

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
NOVEMBER 15, 2012**

CALL TO ORDER

Mrs. Roszkowski opened the November 15, 2012, Regular Meeting of the Mansfield Township Board of Education at 7:50 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

MOTION by Mr. Winch, second by Ms. Mora-Dillon and carried by unanimous vote that the Board appoint John Bell President pro-temp to conduct this meeting.

ROLL CALL

Present: Mr. Tim Barlow (arrived 7:55 p.m.) Absent: Ms. Karri Sienna-Reyes
Mr. John Bell Ms. Barbara Curto
Mr. John Falco
Ms. Tracey Janowski (arrived 7:58 p.m.)
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Mr. Jason Winch

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

Communications

Ms. Monica Navas requested a continuation of a child rearing leave from December 31, 2012, to September 1, 2013. **MONICA NAVAS
LOA REQUEST**

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1. We are celebrating American Education Week. The teachers are planning activities for Thanksgiving. **AMERICAN
EDUCATION WEEK**

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| 2. | <ul style="list-style-type: none"> • I met with police, fire, and emergency management at the Tri-County Firehouse on the Saturday before the storm to plan how we would respond to possible outages and damage. • Randy did an excellent job of keeping an eye on the building and connecting the freezer to the generator. • The PTA was getting food to residents without power. • Miss Feci organized a collection for South Jersey which was delivered to Hackettstown Trading Post for transport. • Two trees were lost and had to be removed for approximately \$1,100; the automated logic for the 2004 uni-vents batteries died and were reset at a cost of \$200; we lost our generator on Friday at 1:15 a.m., but power returned on Saturday at 12 p.m. We did not lose any food in the freezer. | STORM UPDATE |
| 3. | <p>We are pursuing the purchase of a new generator. A spec was provided to AmSan (State Contract vendor) and are waiting for a price. If we go this route, we will not have to bid the project. Our rationale for going with a State Contract vendor is to avoid our pipes freezing up in the winter, to provide exit lights in case of power failure, and to avoid the loss of food.</p> | GENERATOR |
| 4. | <p>In the aftermath of the storm, we are investigating cost savings of converting to gas. The generator currently runs on propane. Our concern is that we may not be able to get refilled after a storm of the magnitude Sandy brought. Randy contacted Elizabethtown Gas for to discuss the possibility and to get the cost of running a line to the school. Hobby Heat will be contact regarding a cost to convert our boiler to gas. We are exploring the cost of natural gas versus oil.</p> | |
| 5. | <p>Air Test Balancing test on the newly-installed HV/AC system will be done on Monday.</p> | HV/AC |
| 6. | <p>The audit report will be available at our next meeting. A formal report will be done soon after. The audit report contains no recommendations.</p> | AUDIT |
| 7. | <p>An Open Enrollment Meeting for insurance will be held on Monday, November 12, for staff. The date was pushed back due to Hurricane Sandy.</p> | OPEN
ENROLLMENT |
| 8. | <p>The new tractor is on site. Randy attached the snow blower today. We hope that we don't have to test it out for a while.</p> | NEW TRACTOR |

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| 9. | The Student Council held a Movie Night last Friday. They are collecting canned goods for the Washington Food Pantry which is over tomorrow and will be holding a pajama drive on December 11. | STUDENT
COUNCIL
ACTIVITIES |
| 10. | A Jeans Day for Thanksgiving meals for needy Mansfield families will be held. | JEANS DAY |

CUMULATIVE HIB REPORT

Mr. Kemp Reported the following for the September 1 to January 1 period:	BI-ANNUAL HIB REPORT
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- Number of investigated reports: 1
- Number of reports found to be HIB: 0
- Nature of HIB based on protected categories: 0
- Names of investigators: John Melitsky and Lauri Favreau
- Type and nature of any discipline imposed on students engaging in HIB: 0
- Any other measure imposed (training conducted or programs implemented) to reduce HIB: Fill a Bucket School-wide Initiative along with Respect Week, School Violence Awareness Week, and Red Ribbon Week.
- Number of incidents of violence or vandalism: 0

**SPECIAL PRESENTATION
- MR. MELITSKY**

Mr. Melitsky gave a detailed report on student achievement as measured by the tests given last spring. Questions were answered.	TEST RESULTS
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PUBLIC PARTICIPATION

None

CONSENT AGENDA

<i>MOTION by Mr. Falco, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the minutes of the following meetings:	Minutes
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- October 25, 2012, Regular Meeting;
- October 25, 2012, Executive Session.

