

Mansfield Township Board of Education

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**Extract from the Minutes of a meeting of the
BOARD OF EDUCATION OF THE
TOWNSHIP OF MANSFIELD, WARREN COUNTY, N.J.
as recorded in the**

OFFICIAL MINUTE BOOK

The Board of Education of the Township of Mansfield in the County of Warren, N.J. convened a Meeting on February 23, 2017 at 7:32 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present: Ms. Karri Reyes

Mr. Jim Momary

Mr. John Falco

Ms. Sharon McAlpin

Ms. Christene Bland

Mr. Michael Coombs

Mr. Jason Winch

Absent:

Also present: Messrs. Kemp, Melitsky and DeAngelo

Community: No other community and/or staff members were present.

The following action/(s) was/were taken:

New BOE Members

Motion By Ms. Bland, second by Mr. Winch carried by unanimous to appoint two new Members of the Board of Education:

- Ms. Mastrolacasa was appointed by the BOE to become a board member until next election in November 2017.
- Ms. Lalevee was appointed by the BOE to become a board member until next election in November 2017.

Administration of Oaths

Communications

Mr. DeAngelo read one resignation and three retirement letters for employees below.

January 30, 2017

Dear Mr. Kemp,

It is with the deepest regret and sadness that I am submitting this letter of resignation effective August 31, 2017. I cannot express how much I have loved working at Mansfield Township Elementary School for the last 18 years. I will miss everyone beyond words. Thank you for all you have done for me to make this such a special place to work.

Sincerely,

Colleen Hurley

January 9, 2017

With bittersweet emotions, I am informing you of my intent to retire at the conclusion of the 2016-17 school year to pursue the next part of my journey in life.

I will cherish the students, families, staff and community of Mansfield Township. Those who know me know Vermont has always had a special place in my heart – my best friend and her family live there. I have been “planning on getting there someday” for the past thirty-five years. That someday is this summer.

Thank you for the opportunity to do what I do in an environment of support and collegiality. I will cherish the memories and hope for the best for all in years to come.

Leslie Fulmer-Cook, LCSW
School Social Worker

January 9, 2017

Mr. Edward Kemp, Superintendent
Mr. John Melitsky, Principal
Mansfield Township Elementary School
50 Port Murray Road
Port Murray, NJ 07865

Dear Mr. Kemp and Mr. Melitsky,

After nearly 34 years as an educator including my 22 years at Mansfield, I am presented with a crossroad which leaves me hesitant. I love my job, my coworkers and bosses, my students, and my school. I have been fortunate to have been given the freedom and supportive opportunities to develop my teaching style while embracing new technology, to pursue my advanced education, to introduce students to the world through travel, to chaperone students on non-academic endeavors, and to find a “school family” which provided emotional support and friendship. I have fulfilled my lifelong dream to be a teacher.

I will be resigning as of the 30th of June, 2017 in order to pursue my retirement beginning on July 1, 2017. Please accept this letter as an official notification of my resignation from Mansfield Township Elementary School. In addition, in accordance with the Board of Education resolution on November 17, 2016, I request that compensation for my unused sick/personal days and years of service at Mansfield Township Elementary School be made to my 403(b) upon my termination of employment with the timeframe specified by the Internal Revenue Code.

Once again, I thank you, Ed and John, the Mansfield Board of Education, my colleagues and fellow staff members at Mansfield for a joyous, fulfilled, and content teaching career. My future roads will take me far from Mansfield, yet you will all have a place in my heart forever.

Best Wishes,

Diane Hogan

January 15, 2017
Mansfield Elementary School

I would like to inform you that I intend to retire from my position with Mansfield Township Elementary School on December 31, 2017.

Sincerely,

Joan Ziegler

**Official HIB District and School
Grade Report**

Mr. Melitsky presented the school grade report and the official HIB report for the district.

**Superintendent's Report
February 23, 2017**

Administrative Report

1. HIB Report
 - a. One alleged incidents investigated (# 6).
 - b. Found not to be HIB.
2. Enrollment is now 651. We were at 678 last year at this time.
3. Budget
 - a. We had a favorable Budget Review with the County Office on January 23rd.
 - b. Timeline
 1. February 28 -- (Tentative) Governor's Budget Address
 2. March 2 -- State aid released a maximum of 2 days after Budget Address
 3. March 20 -- budget due to County Office

4. April 24 – May 8 – dates for public hearings on the budget
4. Mansfield Village Proposed Expansion – Received notification from the township attorney.
 - a. Currently 812 Units
 - 604 one bedrooms generates 36.24 students
 - 208 two bedrooms generates 57.2 students
 - Total of 93.44 at 100% occupancy. (Currently we have 135 students.)
 - b. Proposing an additional 272 units.
 - Depending on configuration will generate 45.56 – 51.42 students.
5. Rice Notice Change – Information has been placed in your Board Packet. Key information from our lawyer is as follows: “In essence, the Court has ruled that public employers must now provide a Rice notice to an employee as long as his/her name appears on an agenda action item. This will require additional person power, additional expense, and it will almost certainly cause additional discomfort for noticed employees. Both the reasonableness of such a practice and the likelihood of an employee challenging Board action favorable to them taken without being provided a Rice notice remain to be seen.”
6. I attended Techspo on January 26th and 27th. There were two great keynote speakers. The NJ Superintendent’s Executive Committee met. I represent Warren County as the president of the county association. The Commissioner of Education, Kimberley Herrington, spoke to the group and addressed questioned. I attended professional development sessions on maker space and some focusing on my current goals: “Microsoft OneNote Classroom Notebook,” “The Technology Infused Primary Classroom,” and “Leveraging Social Media to Build a Strong School Community.”
7. On February 15th I attended the NJASA Legislative Committee meeting. Topics include the change in Rice notices, school funding, salary caps, and current legislative initiatives.
8. The New Jersey Association for Gifted Children will be honoring Kristin Baker and me at their Annual Awards Celebration on March 16th. The Association chose Kristin as their Educator of the Year and chose me as their Administrator of the Year.

