

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

CALL TO ORDER

Mrs. Reyes opened the March 12, 2015, Work Session Meeting of the Mansfield Township Board of Education at 7:33 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.

Pledge of Allegiance

Roll Call

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

Also Present: Mr. Melitsky, Mr. Kemp, and Mrs. Roszkowski
Community: There were two community and/or staff members present.

COMMUNICATIONS

Ms. Roszkowski

There were no letters; however, Mrs. Roszkowski thanked the Board for the beautiful flower arrangement she received when she returned home from her recent hospitalization. They served as a cheerful reminder that spring is just around the corner. Thank You
for the Flowers

ADMINISTRATIVE REPORT

Mr. Kemp

- 1. Three allegations of HIB were investigated. None were found to be HIB.

- | | | |
|----|--|--------------------------------|
| 2. | We celebrated Read Across America Week last week (Dr. Seuss Week) under the direction of Mrs. Fontana and Mrs. Francisco. | Read Across America |
| 3. | Congratulations to the three students who participated in the County Spelling Bee – Ava Johnston (our spelling bee winner), Joe Marusic, and Logan Fass. Ava won the county bee and has also qualified for the upcoming regional spelling bee. | County Spelling Bee |
| 4. | Congratulations to our 6 th graders who participated in the All-Star Band concert, under the direction of Mrs. Havrisko: Sarah Korczukowski, Kylie Compton, Julie Katstra, Carlee Fisco, Emma Sloan, Gia Vitale, Emma Mele, Kaileigh Cagnassola, Ava Johnston, Joey Kilyk, and Ryan Marzigliano. | All Star Band Concert |
| 5. | The Mansfield Chess Team, under the direction of Ms. Baker, finished 3 rd in the county tournament. Robbie Hult (6 th grade) went undefeated in the tournament. | Chess Team |
| 6. | The Student Council is raising money for Water for Sudan. They are presenting information to classes regarding this fundraiser. The idea came from 5 th graders after having read the book <u>Long Walk to Water</u> . | Water for Sudan |
| 7. | We are celebrating Pi Day tomorrow. Mr. Melitsky will be getting a pie in the face. | Pi Day |
| 8. | Parent/teacher conferences rescheduled for March 25, 2015. They will take the place of the scheduled in-service. | Conferences Rescheduled |
| 9. | <ul style="list-style-type: none"> a. Bids are out for HVAC controls, boilers, widows, HVAC. b. It looks like we may need to put the parking lot on hold until the summer of 2016 due to the amount of work being done this summer. c. Specs are being put together to replace the switch | Referendum Update |

gear in the electrical panel that brings the main power into the building. That will involve replacing the 2000 amp breaker and the subpanel next to it. The current panel was put in by Zinsco which is out of business, and it will be difficult to get parts. We already lost one phase a few years ago and, thankfully, were able to make a temporary fix. Without the update, we could be subject to a long term power outage in the building. Plus, with the new HVAC systems, we would have to go behind the panel to bolt two 400 amp breakers to the bus bar. That would be costly plus leave us with the old switch gear.

- d. The tile company is coming in on Wednesday, March 18th, as we have been unhappy with the stains that cannot be removed from the tile in the bathrooms.
- 10.
- a. Sixth grade is completed except for makeups. On the first day, the Internet Explorer browser kept us from testing. We changed to Fire Fox for the rest of testing.
 - b. Fifth grade will finish tomorrow.
 - c. We have had 16 parent refusals thus far.
- 11.
- a. Warren Hills and the other cluster schools are taking back Thursday, April 9, and Friday, April 10, of spring break. As long as all goes well with the asbestos removal, we could do the same. Right now the company is scheduled to prep the week of March 30th and begin removal on Saturday, April 4. The company plans to use 4 men and a supervisor. There are 36 panels to be removed. They expect to finish the removal on Monday, April 6th, and air test that day. We should have the results on Tuesday, April 7th. This schedule is subject to weather, no removal complications, and a clean air test. Randy will be

**PARCC
Testing**

**Snow Day
Makeup**

removing most of the screws to the rails which hold the panels in place. That should insure that the job goes quickly. We do run the risk of encountering a problem and having to cancel school on Thursday and Friday anyway. This would not be popular if parents or staff altered vacation plans. If we choose to do this, I would also like to make the in-service day on May 26th an early dismissal day for students followed by in-service for teachers. That will allow us to end school on Friday, June 19th.

