

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
MARCH 1, 2012**

**CALL TO ORDER**

Ms. Reyes opened the March 1, 2012, Work Session 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, February 22, 2012, 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 Bell  
Ms. Tracey Janowski  
Ms. Sharon McAlpin  
Mr. Jason Winch

Absent: Dr. Clancy  
Ms. Barbara Curto  
Mr. Jeff Stabile

Also present were: Mr. Kemp, Mr. Melitsky and Ms. Roszkowski.  
Community: Two community and/or staff members were present.

**Communications**

1. A request from Monica Navas for the following leaves of absence was read:

**REQUEST FOR  
LOA –  
MONICA NAVAS**

- Disability leave on or about March 30 utilizing approximately 27 accumulated sick days; followed by a
- 12-week FMLA leave to commence on or about May 16, 2012.

2. A request from Anna Fujak to have her unpaid leave of absence extended to August 6, 2012, at which time she anticipates that the physician will allow her to return to work without restrictions.

**REQUEST FOR  
LOA –  
ANNA FUJAK**

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

1. QSAC took place on February 21, 2012. The revamped QSAC process was explained. We had a very nice short visit. As best as

**QSAC**

we can tell, there were no deductions from our originally filed scores.

- |    |   |  |
|----|---|--|
| 2. | The RTTT3 application is in. The next phase will be the Scope of Work which is due March 14. We will be using the money to offset the cost of the evaluation system we are being required to buy. Originally, we were going to receive \$5,600. That number has gone up to \$7,500. | <b>RTTT3 GRANT</b>                         |
| 3. | We have been having a wonderful week focusing on reading. Tomorrow will be Read Across America. Various community members have offered to come in and read.   | <b>DR. SEUSS WEEK</b>                      |
| 4. | The Fabulous Physics Tournament will be held tomorrow at the school.  | <b>FABULOUS<br/>PHYSICS<br/>TOURNAMENT</b> |
| 5. | The Science Fair will be held here next Thursday, March 8, 2012, here at the school.  | <b>SCIENCE FAIR</b>                        |
| 6. | Kindergarten Registration brought in 53 new registrants and another 20 preschool children may move up.  | <b>KINDERGARTEN<br/>REGISTRATION</b>       |
| 7. | We had a fabulous performance in spelling by a student who went on to the County level, then went on to regional qualifier, and to the Express Times. If she wins, then she will go on to Washington, DC.   | <b>SPELLING BEE</b>                        |
| 8. | Since we met last, we had two cases of alleged HIB which were investigated (Numbers 14 and 15). One was found to be HIB. Consequences: Lunch and recess detention. Remediation: socialization activities, meeting with offender, parent dialogue.                                   | <b>HIB</b>                                 |

**PUBLIC PARTICIPATION**

- |    |  |                             |
|----|--|-----------------------------|
| 1. | Mr. Volpe asked if the consequences meted out are age appropriate when a child is found guilty of harassment. The process was explained. | <b>HIB<br/>Consequences</b> |
|----|--|-----------------------------|

**EXECUTIVE SESSION**

1. **MOTION** by Mrs. Janowski, second by Mr. Bell and carried by unanimous vote that the Board approve the following Resolution:

**WHEREAS**, the Board must consider matter(s) concerning personnel and legal matters, 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. No action will be taken. (7:45 p.m.)

- 2. **MOTION by Ms. Curto, second by Mr. Bell** and carried by unanimous vote that the Board return to regular session. (8:03 p.m.). **Reconvene to Public Session**

**CONSENT AGENDA**

**MOTION by Mr. Barlow, second by Mr. Winch** and carried by majority vote [with Ms. McAlpin abstaining] that the Board approve the minutes of the following meetings: **Minutes**

- February 8, 2012, Work Session Meeting;
- February 8, 2012, Executive Session.

