

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
PARTIAL RE-ORG/REGULAR MEETING MINUTES  
APRIL 23, 2015**

**CALL TO ORDER**

Mrs. Reyes opened the April 23, 2015, Regular 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.

**Pledge of Allegiance**

**Roll Call**

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

Absent: Mr. Tim Barlow

Also present: Mr. Kemp, Mr. Melitsky (arrived 9 p.m.), and Mrs. Roszkowski  
Community: There were three community and/or staff members present.

**SPECIAL PRESENTATION – AUDIT REPORT**

Mr. Colantano opened the presentation with the following statement: “The last few years have been very difficult, but the district maneuvered through the rough waters and was able to maintain its programs.” The following areas were also reviewed:

- The district has no control over benefits costs.
- The highest increase in expenses was in the special needs tuition line.
- Pupil transportation expenses were down by 46.26% (over a 10 year period), while special ed transportation costs for the same period have increased 129.25%.

- Mr. Colantano complimented the Board and Administration for “finding a perfect balance of continuing to provide a quality education.”
- It was Mr. Colantano’s professional opinion that where the Board/Administration has control over expenses, they have done very well. However, the opposite is true over expenses that are out of the Board/Administration’s control.
- A 10-year analysis of taxes was reviewed with the Board. Taxation on a more local level was also compared. Mansfield Township School continues to have the lowest increase when compared to the Regional School and the Township and his other clients.

Surplus Analysis:

- Deposits were made to the Capital and Maintenance Reserve funds according to the Board’s June resolution.
- Fund Free Balance has remained approximately at the same level as in the past years.

Mr. Colantano was pleased that the Board replaced old debt with new debt to maintain the building which will avoid an artificial dip in the taxes and is a win-win for the community and the school.

An overview of the various funds’ revenues and expenses was given. There were no audit recommendations this year.

There were no questions at the end of the audit report review.

**PUBLIC PARTICIPATION**

Mrs. Kimpland addressed the Board with regard to the Before/After Care Programs as they relate to her two children.

**Before/After  
Care  
Programs**

**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, negotiations, and legal, 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 60 minutes. Action may be taken on Executive Session item. (7:56 p.m.)

**MOTION by Mr. Winch, second by Mr. Momary** and carried by unanimous vote that the Board return to regular session. (8:52 p.m.)

**Reconvene to Regular Session**

**CORRESPONDENCE**

- 1. Mrs. Roszkowski reported that there was no correspondence.

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

- 1. One case of HIB was investigated. It was not found to be HIB. **HIB**
- 2. QSAC results were shared with the Board. The scores are as follows: **QSAC**
  - Instruction and Program: 84%
  - Fiscal Management: 100%
  - Governance: 100%
  - Operations: 100%
  - Personnel: 100%
- 3. We are going out to bid for hardware and locks, electrical panel/disconnect switch, kitchen remodeling, and interior renovations. The bid openings are set for the 22<sup>nd</sup> of May. **Referendum Update**
- 4. We are planning on addressing aging copiers, to add more laptops and continue technology updates by replacing problem boards and projectors and addressing other technology needs. **Year End Planning**
- 5. The Mansfield Green Team took first place at the Battle of the Books Warren County Tournament. The team of Julia Teets, Carlee Fisco, Emma Mele, Emma Sloan, Ava Johnston, and Emily Braxton bested 30 other teams. **Battle of the Books**