APPROVAL AGENDA PERSONNEL

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| <p>1. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Monica Navas' request to continue a child rearing leave from December 31, 2012, to June 30, 2013, with an anticipated return on September 1, 2013, as recommended by the Superintendent.</p> | <p>P. Schiesl
LOA</p> |
| <p>2. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Selena Agnor as a maternity replacement Kindergarten teacher from January 1, 2013, to June 30, 2013, (criminal history check completed), as recommended by the Superintendent.</p> | <p>Selena Agnor
Maternity Leave
Replacement</p> |
| <p>3. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Edward Biemer as a substitute teacher (criminal history check completed), as recommended by the Superintendent.</p> | <p>E. Biemer
Sub Roster</p> |
| <p>4. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Anne Haney as a substitute teacher (criminal history check completed), as recommended by the Superintendent.</p> | <p>Anne Haney
Sub Roster</p> |

APPROVAL AGENDA

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| <p>1. <i>MOTION by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the submission of the updated M-1 report projecting 2013/2014 maintenance requirements, and amending the 2012/2013 requirements to include an additional \$75,000 for replacing a generator.</p> | <p>M-1
Resubmission</p> |
| <p>2. <i>MOTION by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the re-submission of the three-year maintenance plan to include the anticipated cost of \$75,000 for the generator replacement under the 2012/2013 budget requirements/projection.</p> | <p>3-Year
Maintenance
Plan</p> |

Note: The original report was approved for submission at the October 25, 2012, Regular Meeting. At that time, it did not include

the unanticipated replacement of a generator in the 2012/2013 budget year. The generator died since the last meeting and needs to be replaced as soon as possible. The County School Business Administrator requested that the three-year maintenance plan be resubmitted with the anticipated cost included in the appropriate budget year.

3. ***MOTION by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board amend the 2012/2013 calendar to reflect that students and staff were in attendance on Thursday, November 8, 2012, and Friday, November 9, 2012. **Amended 2012/2013 Calendar**

APPROVAL AGENDA FINANCE

1. ***MOTION by Ms. McAlpin, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**
- October 26, 2012, to October 31, 2012, in the amount of \$301,406.00; and
 - November 1 to 15, 2012, bills list in the amount of \$450,224.83.
2. ***MOTION by Ms. McAlpin, second by Ms. Janowski*** and carried by unanimous vote that the Board approve transfers as per the November 15, 2012, Report for the following: **Transfers**
- Fund 10: \$9,212
3. ***MOTION by Ms. McAlpin, second by Ms. Janowski*** and carried by unanimous vote that the Board accept a donation from NY Life in the amount of \$28 to help defray costs of purchasing eyeglasses for indigent students. **Donation**
4. ***MOTION by Ms. McAlpin, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the October 25, 2012, and November 15, 2012 Travel Requests. **Travel**
5. ***MOTION by Ms. Mora-Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of September 30, 2012, with a balance of \$1,481,492.20. **Treasurer & Secretary's Reports**

- 6. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous 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:23A-16.10(a) for the months ended September 30, 2012, with a balance of \$1,481,492.20.

- 7. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve the withdrawal of \$75,000 from the Maintenance Reserve Account and transfer to the 12-000-261-730 Undistributed Expense – Op & Plant Maintenance Account for the purchase and installation of a new generator.

Maintenance Reserve Withdrawal

Note: The County Business Administrator gave us his verbal approval for this transaction.

- 8. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve payment #1 to Vail Energy Services, LLC, in the amount of \$38,700 (Invoice #1643), as certified by Gianforcaro Architects, for the HV/AC project (faculty room roof-top unit replacement).

Vail Energy Payment #1

PUBLIC PARTICIPATION

None

DISCUSSION AGENDA

- 1. Progress on the new website was discussed.
- 2. Plans as to how we could purchase a generator before the winter freeze sets in was discussed.

Website

Generator

ADJOURNMENT

With no further business to discuss, the November 15, 2012, Regular Meeting ended at 8:55 p.m. on *motion by Ms. Janowski, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Timothy Barlow
Vice President