

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
OCTOBER 8, 2015**

**Call to Order**

Mrs. Reyes opened the September 10, 2015, Regular Meeting of the Mansfield Township Board of Education at 7:34 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: Ms. Karri Reyes Mr. Tim Barlow Mr. Michael Coombs Mr. John Falco Ms. Tracey Janowski Mr. Jim Momary	Absent: Ms. Sharon McAlpin Ms. Desiree Mora-Dillon Mr. Jason Winch
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Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski  
Community: There were no community and/or staff members present.

*COMMUNICATIONS*

Mrs. Roszkowski read the following:

A September 11, 2015 letter from Dale Durling Sr., President of Wire's Electrical Shop:

“Dear Board Members,

“We had the pleasure of working with Randy Wanous this summer on your new air conditioner project. I wanted to share with you how exceptionally well Randy worked with all the contractors. After 40 or more years working in schools, my first view of this huge job for a short summer was, ‘Randy is never going to have time at the end to get the school read’, well I was wrong! His calm, we will get it done approach to the project was a great help in getting everyone to pull together.

“My foreman’s father spent his life as a school custodian for Andover township, Joe’s comment was ‘every school should have a Randy.’

“Randy went above and beyond this summer!

“Thanks to Randy this was my best summer school jobs.”

### ***REPORT ON VIOLENCE AND VANDALISM***

Mr. Kemp reported the following:

“This evening I am delivering the annual Violence and Vandalism Report for the Mansfield Township School District in compliance with the state requirement that this report be shared with the community and Board of Education yearly.

“I’ll begin by sharing the measures that we are employing to keep our school community safe. We continue our high expectations for school conduct and discipline. Our code of conduct is reviewed yearly, revised as necessary, and distributed yearly to all parents and staff. We yearly evaluate our Harassment, Intimidation, and Bullying Policy and continue to attend state sponsored workshops addressing the policy requirements and prevention strategies. Staff and parent training are ongoing, regarding any new HIB legal requirements. The HIB mandatory self-assessment document was completed by the School Safety Team, approved by the board of education for submission, and submitted by the September 30th deadline. Students are taught respect for themselves and others on a daily basis. Students and faculty members alike are rewarded with “Bucket Filler” slips whenever they are observed doing something helpful or respectful. Mrs. Favreau also plans and conducts activities for Respect Week, Red Ribbon Week, School Violence Awareness Week, and Mix It Up Day.

“We continue to work closely with local law enforcement. Our DARE officer delivers the fifth grade program which addresses the need for drug resistance. In addition to the DARE program, we cooperate with law enforcement through the Memorandum of Agreement and through meetings, as necessary, to address and improve any violence, vandalism, or safety concerns. The Mansfield Police have worked jointly with us to develop our emergency procedures. They also provide a regular visual presence by conducting building walk-throughs and assist

with our practice of lock down drills. Last year Mr. Kemp attended county-wide school safety meetings organized by the prosecutor’s office. The district has provided school information electronically for the county-wide coordinated safety initiative between schools and law enforcement. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training. Mansfield reviews the School Safety and Security Plan on a yearly basis, making any necessary changes.

“Administration and guidance work closely together to address any disciplinary concerns before they become large problems. Mrs. Favreau conducts monthly anti-bullying classroom lessons in grades 3 – 6. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. The Bucket Filler program continues this year. Every week each classroom rewards an individual student, and an overall school-wide bucket filler is recognized by the office.

“Our proactive approach has resulted in a safe school environment. We had one reported incident of violence, concerning a threat and no reported incidents of vandalism. “

*ADMINISTRATIVE REPORT – MR. KEMP*

Mr. Kemp reported the following:

- |    |   |                                |
|----|---|--------------------------------|
| 1. | There were 3 allegations investigated and none found to be HIB.                                   | <b>HIB</b>                     |
| 2. | Staff had a Jean’s Day to collect money for the Evan Murray Scholarship Fund. We raised \$513.00. | <b>Fund Raiser</b>             |
| 3. | October is jam packed with State of NJ mandated weeks of activities coordinated by Mrs. Favreau.  | <b>October Activities</b>      |
|    | a. Currently celebrating Respect Week with daily announcements from our peer mediators.           |                                |
|    | b. October 19 – 23: School Violence Awareness Week  |                                |
|    | c. October 26 – 30: Red Ribbon Week   |                                |
| 4. | There were many beginning of the year administrative professional activities:                     | <b>Professional Activities</b> |
|    | a. I attended NJASA Executive Committee Meeting –   |                                |

We presented to the Joint Committee on Public Schools, comprised of state legislators, our Vision 2020 on the direction we believe that education should be going for the future.

