

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
OCTOBER 11, 2012**

CALL TO ORDER

Ms. Reyes opened the October 11, 2012 Work Session Meeting of the Mansfield Township Board of Education at 7:40 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. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Mr. Jason Winch

Absent: Mr. Tim Barlow
Mr. John Bell
Ms. Barbara Curto

Also present were: Mr. Kemp, Mr. Melitsky and Ms. Roszkowski.
Community: No community and/or staff members were present.

**Special Presentations
– Mr. Randy Wanous**

Mr. Wanous learned that the Township will be putting a 1996 Toro Groundsmaster, Model 325D up for auction on October 22. He had an opportunity to see the machine and knows that it is in good condition with only 2,362 hours. Mr. Wanous contacted a Toro dealer to verify the cost of a used machine and found that it is in line with what the Township is asking for the machine. The mayor was contacted and said that he would throw in all accessories he had for this machine at no charge, and would sell it to the Board for \$4,500.

**TORO
GROUNDMASTER**

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

- Mr. Kemp

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| 1. | In anticipation of starting to use the new evaluation process this year, two full-day Domain 1 Marzano workshops were presented to staff. | STAFF
DEVELOPMENT |
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In addition, we have to adopt the principal evaluation model by January, which is part of the package we got with the teacher evaluation model.

The School Board Convention runs from October 23 to October 25.

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| 2. | <ul style="list-style-type: none"> • Parent-Teacher Conferences will be held from October 17 through October 19. • Coffee with Administration is scheduled for October 22 with a focus on the Title I Program. | DATES OF
IMPORTANCE |
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| 3. | The HV/AC is installed. The contractor is working on finishing wiring into the fire alarm system and air balancing. | HV/AC PROJECT |
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| 4. | The current enrollment stands at 699. | ENROLLMENT |
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| 5. | We are finalizing our School Safety and Security Plan which is due October 15, 2012. | SAFETY PLAN |
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| 6. | We recently learned that our health insurance costs are anticipated to rise 16.5%. | INSURANCE |
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| 7. | There was one allegation of HIB which was investigated and not found to be HIB. | HIB |
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| 8. | Our music teachers want to schedule the Winter Concert for December 13 which is the same night the Board has a meeting scheduled. We may want to reschedule that meeting. | DATE CONFLICT |
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PUBLIC PARTICIPATION

None

CONSENT AGENDA

<i>MOTION by Ms. McAlpin, second by Mr. Winch</i> and carried by majority vote [with Mr. Falco and Ms. Dillon abstaining] that the	Minutes
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Board approve the minutes of the following meetings:

- September 20, 2012, Regular Meeting.
- Amend the August 1, 2012, Special Meeting Minutes to include approval of the June 28, 2012, Regular Meeting.

**APPROVAL AGENDA
PERSONNEL**

1. ***MOTION by Mr. Winch, second by Ms. Janowski,*** and carried by **IDEA Funded Personnel** unanimous vote that the Board approve the following personnel to have a percentage of their 2012/2013 salaries paid out of IDEA Basic funds, as recommended by the Superintendent:
 - Patricia Cericola \$16,043.30 100%
 - Heidi Noctor \$6,881.40 Approx. 50%

2. **MOTION by Mr. Winch, second by Ms. Janowski,** and carried by **IDEA P/S Funded Personnel** unanimous vote that the Board approve the following personnel to have a percentage of her 2012/2013 salary paid out of IDEA P/S funds, as recommended by the Superintendent:
 - Heidi Noctor \$6,881.60 Approx. 50%

3. **MOTION by Mr. Winch, second by Ms. Janowski,** and carried by **Title I Funded Personnel** unanimous vote that the Board approve the following personnel to have a percentage of their 2012/2013 salaries paid out of Title I funds, as recommended by the Superintendent:
 - Pamela Booser \$19,500
 - Mary Angela Mika \$19,500
 - Brenda Sams \$19,500
 - Kate Mattison \$14,778

4. **MOTION by Mr. Winch, second by Ms. Janowski,** and carried by **Title II Funded Personnel** unanimous vote that the Board approve the following personnel to have a percentage of her 2012/2013 salary paid out of Title II Classroom Size Reduction funds, as recommended by the Superintendent:
 - Kate Mattison \$21,000.00

5. **MOTION by Mr. Winch, second by Ms. Janowski,** and carried by **Additional CST Time** unanimous vote that the Board approve Patti Jo Raiello to work ten (10) additional days during the summer to complete CST projects, at a daily rate of \$420.95, as recommended by the Superintendent.

