

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
JANUARY 12, 2012**

**CALL TO ORDER**

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Ms. Reyes opened the January 12, 2012, Work Session Meeting of the Mansfield Township Board of Education at 7:41 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, May 20, 2011, 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. John Bell  
Dr. Clancy  
Ms. Barbara Curto  
Ms. Tracey Janowski  
Ms. Sharon McAlpin  
Mr. Jason Winch

Absent: Mr. Tim Barlow  
Mr. Jeff Stabile

Also present were: Mr. Kemp and Ms. Roszkowski.

Community: No community and/or staff members were present.

**SPECIAL PRESENTATION – AUDIT REPORT  
–MR. WILLIAM COLANTANO, JR.**

Mr. Colantano opened the presentation with the following statement: “Last year was a very difficult year, but the district maneuvered through the rough waters and was able to maintain its programs.” The following areas were also reviewed:

- The district has no control over benefits costs.
- Mr. Colantano stated that “when he thought the transportation costs could go no lower, Mary found another way to lower that cost.”
- The unemployment fund had to be funded for anticipated labor department bills due to staff reductions.

- Mr. Colantano complimented the Board and Administration for “finding a perfect balance of continuing to provide a quality education in spite of the budgetary cuts which forced staff reductions.”
- It was Mr. Colantano’s professional opinion that where the Board/Administration has control over expenses, they have done very well. However, the opposite is true over expenses that are out of the Board/Administration’s control.
- A 10-year analysis of taxes was reviewed with the Board. Taxation on a more local level was also compared. Mansfield Township School continues to have the lowest increase when compared to the Regional School and the Township.

#### Surplus Analysis:

- Deposits were made to the Capital and Maintenance Reserve funds according to the Board’s June resolution. Unexpended monies from the windows project will be returned to the Capital Reserve Fund.
- Fund Free Balance has remained approximately at the same level as in the past years.

For the future: The Board was reminded that the final payment on the mortgage is March, 2015. He suggested that the Board start work to plan for future needs right now so that when the old mortgage is paid, a new issue can be ushered in so as to avoid an artificial dip in the taxes.

An overview of the various funds’ revenues and expenses was given. There were no audit recommendations this year.

Questions were answered at the end of the audit report review.

## Communications

None

## ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1.
  - Two allegations of HIB were reported. Neither was found to be HIB. **HIB**
  - Year to date: Twelve incidents were investigated by John Melitsky and Lauri Favreau. One incident was found to be HIB based on improper treatment of another in a “not

protected” category. Multiple lunch detentions and restrictions on privileges were given as discipline.

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| 2. | A bill allowing the moving of school board elections to November has passed both houses. The bill is awaiting a signature from the governor.   | <b>SCHOOL BOARD<br/>ELECTION BILL</b>     |
| 3. | We are stopping payment and seeking reimbursement for a student we do not believe that we are responsible for based on a residency ruling discovered. The district would save over \$6,000.00 per month.   | <b>RESIDENCY<br/>RULING<br/>DISCOVERY</b> |
| 4. | It was mentioned at the last meeting that we were meeting with a resident of Mansfield Township, Scott Monetti, to seek lower energy costs. There is an agenda item to vote on for a savings of \$1,000.00 per month.  | <b>ENERGY SAVINGS</b>                     |
| 5. | Last year, we gave an end-of-the-year comprehensive math test for all grade levels. Teachers are currently doing an analysis of test results to ascertain which areas require better resources or instruction, areas not covered, poor test questions that should be eliminated, and differentiation in class performance for sharing of strategies or instructional techniques. | <b>MATH INITIATIVE</b>                    |
| 6. | The Governor’s budget address is tentatively scheduled for February 21. Budgets are due in the County Office on March 5. Public hearings are to be held from March 22 through March 29 with the election to be held on April 17.   | <b>BUDGET</b>                             |

### **PUBLIC PARTICIPATION**

None

### **CONSENT AGENDA**

***MOTION by Mr. Winch, second by Mr. Bell*** and carried by majority vote [with Ms. Curto, Ms. Janowski, Ms. McAlpin, and Dr. Clancy abstaining] that the Board approve the minutes of the following meeting:

**Minutes**

- December 15, 2011, Regular Meeting;
- December 15, 2011, Executive Session.

