

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
AUGUST 23, 2012**

CALL TO ORDER

Ms. Reyes opened the August 23, 2012 Regular Meeting of the Mansfield Township Board of Education at 7:31 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, April 30, 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
Mr. Tim Barlow
Mr. John Bell
Ms. Barbara Curto
Ms. Tracey Janowski
Mr. Jason Winch

Absent: Ms. Sharon McAlpin
Mr. Jeff Stabile

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

Communications

The following were read:

- 1. A request from Mrs. Stephanie Hahn for a maternity/disability leave of absence to commence on about October 29, 2012, using approximately 16 accumulated sick days followed by a twelve-week FMLA leave, with anticipated return on December 17, 2012. **S. HAHN LOA REQUEST**
- 2. A letter of resignation from the Board was received from Jeffrey R. Stabile, Jr., effective immediately. **JEFFREY STABILE RESIGNATION**

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- 1. New family orientation was held today. It was very well attended. **NEW FAMILY ORIENTATION**

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| 2. | A copy of the Superintendent's letter to staff was placed in the Board Members' folders. | LETTER TO STAFF |
| 3. | Carousel is finished with the wireless installation. Once the new tech person is on board, knowledge transfer will take place. | WIRELESS PROJECT |
| 4. | SJTP will be migrating/managing our Microsoft Exchange email and doing the required archiving of email. | EMAIL SERVICE |
| 5. | A candidate for the technology position is on the agenda for approval. We were very impressed with the pool of candidates who applied for the position. We had two candidates that were tested by NJSTP. Both candidates were extremely strong. The candidate being recommended this evening has to give a two week notice and will probably be able to start the second week of September. | TECH POSITION |
| 6. | The Marzanno Teacher Evaluation model is being implemented. We have another training next Tuesday. | TEACHER EVALUATION |
| 7. | The HV/AC project is in motion. We were advised that the unit could be in as early as at the end of this month. | HV/AC PROJECT |
| 8. | The auditors have been here all week. | AUDITORS |

PUBLIC PARTICIPATION

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| 1. | Ms. Kearney thanked the Board for sending her to ABA training. She felt that it was very informative and is looking forward to using techniques learned at the training. | THANK YOU FOR THE TRAINING |
| 2. | Mr. Kemp mentioned that four or five members of the Language Arts Committee are working on updating curriculum on their own time. | LA COMMITTEE |
| 3. | Ms. Taylor stated that she went to a workshop in Morristown on her own which was informative and that she will be sharing information obtained there with other teachers. | WORKSHOP |

CONSENT AGENDA

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| <i>MOTION by Mr. Bell, second by Mr. Winch</i> and carried by majority vote [with Messrs. Bell and Barlow abstaining] that the | Minutes |
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Board approve the minutes of the following meetings:

- August 1, 2012, Special Meeting
- May 24, 2012, Regular Meeting (although approved timely, the approval of the May 10, 2012, Minutes was missing and now added)

**APPROVAL AGENDA
PERSONNEL**

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| 1. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Attachment 1, 2012-2013 Substitute Roster, as recommended by the Superintendent. | 2012/2013 Substitute Roster |
| 2. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board amend Randy Wanous' salary to \$88,990, effective July 1, 2012 to June 30, 2013, as recommended by the Superintendent. | Salary Amendment |
| 3. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge for the 2012/2013 school year in the event all other administrators are out of the building, as recommended by the Superintendent. | Teacher in Charge |
| 4. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Jen Santa as Teacher in Charge for the 2012/2013 school year in the event all other administrators are out of the building, as recommended by the Superintendent. | Teacher in Charge |
| 5. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve a contract for Raymond Zuchowski as Media Specialist/Tech Aide, effective on or about September 1, 2012, to June 30, 2013, at a prorated salary of \$50,000.00, (contingent upon successful completion of criminal history check), as recommended by the Superintendent. | R. Zuchowski Media Specialist/ Tech Aide |
| 6. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by majority [with Mr. Barlow abstaining] vote that the Board approve the 2012-2015 salary guides as attached. | 2012-2015 Salary Guides |
| 7. | <i>MOTION by Mr. Barlow, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Stephanie Hahn's request for the following leaves: | S. Hahn LOA |

- Maternity/disability to commence on or about October 29, 2012
- NJ FMLA for twelve weeks;
- With return scheduled on or about December 17, 2012.

Note: Staff member will make the required contributions toward health benefits under Chapter 78.

