

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
SPECIAL MEETING MINUTES
AUGUST 1, 2012**

CALL TO ORDER

Ms. Reyes opened the August 1, 2012 Special Meeting of the Mansfield Township Board of Education at 7:57 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, July 23, 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:	Mr. Tim Barlow
	Mr. John Bell		Dr. Clancy
	Ms. Barbara Curto		Mr. Jeff Stabile
	Ms. Tracey Janowski (arrived 8:02 p.m.)		
	Ms. Sharon McAlpin		
	Mr. Jason Winch		

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

Communications

- | | |
|---|---|
| 1. The Warren County Professional Development Board acknowledged receipt of the district's 2012-2013 Professional Development Plan and voted to approve same. | PROFESSIONAL
DEVELOPMENT
PLAN APPROVED |
| 2. Dr. Lamonte reviewed the Business Administrator's contract and approved same for the period of July 1, 2012, to June 30, 2013. | BA CONTRACT
APPROVED |
| 3. Assemblyman John DiMaio congratulated the district on having received an IDEA Grant in the amount of \$178,116. | IDEA GRANT |
| 4. Monica A. Navas requested a family leave of absence through October 31, 2012, followed by a child rearing leave through December 31, 2012. | MONICA NAVAS
LOA |

- | | | |
|----|---|------------------------------------|
| 5. | Mrs. Anna Fujak tendered her resignation effective August 6, 2012 and thanked the Board for all that was done for her in the past. | ANNA FUJAK
RESIGNATION |
| 6. | Mr. Thane Young tendered his resignation effective July 31, 2012 and thanked the Board for their support over the last four years. | THANE YOUNG
RESIGNATION |
| 7. | Dr. Clancy tendered her resignation effective immediately and wished “the administration and board continued progress in educating the youth in our community.” | DR. CLANCY
RESIGNATION |

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | | |
|----|---|---|
| 1. | The Professional Development Plan Committee, consisting of Jen Santa, Kathleen Jacoby, Jen Micucci, and Terry Lucas were thanked for putting together the plan which was recently approved by the County Professional Development team. | PROFESSIONAL
DEVELOPMENT
COMMITTEE |
| 2. | Currently there are 696 total students enrolled. Total students enrolled last year at this time were 698. There are 94 Kindergarten students enrolled at this time, compared to 104 last year at this time. No one was denied promotion. | ENROLLMENT |
| 3. | John Melitsky and I will be attending a Marzano workshop on August 2. Jen Santa will be joining us for the Connected Action Roadmap workshop on August 8, 2012. Jen Santa is going to look at how the school should be moving forward. | TEACHER
EVALUATION
WORKSHOPS |
| 4. | The wireless project is moving ahead and it is anticipated that it will be fully operational on August 22. | WIRELESS
PROJECT |
| 5. | Mr. Wanous and his team are working diligently to prepare the school for opening day. All is moving along as scheduled. | SCHOOL
PREPARATION |
| 6. | Thane Young has taken a position at another school. As part of the exit plan, we had an engineer from the South Jersey Technology group (SJTP) collect documentation of the systems in the building, including passwords, and server configurations. All of the information is in the hands of SJTP. Once we hire a new person, then SJTP will transfer the knowledge to the new person. We placed an ad in the Star Ledger and received 12 resumes to date. Interviewing will start shortly. | INFORMATION
TECHNOLOGY |
| 7. | We have two excellent candidates for maternity leaves on the agenda this evening. | MATERNITY
LEAVES |

CONSENT AGENDA

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

Minutes

- June 21, 2012, Special Meeting with the following corrections:
 - Personnel Item #2: Delete Giovanna Valli
 - Personnel Item #5: Add “. . . contingent upon approval by the County Superintendent”
- June 21, 2012, Executive Session
- June 28, 2012, Regular Meeting

**APPROVAL AGENDA
PERSONNEL**

- | | |
|--|---|
| <p>1. <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Monica A. Navas’s request for a family leave of absence through October 31, 2012, followed by a child rearing leave through December 31, 2012, with anticipated return at the conclusion of child rearing leave.</p> | <p>Monica Navas
LOA</p> |
| <p>2. <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board accept the resignation of Thane Young as IT Aide effective July 31, 2012.</p> | <p>Thane Young
Resignation</p> |
| <p>3. <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board accept the resignation of Anna Fujak as part-time custodian effective August 6, 2012.</p> | <p>Anna Fujak
Resignation</p> |
| <p>4. <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board accept the resignation of Terry Clancy as Board Member effective immediately.</p> | <p>Dr. Clancy
Resignation</p> |
| <p>5. <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Richard Van Dien as a maternity replacement first grade teacher from September 1, 2012, to December 31, 2012, (contingent upon receipt of Criminal History Check), as recommended by the Superintendent.</p> | <p>R. Van Dien
Maternity Leave
Replacement</p> |

6. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board approve Selena Theresa Agnor as a maternity replacement Kindergarten teacher from September 1, 2012, to December 31, 2012, (contingent upon receipt of Criminal History Check), as recommended by the Superintendent.
- T. Agnor
Maternity Leave
Replacement**
7. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board approve a non-tenure contract for Meredith Feci as a teacher, effective September 1, 2012, to June 30, 2013, Step B-2, at an annual salary to be determined upon the completion of negotiations, as recommended by the Superintendent.
- M. Feci
Non Tenure
Contract**
8. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board approve Yuri Missenheim as a part-time custodian (Criminal History Check completed), effective August 7, 2012, to June 30, 2013, at \$14.42/hour or an annual prorated salary of \$15,000, as recommended by the Superintendent.
- Y. Missenheim
Part-time
Custodian**
9. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent.
- J. Melitsky
Anti-bullying
Coordinator**
10. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent.
- L. Favreau
Anti-bullying
Specialist**
11. *MOTION by Ms. Curto, second by Ms. Janowski* and carried by unanimous vote that the Board appoint the following people to the School Safety Team:
- John Melitsky
 - Lauri Favreau (Chair)
 - Corin Francisco (Teacher)
 - Nancy Harasymchuk (Parent)
 - Colleen Hurley (Other Staff)
- School Safety
Team**

12. **MOTION by Ms. Curto, second by Ms. Janowski** and carried by unanimous vote that the Board approve salaries for support staff/administration per Schedule 1, dated August 1, 2012, as recommended by the Superintendent. **Staff Salaries**

13. **MOTION by Ms. Curto, second by Ms. Janowski** and carried by unanimous vote that the Board an increase in the Substitute Custodian rate from \$10.04 per hour to \$10.25 per hour. **Substitute Custodian Rate**

14. **MOTION by Ms. Curto, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Superintendent’s salary of \$126,920.64, effective July 1, 2012, to June 30, 2013, in accordance with “Contract of Employment” dated August 25, 2011. **Superintendent Salary**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

MOTION by Ms. Curto, second by Ms. Janowski and carried by unanimous vote that the Board approve the 2012-2013 Professional Development Plan. **Professional Development Plan**

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**

- June 29, 2012, to June 30, 2012, in the amount of \$322,929.63

July 1, 2012, to July 31, 2012, in the amount of \$314,017.15.

2. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Funds Transfer Report dated August 1, 2012, covering transfers from July 1, 2011, through June 30, 2012, as follows: **Transfers**

- Fund 10: \$793,168.06
- Fund 20: \$121,695.95
- Fund 60: \$ 469.25

- 3. *MOTION by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board of Education approve the August 1, 2012, Travel/Workshop request.
- 4. *The following resolution was adopted on MOTION by Mr. Winch, second by Ms. Janowski* and carried by unanimous roll call vote:

Travel

**HV/AC
Renovations
Contract Award**

WHEREAS, on July 10, 2012, the Mansfield Township Board of Education (“Board”) held a public bid opening for the award of a contract for the HVAC Renovations at the Mansfield Elementary School project (“Project”); and

WHEREAS, the Board received six (6) bid for the Project at the public bid opening; and

WHEREAS, the lowest bid was submitted by Vail Energy Services, LLC, of Lebanon, New Jersey, with a bid of Forty-Nine Thousand Eight Hundred Ninety Dollars (\$49,890.00); and

WHEREAS, upon review and analysis of the bid submitted by Vail Energy Services, LLC, the Board, upon consultation with its Design Professional, has determined the bid to be both responsive and responsible; and

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the Mansfield Township Board of Education hereby awards the contract for the HVAC Renovations at the Mansfield Elementary School project to Vail Energy Services, LLC in the amount of Forty-Nine Thousand Eight Hundred Ninety Dollars (\$49,890.00); and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the Contract for the Project and obtain the insurance certificate, payment and performance bonds, and all additional documents from Vail Energy Services, LLC required by the Contract Documents; and

BE IT FURTHER RESOLVED, that upon receipt of a fully executed Agreement, as well as the insurance certificate, payment and performance bonds, and other documents required by the Contract Documents, the Business Administrator is authorized to return the bid securities to the remaining bidders with a note of thanks for their participation.