**APPROVAL AGENDA  
PERSONNEL**

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| 1. <i><b>MOTION by Mr. Winch, second by Ms. Janowski</b></i> and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge in the event all other administrators are out of the building, as recommended by the Superintendent.  | <b>M. Tyson<br/>Teacher in<br/>Charge</b>              |
| 2. <i><b>MOTION by Mr. Winch, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve a non-tenure contract for Giovanna Valli, half-time pre-school paraprofessional, effective January 3, 2012, through June 30, 2012, at an hourly rate of \$9.36 to be paid out of IDEA funds, (Criminal History check complete), as recommended by the Superintendent.                       | <b>G. Valli<br/>Paraprofessional</b>                   |
| 3. <i><b>MOTION by Mr. Winch, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve payment to Annette Stankavish for an additional 20 days remuneration, at a per diem rate of \$262.03, for services provided to the district to build and update databases for the State mandated Staff Member ID (“SMID”) and NJ Smart State Reports, as recommended by the Superintendent. | <b>A. Stankavish<br/>Additional<br/>Days</b>           |
| 4. <i><b>MOTION by Mr. Winch, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve Patricia Cericola as a short-term substitute replacement Speech Therapist from approximately January 17, 2012, to approximately March 2, 2012, at a per diem rate of \$234.17 (BA-1), as recommended by the Superintendent.   | <b>P. Cericola<br/>Short Term<br/>Speech Therapist</b> |

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

- |   |                                  |
|---|----------------------------------|
| 1 <i><b>MOTION by Ms. Curto, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve the Social Studies Curriculum and Visual and Performing Arts Curriculum. | <b>Technology<br/>Curriculum</b> |
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(Note: Please Refer to our website if you would like to review same.)

**APPROVAL AGENDA  
FINANCE**

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| 1 <i><b>MOTION by Ms. Janowski, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve the following bills lists: | <b>Bills List</b> |
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- December 16, 2011 to December 31, 2011, bills list in the amount of \$292,076.47;
  - January 1, 2012, to January 12, 2012, bills list in the amount of \$159,925.33.
2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board accept a \$500 donation from St. Theodore Church for the use of classrooms. **St. Theodore Donation**
  3. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve transfers per the January 12, 2012, Report for the following: **Transfers**
    - Fund 10: \$48,825.00
  4. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve January 12, 2012, Workshop/Travel Requests. **Workshop/Travel**
  5. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve a contract with Mobile Productions, Inc. to present “Stronger Than A Bully” on Thursday, May 24, 2012, at a cost of \$595.00, to be paid out of the \$2,200.00 from the Municipal Alliance Grant. **Program Approval**
  6. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve/ratify a one-year contract with Hudson Energy to provide electric generation services at 0.08346 cents per kilowatt hour. **Hudson Energy**

Note: By entering into this contract for electric generation, we anticipate saving approximately \$1,000.00 per month.

## DISCUSSION AGENDA

1. Mr. Bell inquired whether anything more had been decided about the website provider. A meeting of the Technology Committee will be scheduled to take place the evening of the next meeting to discuss same. **Website**
2. Mr. Bell attended a seminar where he learned that Microsoft forms partnerships with schools and, thereby, provides the “partner school” with free or discounted software. **Microsoft School Partnerships**

**PUBLIC PARTICIPATION**

None

**ADJOURNMENT**

With no further business to discuss, the January 12, 2012, Work Session ended at 8:50 p.m. on *motion by Dr. Clancy, seconded by Ms. Curto* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Karri Reyes  
Vice President