

# Mansfield Township School District

## Board of Education Monthly Meeting Minutes

July 8, 2019

### I. Meeting Start 6:47pm

#### 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, Vice President	<i>Present</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Present</i>
Leila Davis	<i>Present</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Present</i>
Alison Perrone	<i>Present</i>		

**Administrators**

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

**II. Superintendent of Schools – Public Presentations**

No Presentations

**III. 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.*

*Waived - No Public*

**IV. Correspondence**

There is no correspondence.

**V. Approval of Minutes and Enrollment**

1. June 10, 2019 Monthly Meeting Minutes
2. End of year enrollment numbers as of June 26, 2019; inclusive of end of year withdrawals. 2019-2020 enrollment numbers and new registrations available after July rollover:

Grade	Enrollment	Sections	Average per class
Kindergarten	55 ( <i>Special Education: 4</i> )		
1 <sup>st</sup> Grade	64 ( <i>Special Education: 7; 4 of which are self contained</i> )		
2 <sup>nd</sup> Grade	64 ( <i>Special Education: 9</i> )		

3 <sup>rd</sup> Grade	71 ( <i>Special Education: 10; 4 of which are self contained</i> )		
4 <sup>th</sup> Grade	76 ( <i>Special Education: 17; 5 of which are self contained</i> )		
5 <sup>th</sup> Grade	90 ( <i>Special Education: 8; 2 of which is self contained – 1 student from NH</i> )		
6 <sup>th</sup> Grade	88 ( <i>Special Education: 20; 1 of which is self contained</i> )		
<b>Total: 508</b>			
<b>Preschool Disabled:</b>			
PSD/Full Day	11 General Education; 10 PSD (8 PK4-FD; 2 PK3-HD)		
	<b>Total: 21</b>		
<b>Out of District Placement:</b>			
BCSSSD, PASC: 4 <sup>th</sup> and 6 <sup>th</sup>	2		
Rockbrook/Skillman: 5 <sup>th</sup>	1		
	<b>Total: 3</b>		
<b>Total students in and out of district: 532</b>			

Moved by: Frank Armenante

Seconded by: Leila Davis

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

## VI. Superintendent's Recommendations

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

## A. Contracts

1. Resolve to approve the 2019-2020 contract for Professional Educational Services, Inc. (PESI) to provide bedside service for Mansfield Township School District with a rate not to exceed \$3,500.
2. Resolve to approve the 2019-2020 contract for the below organizations to provide Homebound Instruction for Mansfield Township School District

Company	Address	Hourly Rate	Account Line
Burl. County Educational Services Unit	20 Pioneer Blvd. Mount Holly, NJ 08060	\$66/hr	
Delta T Group	1460 US Route 9 N. Suite 300, Woodbridge, NJ 07095	\$40/hr	

3. Resolve to approve the amended contract for New Hanover School District for out-of-district placement for the 2019-2020 school year. New Hanover 2019-2020 Contract
4. Resolve to approve the contract with Hogan Security Group for upgrading the existing Solto locks to wireless.
5. Resolve to approve the memorandum of agreement between the Mansfield Township Board of Education and the Mansfield Township Administrators and Supervisors Association for July 1, 2019 and June 30, 2022.
6. Resolve to approve the 2019-2020 contract with RFP Solutions for implementation of panic buttons and strobe lights.
7. Resolve to approve the 2019-2020 contract with Princeton University Resource Recovery Program for access to their surplus equipment warehouse.
8. Resolve to approve the 2019-2020 contract with the Association of Behavior and Curriculum (ABC) to provide multiple behavioral/developmental services and trainings.
9. Resolve to approve the 2019-2020 contract with Viva Your Voice for interpretation services.
10. Resolve to approve the 2019-2020 contract with Coombs Fencing LLC for fencing maintenance.
11. Resolve to approve the 2019-2020 contract with Mark's Stump Removal for removal of trees and stumps.
12. Resolve to approve the 2019-2020 contract with Interstate Painting for work to be done at John Hydock Elementary School.