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| 6.  | We will be rolling out a point of service system for the cafeteria in mid-May. It is on tonight's agenda.   | <b>Cafeteria<br/>POS System</b>    |
| 7.  | The budget has been approved by the county office. It will appear in the Star Gazette on May 1. The public hearing is on May 7.   | <b>Budget News</b>                 |
| 8.  | Students at different grade levels were treated to assemblies on bullying, Anne Franke, and Immigration. The sixth grade also had the memorable experience of meeting a Holocaust survivor, Murray Goldfinger, and hearing his story. | <b>Assemblies</b>                  |
| 9.  | Sixth grade had their orientation night at the middle school last week.   | <b>Sixth Grade<br/>Orientation</b> |
| 10. | We concluded Project Read trainer training for four of our teachers. They will now be able to train other staff member in Project Read.   | <b>Project Read<br/>Training</b>   |
| 11. | We celebrated Take Your Child to Work Day today.  | <b>Take Your<br/>Child to Work</b> |
| 12. | The bluebird banding and tracking program is back with students working with a naturalist.  | <b>Bluebird<br/>Program</b>        |
| 13. | Tonight is the Warren County Consortium for Student Enrichment Video Expo here at Mansfield from 6:30 – 8:30. Kristin Baker chairs this organization.   | <b>Video Expo</b>                  |
| 14. | The Annual Greek and Roman Festival for the sixth grade will be held tomorrow for sixth grade.  | <b>Festival</b>                    |
| 15. | The PTA will be holding its Casino Night this Saturday.   | <b>PTA Casino<br/>Night</b>        |

#### **PARTIAL RE-ORGANIZATION**

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| 1. | <b>MOTION by Ms. McAlpin, second by Mr. Coombs</b> and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2015/2016 school year, as recommended by the Superintendent. | <b>Business<br/>Administrator</b> |
| 2. | <b>MOTION by Ms. McAlpin, second by Mr. Coombs and carried by unanimous vote that the Board appoint</b> Andrew Coppola, Treasurer of  | <b>Treasurer</b>                  |

School Monies, effective July 1, 2015, through June 30, 2016, as recommended by the Superintendent.

3. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Appoint Brown & Brown as Broker of Record for property and general liability insurances for 2015/2016 with Robert Gemmell serving as Broker of Record, pending receipt of Pay to Play Certification. **Broker of Record**
  
4. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Brown & Brown Benefits Advisors of New Providence, NJ as the Broker of Record for AmeriHealth, Delta Dental and the Horizon Prescription programs (pending receipt of Pay to Play Certification). **Brown & Brown**
  
5. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint T. L. Groseclose as the Student Accident Insurance provider for the 2015/2016 school year. **Groseclose**
  
6. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint the audit firm of William M. Colantano, Jr. for the 2015/2016 school year, pending receipt of Pay to Play Certification. **Auditors**
  
7. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Gianforcaro Architects, Engineers, & Planners as District Architects of Record for the 2015/2016 school year as recommended by the Superintendent. **Architect**
  
8. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Dr. Chin-Chan Chu as School Physician for the 2015/2016 school year as recommended by the Superintendent. **School Physician**
  
9. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint L. Favreau Affirmative Action Coordinator, 504 Officer, and Substance Awareness Coordinator for the 2015/2016 school year as recommended by the Superintendent. **Affirmative Action Coordinator**
  
10. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Marc Tyson, Michele Zappulla, Dawn Drescher and Colleen Hurley to the Affirmative Action Committee. **Affirmative Action Committee**
  
11. **MOTION by Ms. Dillon, second by Mr. Coombs** and carried by unanimous vote that the Board appoint R. Wanous the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated **RTK, AHERA, IPM Coordinator**

Pest Management Coordinator, and Chemical Hygiene Officer for the 2015/2016 school year as recommended by the Superintendent.

