

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MINUTES  
FEBRUARY 12, 2015**

**CALL TO ORDER**

Mrs. Reyes opened the February 12, 2015, Work Session Meeting of the Mansfield Township Board of Education at 7:32 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 9, 2015, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**Salute to the Flag**

**Roll Call**

Present: Mr. Tim Barlow  
Mr. Michael Coombs  
Mr. John Falco (arrived 7:38 p.m.)  
Ms. Tracey Janowski  
Mr. Jim Momary  
Ms. Sharon McAlpin  
Ms. Desiree Mora-Dillon  
Ms. Karri Reyes  
Mr. Jason Winch

Absent:

Also present: Mr. Kemp and Mrs. Roszkowski  
Community: Two community and/or staff members were also present.

**COMMUNICATIONS – MRS. ROSZKOWSKI**

A letter from ShopRite to Mrs. Havrisko thanking her and her students for participating in their 2014 Holiday Music program. A \$250 check was enclosed in support of the music program. ShopRite

**ADMINISTRATIVE REPORT – MR. KEMP**

- 1. There were no HIB completed investigations. HIB
- 2. Enrollment is now 707. Enrollment

- |    |   |                           |
|----|---|---------------------------|
| 3. | School Performance Report comparison for two years was presented/discussed.   | School Performance        |
| 4. | <ul style="list-style-type: none"> <li>• New sign installed. Waiting for electric and controls to be set up.</li> <li>• Intercom system installed in new visitors' entrance.</li> <li>• Workers removing old fire alarm.</li> <li>• Doors continue to be replaced. Workers here on Monday.</li> </ul>   | Referendum Update         |
| 5. | We have used 6 days to date. We will make up one day this Friday, February 13, and will still have to make up one more day. Mr. Kemp said that he would like to avoid Spring Break as we are looking to do asbestos removal. that we may It was noted that we may be able to prep while school is in session and then do the asbestos removal without needing the full five days and then could use some days for make-up. Another suggestion was using the May in-service for a make-up day. | Snow Day Makeup           |
| 6. | Kindergarten Registration is scheduled for February 25, 26, and 27, from 9 a.m. to 11 a.m. and from 1:30 p.m. to 2:30 p.m.  | Kindergarten Registration |
| 7. | We anticipate an increase of 2% with preliminary calculations. This includes the budgeting of an additional bus route as many of our buses are at full capacity. However, we will not add it if it is not necessary.  | Budget                    |
| 8. | The PTA Variety Show was a great success.   | PTA Variety Show          |

**PUBLIC PARTICIPATION**

None

**CONSENT AGENDA**

**MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Barlow, Ms. McAlpin, Ms. Mora-Dillon, and Mr. Falco abstaining] to approve the minutes of the following meeting/(s):

**Minutes**

- January 7, 2015, Re-Org Meeting.

**APPROVAL AGENDA  
PERSONNEL**

1. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to rescind Motion #9, Personnel, December 18, 2014: **Motion Rescinded**

“Approve Nicole Crowley as a child rearing leave replacement (criminal history check complete) effective January 1, 2015, to June 30, 2015, Step B 1-2, at a *prorated* salary of \$51,474 (actual salary from January 1, 2015 to June 30, 2015 would be \$30,884.00), as recommended by the Superintendent.”

Note: Miss Crowley does not have her teaching certificate yet. She is a sub and only entitled to receive \$75 per day until she receives her teaching certificate from the State.

2. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Nicole Crowley as a long-term substitute (criminal history check complete) effective on or about January 5, 2015, to June 30, 2015, to be paid \$75 per day, as recommended by the Superintendent.” **Nicole Crowley  
Long Term Sub**
3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve payment to Annette Stankavish for an additional 50 days remuneration, at a per diem rate of \$279.50, for services provided to the district to build and update databases, implement direct deposit and AESOP, NJ Smart State Reports, MAP, Go Math, Successmaker, Type to Learn, and PARCC as recommended by the Superintendent. **Annette  
Stankavish –  
Additional Days**
4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Katie Ann Coe as a substitute teacher (Criminal History Check completed), as recommended by the Superintendent. **Katie Ann Coe  
Sub**

- |    |  |                                       |
|----|--|---------------------------------------|
| 5. | <b>MOTION</b> by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to approve Chris Lance as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | <b>Chris Lance<br/>Sub</b>            |
| 6. | <b>MOTION</b> by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to add Friday, February 13, 2015, to the school calendar to make up one snow day.  | <b>School Calendar<br/>Adjustment</b> |

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

- |    |   |   |
|----|---|---|
| 1. | <b>MOTION</b> by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to approve the establishment of the School Improvement Panel consisting of Edward Kemp, John Melitsky, and Kathy Jacoby. | <b>School<br/>Improvement<br/>Panel</b> |
|----|---|---|

Notes:

- Mission: Ensure the effectiveness of the school's teachers;
- Duties: Oversee mentoring and foster a culture of continuous improvement, conduct evaluations (including mid-year evaluations of teachers rated ineffective or partially effective), and identify opportunities to inform professional development.
- Kathy Jacoby will not participate in evaluation activities.

