

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
JUNE 25, 2015**

Mrs. Reyes opened the June 25, 2015, Regular 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.

**Salute to the Flag**

**Roll Call**

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

Also present: Messrs. Kemp and Melitsky, and Mrs. Mary Roszkowski  
Community: There were no community and/or staff members present.

**Communications**

None

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

1.
  - a. 1 allegations of HIB reported and investigated. HIB
  - b. The incident was found not to be HIB.
  
2. **Reporting Period:** January 1, 2015 – June 30, 2015 Bi-Annual HIB Report  
 (Since November 13, 2014)
  1. Number of investigated reports: 9
  2. Number of reports found to be HIB: 0
  3. Number of HIB based on protected categories: 0
  4. Names of investigators: John Melitsky and Lauri Favreau
  5. Type and nature of any discipline imposed on students

engaging in HIB: N/A

6. Any other measures imposed (training conducted or programs implemented) to reduce HIB: School counseling, school-wide assembly
  
3.
  - a. Electrical Panel – There is a problem getting the equipment on time. We are looking into alternate solutions to ensure that we have a fix for the opening of school. It will involve a change order for HVAC contractor Iron Mountain.
  - b. All-purpose room windows – The contractor had not ordered the windows, and there is a 10 – 12 week lead time for manufacture and delivery. This impacts the ceiling replacement, the HVAC work, and the roof installation. We are exploring ways to address these concerns. We may go with a floating ceiling and have plywood in place of the glass until the windows are delivered. The prep work is down in the second grade wing. Windows will be delivered on Monday and replacement will begin.
  
4. You have my professional development plan on the agenda tonight. John and I will again participate in the Leadership Academy program that is proposed by our professional organizations and endorsed by the DOE. We have both signed up for Cohort 2 with Warren Hills.
  
5. The District Professional Development Plan is also on the agenda. This lays out the school goals for the 2015-2016 school year.
  
6. Roughly 300 people came throughout the day. Mr. Momary gave an excellent presentation on the history of Mansfield School. Carol Burns, a former superintendent, returned and spoke. It was truly an excellent day of fun and celebration. Thanks to Diane Margolin, Desiree Dillon, Jim Momary, and many others for a successful 50<sup>th</sup> Anniversary Celebration.
  
7.
  - We had an outstanding promotion exercise. Thanks to all of the sixth grade teachers for their excellent work in putting together the promotion ceremony.
  - The Education Foundation gave nineteen \$100 gifts to teachers. This was on top of the mini-grants given out during the year.
  - We had a tear-filled clap out for the sixth graders.

Referendum Update

Superintendent’s Professional Development Plan

District Professional Development Plan

50<sup>th</sup> Anniversary Celebration

Promotion/End of Year Activities

**EXECUTIVE SESSION**

The following resolution was adopted on **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote:

**WHEREAS**, the Board must consider matter(s), personnel/negotiations, 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 items. (7:48 p.m.)

**MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board return to regular session. (7:58 p.m.)

**Reconvene to Regular Session**

**PUBLIC PARTICIPATION**

None

**CONSENT AGENDA**

**MOTION by Mr. Winch, second by Ms. McAlpin** and carried by unanimous vote that the Board approve the minutes of the following meeting:

Minutes

- June 11, 2015, Work Session with the following notations added to the Approval Agenda/Personnel, Item #1: Special Education ESY: add “or Matt Magnuson” under Speech Therapist and, under “Nurse,” add “or substitute”;
- June 11, 2015, Executive Session

**APPROVAL AGENDA  
CURRICULUM/FACILITIES/POLICY**

1. **MOTION by Ms. Dillon, second by Mr. Winch** and carried by unanimous vote that the Board approve the District/School Professional Development Plan.