- b. If we choose not to gamble with the asbestos removal, we can change the May 26th in-service day, mentioned earlier, and add an extra day to the end of the year, making June 23rd the last day of school.

- 12. The QSAC visit went very well. We also had a mid-year budget review that day. The county was very complimentary of our ability to be so fiscally conservative.

QSAC

CONSENT AGENDA

- 1. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote that the Board approve the minutes of the following meeting:
 - February 12, 2015, Work Session Meeting.

Minutes

APPROVAL AGENDA
PERSONNEL

- 1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Ornella Goldson as a substitute teacher (Criminal History check completed), as recommended by the Superintendent.
- 2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the payment of a \$10,000.00 stipend to Randy Wanous for services rendered as Clerk of the Works (oversight of the Referendum Projects) for the 2014-2015 school year, as recommended by the Superintendent.

Ornella
Goldson
Sub

Clerk of the
Works

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills lists: **Bills Lists**
 - February 13, 2015, to February 28, 2015, in the amount of \$590,342.66;
 - March 1, 2015, to March 12, 2015, in the amount of \$602,269.69.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers in the following amounts as listed on the March 12, 2015, report: **Transfers**
 - Fund 10: \$12,440.00
 - Fund 30: \$70,746.00

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the March 12, 2015, Travel/Workshop Request. **Workshops/
Travel**

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve a contract with NJ School Boards Association for Negotiations services as follows: **NJ School
Boards
Negotiator**
 - Resource services: \$120 per hour for preparation work;
 - At the table resources services: \$135 per hour (travel and meal expenses billed additionally).

5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following payments to Gianforcaro Architects – Engineers – Planners for professional services rendered: **Gianforcaro
Payments**
 - Toilet Room Renovations: \$2,524.00 (Payment #2/Final)
 - Roof Renovations: \$49,347.00 (Payment #1)

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board award the following asbestos removal projects to B&G Restoration, Inc., of Lincoln Park, NJ, as recommended by RK Environmental: **Asbestos
Removal**

- Transite Window Panels: \$24,000.00
- Unit Cost per glove bag: \$200.00

Other quotes:

	<u>Bako</u>	<u>VMC</u>	<u>Greenwood</u>
Transite Window Panels	\$26,200	\$27,800	\$32,800
Unit cost, per glove bag	\$300	\$200	\$200

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board award RK Occupational and Environmental Analysis, Inc. a professional services contract for Asbestos Abatement Specifications and Project Management Services in the amount of \$5,928.00. **Asbestos Removal Project Management**

8. **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 reports as of January 31, 2015, with a balance of \$8,095,173.15*. **Secretary/Treasurer’s**

*Includes Referendum Account \$.

9. The following resolution was adopted on **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 6:23-2.11(c)3 for the month of January 31, 2015, with a balance of \$8,095,173.15*.

*Includes Referendum Account \$.

10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll vote that the Board approve FY 2015/2016 school district budget for submission to the County Office of Education and voters as follows: **Budget**

Option 1 (No textbooks, no extra bus):

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$8,966,723	\$5,025,579
Special Revenue Fund	255,796	
Debt Service Fund	<u>483,839</u>	302,237
Total Base Budget	\$9,706,358	

*Included in the budget is a \$222,016 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades and telephone system.

Option 2 (Utilizing \$157,359 Banked Cap for partial purchase of LA textbooks):

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$9,124,082	\$5,025,579
Banked Cap		157,359
Special Revenue Fund	255,796	
Debt Service Fund	<u>483,839</u>	<u>302,237</u>
Total Base Budget	\$9,863,717	\$5,485,175

*Included in the budget is a \$222,016 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades and telephone system.

Option 3 (Utilizing \$243,054 Banked Cap for full purchase of LA textbooks & bus):

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$9,209,777	\$5,025,579
Banked Cap		243,054
Special Revenue Fund	255,796	
Debt Service Fund	<u>483,839</u>	<u>302,237</u>
Total Base Budget	\$9,949,412	\$5,570,870

*Included in the budget is a \$222,016 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades and telephone system.

