

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 21, 2012**

CALL TO ORDER

Ms. Reyes opened the June 21, 2012 Special Meeting of the Mansfield Township Board of Education at 7:32 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, June 11, 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 Sienna-Reyes	Absent:	Dr. Clancy
	Mr. Jeff Stabile (arrived 7:42 p.m.)		Ms. Tracey Janowski
	Mr. Tim Barlow		
	Mr. John Bell		
	Ms. Barbara Curto		
	Ms. Sharon McAlpin		
	Mr. Jason Winch		

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

Communications

None

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1. There was one allegation of HIB reported and found to be HIB. **HIB**
Consequences were given.

2. From January 1, 2012, through June 30, 2012, six incidents were investigated. Of those investigated, two were found to be HIB. **HIB 2**
One case was based on name calling and the other based on physical characteristic. The investigators were John Melitsky and Lauri Favreau. The nature of discipline were lunch detentions and verbal reprimands. Other measures take were counseling.

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|----|--|--------------------------------|
| 3. | The industrial strength pressure cooker in the cafeteria kitchen went down. There should be enough funds in the cafeteria bank account to repair the pressure cooker. | PRESSURE
COOKER |
| 4. | Promotion and year-end activities were re-capped for everyone. It was felt that this was one of the best promotion exercises in recent memory. Spike's appearance was well received. Everyone was thanked for their part in making this another memorable year. | YEAR END
ACTIVITIES |
| 5. | A pre-bid meeting was held today for the air-conditioning unit replacement project. We had four people take bid packets. According to the contractors, there is a 12-week waiting period from the time an order is placed until the unit is received. We will need to hold a meeting as soon as possible after July 22 to award the bid. | HV/AC PROJECT |

PUBLIC PARTICIPATION

- | | | |
|----|---|----------------------|
| 1. | Mr. Bell wanted to know if a specific grade level was more active with regard to HIB than others. According to Mr. Melitsky, the incidents are disbursed over various grade levels and not concentrated in one particular grade level. | HIB |
| 2. | Mr. Bell inquired whether the air-conditioning unit will be installed over the weekend. Mr. Kemp explained that the architect was very explicit that the crane and unit were to be installed on a weekend. Other work was to be in place and ready to go as soon as the unit is delivered. There would be no change orders allowed. | HV/AC PROJECT |

CONSENT AGENDA

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

Minutes

- June 7, 2012, Work Session;
- June 7, 2012, Executive Session.

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

1. **MOTION by Ms. Curto, second by Mr. Bell** and carried by unanimous vote that the Board set lunch prices for the 2012/2013 school year as follows: **Lunch Prices
2012/13**

Program	Full Price	Reduced Price
Lunch	\$2.60	\$0.40
Breakfast	\$1.40	\$0.30
After School Snack	\$0.60	\$0.15
Adult	\$4.00	N/A

Note: This 10 cent lunch price increase is driven by the newest Federal/State regulations requiring healthier menus.

**APPROVAL AGENDA
PERSONNEL**

1. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board approve the following personnel for summer time cleaning at a rate of \$10.04 per hour starting on or about June 18, 2012, through August 31, 2012, as recommended by the Superintendent: **Summer
Cleaning
Personnel**

- Corin Francisco
- Ray Ike
- Yuri Missenheim
- Sadie Szucs

2. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board approve the following paraprofessionals to be paid out of IDEA funds during the 2011/2012 Grant period, as recommended by the Superintendent: **2011/2012 IDEA
Funded
Personnel**

- Pat Cericola \$15,132 (Basic: \$15,132)
- Heidi Noctor \$13,427 (Basic: \$ 7,163; PS: \$6,264)

3. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board acknowledge/approve the following **2010/2011
Title I ARRA**

personnel to be paid out of Title I ARRA/Title I funds for an extended school year program (June, 2010 through August 31, 2011) servicing eligible Title I students at an hourly rate of \$32.50 for a total payment as listed, as recommended by the Superintendent:

**Funded
Personnel –
Summer
Program**

- Dana Tarnowski \$1,560
- Brenda Sams \$1,560
- Corin Francisco \$1,560
- Kathleen Mattison \$1,560

Note: The year is correct. This is for the auditors' benefit. The monies were expended in this fiscal year; the grant year does not run the same as the fiscal year. When the Board originally approved the personnel, it approved at \$32.50 an hour – this will show the auditors the total for that time period.

4. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board approve Faye Collins to work 7 additional days (CST summer evaluation work) from July 1, 2012, to August 31, 2012, at a rate of \$212.39 per day, as recommended by the Superintendent.

**F. Collins
Summer
Evaluation
Work**

5. **MOTION by Mr. Barlow, second by Mr. Bell** 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, 2012 through June 30, 2013, at an annual salary of \$96,271.00 plus \$250 longevity for a total of \$96,521.00, contingent upon approval by the County Superintendent and as recommended by the Superintendent.

BA Contract

Note: We were just informed by the County Office that they “have been notified by Trenton that 2012-13 BA contracts must be submitted to the County Office no later than Friday, June 22, 2012, and that employing staff without a contract approved by the ECS could place the district and the employee in jeopardy.”

6. **MOTION by Mr. Barlow, second by Mr. Bell** and carried by unanimous vote that the Board replace Brenda Sams with Meredith Feci to work an extended summer program (to be paid out of Title I funds), in the amount of \$1,852.50 (57 hours at \$32.50 per hour), as recommended by the Superintendent.

**M. Feci
Title I Summer
Program
Teacher**

**APPROVAL AGENDA
FINANCE**

- | | | |
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| 1. | <p><i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • June 8, 2012, to June 21, 2012, in the amount of \$727,388.27. | Bills List |
| 2. | <p><i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the June 21, 2012, Transfer Report as follows:</p> <ul style="list-style-type: none"> • Fund 10: \$ 267,709.00 | Transfers |
| 3. | <p><i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board of Education approve the June Travel Report as presented.</p> | Travel |
| 4. | <p><i>MOTION by Mr. Winch, second by Mr. Bell</i> and carried by unanimous vote that the Board of Education acknowledge that the Board of Education requested quotes from three transportation vendors for Summer School Special Education transportation, Bus #1 and Bus #2; that vendors responded as follows:</p> <ul style="list-style-type: none"> • GST: Bus 1 – No Response • First Student: No Response • Snyder Bus: Bus 1 - \$156/day; Bus 2 - \$156/day <p>Therefore, the Board hereby approves a quoted transportation contract with Snyder Bus Company for Summer School Special Education Routes #1 and #2 at a cost of \$156.00 per bus for a total cost of \$5,928.00 for 19 days service.</p> | Summer SE
Transportation |
| 5. | <p><i>MOTION by Mr. Winch, second by Mr. Bell</i> and carried by unanimous vote that the Board of Education acknowledge that the Board of Education requested quotes from four Teacher Evaluation System vendors; and that vendors responded as follows:</p> <ul style="list-style-type: none"> • Learning Sciences - \$12,863.00 • Teach Scape – No Response • EIRC – No Response • Strong and Associates – No Response | Teacher
Evaluation
System |

Therefore, the Board hereby approves the purchase of the Marzano Casual Teacher Evaluation System contract with Learning Sciences International at a cost of \$12,863.00.

6. ***MOTION by Mr. Winch, second by Mr. Bell*** and carried by unanimous vote that the Board of Education adopt the following resolution:

**Flexible
Spending
Account**

Pursuant to the requirements of NJPL 2011 Chapter 78, the Mansfield Township Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program effective July 1, 2012, as follows:

1. Pursuant to their electronic proposal of September 15, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board's FSA administrator.
2. The Board/Committee appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.
3. All appropriate Board of Education/Township staff are authorized to take such action and affect such documentation as necessary to implement these changes.

NOTE: Recently enacted legislation requires that Boards of Education provide its employees with a high deductible health insurance plan. To lessen the financial burden of a possible high deductible payment and the required contribution for health insurance, employer are required to offer a Flexible Spending Account ("FSA"). To get through the "legal maze" of the new requirements, Grinspec Consulting has been working behind the scenes and has brought forth several plans for consideration. One of the plans – AmeriFlex LLC -- makes the most sense for our group. They have the most people on staff and will be able to handle the volume anticipated. The cost is minimal to the BOE. AmeriFlex will be handling the necessary enrollments and accounting associated with the FSA.

7. ***MOTION by Mr. Winch, second by Mr. Bell*** and carried by unanimous vote that the Board of Education re-adopt the Mansfield Township Board of Education Cafeteria Plan document which now contains a Health FSA component as required by Chapter 78.

