

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
PARTIAL RE-ORGANIZATION/REGULAR MEETING MINUTES
APRIL 26, 2012**

CALL TO ORDER

Ms. Reyes opened the April 26, 2012 Public Hearing on Budget/Regular Meeting of the Mansfield Township Board of Education at 7:43 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, May 12, 2011, 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 Sienna-Reyes
Mr. Tim Barlow
Mr. John Bell
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jason Winch

Absent: Ms. Barbara Curto
Dr. Clancy
Mr. Jeff Stabile

Also present were: Mr. Kemp and Ms. Roszkowski.

Community: Three community and/or staff members were present.

Communications

- 1. Mrs. Pamela Schiesl’s request to continue her child rearing leave from September 1, 2012 to January 1, 2013. **P. SCHIESL
LOA**
- 2. Parent’s request that Student #1609817617 be allowed to continue to attend Mansfield Township School until the end of the school year. **PARENT REQUEST**

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- 1. The final QSAC scores were received from the county office which were adjusted because health records were with personnel files. We have been designated a “high performing” district. Final scores are as follows: **QSAC
FINAL SCORES**

- Instruction and Program 93%
- Fiscal Management 100%
- Governance 100%
- Operations 100%
- Personnel 80%

2. The State requested minor revisions on the Scope of Work. We are waiting for final approval on a \$7,500 grant. **RTTT 3**

3. There were two cases of alleged HIB (#’s 16 and 17). Both were investigated and none were found to be HIB. **HIB**

4. The 1976 compressor that services the faculty room, nurse’s office, board office, and some classrooms is down. We can get a rebuilt unit for approximately \$5,500; however, this may be just putting a band-aid on a larger issue. The unit is over thirty years old and other parts will start breaking down. We met with the architect to discuss options and to make sure that sufficient ventilation was available for any option chosen. He confirmed that we had the correct sizing. **COMPRESSOR**

We currently have a split unit which would involve cutting the doorways in the faculty room to bring in a new unit. The old unit could be dropped and cut up for disposal. We asked the architect if there was a one piece unit that could be used and placed on the rooftop. The architect would research same and get back to us. The architect did not charge us for his time.

5. We are moving forward with the Wireless LAN project using state contract vendors. Carousal Industries was in and will have a proposal to us by the next meeting. We are also meeting with other vendors who will have their proposals to us for consideration as well. **WIRELESS LAN**

6. We are anticipating some breakage at the end of year and would like to add SuccessMaker® licenses, some laptops, and continue technology updates such as the replacement of problem boards and possibly add speakers to boards. **TECHNOLOGY
UPDATES**

7. Promotion exercises are scheduled for June 14 at 7 p.m. Please save the date on your calendars. An official invitation will be going out shortly. **PROMOTION**

8. The Annual Board Award’s Night is set for June 7, at 7 p.m. **AWARDS NIGHT**

- | | | |
|-----|---|------------------------------------|
| 9. | The Night of Excellence was a huge success. The staff spent a lot of time getting organized. Thank you Carol Gouger, Michelle Zappulla, Christina McLeavey, and Leslie Cook. | NIGHT OF EXCELLENCE |
| 10. | We had many children absent on “Take Your Child to Work Day” and many children here with their parents. | TAKE YOUR CHILD TO WORK DAY |
| 11. | The testing schedule is as follows: <ul style="list-style-type: none"> • Week of April 30: 5th and 6th Grade NJ ASK • Week of May 7: 3rd and 4th grade | TESTING |
| 12. | Teacher Appreciation Week: May 7 – 11. | TEACHER APPRECIATION WEEK |
| 13. | A joint meeting of Warren Hills cluster Superintendents, Board Presidents, and Vice Presidents was held. We met to talk about what we have been doing and to share ideas; where we want to go and what we are doing currently. This is the first meeting of its kind since 1994. The participants voiced a desire to meet twice a year. | CLUSTER MEETING |

PARTIAL RE-ORGANIZATION

- | | | |
|----|---|--|
| 1. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2012/2013 school year, as recommended by the Superintendent. | SBA/Board Secretary Appointment |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board appoint Andrew Coppola, Treasurer of School Monies, effective July 1, 2012, through June 30, 2013, as recommended by the Superintendent. | Treasurer Appointment |
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board appoint Mary E. Roszkowski as the District Qualified Purchasing Agent according to State Statutes 18A:18A-2,-3,-37(c), NJSA18A:18A, NJAC 5:34:-5 et seq as recommended by the Superintendent. | QPA |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board appoint Brown & Brown as Broker of Record for property and general liability insurances for | Broker of Record |

2012/2013 with Robert Gemmell serving as Broker of Record, pending receipt of Pay to Play Certification.

5. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Grinspec, Inc. of New Providence, NJ as the Broker of Record for Delta Dental and the BeneCard programs (pending receipt of Pay to Play Certification). **Broker of Record**

6. **MOTION by Mr. Bell, second by Mr. Barlow** and carried by unanimous vote that the Board appoint T. L. Groseclose as the Student Accident Insurance provider for the 2012/2013 school year. **Student Accident Insurance**

7. **MOTION by Mr. Bell, second by Mr. Barlow** and carried by unanimous vote that the Board appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso & Kessler as Board Attorney for the 2012/2013 school year (pending receipt of Pay to Play Certificate on File) at the following rate schedule: **Board Attorney**
 - Partners, Counsel, Sr. Associates: \$160.00 per hour;
 - Jr. Associates: \$150.00 per hour;
 - Paralegals & Law Clerks: \$110.00 per hour.

8. **MOTION by Mr. Bell, second by Mr. Barlow** and carried by unanimous vote that the Board appoint the audit firm of William M. Colantano, Jr. for the 2012/2013 school year, pending receipt of Pay to Play Certification. **Board Auditor**

9. **MOTION by Mr. Bell, second by Mr. Barlow** and carried by unanimous vote that the Board appoint Gianforcaro Architects, Engineers, & Planners as District Architects of Record for the 2012/2013 school year as recommended by the Superintendent. **Architect of Record**

10. **MOTION by Mr. Bell, second by Mr. Barlow** and carried by unanimous vote that the Board appoint Dr. Gomes as School Physician for the 2012/2013 school year as recommended by the Superintendent. **School Physician**

11. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint L. Favreau Affirmative Action Coordinator, and 504 Officer for the 2012/2013 school year as recommended by the Superintendent. **AA Coordinator**

12. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Marc Tyson, Michele Zappulla, Dawn Drescher and Colleen Hurley to the Affirmative Action Committee. **AA Committee**

- 13. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board appoint R. Wanous the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2012/2013 school year as recommended by the Superintendent.

Right to Know,
AHERA, IAQ,
Chemical
Hygiene Officer
- 14. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board appoint Lauri Favreau as Substance Awareness Coordinator.

Substance
Awareness
- 15. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Custodian of Records.

Custodian of
Records
- 16. *MOTION by Mr. Barlow, second by Ms. Janowski* and carried by unanimous vote that the Board appoint Mary E. Roszkowski, Public Agency Compliance Officer, effective July 1, 2012, through June 30, 2013, as recommended by the Superintendent.

PACO
- 17. *MOTION by Mr. Barlow, second by Ms. Janowski* and carried by unanimous vote that the Board appoint John Melitsky Attendance Officer.

Attendance
Officer
- 18. *MOTION by Mr. Barlow, second by Ms. Janowski* and carried by unanimous vote that the Board appoint Mary E. Roszkowski Homeless Liaison

Homeless
Liaison
- 19. *MOTION by Mr. Barlow, second by Ms. Janowski* and carried by unanimous vote that the Board appoint Mary E. Roszkowski as School Funds Investor for the 2012/2013 School year as recommended by the Superintendent.

School Funds
Investor
- 20. *MOTION by Mr. Barlow, second by Ms. Janowski* and carried by unanimous vote that the Board authorize Mary E. Roszkowski to wire and transfer funds between accounts as needed to conduct school business.

Fund Transfers
and Wires
- 21. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board designate the Star Gazette and Express Times as the official newspapers of the district.

Official
Newspapers
- 22. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board approve the following Tax Shelter Annuity Companies:

Tax Shelters

- AXA Equitable
- Lincoln Investment Planning, Inc.
- Siracusa Benefits Programs

23. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board adopt the District’s Chart of Accounts.

Chart of Accounts

24. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by majority vote [with Mrs. Reyes abstaining] that the Board approve Fulton Bank (New Jersey) as Official Depository for the 2012/2013 school year with signatories as follows:

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:
 - President
 - Vice President
 - School Business Administrator
 - Treasurer
 - Superintendent

- Student Activity 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent

- UCI 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent

25. *MOTION by Ms. McAlpin, second by Ms. Janowski* and carried by unanimous vote that the Board adopt and approve the policies of the Mansfield Township Board of Education. **Adopt Policies**

26. *MOTION by Ms. McAlpin, second by Ms. Janowski* and carried by unanimous vote that the Board establish a Petty Cash Fund in the amount of \$250. **Petty Cash**

27. *MOTION by Ms. McAlpin, second by Ms. Janowski* and carried by unanimous vote that the Board approve the procurement of goods and services through State Agencies (State Contracts). **State Contracts**

28. *MOTION by Ms. McAlpin, second by Ms. Janowski* and carried by unanimous vote that the Board approve payment of bills between meetings. **Payment of Bills**

29. *MOTION by Ms. McAlpin, second by Ms. Janowski* and carried by unanimous vote that the Board adopt the following resolution: **Tax Levy**

Resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2012 through June 30, 2013 is \$4,867,038.00 for General Current Expense and \$337,922 for debt service to be received as follows:

- Current Expense: Twelve payments of \$405,586.50 on the fifteenth (15th) of every month for a total of \$4,867,038.00.

- Debt Service: Two payments of \$168,961.00 payable on August 15, 2012, and February 15, 2013, for a total of \$337,922.00.