DISCUSSION:

- The revenues and appropriations sections of the budget were given out to the Board and reviewed. The Board learned that general revenues remained flat and debt service aid increased by \$94,847; the Board contributed \$92,293 to support the budget; to balance the budget, \$202,000 was cut to get to “Option 1”. Some of those cuts were \$25,000 (bus); \$25,000 (fuel); \$20,000 (electricity) in addition to trimming other lines. Insurance costs increased approximately \$133,000. Currently, we are under adequacy at \$1.3 million.
- Banked cap is available for use if the Board wants to pursue the purchase of a new Language Arts textbook series and for the anticipated new bus route (to be used only if we cannot accommodate students on current runs. This year, we have been shifting students around to maintain current runs. However, those bus runs are getting close to capacity. If we see an influx of students in any one particular area, we may need a new run next year.). The banked cap would have to be used during the budget year and not carried over into the subsequent budget year. Available banked cap for 2013/14 = \$37,341; 2014/15 = \$120,018; 2015/16 = \$85,695.
- Anticipated Tax Levy impacts for each of the three options were presented to the Board. Valuations rose this year and we received extra debt service. Percentages can be scary if we don’t look at the entire picture. When considering that valuations rose and the receipt of extra debt service produced an \$8 decrease per \$100,000 assessed in debt service tax levy, Option 1 would produce a net tax decrease (after considering the debt service decrease) of (\$21) per \$100,000 assessed; Option 2 would produce a net tax increase (after considering the debt service decrease) of \$3 per \$100,000 assessed; and Option 3 would produce a net tax increase (after considering the debt service decrease) of \$16 per \$100,000 assessed. Mr. Barlow asked what the percentage increase would be if option 3 were considered. Mr. Barlow was told that after taking the allowable 2% cap, there would be an approximate additional 4.5% increase.

At the conclusion of the discussion, on **MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous roll call vote that the Board approve FY 2015/2016 school district budget for submission to the County Office of Education and voters using Option 3 as follows:

Option 3 (Utilizing \$243,054 Banked Cap for full purchase of LA textbooks & bus):

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$9,209,777	\$5,025,579
Banked Cap		243,054
Special Revenue Fund	255,796	
Debt Service Fund	<u>483,839</u>	<u>302,237</u>
Total Base Budget	\$9,949,412	\$5,570,870

*Included in the budget is a \$222,016 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades and telephone system.

PUBLIC PARTICIPATION

None

DISCUSSION

1. Important Dates: (We currently have BOE meetings scheduled for April 23 and May 14, 2015 which can be adjusted to meet the 2015 School Election/Budget Procedures Calendar.)
 - Budget submission to WC DOE: March 20, 2015
 - Public Hearing on Budget/Regular Meeting date: April 30, 2015 OR May 7, 2015 (Last day for public hearing Budget)
 - Budget Advertisement: April 26 (for April 30 Budget Hearing) or May 3 (for May 7 Budget Hearing) in the Express Times
 - User Friendly Budget Posted to Website: May 2, 2015 or May 9, 2015
 - Deadline to adopt budget: At or after public hearing but no later than May 14, 2015.

**Public Hearing
on Budget**

Discussion: May 7, 2015, was the chosen date for a Public Hearing on Budget with advertisement no later than May 3, 2015. The budget would be adopted at the May 7, 2015, meeting.

2. The May 14, 2015, meeting will be cancelled.

**May 14, 2015
Meeting
Cancelled**

3. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve the following changes to the school calendar:

**Calendar
Adjustment**

- School will be in session on Thursday, April 9, and Friday, April 10.
- There will be a 12:35 dismissal on Tuesday, May 26, with a teacher’s in-service in the afternoon.
- At this time, the last day of school for this school year will be Friday, June 19, 2015.

EXECUTIVE SESSION

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

WHEREAS, the Board must consider matter(s) concerning 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 15 minutes. Action may be taken on Executive Session item.

(8:31 p.m.)

MOTION by Mr. Winch, second by Mr. Momary and carried by unanimous vote that the Board return to regular session.

(8:42 p.m.)

Reconvene to Public Session

MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board allow Student # 9673368001 to continue to attend Mansfield through the end of the 2014/15 school year provided that said student remain in good standing academically, behaviorally, and financially.

Petition

ADJOURNMENT

MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board adjourn the meeting of March 12, 2015.

8:45 p.m.

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/Board Secretary

Jim Momary
Vice President