**APPROVAL AGENDA  
PERSONNEL**

- 1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Audrey Vitale as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **Audrey Vitale  
Sub Roster**

- 2. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board approve a request by Monica Navas for the following leaves: **LOA  
Monica Navas**

- Disability leave of absence to begin on or about March 30, 2012, (utilizing accumulated sick days),
- Followed by a 12-week Family Leave of Absence.

- 3. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board approve an extension of an unpaid leave of absence until August 6, 2012, as requested by Anna Fajak. **LOA  
Anna Fajak**

**APPROVAL AGENDA  
FINANCE**

1. ***MOTION by Ms. Janowski, second by Mr. Bell*** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**
  - February 9, 2012, to February 29, 2012, bills list in the amount of \$1,107,956.67;
  - March 1, 2012, bills list in the amount of \$54,087.03
  
2. ***MOTION by Ms. Janowski, second by Mr. Bell*** and carried by unanimous vote that the Board approve transfers per the March 1, 2012, Report for the following: **Transfers**
  - Fund 10: \$540.00
  
3. ***MOTION by Ms. Janowski, second by Mr. Bell*** and carried by unanimous vote that the Board approve the March 1, 2012, Travel/Workshop Request. **Travel/  
Workshop  
Request**
  
4. ***MOTION by Ms. Janowski, second by Mr. Bell*** and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of January 31, 2012, with a balance of \$1,666,970.15. **Secretary's/  
Treasurer's  
Reports**
  
5. ***MOTION by Ms. Janowski, second by Mr. Bell*** 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 January 31, 2012, with a balance of \$1,666,970.15.

6. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve FY 2012/2013 school district budget for submission to the County Office of Education as follows:

**Budget  
Submission  
Approval**

|                      | <u>BUDGET</u>  | <u>LOCAL TAX LEVY</u> |
|----------------------|----------------|-----------------------|
| General Fund         | \$8,595,532    | \$4,867,038           |
| Special Revenue Fund | 259,011        |                       |
| Debt Service Fund    | <u>423,319</u> | 337,922               |
| Total Base Budget    | \$9,277,862    |                       |

\*Included in the budget is a \$95,000 Capital Reserve Withdrawal for the purpose of infrastructure, parking lot, walk/jog/run, girls' lavatory, HV/AC and lighting upgrades.

The following was reported with regard to the budget:

- The district received additional state aid of \$281,606.
- There will be no tax levy increase.
- The budget maintains current programs at current year's levels and proposes an increase of an additional ½ day for instrumental music and expands the LD/TC position to full time.
- A \$95,000 withdrawal from capital reserve for the purpose of upgrading infrastructure, parking lot, walk/jog/run track, HV/AC, girls' lavatory and lighting upgrades.
- The budget is under adequacy, which means that a school our size (by state standards) should be spending that much more to run its operations.
- Anticipated federal grants must be stated at 15% less than last year's levels. We anticipate keeping all federal programs at approximately last year's levels.

Mrs. Roszkowski presented the budget line by line.

**DISCUSSION AGENDA**

1. The Board discussed the March meeting calendar and decided to cancel the March 8, 2012, and the March 22, 2012, meetings.

**Meeting  
Cancellations**

2. After a discussion of possible budget public hearing dates, it was decided that the Board will combine their regularly scheduled meeting with the hearing on budget to be held on March 29, 2012, commencing at 7:30 p.m. **Public Hearing on Budget**
3. The website will be rolled out on July 1, 2012. **Website**
4. Mr. Bell suggested using the Honeywell System to announce meeting cancellation. **Honeywell**
5. Mr. Barlow inquired what the policy was if a student is suspended from school would that student also be suspended from after school activities. **Policy**

### **PUBLIC PARTICIPATION**

Mr. Volpe inquired how the NCLB requirement affected the school district. It was explained that the law should have ended a few years ago, but was allowed to continue with strict provisions. We won't be required to meet Annual Yearly Progress.

**NCLB**

### **ADJOURNMENT**

With no further business to discuss, the March 1, 2012, meeting ended at 8:45 p.m. on ***motion by Mr. Bell, seconded by Mr. Barlow*** and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Jeff Stabile  
Vice President