

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING  
MINUTES  
SEPTEMBER 10, 2015**

**CALL TO ORDER**

Mrs. Reyes opened the September 10, 2015, Regular Meeting of the Mansfield Township Board of Education at 7:35 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, and was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**Pledge of Allegiance**

**Roll Call**

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

Absent: Mr. Tim Barlow

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski  
Community: No community and/or staff members were present.

**COMMUNICATIONS**

Mr. Momary's letter requesting permission to attend NJ School Boards Workshop 2015 and the Delegate's Assembly in November was read.

**NJSBA  
Workshop  
2015 Request**

**ADMINISTRATIVE REPORT**

Mr. Kemp's report included the following:

1. There were no allegations to investigate. **HIB**
2. Opening of school went well. The custodians worked tirelessly, including some weekends, to insure that we could open on time with a clean and polished facility. Randy could be found here some nights until after midnight and back again at 4:30 in the morning. They did a phenomenal job of working around and through the construction. We appreciate their extraordinary efforts. **School Opening**
3. On our September 1<sup>st</sup> In-service Day we provided a trainer who delivered staff development to the teachers on the upgraded Go Math series. We also had a webinar for the myON online book collection and the Collections 6<sup>th</sup> grade reading series. On September 2<sup>nd</sup> we held our official welcome back activities along with providing time for the teachers to view prerecorded staff development videos for the Wonders reading series. Parents and Students visited from 2 PM – 3 PM. **In-Service, Welcome Back**
4. Current Enrollment is 658. Last year we were at 698. **Enrollment**
5. We had our first bus evacuation drill on Tuesday and held our bus driver meeting. **Bus Evacuation Drill**
6. Back-to-School Nights are scheduled as follows: **Back-to-School Nights**
  - a. Pre-K – 2 on September 15<sup>th</sup> beginning at 7:00 p.m.
  - b. Grades 3 – 6 on September 16<sup>th</sup> beginning at 7:00 p.m.
7. I will be attending the Annual Hunterdon/Warren Superintendent's Conference at Shawnee on September 24<sup>th</sup> and 25<sup>th</sup>. **Conference**
8. Picture Day is scheduled for September 29. **Picture Day**
9. Mr. Melitsky and I will be attending the first session of our Leadership Academy on September 29. **Leadership Academy**
10. The following has been accomplished since last month: **Referendum Status**
  - a. Roof has been ripped off and replaced for all sections. They are cleaning up and finalizing the flashing on the roof. The flashing for the facing of the roof is on backorder.
  - b. All HVAC units are piped with blowers running. Controls

are working at about 80%. They are still working out some bugs with Randy. The encasement for the piping in the classroom is being fabricated and then will need to be installed.

- c. The sign out front has had the proper electric run.
- d. We are still waiting for the LED lights with the backup batteries. There has been a problem with production. We have temporary florescent fixtures in place.
- e. Interior work is complete except for punch list items.
- f. Burners for the boilers are due in on September 11<sup>th</sup>.
- g. Stage Ceiling: Instead of undertaking the expense of trying to raise the stage roof, we removed the drop ceiling and painted it black. This will provide space to eventually install stage lighting and provide a little more headroom.

#### **PUBLIC HEARING – HIB SUMMARY REPORT**

Mr. Melitsky stated the following and presented his findings:

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| <p>1. As per Public Law N.J.S.A. 18A:17-46, districts are required to report the results of a Self-Assessment to Determine Grades under the Anti-Bullying Bill of Rights Act. (Schools must complete a Self-Assessment via School Climate Team, obtain public comment during an evening parent meeting and present their findings to the Board of Education for approval.)</p> | <p><b>HIB Summary<br/>Report</b></p>   |
| <p>2. There were no questions or public comments.</p>  | <p><b>Public<br/>Comment</b></p>       |
| <p>3. <b>MOTION</b> by Ms. McAlpin, second by Ms. Mora-Dillon and carried by unanimous roll call vote that the Board approve our school HIB Self-Assessment as completed by the School Safety Team, and as recommended by the Superintendent.</p>  | <p><b>HIB Self-<br/>Assessment</b></p> |

**CONSENT AGENDA**

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| 1. <b>MOTION</b> by Mr. Coombs, second by Ms. Janowski and carried by majority vote [with Ms. McAlpin and Ms. Dillon abstaining] that the Board approve the minutes of the following meeting: | <b>Minutes</b> |
| <ul style="list-style-type: none"> <li>• August 13, 2015, Work Session Meeting</li> </ul>   |                |

**PUBLIC PARTICIPATION**

None

**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITY**

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|--|-----------------------------------|
| 1. <b>MOTION</b> by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve a Memorandum of Agreement between the Mansfield Township Police Department and the Mansfield Township Board of Education.   | <b>Memorandum of Agreement</b>    |
| 2. <b>MOTION</b> by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the August 11, 2015, meeting.   | <b>Affirmation</b>                |
| 3. <b>MOTION</b> by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the use of 13 classrooms and the All Purpose Room by St. Theodore’s Catholic Parish on Monday nights (starting September 14, 2015), from September 2015, through May 2016, at no rental charge per Board Policy 1330 and Board Regulation 1330-R, as recommended by the Superintendent. | <b>Classroom Use</b>              |
| 4. <b>MOTION</b> by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the Breakfast Improvement Plan per Attachment 1 for submission to the State.  | <b>Breakfast Improvement Plan</b> |