13. Resolve to approve the 2019-2020 contract with the Delta Group for substitute services.
14. Resolve to approve the 2019-2020 contract with CM3 Building Solutions for installation of cameras.
15. Resolve to approve the 2019-2020 contract with Veneziano's Fire Protection Maintenance LLC for the annual inspection of the fire sprinkler system, and fire pump flow test.

**Motion to Move Items**

Moved by: Alison Perrone

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**B. Personnel and Administration**

1. Resolve to approve the following staff members to be compensated for JHES SCIP (School Improvement Panel) Account Number: 11-000-221-104-01-162-030

Name	Title	# OF TEACHING HOURS @ \$40 PER HOUR	MAX TOTAL COMPENSATION
Megan Gallagher	Teacher	Not to exceed 7 hours	\$280
Kristen Spieler	Teacher	Not to exceed 7 hours	\$280

2. Resolve to approve the following staff members to be compensated for JHES PAC (Principal's Advisory Committee) Account Number: 11-000-221-104-01-256-030

Name	Title	# OF TEACHING HOURS @ \$40 PER HOUR	MAX TOTAL COMPENSATION
Ryan Brydzinski	Teacher	Not to exceed 2 hours	\$80

3. Resolve to approve the resignation of Jenna Farmer, AID.EXT.040.03, an Instructional Aide at Mansfield Township Elementary School effective June 20, 2019.

4. Resolve to approve the extra compensation for Carol Manion attendance at the 2019 graduation for \$50/hr not to exceed \$50.
5. Resolve to approve the hours and compensation of the Title I Coordinator, Lead Teacher and After School Teacher.

Name	Title	# OF TEACHING HOURS @ \$40 PER HOUR	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
Nicole Riviello	Title 1 Coordinator	\$1,166 (stipend)	\$1,166	20-231-200-100-00-151
Nicole Riviello	Title 1 Lead Teacher	\$2,400 (Stipend)	\$2,400	20-232-100-101-02-101
Cheryl Mastowski	Title 1 After-School Teacher	<ul style="list-style-type: none"> <li>• 16 teaching hours @ \$40/hour</li> <li>• 16 Prep hours @ \$20/hour</li> </ul>	\$960	20-232-100-101-01-101

6. Resolve to approve Charissa Burger at \$13.59 per hour + \$3.00 for teaching cert per hour for 5.5 hours for 165 full days / 3 hours for 16 early dismissal days. Total salary pending negotiations and based on current calendar, \$15,851.75.
7. Resolve to approve the hire of Jenny Buono as a Permanent Substitute Teacher, TCH.SUB.000.01, effective September 1, 2019 with the salary of \$53,146.
8. Resolve to approve the unpaid replacement of Rhonda Marcantonio as part of the 2019-2020 Curriculum Writing Committee with Megan Gallagher (Science) and Tracy Schwartzburg (ELA).
9. Resolve to approve the below transfers of general education and special education aides from 2018-2019 school year to the 2019-2020.

2018-2019			Full Time	2019-2020		
AID.PSD.040.01	PS IA - MTES	BILL-SMITH		AID.EXT.040.08	EXTRA IA YFR MD - MTES	BILL-SMITH
AID.EXT.040.05	EXTRA IA JL RC - MTES	LEMANSKI		AID.EXT.030.04	EXTRA IA JA/LC MD - MTES	LEMANSKI
AID.EXT.030.04	EXTRA IA AH RC - JHES	THOMAS		AID.PSD.030.01	PS IA - JHES	THOMAS
AID.EXT.040.09	EXTRA IA S.C. 3/4 - MTES	FURBECK		AID.EXT.040.05	EXTRA IA EB RC - MTES	FURBECK
AID.EXT.030.05	EXTRA IA EO RC - JHES	PRICE		AID.EXT.040.09	EXTRA IA JA/LC MD - MTES	PRICE
AID.EXT.030.05	EXTRA IA - MTES	BECKWORTH		AID.EXT.030.05	EXTRA IA - JHES	BECKWORTH

AID.EXT.030.05	EXTRA IA - MTES	URBANIK
AID.RRM.040.02	RESOURCE ROOM - MTES	BURGER
AID.GEN.030.03	REG ED AIDE - JHES PT gr 1	DIPIETRO
AID.GEN.040.01	REG ED AIDE - MTES PT gr 3	HENSLEY
AID.GEN.040.01	REG ED AIDE - MTES PT GR3	ABUISSA