5. **MOTION by Mr. Bell, second by Mr. Winch** and carried by unanimous roll call vote that the Board of Education approve bus contracts as listed below for the 2012/2013 school year with an increase of 1.89% over the 2011/2012 contract (*Notes: The older contracts were bid on a per annum basis, while the newer contracts were bid on a per diem basis and are reflected as such.*)

Bus Contracts

<u>Carrier/Routes</u>	<u>2011/2012 Contract \$</u>	<u>2012/2013 Renewal #</u>	<u>2012/2013 Contract \$</u>
<u>First Student Routes</u>			
O	\$22,793.32	20	\$23,222.97
<u>First Student (Multi L-1)</u>			
WH29/I	\$242.52/day	9	\$247.09/day*
*Warren Hills will be reimbursing Mansfield Twp BOE a total of \$22,238.10			
<u>First Student (Multi L-2)</u>			
B-1	\$22,316.25	1	\$22,738.01
WH10/Shuttle 1	\$19,438.13	1	\$19,805.49*
*Warren Hills will be reimbursing Mansfield Twp BOE a total of \$19,805.49			
<u>Snyder (Multi S-1)</u>			
M	\$126.78/day	9	\$129.16/day
<u>Snyder (Multi S-2)</u>			
SN 1 05	\$143.21/day	7	\$145.91/day
SN 2 05	\$143.21/day	7	\$145.91/day
<u>Snyder (Multi S-3)</u>			
WH13	\$18,272.02	3	\$18,617.36*
A-1	\$18,272.02	3	\$18,617.36
WH9	\$18,272.02	3	\$18,617.36*

X-1	\$18,272.02	3	\$18,617.36
WH26	\$18,272.02	3	\$18,617.36*
J-1	\$18,272.02	3	\$18,617.36
WH7	\$18,272.02	3	\$18,617.36*
K-1	\$18,272.02	3	\$18,617.36
WH20	\$18,272.02	3	\$18,617.36*
E-1	\$18,272.02	3	\$18,617.36
WH6	\$18,272.02	3	\$18,617.36*
Y-1	\$18,272.02	3	\$18,617.36

***Warren Hills will be reimbursing Mansfield Twp. BOE \$111,704.16.**

6. *MOTION by Mr. Bell, second by Mr. Winch* and carried by unanimous roll call vote that the Board of Education approve 2012-2013 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

**Joint
Transportation –
Warren Hills**

Route	WH Cost
WH29	\$22,238.10
WH13	\$18,617.36
WH9	\$18,617.36
WH26	\$18,617.36
WH7	\$18,617.36
WH20	\$18,617.36
WH6	\$18,617.36
WH10/Shuttle 1	\$19,805.49
Totals	\$153,747.75*

***This is the amount the Board will be reimbursed by Warren Hills for transporting their students.**

7. *MOTION by Mr. Bell, second by Mr. Winch* and carried by unanimous roll call vote that the Board of Education approve a 2012-2013 Joint Transportation Agreement with Franklin Township School to transport our student population as follows:

**Joint
Transportation –
Franklin Twp**

Route	Mansfield Cost
F-1	\$17,958.78
N-1	\$17,958.78
R-1	\$17,958.78
W-1	\$17,958.78

Totals \$71,835.12*

***This is the amount the Board will be reimbursing Franklin Township for transporting its students.**

8. **MOTION by Mr. Bell, second by Mr. Winch** and carried by unanimous vote that the Board of Education approve an Addendum to Contract Dated August 26, 2010 (second renewal/third year of contract) with Dowling Food Service Management Company which shall begin on September 1, 2012, and terminate on June 30, 2013, as follows: **Dowling Food Service**

- Management fee (flat fee) of \$9,510; and
- A guaranteed profit of \$8,000.00 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2011-2012 levels; USDA donated commodities offered are at least equal to 2011-2012 levels; the proposal staffing schedules are adopted; equipment repairs and purchases will be paid by the Local Education Agency; enrollment and average daily attendance will be at least equal to 2011-2012 levels; Dowling Food Service Management Inc. will be held harmless in the event of a work stoppage within the district; The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits; The proposal sample menu or similar is utilized. There will be no limitations on the sale of a la carte items, except that they meet State and District Nutrition Policies; Cost of food and supplies based on July 2012, CPI. If the cost of goods rises above this percentage, Dowling reserves the right to negotiate a mutually acceptable solution to Dowling and the District.

9. **Mr. Bell, second by Mr. Winch** and carried by unanimous vote that the Board of Education accept a \$24 donation from New York Life Giving Campaign. **Accept Donation**

PUBLIC PARTICIPATION

None

DISCUSSION AGENDA

The August 9, 2012, meeting was cancelled.

**Meeting
Cancelled**

Mr. Kemp reported that he spoke to Allamuchy's Superintendent about the Martin Luther Day Program. The teachers work through the year and develop plans. Six teachers design the curriculum for this day. The Superintendent said that they have their own buses to bus the students around to different locations which makes the program affordable. The program started in the seventh and eighth grades; however, they will now try it in the lower grades this year.

**Allamuchy's
Martin Luther
King Day
Program**

ADJOURNMENT

With no further business to discuss, the August 1, 2012, Special Meeting ended at 8:25 p.m. on *motion by Ms. Curto, seconded by Ms. Janowski* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
President