

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
DECEMBER 15, 2016**

Ms. Reyes opened the December 16, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:42 p.m. with the following statement:

In accordance with the New Jersey Open Public Meetings Law, the time, date, and location of this meeting was sent to the Star-Gazette and Express-Times, January 8, 2016, and was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

Pledge of Allegiance

Roll Call

Present: Ms. Karri Reyes
Mr. Jim Momary
Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jason Winch

Absent: Mr. Tim Barlow
Ms. Desiree Mora-Dillon

Also present: Messrs. Kemp, Melitsky, DeAngelo, and Mrs. Roszkowski
Community: Messrs. Colantano, Stout, Weiss. No other community and/or staff members were present.

AUDIT PRESENTATION - MR. COLANTANO, JR./BKC

Mr. Colantano reviewed revenues and appropriations and areas of greatest change in the 2015-2016 report. Also reviewed were tax levies over the last 10 years as well as reserve accounts.

Audit Report

It was noted that the food service fund had in excess of 3 months operating expenses. Suggestions were given on how to reduce the excess.

Mr. Colantano reported that there were no audit recommendations.

COMMUNICATIONS

Mrs. Roszkowski read the following letters:

- | | | |
|----|---|------------------------------------|
| 1. | Dr. Lamonte's approval of Paul DeAngelo's contract as Business Administrator/Board Secretary for the period commencing January 1, 2017, to June 30, 2017. | BA Contract |
| 2. | Beatris Garcia's (Division of Food and Nutrition) finding that district "Net Food Service Cash resources exceeds three months average expenditures by \$20,129.10" and a recommendation that an investment in new service equipment be made to reduce cash resources. | Finding/
Recommendation |
| 3. | Ms. Mora-Dillon's resignation from the Board of Education effective December 31, 2016. | Resignation |
| 4. | Mr. Scott Minter's email advising that he will not be taking a seat on the Board of Education. | No Interest
In Serving |
| 5. | Ms. Janowski's resignation from the Board of Education effective December 31, 2016. | Resignation |

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | | |
|----|--|------------------------|
| 1. | Two alleged incidents were investigated (#'s 4 & 5) and were not found to be HIB. | HIB |
| 2. | The current enrollment is 648. Last year we were at 672. | Enrollment |
| 3. | We are accepting nominations for Teacher of the Year. | TOY Nominations |
| 4. | The Winter Concert was held Tuesday night. Congratulations to Mrs. Slate and Mrs. Havrisko for excellent performances. | Concert |
| 5. | Our annual Spelling Bee was held recently with the following outcome: | Spelling Bee |
| | a. Champion – Gabriella De Leon | |
| | b. 2 nd Place – Emmy Werbin | |
| | c. 3 rd Place – Kapri Delghiaccio | |

- 6. a. Magic Aire will be replacing coils in univents in two more rooms.
- b. We are closing out the parking lot project with Tricon. We will be getting a three year maintenance bond on the project, and they will deduct the cost to run the damaged line for the lights. They will be returning in the spring to remedy the low inlet in the parking lot and some sunken pavement. They will also be hydro-seeding areas where grass is not growing.

Referendum Update

PUBLIC PARTICIPATION

None

CONSENT AGENDA

MOTION by Ms. McAlpin, second by Ms. Janowski and carried by majority vote [with Ms. McAlpin abstaining] that the Board approve the minutes of the following meeting:

Minutes

- November 17, 2016, Regular Meeting

**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITIES**

- 1. *MOTION by Mr. Coombs, second by Ms. Janowski* and carried by unanimous vote that the Board affirm/accept the HIB Report with no allegations presented at the November 17, 2016, meeting.

HIB

**APPROVAL AGENDA
PERSONNEL**

- 1. *MOTION by Mr. Coombs, second by Ms. Janowski* and carried by unanimous vote that the Board approve Joe Phelan as a substitute teacher (Criminal History check completed), as recommended by the Superintendent

**J. Phelan
Sub Roster**

- 2. *MOTION by Mr. Coombs, second by Ms. Janowski* and carried by unanimous vote that the Board approve Michele

Home Instruction

Wilkinson to provide home instruction and home instruction planning for Student ID #4303924409, effective October 31, 2016, through June 30, 2016, at a rate of \$50/hour, as recommended by the Superintendent.

3. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a contract for Paul DeAngelo, School Business Administrator/Board Secretary (Criminal History check pending), effective January 1, 2017, through June 30, 2017, at a prorated salary of \$95,000.00, (equates to \$47,500.00 for 6 months) as approved by the Executive County Superintendent and as recommended by the Superintendent. **BA Contract**

4. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Jena Norris as a substitute custodian (Criminal History check pending), at an hourly rate of \$12.00, as recommended by the Superintendent **J. Norris
Sub Custodian**

5. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board amend the October 13, 2016, Personnel Item #3, "NCLB Personnel – Title I" to reflect Pamela Booser's amount paid from the grant to \$0, as recommended by the Superintendent. **NCLB Personnel**

6. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a payment to Randy Wanous as Clerk of the Works in the amount of \$20,000.00, as recommended by the Superintendent. **Clerk of the
Works**

7. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Kayte L. Empson as a substitute teacher (Criminal History transfer pending), as recommended by the Superintendent. **K. Empson
Sub Roster**

8. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board accept Ms. Desiree Dillon's resignation from the Board of Education effective, December 31, 2016, with regret. **D. Dillon
Resignation**

9. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board accept Mr. Scott Minter's letter of resignation from the Board effective 1/1/17. **S. Minter
Resignation**

10. **MOTION by Mr. Coombs, second by Mr. Winch** and carried by unanimous vote that the Board accept Ms. Tracey Janowski's resignation from the Board of Education effective, December 31, 2016, with regret.

**T. Janowski
Resignation**

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority [with Mr. Momary abstaining on check #27908] vote that the Board approve the following bills lists:

Bills

- General Account: November 18 to 30, 2016, bills list in the amount of \$311,855.65
- General Account: December 1, 2016, to December 15, 2016, bills list in the amount of \$808,142.31;
- Referendum Account: November 18 to 30, 2016, in the amount of \$0;
- Referendum Account: December 1, 2016, to December 15, 2016, in the amount of \$180,799.21

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers as per the December 15, 2016, Report (for the period November 18, 2016, to December 15, 2016) for the following:

Transfers

- Fund 10: \$ 9,356.50
- Fund 20: \$ 491.00
- Fund 30: \$40,339.48; and

The December 15, 2016, Report (for transfers dated October 31, 2016) for the following:

- Fund 10: \$ 3,700.00
- Fund 30: \$ 250.49

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial report as of October 31, 2016, with a balance of \$2,445,397.59.

**Secretary/
Treasurer's
Reports**

4. The following **Resolution** was adopted upon **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote: **Certification**
- Resolve that after review of the Secretary's Monthly Financial Report (appropriations section) and consultation of the appropriate district officials, this Board of Education certifies that no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) for the month ended October 31, 2016, with a balance of \$2,445,397.59.
5. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board accept the 2015/2016 Comprehensive Annual Financial Report (CAFR) as presented and approve the Corrective Action Plan with no audit recommendations as per Attachment 1. **Accept CAFR**
6. **MOTION by Mr. Momary, second by Janowski** and carried by unanimous vote that the Board approve a Change Order #1 in the amount of \$1,884.27 issued to Facility Solutions Group for trenching to electric pole. **Change Order**
7. **MOTION by Mr. Momary, second by Janowski** and carried by unanimous vote that the Board approve Tuition Contracts with the Department of Children and Families for the 2016/17 School Year, for the following students received: **Tuition Contracts**
-
- Student ID#1228457172 - \$12,134.00
 - Student ID#2935768203 - \$11,582.00
 - Student ID#9077627386 - \$13,136.00
8. **MOTION by Mr. Momary, second by Janowski** and carried by unanimous vote that the Board approve Tuition Contracts with the Department of Children and Families for the 2015/16 School Year, for the following students received: **Tuition Contract**
- Student ID#1228457172 - \$11,453
9. **MOTION by Mr. Momary, second by Janowski** and carried by unanimous vote that the Board approve the following students to remain at Mansfield Elementary until the end of the 2016/17 School Year: **Student Attendance**
- Student ID# 9495901209
 - Student ID# 1175825150

10. **MOTION by Mr. Winch, second by Janowski** and carried by unanimous vote that the Board approve the Division of Child Nutrition Corrective Action Plan as presented.