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| <p>8. MOTION by Mr. Barlow, second by Mr. Bell and carried by unanimous vote that the Board accept the resignation of Jeff Stabile as Board Member effective immediately.</p> | J. Stabile Resignation |
| <p>9. MOTION by Mr. Barlow, second by Mr. Bell and carried by unanimous vote that the Board approve the submission of an Emergent Hire Application for Raymond Zuchowski (Media Specialist/Tech Aide) for the 2012/2013 school year, as recommended by the Superintendent.</p> | Emergent Hire Application |

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

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| <p>1. MOTION by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the following revised policies:</p> <ul style="list-style-type: none"> • Policy No. 4121, “<i>Substitute Teachers</i>” • Policy No. 6142.10, “Internet Safety and Technology” • Regulation No. 6142.10, “Internet Safety and Technology” | Revised Policies |
| <p>2. MOTION by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the Language Arts Curriculum as revised/updated by the cluster curriculum coordinator.</p> | LA Curriculum |
| <p>3. MOTION by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the Global Security, Terrorism, and 9/11 in the Classroom curriculum.</p> | Global Security Curriculum |
| <p>4. Nominations for the post of Board Vice President were as follows:</p> | Nominations - VP |

MOTION by Ms. Janowski, second by Ms. Curto and carried by unanimous vote that Mr. Barlow be nominated for the Board Vice President.

With no other nominations being made for Board Vice Presidency, the members of the Board were invited to make a motion to elect the Board Vice President.

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| 5. | <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that Mr. Barlow be appointed the Board Vice President. | T. Barlow BOE VP |
| 6. | <i>MOTION by Ms. Curto, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve advertising the vacant Board seats and invitation to apply for the positions. | Advertise Vacancies |

**APPROVAL AGENDA
FINANCE**

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| 1. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the following bills lists: <ul style="list-style-type: none"> • August 1, 2012, to August 23, 2012, in the amount of \$252,236.88. | Bills List |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the August 23, 2012, Transfer Report as follows: <ul style="list-style-type: none"> • Fund 10: \$ 6,421.00 | Transfers |
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial report as of May 31, 2012, with a balance of \$1,584,446.12, and June 30, 2012 with a balance of \$1,065,603.46. | Secretary/ Treasurer’s |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Bell</i> and carried by unanimous roll call vote that the Board approve that the Board of Education 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 May 31, 2012, with a balance of \$1,584,446.12, and June 30, 2012 with a balance of \$1,065,603.46.

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| <p>5. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board accept a special education tuition student from the Hackettstown School District effective September 1, 2012, through June 30, 2013, at the following tuition rate:</p> <ul style="list-style-type: none"> • Base Tuition \$18,500 • Speech: 90 minutes/week 3,918 • OT: 90 minutes/week 2,840 • PT: 60 minutes/week 3,240 • Aide <u>6,745</u> <p>Total Tuition from Hackettstown School District <u>\$35,243</u></p> | <p>Tuition Student Received</p> |
| <p>6. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board accept a \$48.00 matching gift from NY Life Foundation with said monies to be used to purchase eyeglasses for needy children.</p> | <p>Gift</p> |
| <p>7. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board of Education approve Workshops/Travel per the August 23, 2012, request.</p> | <p>Workshops/Travel</p> |
| <p>8. MOTION by Ms. Janowski, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the submission of the Transfer Report for the year ended June 30, 2012, to the Warren County Office of Education.</p> | <p>Transfer Report</p> |

PUBLIC PARTICIPATION

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| <p>1. Ms. Kearney said that the numbers on the salary guides presented to the Board for approval were not the same as she recalled them and wanted to know why the numbers changed. It was explained that the salary guide presented contained a \$4,000.00 overstatement in each of the three years. The \$4,000.00 overstatement was caused by the addition of three non-existent staff members on the guide developed by NJEA. To bring the numbers in line with the settlement, the number of staff members had to be corrected and every line had to be cut back slightly in each of the three years.</p> | <p>Salary Guide</p> |
| <p>2. Ms. Kearney asked if Ms. Hahn knows that she will have to contribute toward health benefits while she is out on leave. She was informed that Ms. Hahn will be apprised of the new requirement.</p> | <p>Required Health Benefit Contributions</p> |

DISCUSSION AGENDA

1. Ms. Curto extended congratulations to Mr. Barlow on his **Congratulations** appointment as Vice President.

ADJOURNMENT

With no further business to discuss, the August 23, 2012, Regular Meeting ended at 8:16 p.m. on *motion by Ms. Curto, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Timothy Barlow
Vice President