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| 6. | MOTION by Mr. Winch, second by Ms. Janowski, and carried by unanimous vote that the Board approve Faye Collins to work eight (8) additional days during the summer to complete CST projects, at a daily rate of \$212.39, as recommended by the Superintendent. | Additional
CST Time |
| 7. | MOTION by Mr. Winch, second by Ms. Janowski, and carried by unanimous vote that the Board approve Vicki Mueller as a substitute teacher (criminal history check completed), as recommended by the Superintendent. | Vicki Mueller
Substitute |
| 8. | MOTION by Mr. Winch, second by Ms. Janowski, and carried by unanimous vote that the Board approve Monica Leitner as a substitute teacher (criminal history check completed), as recommended by the Superintendent. | Monica
Leitner
Substitute |
| 9. | MOTION by Mr. Winch, second by Ms. Janowski, and carried by unanimous vote that the Board approve Amy Cousins as a substitute teacher (criminal history check completed), as recommended by the Superintendent. | Amy Cousins
Substitute |
| 10. | MOTION by Mr. Winch, second by Ms. Janowski, and carried by unanimous vote that the Board approve Amy Cousins as a maternity leave replacement teacher effective on or about October 29, 2012, to December 17, 2012, (criminal history check completed), as recommended by the Superintendent. | Amy Cousins
Maternity
Leave
Replacement
Teacher |

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

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| 1. | <i>MOTION by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve second reading of Policy No. 5020.1, <i>“Title I Parental Involvement.”</i> | Policy Second
Reading |
| 2. | <i>MOTION by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the revised 2012/2013 School Year calendar. | School Calendar
Revision |

Note: Changes were necessitated by new MEA language negotiated recently.

**APPROVAL AGENDA
FINANCE**

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| 1. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the following bills lists: | Bills Lists |
| | <ul style="list-style-type: none"> • September 21-30, 2012, in the amount of \$318,223.95. • October 1, 2012, to October 11, 2012, in the amount of \$177,515.75. | |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the October 11, 2012, Travel Requests. | Travel Requests |
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated October 11, 2012, as follows: | Transfers |
| | <ul style="list-style-type: none"> • Fund 10: \$ 3,630 | |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a Shared Services agreement with Washington Borough School District to provide a half-time English as a Second language Teacher. | Shared Services |
| 5. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve putting in a bid to and/or the purchase of 1996 Toro Groundsmaster, Model 325D with 2,362 hours, from the Township of Mansfield not to exceed \$4,500. | Toro Tractor |
| 6. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the disposal of equipment per Attachment 1. | Computer Equipment Disposal |

Note: The computers listed are "Frankenstein" machines and have no value.

Discussion: Mr. Winch, through his experience at Mt. Olive, knows of a vendor who will come in and pick up obsolete computer equipment and pay for those machines. He will share the information with the Business Office.

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the addition of Colonial Life Plans to the roster of voluntary employee benefits and payroll deductions for same.

**Colonial Life
Plans**

DISCUSSION AGENDA

The December board meeting is currently scheduled for December 13 – the same day that we have the Winter Concert. The Board decided to cancel the December 13 meeting and reschedule same for December 6, at 7:30 p.m.

**Meeting
Rescheduled**

PUBLIC PARTICIPATION

None

ADJOURNMENT

With no further business to discuss, the October 11, 2012 Work Session ended at 8:19 p.m. on **motion by Mr. Winch, seconded by Ms. Janowski** and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
President