**CNP
Corrective
Action Plan**

11. **MOTION by Mr. Winch, second by Janowski** and carried by unanimous vote that the Board approve Paul DeAngelo, et. al., as signatories on the following Fulton Bank of NJ accounts effective January 1, 2017:

**Bank
Signatories**

Account	Signatory/(ies)
• General	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
• Payroll	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
• Agency	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
• Capital Reserve Acct	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
• Cafeteria	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent

Account	Signatory/(ies)
<ul style="list-style-type: none"> Student Activity 	2 of the following: <ul style="list-style-type: none"> School Business Administrator Treasurer Superintendent
<ul style="list-style-type: none"> UCI 	2 of the following: <ul style="list-style-type: none"> School Business Administrator Treasurer Superintendent
<ul style="list-style-type: none"> Referendum 2014 	3 of the following four: <ul style="list-style-type: none"> President Vice President School Business Administrator Treasurer

12. *MOTION by Mr. Winch, second by Janowski* and carried by unanimous vote that the Board approve the disposal/donation to schools of 80 desks. **Desk Donation**

13. *MOTION by Mr. Winch, second by Janowski* and carried by unanimous vote that the Board approve the disposal of equipment per attached list. **Equipment Disposal**

14. *MOTION by Mr. Winch, second by Janowski* and carried by unanimous vote that the Board approve the purchase and installation of additional stage lighting from Troxell, NJ State Contract #A80996, at a cost of \$14,887.70. **Lighting**

15. The following *Resolution* was adopted upon *MOTION by Mr. Winch, second by Ms. Janowski* and carried by unanimous roll call vote: **Snyder Multi Contract S-2**

Approve student Transportation Multi-Contract number S-2, Renewal number 11 with Snyder Bus Company, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$56,959.92 (negotiated 0 CPI amount – no increase in cost over last year) as follows:

Multi-Contract #: S-2 Renewal #: 11 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2016 to June 30, 2017 Contract Amount: \$56,959.92						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Renewal Per Route
SN1 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	162.14	1.90	0	162.14
SN2 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	154.30	1.90	0	154.30

DISCUSSION AGENDA

1. Discussion was had with regard how to proceed to fill the 3 open Board Member seats. **Open Seats**
2. Mr. Momary gave out written reports and other information gathered from a recent meeting he attended. **Delegate Meeting Info**
3. Discussion was had with regard to the Child Nutrition correction action plan items. We are looking to replace the tilt kettle in the kitchen as it does not drain the hot boiling water out into a drain – the staff literally has to tilt it to drain – making it a safety concern. The corrective action plan allows for several much needed projects to be accomplished. The new BA and Food Service Manager will be working to Randy to find a solution. **Child Nutrition Program CAP**

PUBLIC PARTICIPATION

None

EXECUTIVE SESSION

The following resolution was adopted on **MOTION** by **Mr. Momary**, **second** by **Ms. Janowski** and carried by unanimous vote:

WHEREAS, the Board must consider matter(s), legal/personnel, the disclosure of which could constitute an unwarranted invasion of privacy; and **WHEREAS**, the deliberation of such considerations may be held in

private under the provisions of the Open Public Meeting Act;

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session to discuss the above-mentioned matter(s) to the exclusion of all others. It is anticipated that the session will last approximately 30 minutes. No action will be taken on Executive Session items.

(8:29 p.m.)

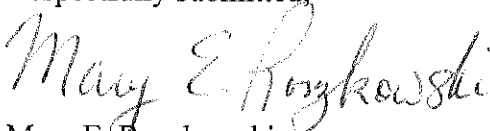
MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board return to regular session. (8:49 p.m.)

**Reconvene to
Regular
Session**

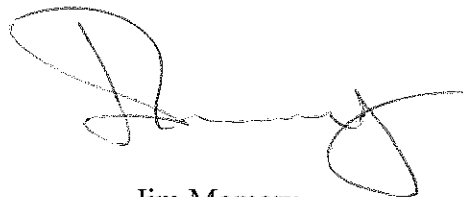
ADJOURNMENT

With no further business to discuss, the November 17, 2016, Regular Meeting ended at 8:50 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,



Mary E. Roszkowski
SBA/Board Secretary



Jim Momary
Vice President