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| 12. | <b>MOTION by Ms. Dillon, second by Mr. Coombs</b> and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Custodian of Records.  | <b>Custodian of Records</b>  |
| 13. | <b>MOTION by Ms. Dillon, second by Mr. Coombs</b> and carried by unanimous vote that the Board appoint Mary E. Roszkowski, Public Agency Compliance Officer, effective July 1, 2015, through June 30, 2016, as recommended by the Superintendent. | <b>PACO</b>                  |
| 14. | <b>MOTION by Ms. Dillon, second by Mr. Coombs</b> and carried by unanimous vote that the Board appoint John Melitsky Attendance Officer.  | <b>Attendance Officer</b>    |
| 15. | <b>MOTION by Ms. Dillon, second by Mr. Coombs</b> and carried by unanimous vote that the Board appoint John Melitsky Homeless Liaison.  | <b>Homeless Liaison</b>      |
| 16. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board appoint Mary E. Roszkowski as School Funds Investor for the 2015/2016 School year as recommended by the Superintendent.                            | <b>School Funds Investor</b> |
| 17. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board appoint the following Tax Shelter Annuity Companies:   | <b>TSAs</b>                  |
|     | <ul style="list-style-type: none"> <li>• AXA Equitable</li> <li>• Lincoln Investment Planning, Inc.</li> <li>• Siracusa Benefits Programs</li> </ul>  |                              |
| 18. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board establish a Petty Cash Fund in the amount of \$250.  | <b>Petty Cash</b>            |
| 19. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board approve the following tuition rates for the programs offered by the district:  | <b>Tuition Rates</b>         |
|     | <ul style="list-style-type: none"> <li>• Preschool Inclusion Program: \$200 per month for a half-day program, five days/week;</li> <li>• Special Ed Programs: \$18,500 per year.</li> </ul>   |                              |

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| 19. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board approve Use of Facilities Schedule of Fees per Policy No. 1330R.  | <b>Use of School Facilities</b>           |
| 20. | <b>MOTION by Mr. Falco, second by Ms. McAlpin</b> and carried by unanimous vote that the Board adopt and approve the attached curricula, textbooks and programs for 2015/2016 school year.   | <b>Curricula Textbooks Programs</b>       |
| 21. | <b>MOTION by Mr. Winch, second by Ms. Dillon</b> 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 2015/2016 school year.     | <b>Sussex County Regional Cooperative</b> |
| 22. | <b>MOTION by Mr. Winch, second by Ms. Dillon</b> 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 2015/2016 school year. | <b>WCSSCD Transportation</b>              |
| 23. | <b>MOTION by Mr. Winch, second by Ms. Dillon</b> and carried by unanimous vote that the Board appoint Patti Jo Raiello as ADA Coordinator for the 2015/2016 school year as recommended by the Superintendent.  | <b>ADA Coordinator</b>                    |
| 24. | <b>MOTION by Mr. Winch, second by Ms. Dillon</b> and carried by unanimous vote that the Board appoint the following personnel to the I&RS Team:  | <b>I&amp;RS Team</b>                      |
|     | <ul style="list-style-type: none"> <li>• John Melitsky, Principal</li> <li>• Lauri Favreau, Guidance Counselor</li> <li>• Debbie Marley (LD/TC)</li> <li>• Jennifer Micucci</li> <li>• Deb Salvo</li> <li>• Beth Scheiner</li> </ul>   |   |

**CONSENT AGENDA**

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| <b>MOTION by Mr. Momary, second by Mr. Winch</b> and carried by majority vote [with Mr. Coombs and Ms. Dillon abstaining] that the Board approve the minutes of the following meeting/(s): | <b>Minutes</b> |
| <ul style="list-style-type: none"> <li>• April 9, 2015, Meeting</li> </ul>   |                |

**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITIES**

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| <p>1. <b>MOTION by Mr. Momary, second by Mr. Winch</b> and carried by unanimous vote that the Board table the following motion:</p> <p style="padding-left: 40px;">Approval of the 2015/2016 school calendar. (Option 1 or 2)</p> | <p><b>School<br/>Calendar</b></p>       |
| <p>2. <b>MOTION by Mr. Momary, second by Mr. Winch</b> and carried by unanimous vote that the Board designate June 19, 2015, as the final day of the school year.</p>   | <p><b>Last Day of<br/>School</b></p>    |
| <p>3. <b>MOTION by Mr. Momary, second by Mr. Winch</b> and carried by unanimous vote that the Board designate Tuesday, June 16, 2015, as Sixth Grade Promotion at 7 p.m.</p>  | <p><b>Sixth Grade<br/>Promotion</b></p> |
| <p>4. <b>MOTION by Mr. Momary, second by Mr. Winch</b> and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the April 9, 2015, meeting.</p>   | <p><b>Affirm HIB</b></p>                |