- b. I attended PARCC Student Reports Meeting presented by the DOE on what to expect with the student reports.
  - c. I attended Hunterdon Warren Superintendents Workshop – Focused on Google Apps and Legal and Educational Issues
  - d. Mr. Melitsky and I attended Leadership Academy – Topic was on fostering change.
  - e. Mr. Melitsky and I held our first Coffee with Administration on Oct. 6 – Focus on Title I Program. Attendance: 7 parents
  - f. Oct. 9 - MOA breakfast and Gang Awareness Training - Mrs. Favreau, Mr. Melitsky, and I will be attending.
  - g. Oct. 13th - School Support Network in Warren County meeting – Mr. Melitsky and Mrs. Favreau will be attending. This is a new initiative in Warren County. Presented by the Center for Prevention and Counseling and United Way of Northern New Jersey. Brings together schools interested in addressing school culture and climate. First professional development workshop: Uncovering the Benefits of Building Positive School Culture and Climate
  - h. Oct. 14<sup>th</sup> – I will be attending School Security Committee Mtg.
  - i. Oct. 15<sup>th</sup> – I will be attending Commissioner’s Convocation.
  - j. Oct. 27, 28, 29 Jim and I will be attending School Board’s Workshop.
5. a. Oct. 9 – Student Council Dance for 5<sup>th</sup> and 6<sup>th</sup> grade from 7 – 9.

**District  
Dates of  
Importance**

- b. Oct. 12 – Staff In-service
  - 1. Wonders workshops for K – 5 reading teachers
  - 2. Various other activities
- c. Oct. 14 - Flu shots available for staff
- d. Oct. 21, 22, 23 - Parent Teacher Conferences
- e. Oct. 23 - PTA Trunk or Treat
- f. Oct. 30 - Halloween Parade – 1:45 PM – Oct. 30
- g. Nov. 3 - Board Elections

6. Current enrollment stands at 661.

**Enrollment**

- 7.
  - Teachers report a significant to total reduction of the noise between classrooms with the glass replaced.
  - Roof: Need to finish metal work on trim and replace damaged ceiling tiles from leaks.
  - Boilers: Both are running but have programming issues. Insulation still needs to be completed.
  - Controls: Programed for cooling. Now need to be programed properly for heat. Didn't put control on heating units in all-purpose room or office.
  - Parking lot: Need to begin designing parking lot within the next month.

**Referendum Updates**

***PUBLIC PARTICIPATION***

None

**CONSENT AGENDA**

***MOTION*** by Mr. Falco, second by Ms. Janowski and carried by majority vote [with Mr. Barlow abstaining] that the Board approve the minutes of the following meeting/(s):

**Minutes**

- September 10, 2015, Regular Meeting with the following correction to Personnel Item #3 . . . “Jennifer Micucci: MA-8, \$57,714.”

**APPROVAL AGENDA**

- 1. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submission of the updated M-1 report projecting 2015/2016 maintenance requirements. **M-1**

- 2. **On MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following resolution: **Comprehensive Maintenance Plan**

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

**Be It Further Resolved** that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

- 3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submittal of the Statement of Assurances (“SOA”) as presented and hereby attest to the accuracy of the SOA responses. **Statement of Assurances**

**APPROVAL AGENDA  
PERSONNEL**

1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by majority vote [with Ms. Reyes abstaining] that the Board approve Stacy Silpoch as a part time (20 hours per week) paraprofessional (criminal history check complete) effective October 1, 2015, to June 30, 2016, at an hourly rate of \$11.26 for an annual contract total of \$7,206.00, as recommended by the Superintendent.