**PD Plan**

2. **MOTION by Ms. Dillon, second by Mr. Winch** and carried by unanimous vote that the Board approve the Superintendent's Professional Development Plan. **Superintendent PD Plan**
3. **MOTION by Ms. Dillon, second by Mr. Winch** and carried by unanimous vote that the Board approve the Mentoring Plan. **Mentoring Plan**

**APPROVAL AGENDA  
PERSONNEL**

1. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board acknowledges that the following people had their 2014/2015 salary paid out of the IDEA Basic funds at the percentage listed for each, as recommended by the Superintendent: **IDEA Salaries**
- |                     |          |        |
|---------------------|----------|--------|
| • Patricia Cericola | \$16,508 | 100%   |
| • Michelle Stecky   | \$ 1,439 | 28.28% |
2. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board acknowledges that the following people had their 2014/2015 salary paid out of the IDEA Pre-school funds at the percentage listed for each, as recommended by the Superintendent: **IDEA Salaries**
- |                 |         |        |
|-----------------|---------|--------|
| • Heidi Noctor  | \$2,408 | 16.81% |
| • Stacy Silpoch | \$4579  | 100%   |
3. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board acknowledges that the following people had a portion of their 2014/2015 salary paid out of the Title I NCLB funds at the percentage listed for each, as recommended by the Superintendent: **Title I Salaries**
- |                     |          |        |
|---------------------|----------|--------|
| • Pam Booser        | \$15,000 | 18.71% |
| • Kathleen Mattison | \$15,000 | 23.95% |
| • Deb Salvo         | \$15,000 | 23.42% |
| • Beth Scheiner     | \$15,000 | 19.20% |
4. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board acknowledges that the following person had a portion of her 2014/2015 salary paid out of the Title II NCLB funds at the percentage listed for each, as recommended by the Superintendent: **Title II Salaries**
- |                     |          |        |
|---------------------|----------|--------|
| • Kathleen Mattison | \$21,000 | 33.54% |
|---------------------|----------|--------|

- 5. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve a non-tenured contract for Joseph Kady, as a 12-month full-time custodian, at annual salary of \$35,000.00, effective July 1, 2015, through June 30, 2016, as recommended by the Superintendent. **Joseph Kady Custodian**
  
- 6. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve a \$2,500 stipend payable to Raymond Zuchowski for installation of security cameras, as recommended by the Superintendent. **Stipend**
  
- 7. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve a \$1,500 stipend payable to Denise Heymann for additional work required to fill sub positions in the 2014/15 school year, as recommended by the Superintendent. **Stipend**
  
- 8. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board amend Personnel Procedure Guides per attached, as recommended by the Superintendent. **Personnel Procedure Guides**

**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**
  - June 12, 2015, to June 25, 2015, in the amount of \$655,805.21.
  
- 2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the purchase of the following computers from ePlus (Hunterdon/Warren ESC Bid #162) as follows: **Computer Purchase**

· 250 Lenovo TP 11E Laptops                      \$103,625.00

**Total**    \$103,625.00

Other quotes received: Lenovo (direct): \$123,747.50

- 3. **Upon MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board adopt the following **Resolution - Transfer of Current Year Surplus to Reserve** **Transfer to Reserve**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$202,470.98 into the Capital Reserve Account;

**WHEREAS**, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$234,584 may be available for such purpose of transfer into the Maintenance Reserve Account;

**NOW THEREFORE BE IT RESOLVED** by the Mansfield Township Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The “not to exceed” amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$1,001,500 – it does not necessarily mean that that much money will be going in to that account. We are allowed to deposit up to \$526,240 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as 2004 roof section plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

- 4. **MOTION** by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the payment of bills to close out the 2014/2015 fiscal year and the transfer of funds as needed for the 2014/2015 school year.

**Payment of  
Bills to Close  
Year**

- |    |   |   |
|----|---|---|
| 5. | <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the return of the unused portion of the \$222,015 Capital withdrawal from the 2014/2015 school year.  | <b>Cap Reserve</b>                                |
| 6. | <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board accept IDEIA funding in the following amounts and approve the submission of same to the state and county offices:<br><br><ul style="list-style-type: none"> <li>• IDEIA Basic - \$180,739</li> <li>• IDEIA P/S - \$ 7,170</li> </ul>  | <b>Accept IDEIA<br/>Funding/<br/>Submit Grant</b> |
| 7. | <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve deposit of Fund 30 Capital Project interest to Fund 10 in the amount of \$5,831.70 (through May 31, 2015) as well as any interest earned in June 2015.  | <b>Fund 30<br/>Interest</b>                       |
| 8. | <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve deposit of Maintenance Reserve Interest in the amount of \$405.26 (through May 31, 2015) as well as any interest earned in June 2015.   | <b>Maintenance<br/>Reserve<br/>Interest</b>       |
| 9. | <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board hereby gives notice that pursuant to PL 2015, Chapter 47 the Mansfield Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. | <b>Approved<br/>Contracts List</b>                |

