

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
NOVEMBER 19, 2015**

Mrs. Reyes opened the November 19, 2015, Regular Meeting of the Mansfield Township Board of Education at 7:36 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. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Desiree Mora-Dillon
Mr. Jason Winch

Absent: Mr. Michael Coombs

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

COMMUNICATIONS

Mrs. Roszkowski read the following letters:

1. A November 1, 2015, letter from Jennifer Micucci requesting an unpaid child rearing leave of absence from January 1, 2016, through June 30, 2016, with return to work on September 1, 2016.
2. A November 19, 2015, letter from John Melitsky requesting a paid NJ FMLA leave utilizing accumulated sick days to commence on or about January 4, 2016, through on or about March 24, 2016.

J. Micucci Child Rearing LOA

J. Melitsky NJ FMLA LOA

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | |
|--|---|
| 1. Congratulations to our newly re-elected Board Members: John Falco, Desiree Mora-Dillon, and Sharon McAlpin. | Congratulations |
| 2. Enrollment is 669. | Enrollment |
| 3. A Bus Evacuation Drill was held on September 8, 2015. We have been advised to include these dates in our board minutes. | Bus Evacuation
Drill |
| 4. No alleged cases of HIB investigated. | HIB |
| 5. First marking period report cards go home tomorrow. | Report Cards |
| 6. American Education Week was held this week. | American
Education Week |
| 7. The Spelling Bee will be held on November 24. | Spelling Bee |
| 8. The Book Fair will be held from November 30 to December 4 with Family Night being held on Wednesday, December 2, from 6:00 to 8:00 p.m. | Book Fair |
| 9. The Band will be performing at the Mansfield ShopRite on December 8 at 5:00 PM | Band
Performance |
| 10. The Winter Concert will be held on December 11 at 7:00 p.m. | Winter Concert |
| 11. The Geography Bee will be held on December 16. | Geography Bee |
| 12. School Board Convention – Some of my sessions included: <ul style="list-style-type: none"> a. Technology resources b. Legislative and Executive Committee Mtgs. c. Key Note: Education: Living It, Loving It, Laughing About It | School Board
Convention
Report |
| 13. John and I attended the second session of our Leadership Academy today. The agenda focused on fostering a climate and culture to support teaching and learning. | Leadership
Academy |
| 14. We are finalizing proposals for audio and visual work for the all-purpose room and the gym as well as lighting for the stage. I hope to have these for our December meeting. | A/V Work |

15.
 - a. Still working on the boilers. Changing the stacks and finishing up some other work.
 - b. Roofers are still finishing the punch list.
 - c. Lighting – Battery back-up LED’s have arrived and are being installed after hours.
 - d. Control people are still working on issues.
 - e. We met tonight at 6:00 to discuss ideas for the parking lot.

**Referendum
Update**

16. On November 10, 2015, the Mansfield police asked us to lockdown after they received reports from a passing motorist of a suspicious individual in camouflage who appeared to be checking out the school. We were in lockdown from approximately 10:10 AM – 10:40 AM while the police searched the perimeter and interior of the building. After removing the lockdown, we continued to keep students inside the building. We later learned that the individual reported was simply waiting for the Warren County bus. Communication was sent to parents via Honeywell at the conclusion of the event. I commend everyone for their excellent performance during this lockdown event.

Lockdown

17.
 - a. The electronic versions of the grades 3-8 score reports are slated to be available to be downloaded on Monday, November 23, 2015.
 - b. The paper copies of the grade 3-8 ISRs are scheduled to be delivered to districts between November 30 and December 11, 2015.

PARCC

BI-ANNUAL HIB REPORT PERIOD 1: SEPT 1 – DEC 31

1. Mr. Kemp delivered the following report:

**Bi-Annual
HIB Report**

1. Number of investigated reports: 3
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, classroom lessons

PUBLIC PARTICIPATION

None

CONSENT AGENDA

- | | |
|---|----------------|
| 1. MOTION by Mr. Falco, second by Ms. Janowski and carried by majority vote [with Ms. McAlpin, Mr. Winch, and Ms. Mora-Dillon abstaining] that the Board approve the minutes of the following meeting/(s): | Minutes |
| <ul style="list-style-type: none"> • October 8, 2015, Work Session Meeting. | |

APPROVAL AGENDA CURRICULUM/POLICY/FACILITIES

- | | |
|--|---|
| 1. MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve Mansfield Township School District to limit students participating in the Choice Program to two percent of the number of students per grade per year. | School Choice Program |
| 2. MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the following 2015-2016 After School Clubs and their sponsors: | Clubs |
| <ul style="list-style-type: none"> • Ski Club | <p>Diane Hogan</p> <p>Chaperones: John Melitsky,
Katie Quinn, Rich VanDien,
Donna McPhillips, Amy
Kemp, Ed Kemp, Robin
Florentine, and Tracy
Mamorato</p> |
| <ul style="list-style-type: none"> • Homework Club | <p>Katie Quinn, Beth Deo</p> |
| <ul style="list-style-type: none"> • Battle of the Books 5th & 6th | <p>Laura Baggerly</p> |