**Stacy Silpoch  
Part Time Aide**
  
2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by majority vote [with Ms. Reyes abstaining] that the Board approve the following IDEA Paraprofessional to have the following portion of her 2015/2016 salary paid out of the IDEA P/S funds, as recommended by the Superintendent:

  - |                 |         |
|-----------------|---------|
| • Stacy Silpoch | \$7,170 |
|-----------------|---------|
  
3. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel to have a portion of their 2015/2016 salary paid out of the Title I funds, as recommended by the Superintendent:

  - |                 |          |
|-----------------|----------|
| • Pamela Booser | \$20,000 |
| • Kate Mattison | \$13,333 |
| • Deb Salvo     | \$13,333 |
| • Beth Scheiner | \$13,333 |

**Title I  
Salaries**
  
4. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following teacher to have a portion of her 2015/2016 salary paid out of Title II (Classroom Size Reduction) funds as recommended by the Superintendent:

  - |                 |          |
|-----------------|----------|
| • Kate Mattison | \$10,000 |
|-----------------|----------|

**Title II Salary**
  
5. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve a one-year contract for Mary E. Roszkowski, School Business Administrator/Board Secretary, effective July 1, 2015, through June 30, 2016, at an annual salary of \$102,564.00 plus \$800 longevity for a total of

**BA Contract**

\$103,364.00, as approved by the Executive County Superintendent and as recommended by the Superintendent.

- 6. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve Faye Collins to do work for the Board Office on an as-needed basis effective July 1, 2015, through June 30, 2016, after her regular hours as CST Secretary, at an hourly rate of \$33.11, as recommended by the Superintendent. **Faye Collins**

Note: There are some specialized projects in conjunction with the referendum, etc. that need to be addressed.

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

- 1. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Integrated Pest Management Program for FY 2015/2016. **Integrated Pest Management Program**
- 2. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve the School Nursing Plan as presented. **School Nursing Plan**
- 3. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Guidance Curriculum. **Guidance Curriculum**
- 4. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the September 10, 2015, meeting. **HIB Findings**

**APPROVAL AGENDA  
FINANCE**

- 1. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the following bills list/(s): **Bills Lists**
  - September 11-30, 2015, Operating Account: \$1,014,387.17;
  - September 11-30, 2015 – Referendum Account: \$185,888.26;



- October 1, 2015, to October 8, 2015, Operating Account: \$50,984.21.
- October 1, 2015, to October 8, 2015, Referendum Account: \$0.
- August 31, 2015, in the amount of \$0 (for both General and Referendum Accounts – we only ran check lists through August 30, 2015, for presentation/approval at last Board Meeting).
- July 22, 2015, Operating Account: \$183,688.54

2. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the October 8, 2015, Travel Requests. **Travel**

3. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated October 8, 2015, as follows: **Transfers**

- Fund 10: \$ 68,186.00
- Fund 20: \$126,085.00
- Fund 30: \$501,584.58

4. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of July 31, 2015 with a balance of \$6,778,535.92 and August 31, 2015, with a balance of \$6,349,156.70. **Treasurer/  
Secretary’s  
Reports**

5. On **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous roll call vote that the Board adopt the following resolution: **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 6A:23A-16.10(a) for the July 31, 2015 with a balance of \$6,778,535.92 and August 31, 2015, with a balance of \$6,349,156.70.

- 6. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve a special education tuition contract for the 2015-2016 school year with Paramus Board of Education for Student ID# 4303924409, placed by DYFS, in the amount of \$24,841.00.

Special Ed  
Tuition  
Contract
- 7. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve a Contract with the State of New Jersey, Commission For the Blind and Visually Impaired, in the amount of \$1,900.00 for services rendered to Student ID# 8741717838, in the 2015-2016 Academic Year.

NJ Commission  
for the Blind  
Contract
- 8. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve a revised resolution designating Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township students for the 2015/2016 school year, with Hopatcong Schools being the lead education association.

Sussex County  
Transportation  
Co-op
- 9. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following change order/(s):

Change Orders

Company	Amount
<ul style="list-style-type: none"> <li>• Iron Mountain Mechanical, LLC.</li> </ul>	\$18,905.46

- 10. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve a tuition contract for the 2015-2016 school year, in the amount of \$11,074.00, to receive student #2935768203 from the state.

Tuition  
Contract
- 11. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve to dispose the Toast Master Stove Inventory ID# 00001052 which has no value.

Disposal

(Mr. Wanous advised that we would have to pay to have the stove taken into a scrap yard.)

**PUBLIC PARTICIPATION**

None

**DISCUSSION**

**MOTION** by Mr. Momary, second by Mr. Coombs and carried by unanimous vote that the Board cancel the October 22, 2015 Meeting.

**Board  
Meetings**

It was noted that the next Board meeting will be November 19, 2015.

**ADJOURNMENT**

With no further business to discuss, the October 8, 2015, Work Session Meeting ended at 8:00 p.m. on *motion by Ms. Janowski, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Jim Momary  
Vice President