- |    |  |  |
|----|--|--|
| 2. | <b>MOTION</b> by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to approve Common Core Implementation Team consisting of: Jennifer Santa, Robin Iaione, Corin Francisco, Kristin Baker, Kathleen Mattison, Jennifer Micucci, Diane Hogan, John Melitsky, and Edward Kemp. | <b>Common Core<br/>Implementation<br/>Team</b> |
|----|--|--|

**APPROVAL AGENDA  
FINANCE**

- |    |  |                    |
|----|--|--------------------|
| 1. | <b>MOTION</b> by Ms. Janowski, second by Mr. Winch and carried by unanimous vote to approve the following bills lists: | <b>Bills Lists</b> |
|----|--|--------------------|

- January 8, 2015, to January 31, 2015, bills list in the amount of \$883,245.28;
  - February 1, 2015, to February 12, 2015, bills list in the amount of \$39,595.63.
2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve transfers per the February 12, 2015, Report for the following:
- Fund 10: \$204,852.00
  - Fund 20: \$46,252.00
  - Fund 30: \$ 409.36
3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve February 12, 2015, Workshop/Travel Requests.
4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve the Treasurer's and Secretary's monthly financial reports as of December 31, 2014, with a balance of \$8,147,801.83.
5. The following resolution was adopted on **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous roll call vote:
- 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 6:23-2.11(c)3 for the month of December 31, 2014, with a balance of \$8,147,801.83.
6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to appoint Anthony Gianforcaro, AIA, PE, of Chester, NJ, Architect of Record.
7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve the IDEIA-B carryover grant application/amendment in the amount of \$68,031.00.
8. **MOTION by Ms. Janowski, second by Mr. Winch** and

**Transfers****Workshops/  
Travel****Secretary/  
Treasurer's  
Reports****Certification****Architect of  
Record****IDEIA-B  
Carryover****Payment #4**

carried by unanimous vote to approve Payment #4 - (Fire Alarm System), to Open Systems Integrators, Inc. in the amount of \$68,861.70 per Anthony Gianforcaro's certification dated January 9, 2015.

### **Open Systems**

9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve Payment #1 - (Exterior Door Renovations and Security Door Installation), to Smitty's Door Service, Inc. in the amount of \$10,450.00 per Anthony Gianforcaro's certification dated December 23, 2014.

### **Payment #1 Smitty's Door Service**

10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve Payment #2 - (Exterior Door Renovations and Security Door Installation), to Smitty's Door Service, Inc. in the amount of \$149,387.00 per Anthony Gianforcaro's certification dated February 2, 2015.

### **Payment #2 Smitty's Door Service**

## **DISCUSSION AGENDA**

1. Mrs. Roszkowski stated that a Point of Sales System for the Cafeteria has been selected with installation anticipated sometime this spring. Mr. Winch stated that they had chosen the same system in Mt. Olive and had some problems with the system; however, they were ironed out over time.

### **Point of Sales System**

2. The Board was reminded that Ethics Forms have been sent out. If anyone has not received an email, please let Mrs. Roszkowski know so that the appropriate parties could be notified to re-send the forms.

### **Ethics Forms**

3. Mrs. Janowski inquired as to the status of the Eagle Scout project that was presented last year to the Board. She was informed that nothing had been done.

### **Eagle Scout Project**

4. Mr. Kemp said that the Education Foundation is looking at putting together an event to help celebrate the school's 50<sup>th</sup> birthday.

### **MTE School 50<sup>th</sup> Birthday Celebration**

## **PUBLIC PARTICIPATION**

1. An attendee noted that it was nice to see subs being added to the roster.

### **Subs**

2. An attendee noted that the cafeteria food is good.

### **Compliments to the Chef**

3. Mr. Volpe inquired who is doing the air quality testing for the asbestos removal project. Mr. Kemp informed him that RK Environmental would be doing the air quality testing.

**Air Quality  
Testing**

**ADJOURNMENT**

*Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous vote that the Board adjourn the February 12, 2015, meeting.

8:32 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Jim Momary  
Vice President