- Drama Club Susan Codey, Sharon O'Meara
- Spike Productions Kristin Baker, Robin Iaione and Ray Zuchowski
- Chess Club Kristin Baker
- Once Upon a Story Dawn Drescher and Marlene Fontana
- Battle of the Books 3rd and 4th Michelle Zappulla
- Primary Science Selena Agnor
- Floor Hockey Leslie Cook and Rich VanDien
- Primary Phys Ed Club SueEllyn Huizing

3. **MOTION** by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the following revised Policies: **Policy**

- Policy 5141.8, “*Sports Related Concussion and Head Injury*”
- Policy 4222, “*Non-instructional Aides*”
- Policy 4123, “*Classroom Aides (Paraprofessionals)*”
- Policy 4112.8/4212.8, “*Nepotism*”

4. **MOTION** by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board affirm/accept the finding regarding HIB Incident #'s 1, 2, and 3 presented at the October 8, 2015, meeting. **HIB Affirmation**

**APPROVAL AGENDA
PERSONNEL**

1. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve Jennifer Micucci's request to extend an unpaid child rearing leave of absence through June 30, 2016, with anticipated return to work on September 1, 2016. **Jen Micucci
LOA**

2. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Anita Merton as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Anita Merton Sub Roster**
3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board hereby revise the August 27, 2015, Personnel Item #14 to read as follows: “Approve a non-tenure contract for Ruth Byrne, Teacher of Art, effective October 15, 2015, to June 30, 2016, Step B 7 at an annual prorated salary of \$54,219.00, as recommended by the Superintendent.” **Ruth Byrne Contract Revision**
- Note: The original motion had an effective date of on or about October 1, 2015.*
4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Bert W. Collins, Jr. to do work for the Board Office on an as-needed basis effective November 20, 2015, through June 30, 2016, at an hourly rate of \$35.00, (Criminal History check completed), as recommended by the Superintendent. **Bert Collins**
- Note: There are some specialized projects in conjunction with the referendum, etc. that need to be addressed.*
5. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve John Melitsky’s request for a paid 12-week NJ FMLA leave of absence as follows: **John Melitsky NJ FMLA LOA**
- January 4, 2016, to on or about March 24, 2016: Fifty-nine (59) days of paid sick leave, concurrently designated as twelve (12) weeks of FMLA leave to care for new born child.

**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**
- October 9-31, 2015, Operating Account: \$1,033,767.06;
 - October 9-31, 2015, – Referendum Account: \$0;
 - November 1, 2015, to November 19, 2015, Operating Account: \$495,287.67.

- November 1, 2015, to November 19, 2015, Referendum Account: \$356.56.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers as per the November 19, 2015, Report for the following: **Transfers**

- Fund 10: \$5,963.00
- Fund 30: \$ 332.00

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the November 19, 2015, Travel Requests. **Travel**

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial report as of September 30, 2015, with a balance of \$4,968,494.08. **Treasurer’s Secretary’s Reports**

5. On **MOTION by Ms. Janowski, second by Mr. Winch** 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:23-2.11(b) for the month ended September 30, 2015, with a balance of \$4,968,494.08.

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve cancellation of the following stale dated checks and amounts: **Cancel Checks**

<u>Check No.</u>	<u>Check Date</u>	<u>Amount</u>
14185	10/30/13	\$191.73
14753	5/30/14	\$ 82.54

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the disposal of televisions with the following serial numbers: **Disposal of Property**

- 00000564
- 00000510
- 00000530
- 00000536
- 00000535
- 00000514
- 00000512
- 00000544
- 00000532
- 00000523
- 00000522
- 00000516
- 00000524
- 00000549

Note: These TV's are the old-style cathode tube type – no one wants these.

8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the disposal of computers per Attachment 1. **Disposal of Property**

Note: The computers on the list were purchased in 2007, and are not working. There is no value left.

9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve a special education tuition contract for Student ID #7107300954 with the Department of Children and Families' Regional School, effective November 23, 2015, to June 30, 2016, at a daily rate of \$186.24. **Special Ed Tuition**

PUBLIC PARTICIPATION

None

DISCUSSION

Mr. Momary reported that he attended 11 classes/learning labs/lectures at the NJSBA Workshop 2015. A written report was given to each Board Member.

NJSBA Convention

ADJOURNMENT

With no further business to discuss, the November 19, 2015, Work Session Meeting ended at 8:01 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