**APPROVAL AGENDA  
PERSONNEL**

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| <p>1. <b>MOTION by Mr. Winch, second by Mr. Coombs</b> and carried by unanimous vote that the Board approve Jason Carey as a substitute teacher effective January 9, 2015, (pending criminal history check), as recommended by the Superintendent.</p>                      | <p><b>Jason Carey<br/>Sub Roster</b></p> |
| <p>2. <b>MOTION by Mr. Winch, second by Mr. Coombs</b> and carried by unanimous vote that the Board approve an adjustment to the 2014/2015 salary in the amount of \$360 for Lisa Addison, Elizabeth Corcoran and Colleen Hurley, as recommended by the Superintendent.</p> | <p><b>Salary<br/>Adjustments</b></p>     |

**APPROVAL AGENDA  
FINANCE**

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| <p>1. <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the following bills lists:</p> | <p><b>BILLS LISTS</b></p> |
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- March 2, 2015, wire transfer to JP Morgan Chase in the amount of \$7,521.88;
- April 10, 2015, to April 23, 2015, in the amount of \$632,299.47.

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| 2. | <p><b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the April 23, 2015, Transfer Report as follows:</p> <ul style="list-style-type: none"> <li>• Fund 10: \$ 55,673.76</li> <li>• Fund 20: \$ 45,025.12</li> <li>• Fund 30: \$ 97,756.49</li> </ul>        | <b>Transfers</b>                           |
| 3. | <p><b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve Workshop/Travel Requests dated April 23, 2015.</p>   | <b>Travel/<br/>Workshops</b>               |
| 4. | <p><b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve a contract with Children’s Therapy Services, Inc., of Milford, NJ, to provide physical therapy services for students at a rate of \$91.50 per hour, effective July 1, 2015, through June 30, 2016.</p> | <b>Children’s<br/>Therapy<br/>Services</b> |
| 5. | <p><b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve giving a credit to parents whose children were scheduled to attend Before Care on the mornings a two-hour delay was called.</p>  | <b>Before Care</b>                         |
| 6. | <p><b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the purchase of a point of service system from CCP productions, Inc. in the amount of \$7,578.</p>   | <b>Point of<br/>Service System</b>         |

Other Quotes received: Meals Plus - \$9,483.00  
 Food Service Solutions - \$10,255.00

**PUBLIC PARTICIPATION**

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| 1. | <p>Ms. O’Meara informed the Board that a poll was taken and that the majority of teachers were not in favor of starting earlier than September.</p> | <b>School<br/>Calendar</b> |
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**DISCUSSION AGENDA**

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| 1. Mrs. Roszkowski stated that May meetings are as follows:   | <b>Meeting Dates</b>           |
| <ul style="list-style-type: none"><li>• May 7, 2015: Public Hearing on Budget</li><li>• May 28, 2015</li></ul>  |                                |
| 2. Mr. Momary gave handouts from the April 14, 2015, WCSBA he attended.   | <b>WCSBA Notes</b>             |
| 3. Mr. Coombs inquired whether the parking lots would be done this summer. Mr. Kemp advised that the parking lot project would be done next summer due to the volume of construction work being done this summer. | <b>Parking Lot</b>             |
| 4. Ms. McAlpin inquired when the next 50-year celebration would take place. Ms. Dillon said that she could use all the help she can get with the celebration.   | <b>MTE 50-Year Celebration</b> |

**ADJOURNMENT**

**MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board adjourn the meeting of April 23, 2015. 9:20 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Jim Momary  
Vice President