

**Mansfield Township Board of Education**  
**MINUTES**  
**Public Hearing on Budget/Work Session Meeting**  
**May 7, 2015**

**Call to Order**

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 1, 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: Ms. Karri Reyes  
Mr. Jim Momary  
Mr. Michael Coombs  
Mr. John Falco  
Ms. Tracey Janowski  
Mr. Jason Winch

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

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski  
Community: One community and/or staff member was present

**Public Hearing on Budget**

Mrs. Roszkowski presented the proposed budget which will be voted on tonight by the Board. The User Friendly Budget (UF Budget) will be posted on the website. There were no questions from the audience.

**Communications**

None

## Administrative Report

Mr. Kemp reported the following:

- |    |  |                               |
|----|--|-------------------------------|
| 1. | There were no cases with completed investigations.   | <b>HIB</b>                    |
| 2. | Enrollments stand at 703; Kindergarten enrollment is up to 52.   | <b>Enrollment</b>             |
| 3. | The State is withholding two payments again for June. We will have a resolution at the next meeting to use our reserve funds to cover the shortage to avoid having to borrow money and to pay interest.  | <b>State Aid<br/>Payments</b> |
| 4. | There was an unannounced Emergency Drill yesterday. People from the DOE, Prosecutor's Office, and our local police were involved. We will be getting a report with suggestions as a follow-up.   | <b>Emergency<br/>Drill</b>    |
| 5. | <ul style="list-style-type: none"> <li>a. Bid openings for the Electrical service and general contractor work (ceilings, lights, classrooms, hardware, etc.) will be held on May 22. We hope to award these projects at our next meeting on May 28.</li> <li>b. The company who won the bid for the controls wants out of the job. Their bid was based on the HV/AC drawings and not the control drawings. They claim that they don't have the manpower to do the job. We are checking with our attorney as to the course of action that we will take. We will most likely need an emergency meeting for late next week to take some action on this and award the HV/AC controls project to the next lowest bidder.</li> </ul> | <b>Referendum<br/>Update</b>  |
| 6. | <ul style="list-style-type: none"> <li>a. 6<sup>th</sup> grade completed except for makeups. 5<sup>th</sup> grade starts tomorrow.</li> <li>b. 3<sup>rd</sup> and 4<sup>th</sup> grade next week.</li> <li>c. NJ ASK Science testing for grade 4 is scheduled to</li> </ul>  | <b>Testing</b>                |

take place on May 27.

- d. To date, we now have 28 parent refusals.
- 7. We are in the midst of Teacher Appreciation. The teachers were given surprises each day of the week, a luncheon was held today here in the faculty room. **Teacher Appreciation Week**
- 8. The Spring Concert and Art Show will be held on May 21 -- **Concert/ Art Show**
  - a. The Concert starts at 7:00 PM
  - b. The Art Show starts at 6:30 PM
- 9. Kindergarten Screening will take place on May 18 and May 19. **Kindergarten Screening**
- 10. An Outdoor Movie Night, hosted by the PTA, will be held on Friday, May 15. **Movie Night**
- 11. The next Cluster Board Meeting for presidents and vice-presidents will be held on May 19, from 6:00 to 7:30 p.m. We are hosting the Cluster Board Meeting. **Cluster Board Meeting**
- 12. The Warren County Video Expo was hosted here at Mansfield School. Our student films placed first in one category and second in another. **Warren County Video Expo**

**Consent Agenda**

- 1. *Motion by Mr. Coombs, second by Ms. Janowski* and carried by unanimous vote that the Board approve the minutes of the following meeting/(s): **Minutes**
  - April 23, 2015, Partial Re-Organization/Regular Meeting
  - April 23, 2015, Executive Session

**APPROVAL AGENDA  
PERSONNEL**

- |    |  |  |
|----|--|--|
| 1. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the 2015-2016 Tenured Staff as listed on Schedule A for the 2015/16 School Year, as recommended by the Superintendent.  | <b>Tenure Staff</b>                              |
| 2. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the 2015-2016 Support Staff/Administration as listed on Schedule B, as recommended by the Superintendent.   | <b>Support Staff/<br/>Administration</b>         |
| 3. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a tenure teaching contract for Meredith Feci for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent.    | <b>Meredith Feci<br/>Tenure<br/>Contract</b>     |
| 4. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Selena Agnor for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. | <b>Selena Agnor<br/>Non-Tenure<br/>Contract</b>  |
| 5. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Caryn Coscia for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. | <b>Caryn Coscia<br/>Non-Tenure<br/>Contract</b>  |
| 6. | <i>Motion by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Amy Cousins for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent.  | <b>Amy Cousins<br/>Non-Tenure<br/>Contract</b>   |
| 7. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Kaitlin Kline for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. | <b>Kaitlin Kline<br/>Non-Tenure<br/>Contract</b> |
| 8. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure contract for Matthew Magnuson to serve as Speech Therapist, for the 2015/2016 School Year, Step and   | <b>Matthew<br/>Magnuson<br/>Non-Tenure</b>       |

- annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. **Contract**
- 9. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a non-tenure contract for Lori Reyes to serve as Speech Therapist for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. **Lori Reyes  
Non-Tenure  
Contract**
- 10. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a non-tenure teaching contract for Richard VanDien for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. **Richard  
VanDien  
Non-Tenure  
Contract**
- 11. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a non-tenure teaching contract for Gregory Wilson for the 2015/2016 School Year, Step and annual salary to be determined at the conclusion of negotiations, as recommended by the Superintendent. **Gregory  
Wilson  
Non-Tenure  
Contract**
- 12. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Jillian Heymann as a sub custodian, (criminal history check complete), as recommended by the Superintendent. **Jillian  
Heymann  
Sub Custodian**

**Approval Agenda  
Curriculum/Policy/Facilities**

- 1. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the use and payment of/for one of the custodial staff member for the 6th grade lock-in scheduled for June 12, 2015, into the morning of June 13, 2015. **Lock-In**
- 2. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the April 23, 2015, meeting. **HIB Findings**
- 3. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the use of facilities for the Mansfield Township Elementary 50<sup>th</sup> Celebration on June 13, with a June 14 rain date. **50<sup>th</sup>  
Anniversary**

**APPROVAL AGENDA  
FINANCE**

1. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board accept 2015/2016 State Aid as follows: **Accept  
State Aid**

• Categorical Special Education Aid	\$ 391,733
• Equalization Aid	2,943,686
• Categorical Security Aid	83,654
• Other State Aid	33,641
• Categorical Transportation Aid	<u>112,510</u>
Total State Aid	<u>\$3,565,224</u>

2. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous roll call vote that the Board approve adoption of the final 2015/2016 Mansfield Township School District budget as follows: **Budget Adoption**

• General Fund	\$9,209,777
• Special Revenue Fund	255,796
• Debt Service Fund	<u>483,839</u>
• Total Base Budget	<u>\$9,949,412*</u>

\*Included in the budget is a \$222,016 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, walk, jog, run track & playground refurbishment, stage/gym upgrades and telephone system.

**Be it Further Resolved** that the Board of Education authorizes the general fund tax levy for the 2015/2016 school year: “That there should be raised for General Funds \$5,268,633.00, which includes \$249,054 banked cap which banked cap will be used in the 2015/16 school year and not carried forward to subsequent budget year.

3. The following resolution was adopted on ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous roll call vote: **Workshop/Travel Max**

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 15/16 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 15/16 school year at the sum of \$75,000 and Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Note: As of May 7, 2015, the mileage, workshop accounts have the following totals:

• Workshops	\$ 9,942.00
• Mileage Reimbursement	<u>3,674.92</u>
Total	<u>\$13,616.92</u>

4. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve the attached bill lists: **Bills Lists**

- April 24, 2015, to April 30, 2015, in the amount of \$339,779.39;
- May 1, 2015, to May 7, 2015, in the amount of \$40,225.06.
- Approve Check N1221, dated February 27, 2015, in the amount of \$415,000.00

5. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve the May 7, 2015, Transfers Report as follows: **Transfers**

- Fund 10: \$ 3,440.00
- Fund 30: \$71,750.00

6. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve travel and workshop requests per the May 7, 2015, Travel Requests Report, as presented. **Travel**

7. The following resolution was adopted on ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous roll call vote: **District Taxes**

Resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2015, through June 30, 2016, is \$5,268,633 for General Current Expense and \$302,237 for debt service to be received as follows:

- Current Expense: Twelve payments of \$439,052.75 on the fifteenth (15th) of every month for a total of \$5,268,633.00.
- Debt Service: Two payments of \$151,118.50 payable on July 1, 2015, and February 1, 2016, for a total of \$302,237.00

8. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to implement the 2015/2016 budget pursuant with local and State policies and regulations. **Budget Implementation**

9. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve payment #3 to Smitty’s Door Service, Inc., in the amount of \$32,917.00 as recommended/certified by Gianforcaro Architects on April 27, 2015. **Smitty’s Door Payment #3**

**Discussion Agenda**

1. Mr. Winch said that he thought the drama/play by the children the other night was phenomenal. He thought everyone did a great job. **Play**

**Public Participation**

1. Mr. Volpe asked if the parking lot was going to be on the projects list for this summer. Mr. Kemp advised that it was not on this summer’s projects list as there would be many trades here doing various jobs. With all the dumpsters and equipment on site, it would not be an ideal situation to have the parking lot repaved. That job would be done next summer. **Parking Lot**

2. Mr. Watters said that he is speaking as a citizen and not as a member of the Township Committee. He thanked the Board for doing such a great job over the years in keeping the local school taxes down. **Thank You**

Mr. Watters asked which reading program was selected for the children.



**Executive Session**

- 1. 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) 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 30 minutes. Action may be taken on Executive Session items.  
(8:19 p.m.)

- 2. **MOTION by Mr. Winch, second by Mr. Falco** and carried by unanimous vote that the Board return to regular session. (8:43 p.m.)

**Reconvene to  
Regular  
Session**

- 3. **MOTION by Mr. Winch, second by Mr. Falco** and carried by unanimous vote that the Board approve Option #1 (September 1, 2015, start date) of the 2015/2016 school calendars presented.

**School  
Calendar**

**Adjournment**

**MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board adjourn the meeting of May 7, 2015. 8:44 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Jim Momary  
Vice President