**Approved Contract Listing - July 2014 through June 2015**

AME, Inc.  
AmeriHealth  
B&G Restoration, Inc.  
Belvidere Board of Education  
BeneRx  
Brown & Brown Advisors  
Bucks County Intermediate Unit #22  
C. Dougherty & Company, Inc.  
Celebrate the Children

Children's Therapy Services, Inc.  
Coopersmith Bros., Inc.  
Delta Dental  
Developmental Center for Children and Families, LLC  
Division of Children and Families  
EarthSpec LLC  
eRate Exchange  
First Student  
Franklin Township Board of Education  
Gianforcaro Architects, Engineers & Planners  
GST Transportation Corporation  
Groseclose  
Hackettstown Board of Education  
Iron Mountain Mechanical, LLC  
J. Tufaro & Sons Electrical Contractors, Inc.  
Maschio's Food Services, Inc.  
Middlesex Regional ESC  
NJ School Boards Association for Negotiations Contract  
Northeast Roof Maintenance, Inc.  
Open Systems Integrators  
Panasonic Window and Door Systems, Inc.  
Paramus Board of Education  
Phillipsburg School District  
Phoenix Advisors, LLC  
Pohatcong Township Board of Education  
RK Occupational & Environmental Analysis, Inc.  
Rhombus Enterprises  
South Jersey Technology Partnership  
Schwartz Simon & Edelstein  
Snyder Bus Company  
St. Lukes/Kaleidoscope Medical Associates, PA  
State of NJ Commission for the Blind & Visually Impaired  
Sussex County Regional Transportation Co-op  
The Arc of Essex County  
Warren County ESC  
Warren Hills Regional HS  
Warren/Hunterdon ESC  
Washington Borough Board of Education  
WeatherWorks  
William Colantano, CPA

***NOTE:*** We are now required (by June 30 of each year) to LIST All Contracts that the Board has awarded (or believe will be awarded) and included in the official board minutes during the past 12 months, ending June 30. This would include contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well



*as awards pursuant to board resolution for professional and extraordinary services.*

- 10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the attached Participation Agreement for Cooperative Purchasing of Electric Services Through the MRESC (Middlesex Regional Educational Services Commission) Cooperative Pricing System 65MCESCCPS. **Participation Agreement - MRESC**
  
- 11. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board accept a \$500 donation from St. Theodore’s Church. **Donation – St. Theodore**
  
- 12. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the transfer of any interest earned by the Fund 30 Capital Project Account and Maintenance Account to be deposited directly into Fund 10 beginning July 1, 2015. **Fund 30 Interest**
  
- 13. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve Payment #2 to Iron Mountain LLC (HV/AC Renovations Project) in the amount of \$43,928.00 as certified by Anthony Gianforcaro, Architect. **Payment #2 Iron Mountain**
  
- 14. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the June 11, 2015, Funds transfer report in the following amount/(s):
  - Fund 10       \$ 66,686.90**Funds Transfer**
  
- 15. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the submission of the monthly Transfer Report to the County Office. **Transfer Report Submission**

**PUBLIC DISCUSSION**

None

**DISCUSSION AGENDA**

1. Mr. Winch stated that the commencement exercise was very nice – his “daughter was looking forward to Mr. Kemp’s speech and he did not disappoint.” Other board members agreed that Mr. Kemp’s speeches are inspirational and that everyone looks forward to hearing them. Graduation
  
2. The low kindergarten enrollment was discussed. Class lists will be checked in August to see if we need to re-adjust our assignments. Kindergarten  
Enrollment
  
3. Mr. Kemp mentioned that, according to code, the wires cannot hang on the ceiling. We only have one IT person who can do the work; however if it gets overwhelming, we may have to get a contractor to finish the work. Ceiling/Wires

**ADJOURNMENT**

**MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board adjourn the meeting of June 25, 2015. (8:12 p.m.)

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Jim Momary  
Vice President