**APPROVAL AGENDA  
PERSONNEL**

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| 1. <b>MOTION</b> by Mr. Momary, second by Mr. Coombs and carried by unanimous vote that the Board approve the following personnel to share a | <b>B/A Care Greeters</b> |
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position of “greeter” for the After Care School Program at a rate of \$11 per hour, effective September 3, 2016, and to coincide with the last day the After School Program finishes in June 2016, as recommended by the Superintendent:

- Kathy Montgomery
- Rita Riotto
- Denise Heymann

2. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board approve Kathy Montgomery as an office helper effective September 2015, through June 2016, at an hourly rate of \$11, as recommended by the Superintendent. **K. Montgomery  
Office Helper**
3. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board approve salary adjustments for 2015-2016 school year, for the following personnel, as recommended by the Superintendent: **Salary  
Adjustments**
  - Erin Burton: MA+15-10, \$62,134.00;
  - Robin Florentine: M15, \$74,759.00 + \$800 longevity = \$75,559.00;
  - Jennifer Miccucci: MA-8, \$57,714;
  - PJ Raiello: MA+30-16: \$64,031 (4/5 of \$80,039) + 1,950 Longevity = \$65,981.00.
4. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board approve Hunter Missenheim as a part-time custodian (pending criminal history check), effective on or about receipt of criminal history check, to June 30, 2016, at an annual prorated salary of \$15,000, as recommended by the Superintendent **Hunter  
Missenheim  
PT Custodian**
5. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board approve Bert W. Collins, Jr. as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Bert Collins  
Sub Roster**
6. **MOTION by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote that the Board approve Tori Piccione as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Tori Piccione  
Sub Roster**
7. **MOTION by Mr. Winch, second by Ms. Dillon** and carried by majority vote [with Mr. Momary abstaining] that the Board approve Mr. **Travel/  
Workshop  
Approval**

Momary’s request to attend the NJ School Boards 2015 Conference and Delegate’s Assembly.

**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**

- General Fund: August 14, 2015, to August 31, 2015, in the amount of \$95,171.17.
- Referendum Account: August 14, 2015, to August 31, 2015, in the amount of \$0.
- General Fund: September 1, 2015, to September 10, 2015, in the amount of \$309,348.50.
- Referendum Account: September 1, 2015, to September 10, 2015, in the amount of \$751,480.30.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Funds Transfer Report dated September 10, 2015, as follows: **Transfers**

- Fund 10: \$ 18,569.00

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board accept a special education tuition student (ID# 5142397653) from the Hackettstown School District effective September 1, 2015, through June 30, 2016, at the following tuition rate: **Tuition Student Received**

• Base Tuition	\$18,500
• Speech: 90 minutes/week	3,276
• OT: 60 minutes/week	3,335
• PT: 60 minutes/week	3,294
• Aide	<u>8,229</u>

Total Tuition from Hackettstown School District	<u>\$36,634</u>
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4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve an Agreement with Applied Behavioral Consulting, LLC to provide Applied Behavior Analysis services as requested by the Child Study Team, at a fee of \$110 per hour, effective September 2015, through June 30, 2016. **Applied Behavior Analysis**

- 5. **MOTION** by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a Shared Services Agreement with Washington Township School District for the services of a Curriculum Writer for the 2015-2016 school year at a cost of \$1,500.

**Curriculum  
Writer**

- 6. **MOTION** by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a tuition contract with The Arc of Essex County’s Stepping Stones School (with services to commence July 1, 2015) for Student ID #1955953658 for the 2015/2016 school year in the following amount:

**Stepping Stones  
School**

- Tuition: \$65,050.00

Note: Transportation **not** included.

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

**J. Tufaro & Sons  
Withdrawal of  
Bid**

WHEREAS, the Mansfield Township Board of Education (“Board”) awarded a contract to J. Tufaro & Sons Electrical Contractors, Inc. (“Tufaro”) for the Electrical Upgrades at Mansfield Township Elementary School; and

WHEREAS, prior to the execution of the contract, Tufaro advised the Board that due to circumstances beyond Tufaro’s control, it was not able timely to perform the contract and requested the Board to accept its bid withdrawal; and

WHEREAS, upon consultation with its Architect, the Board has determined that the issues encountered by Tufaro were beyond Tufaro’s control, and that by accepting the withdrawal, the Board could achieve significant savings in the project by not having to pay for expedited shipping of the equipment and for temporary electricity.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby accepts Tufaro’s request to withdraw from the contract; and

BE IT FURTHER RESOLVED, that the Board hereby rescinds its award of contract to Tufaro; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Business Administrator to take the necessary steps to re-bid the project.

**PUBLIC PARTICIPATION**

None

**DISCUSSION**

1. Next Meeting: October 8, 2015

**Next Meeting**

2. Mr. Momary remarked that we had a great opening and thanked the staff for the successful opening.

**Great  
Opening**

**ADJOURNMENT**

With no further business to discuss, the September 10, 2015, Work Session Meeting ended at 8:22 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Jim Momary  
Vice President