requesting, the use of banked cap, has determined the need for \$107,972 in unused spending authority to fund needs to be included in the base budget and that said need must be completed by the end of the budget year (June 30, 2021) and cannot be deferred or incrementally completed over a longer period of time.

7. Resolve to approve travel expenditures that promotes the delivery of instruction or furthers the efficient operation of the school district of which requires prior approval of these expenditures by the Superintendent of Schools and the majority of the full voting membership of the Board and to further approve for regular district business travel only a threshold of \$150 per staff member where prior board approval shall not be required and to establish in accordance with NJAC 6A:23A-7.1 a maximum expenditure of \$75,000 for all staff and board members. The 2019-2020 maximum travel budget was \$54,179 of which \$20,094 has been expended to date.

8. Resolve to approve the recommendation of an additional question for the 2020 November election to include the following proposal.

Proposal - Projects to be undertaken include enhanced security, including vestibule upgrades, at Mansfield Township Elementary School and John Hydock Elementary School at a one time occurrence of \$290,000.

9. Resolve to approve a donation from JB Hunt to Kate Fehn’s classroom of \$1000 worth of school supplies.

**Motion to Move Items**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

**VIII. Good of the Order**

*Conversation was had about the building of the warehouse in Mansfield Township and questions were asked about procedures for additional questions to be placed on the November 2020 ballot.*

**IX. Executive Session**

**Motion to Open Executive Session**

Moved by: Leila Davis

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. Items forbidden by specific legal action
2. Right to receive federal funds
3. Invasion of individual privacy
4. Collective bargaining negotiations
5. Purchase/lease/acquisition of real property
6. Items where immediate disclosure would impair public safety
7. Any matter anticipating litigation or contract negotiation
8. Terms and conditions of employment/personnel matters
9. Penalty or loss of license to an individual

The President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item(s) #3** as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution. The subject to be discussed is as follows:

**3. Invasion of individual privacy - 207968\_MTE\_02102020**

**Motion to Adjourn Executive Session 7:38pm**

Moved by: Stacey Nicosia

Seconded by: Lisa Willever

Frank Armenante	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Stephen Thomas	<i>Aye</i>
Stacey Nicosia	<i>Aye</i>	Jared Fantasia	<i>Aye</i>
Radiah Gamble	_____		

**X. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 9th day of March, 2020; now, therefore, be it  
THEREFORE, BE IT RESOLVED, that the March 9, 2020 meeting of the Mansfield Township Board of Education be and is hereby adjourned at 7:44pm.

Moved by: Leila Davis

Seconded by: Lisa Willever

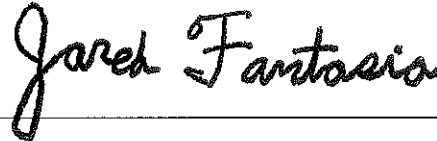
Frank Armenante  
Abbey True Harris  
Leila Davis  
Stacey Nicosia  
Radiah Gamble

<i>Aye</i>	Ramy Reddy	<i>Absent</i>
<i>Absent</i>	Lisa Willever	<i>Aye</i>
<i>Aye</i>	Stephen Thomas	<i>Aye</i>
<i>Aye</i>	Jared Fantasia	<i>Aye</i>

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Jared Fantasia, BOE President



Danielle Morolda, Secretary to the Board

{OFFICIAL SEAL}

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CERTIFICATION OF THE BOARD SECRETARY

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