**Re-adoption
Cafeteria Plan
Document**

8. **MOTION by Mr. Winch, second by Mr. Bell** and carried by majority [with Mr. Stabile voting “No”] vote that the Board of Education approve a professional services contract for the installation of a Wireless LAN, Option #2, with Cat6 modification, for a total cost of \$114,153.22, by Carousel Industries (WSCA – NJ #AR218/AR229) under the following NJ State Contracts: **Wireless LAN**

Option 1: Reduced		Option 2: Full Coverage	
Meru AP			
Contract #73981	\$55,570.75	Contract #73981	\$62,976.00
Juniper Switches			
Contract #73983	16,379.00		16,379.00
Cat5E for APs	17,318.33		20,921.67
Fiber	8,980.00		8,980.00
MS Engineering	4,200.00		4,200.00
Totals	<u>\$102,448.08</u>		<u>\$113,456.67</u>
w/Cat6 Modification	<u>\$18,666.98</u>		<u>\$ 21,618.22</u>
for a total of:	<u>\$103,747.97</u>		<u>\$114,153.22</u>

9. **MOTION by Mr. Bell, second by Mr. Winch** and carried by majority vote [with Mr. Stabile abstaining] that the Board of Education approve the purchase of the following computers from Dell (State Contract No. 70256): **Computer Purchase**

· 100 laptop computers:	\$65,600.00
· 5 desktop computers:	3,625.65
· 3 PowerEdge Servers:	7,904.16
Total	\$77,129.81

After a discussion with regard to the configuration of the proposed servers, it was suggested that the servers be upgraded. It was understood that the upgrade would incur an additional charge.

- 10. *MOTION by Mr. Bell, second by Mr. Barlow* and carried by unanimous vote that the Board approve the payment of bills to close out the 2011/2012 fiscal year and the transfer of funds as needed for the 2011/2012 school year. **Pay the Bills to Close Year**

- 11. *MOTION by Mr. Bell, second by Mr. Barlow* and carried by unanimous vote that the Board approve the purchase of 25 SuccessMaker licenses at a cost of \$30,000. **Licenses**

- 12. *MOTION by Mr. Bell, second by Mr. Winch* and carried by unanimous vote that the Board of Education adopt the following resolution: **Reserve Accounts**

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$426,462 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$337,240 is available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The “not to exceed” amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$645,900 – it does not necessarily mean that that much money will be going in to that account. We are allowed to deposit up to \$526,240 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

13. ***MOTION by Mr. Bell, second by Mr. Winch*** and carried by unanimous vote that the Board accept a donation from New York Life in the amount of \$24. **Donation – NY Life**

14. ***MOTION by Mr. Bell, second by Mr. Winch*** and carried by unanimous vote that the Board approve the submission of the application for HV/AC renovations (State Project #2970-050-12-1000) to the Department of Education. **Submit Application for HV/AC Reno**

15. ***MOTION by Mr. Bell, second by Mr. Winch*** and carried by unanimous vote that the Board approve an amendment to the IDEA Basic and P/S Final Report for year 2010/2011. **IDEA Basic and P/S Amendment**

Note: The years are correct. We are still working trying to close out that grant year.

16. ***MOTION by Mr. Bell, second by Mr. Winch*** and carried by unanimous vote that the Board approve IDEA Grant, period September 1, 2010, to August 31, 2011, Carryover in the following amounts: **IDEA Carryover**

- IDEA Basic \$31,879
- IDEA P/S \$ 3,343

17. ***MOTION by Mr. Bell, second by Mr. Winch*** and carried by unanimous vote that the Board approve an amendment to the IDEA Grant, period September 1, 2011, to August 31, 2012, to reflect an increase in each of the following grants: **Amendment Approved**

- IDEA Basic \$31,879
- IDEA P/S \$ 3,343

EXECUTIVE SESSION

- 1. **MOTION by Mr. Stabile, second by Mr. Winch** and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) concerning negotiations, 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.
(8:36 p.m.)

- 2. **MOTION by Ms. Curto, second by Mr. Winch** and carried by unanimous vote that the Board return to regular session.
(8:50 p.m.).

**Reconvene to
Public Session**

PUBLIC PARTICIPATION

None

DISCUSSION AGENDA

A meeting will be necessary to award a contract to the successful bidder for the HV/AC renovation project. The Board Attorney said that the soonest that the Board could award a contract would be on July 23, 2012. A Special Meeting will be advertised.

**Special Meeting
Needed**

ADJOURNMENT

With no further business to discuss, the June 21, 2012, Regular Meeting ended at 8:51 p.m. on **motion by Ms. Curto, seconded by Mr. Barlow** and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
President