- | | |
|--|--|
| <p>30. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote that the Board approve the following tuition rates for programs offered by the district:</p> <ul style="list-style-type: none"> • Preschool Inclusion Program: \$200 per month for a half-day program, five days/week • Special Ed Programs: \$18,500 per year | <p>Tuition</p> |
| <p>31. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board approve Use of Facilities Schedule of Fees per Policy No. 1330R.</p> | <p>Facilities Use</p> |
| <p>32. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board adopt and approve the attached curricula, textbooks and programs for 2012/2013 school year.</p> | <p>Adopt Textbooks & Curriculum</p> |
| <p>33. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board designate Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2012/2013 school year.</p> | <p>Sussex County Co-Op</p> |
| <p>34. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board designate Warren County Special Schools District to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2012/2013 school year.</p> | <p>Warren County SSD</p> |
| <p>35. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board adopt the partial Public Meeting Schedule as per attached.</p> | <p>Meeting Schedule</p> |
| <p>36. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board appoint Patti Jo Raiello as ADA Coordinator for the 2012/2013 school year as recommended by the Superintendent.</p> | <p>ADA Coordinator</p> |
| <p>37. MOTION by Mr. Winch, second by Mr. Bell and carried by unanimous vote that the Board allow the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.</p> | <p>Workshop Ceiling</p> |

38. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting. **Funds Transfer**

39. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to implement the 2012/2013 budget pursuant with local and State policies and regulations. **Budget Implementation**

40. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board appoint the following personnel to the I&RS Team: **I&RS Team**

- John Melitsky, Principal
- Lauri Favreau, Guidance Counselor
- Sue Codey
- Debbie Marley (LD/TC)

Public Participation

None

CONSENT AGENDA

MOTION by Mr. Barlow, second by Mr. Bell and carried by unanimous vote that the Board approve the minutes of the following meeting: **Minutes**

- March 29, 2012, Public Hearing on Budget/Regular Meeting;
- March 29, 2012, Executive Session

**APPROVAL AGENDA
CURRICULUM/FACILITIES**

1. **MOTION by Ms. McAlpin, second by Mr. Bell** and carried by unanimous vote that the Board accept/approve final QSAC results. **QSAC Results**

**APPROVAL AGENDA
PERSONNEL**

- | | | |
|----|--|---------------------------|
| 1. | <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Pamela Schiesl’s request to continue a child rearing leave from September 1, 2012 to January 1, 2013. | P. Schiesl
LOA |
|----|--|---------------------------|

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- | | | |
|----|--|---|
| 1 | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the use and payment of/for one of the custodial staff members for the 6 th grade lock-in scheduled for June 1, 2012, into the morning of June 2, 2012. | Lock-in |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board designate June 15, 2012, as the final day of the school year. | Final
School Day |
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board designate June 14, 2012, as Sixth Grade Promotion at 7 p.m. | 6th Grade
Promotion |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the following revised calendars: | Revised
Calendars |
| | <ul style="list-style-type: none"> • 2011/12 School Year • 2012/13 School Year (test dates have been received and inserted) | |

**APPROVAL AGENDA
FINANCE**

- | | | |
|----|---|-------------------|
| 1. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the following bills lists: | Bills List |
| | <ul style="list-style-type: none"> • March 30, 2012, to March 31, 2012, in the amount of \$356,722.19; • April 1, 2012, to April 26, 2012, in the amount of \$549,635.03. | |

- | | |
|---|---|
| <p>2. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board approve the April 26, 2012, Transfers Report as follows:</p> <ul style="list-style-type: none"> • Fund 10 \$2,925.00 | <p>Funds Transfers</p> |
| <p>3. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board approve travel and workshop requests per the May 12, 2011, Travel Requests Report, as presented.</p> | <p>Workshops</p> |
| <p>4. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board allow Student ID # 1609817617 to remain on the district's rolls until the last day of school, transportation to be provided by the parent, as recommended by the Superintendent.</p> | <p>Parental Request</p> |
| <p>5. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board approve a contract with Children's Therapy Services, Inc. effective July 1, 2012, through June 30, 2013, to provide physical therapy services at a rate of \$86.30 per hour.</p> | <p>Children's Therapy Services</p> |

Note: This represents a 1.54% increase over last year's contract and the first raise in 3 years.

DISCUSSION AGENDA

- | | |
|--|-----------------------|
| <p>1. Mr. Winch reported that the first bowling session took place with 39 students attending. Everyone had a great time. The advisors and coaches were great!</p> | <p>Bowling</p> |
|--|-----------------------|

PUBLIC PARTICIPATION

<p>Ms. Kearney inquired whether the texts on the Curriculum/Texts lists represent the texts we have currently. Mr. Kemp said that these are the texts currently being used.</p>	<p>Texts</p>
---	---------------------

ADJOURNMENT

With no further business to discuss, the April 26, 2012, Regular Meeting ended at 8:09 p.m. on *motion by Ms. Janowski, seconded by Mr. Bell* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Jeff Stabile
Vice President