Part  
Time

AID.EXT.030.05	EXTRA IA - JHES	URBANIK
AID.EXT.040.03	EXTRA IA SB RC - MTES	BURGER
AID.GEN.030.01	REG ED AIDE - JHES PT gr K	DIPIETRO
AID.GEN.040.04	REG ED AIDE - MTES PT gr 4	HENSLEY
AID.EXT.040.04	EXTRA IA EB RC- MTES	ABUISSA

**Motion to Move Items**

Moved by: Frank Armenante

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**C. Curriculum/Instruction & Technology**

1. Resolve to approve the updated job description for Grade Level Liaisons.
2. Resolve to approve the below travel and related expenses.

EMPLOYEE	DISTRICT ASSIGNMENT	TRAVEL DATES/D ESTINATI ON	SPONSO RING ENTITY	EVENT DESCRIPTION	FUNDING SOURCE	ACCOUNT SERIES	REGISTRA TION FEE	MEAL ALLOWANC E	MILEAGE ESTIMATE AND TOLLS	HOTEL RATE	TOTAL
Karen Omiatek	Math Coach	10/25/19 to Princeton, NJ	AMTNJ	Learn new teaching styles, tips and best practices to enhance math teaching.	PD Travel Curr	11-000-223-580-06-000-000	\$154.95		\$14.57		\$169.52
9 People (7-Administrati on and 3-BOE members)	Administrati on and BOE members	10/21-10/23/19 in AC	NJSBA/AC hotel	School Board Conference networking	PD Travel BOE	11-000-223-580-09-000-000	\$1,600.00	\$1,254.00	\$372.19	\$1,864.00	\$5,909.19
Danielle Morolda	Business Admin	7/31/2019 in Robbinsvill e, NJ	NJASBO	FMLA/FLA Leave	PD Travel Business	11-000-223-580-04-000-000	\$100.00		\$7.01		\$107.01

**Motion to Move Items**

Moved by: Frank Armenante

Seconded by: Leila Davis

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**D. Policy and Procedures**

1. Resolve to approve the Nursing Plan for Mansfield Township School District for March through June, 2019. 2018-2019 Nursing Plan
2. Resolve to approve the Mansfield Township School District Parental Involvement Policy for Title I for the 2019-2020 school year.
3. Resolve to approve the 2019-2020 MTES Student Handbook for the Mansfield Township Elementary School After School Clubs.
4. Resolve to approve the 2019-2020 MTSD Summer Camp Handbook for the Mansfield Township School District Summer Camp.
5. Resolve to approve the 2019-2020 Title I Parents Right to Know Letter.
6. Resolve to approve the code of conduct for procurement procedures in the area of food service for the Mansfield Township School District. Form 327
7. Resolve to approve the first reading of the below regulation and policy for the 2019-2020 school year.

Regulation 2418	<u>Section 504 of the Rehabilitation Act of 1973 - Students</u>
Policy 2418	<u>Section 504 of the Rehabilitation Act of 1973 - Students</u>

**Motion to Move Items**

Moved by: Alison Perrone

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		



**E. Facilities/Security & Transportation**

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

<b>MANSFIELD TOWNSHIP ELEMENTARY SCHOOL</b>		
Date/Time:	6/20/19	6/12/19
Type of Drill	Shelter in Place	Fire
Duration of Drill	2 MIN	5MIN
Weather Conditions	Cloudy and Muggy	Sunny and Nice
Participants of Drill	400	414
Brief Description of What Type of Drill was Conducted	Drill was conducted with no incidents	Fire Drill was conducted with no incidents
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	6/17/2019	6/19/2019
Type of Drill	Fire	Lockdown
Duration of Drill	Approximately 5 minutes	Approximately 7 minutes
Weather Conditions	Sunny/Warm	Cloudy/Warm

Participants of Drill	Entire student body and staff Approximately 225 people	Entire student body and staff Approximately 225 people
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Lockdown was conducted without incident.
Person(s) overseeing Fire Drill: S Cullari Person(s) overseeing Security Drill: S Cullari		

2. Resolve to approve the below usage of Mansfield Township School District facilities.

ORGANIZATION	DATE(S)	TIME	FACILITY
Daisy Troop 21436	2019 - Sept 18, Oct 9, 23, Nov 6, 18, Dec 4, 18 and 2020 - Jan 8, 22, Feb 5, 19, Mar 11, 25, Apr 8, 22, May 6, 20, June 10	6:15-7:30pm	John Hydock Cafeteria

**Motion to Move Items**

Moved by: Lisa Willever

Seconded by: Frank Armenante

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**F. Finance and Budget**

1. Resolve to approve Bills List for July 2019.

Fund 10-11	\$161,279.88
Fund 20	\$4,391.01
Fund 63	\$18,479.11

Batch 50

Fund 10-11	\$243,817.62
Fund 40	\$133,581.25

Batch 52

Fund 71	\$959.54
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Batch 55  
Fund 10-11      \$18,557.01  
Fund 71          \$1,571.60

2. Resolve to approve Payroll amounts for June 15, 2019 - \$429,116.23 and June 30, 2019 - \$354,681.12.
3. Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for January, February, March, and April 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 May 2019

Board Secretary's Report for May 2019

4. Resolve to approve the monthly transfers for the month of July, 2019. Transfers
5. Resolve to approve the submission of the detailed budget for the Elementary and Secondary Education Act (ESEA) for the fiscal year 2019-2020 for a total of \$40,838.

Function/Object	Title 1A	Title 2A	Title 4A
<b>100 - Instruction</b>			
100-100	12445	0	4050
100-300	0	0	0
100-500	0	0	0
100-600	10681	0	2060
100-800	0	0	0
<b>200 - Support Services</b>			
200-100	0	0	
200-200	0	0	0
200-300	0	7712	0
200-400	0	0	0
200-500	0	0	3020
200-600	0	0	870
200-800	0	0	0

200-860	0	0	0
<b>400 - Fac Acq and Construction Ser</b>			
400-720	0	0	0
400-731	0	0	0
400-732	0	0	0
<b>520 - Schoolwide</b>			
520-930	0	0	0
<b>PGM ADM - Program Administration</b>			
PGM ADM	0	0	0
<b>Total Budgeted</b>	<b>23126</b>	<b>7712</b>	<b>10000</b>

**Motion to Move Items**

Moved by: Alison Perrone

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**VII. Executive Session**

**Motion to Open Executive Session 6:57pm**

Moved by: Frank Armenante

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

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 and #4** 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**

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202538\_MTE\_06192019

**4. Collective bargaining negotiations**

**Motion to Adjourn Executive Session 7:30pm**

Moved by: Lisa Willever	Seconded by: Frank Armenante		
Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

**IIX. New Business**

*A review of the 2019 Summer Camp was discussed.*

**IX. Old Business**

**X. Public Comment 2**

*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.*

*Waived - No Public*

**XI. Adjournment 7:44pm**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 8th day of July, 2019; now, therefore, be it  
THEREFORE, BE IT RESOLVED, that the July 8, 2019, meeting of the Mansfield Township Board of Education be and is hereby adjourned at 7:44pm.

Moved by: Frank Armenante

Seconded by: Lisa Willever

Frank Armenante, Vice President	<i>Aye</i>	Ramy Reddy	<i>Absent</i>
Abbey True Harris	<i>Absent</i>	Lisa Willever	<i>Aye</i>
Leila Davis	<i>Aye</i>	Maureen Villegas	<i>Absent</i>
Stacey Nicosia	<i>Absent</i>	Jared Fantasia, President	<i>Aye</i>
Alison Perrone	<i>Aye</i>		

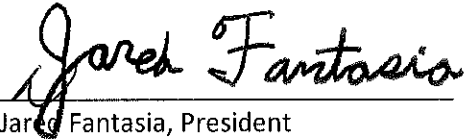
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Danielle Morolda  
Secretary to the Board



Jared Fantasia, President

{OFFICIAL SEAL}

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CERTIFICATION OF THE BOARD SECRETARY

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