9. We are currently looking to upgrade our phone system and integrate security features into the new system. We feel the timing is right as we have been investigating options for the last two years. Our current phones are no longer manufactured as the company is out of business. There are also rumblings that the state may look to take capital improvement funds that have yet to be appropriated. I anticipating having a proposal for the board to consider at our next meeting.
10. We are sending our policy book out to NJ School Boards to be reviewed and updated. There is no fee for this service.
11. PTA Variety Show – Great success.
12. Feb. 22, 23, 24 – Kindergarten Registration 9-11 and 1:30-2:30
13. I have a County-wide School Security Meeting on Friday. We will be presenting information on the Empowerment Training Workshop that we have been developing through a subcommittee on which I serve.
14. I will be attending the last session of my Leadership Academy on Tuesday, February 28th.
15. We have Coffee with Administration on Wednesday, March 1st.
16. Paul and I will be appearing on WRNJ on Thursday, March 2nd, talking preliminary budget.
17. The All-Star Band concert is also on Thursday, March 2nd, at 7:30 at Phillipsburg High School. Congratulations to this year's Warren County Sixth Grade All-Star Musicians from Mansfield School: Nathan Bach, Sofia Furlano, Emma Werbin, Madeline Moreno, Emily Fisco, Colin McKevitt, Karpi Delghiacchio, Ryan Cagnassola, Patrick Jacobsen and Christopher Smith.

None

**Public
Participation**

None

**Executive
Session**

**CONSENT
AGENDA**

1. **Motion by Mr. Winch, second by Mr. Momary** to approve the minutes from the January 5, 2017 Reorganization Meeting. The Board approved the motion 6-0-3, the two new board members and Mr. Winch abstained.

Minutes

**PERSONNEL
AGENDA**

1. **MOTION by Mr. Momary, second by Mr. Winch** that the Board approves the retirement of Leslie Fulmer-Cook, with regret, effective June 30, 2017.
Retirement – Ms. Fulmer-Cook

2. **MOTION by Mr. Momary, second by Ms. Winch** that the Board approved the retirement of Diane Hogan, with regret, effective June 30, 2017.
Retirement – Ms. Diane Hogan

3. **MOTION by Mr. Momary, second by Ms. McAlpin** that the Board approved the retirement of Joan Ziegler effective 12/31/17.
Retirement – Ms. Joan Ziegler

4. **MOTION by Mr. Momary, second by Ms. McAlpin** and approved the hiring of Matthew Florentine as a substitute custodian as recommended by the Superintendent.
New Hire – Mr. Matthew Florentine

5. **MOTION by Mr. Momary, second by Ms. McAlpin** that the Board approved the resignation of Colleen Hurley effective August 31, 2017.
Resignation – Ms. Colleen Hurley

6. **MOTION by Mr. Momary, second by Ms. McAlpin** and carried by unanimous vote that the Board approve the hiring of Tara Weller, (Criminal History completed), PE/Health position effective February 2, 2017 at a prorated salary of BA step 1 (\$52,219) with (5) sick, (2) family illness, (1.5) personal days and family health insurance, single prescription and dental. The hiring agreement is for a non-tenure earning position, as if is a long-term replacement (SMD#81871717), as recommended by the Superintendent.
New Hire – Ms. Tara Weller

7. **MOTION by Mr. Momary, second by Ms. McAlpin** and carried by unanimous vote that the Board approves Heather Kerner as a substitute teacher/(criminal History check completed), as recommended by the Superintendent.
New Hire – Sub-teacher – Ms. Kerner

8. **MOTION by Mr. Momary, second by Ms. McAlpin** and carried by unanimous vote that the Board approve a \$5,000.00 stipend as recommended by the Superintendent for Jennifer Teets.
Stipend – Ms. Jennifer Teets

**APPROVAL
AGENDA
POLICY/**

**CURRICULUM/
FACILITIES**

1. **MOTION by Ms. McAlpin, second by Ms. Falco** and carried by unanimous vote that the Board approve/accepts HIB findings as reported at meeting.

HIBs Report

2. **MOTION by Mr. McAlpin, second by Mr. Falco** and carried by unanimous vote that the Board approves the establishment of the School Improvement Panel consisting of Edward Kemp, John Melitsky, and Kathy Jacoby.

**School
Improvement
Panel**

Notes:

- Mission: Ensure the effectiveness of the school's teachers;
- Duties; Oversee mentoring and foster a culture of continuous improvement, conduct evaluations (including mid-year evaluations of teachers rated ineffective or partially effective), and identify opportunities to inform professional development.
- Kathy Jacoby will not participate in evaluation activities.

1. **MOTION by Mr. Winch, second by Ms. McAlpin** and carried by unanimous vote to approve the attached bill list:

**APPROVAL
AGENDA
FINANCE**

- General Fund: January 1, 2017, to January 31, 2017, in the amount of \$993,733.69;
- Referendum Acct: January 1, 2017, to January 31, 2017, in the amount of \$86.60.
- General Fund: February 1, 2017 to February 23, 2017, in the amount of \$615,379.26
- Referendum Acct: February 1, 2017 to February 23, 2017, in the amount of \$15,737.70.

Bill List

2. **MOTION by Mr. Winch, second by Ms. McAlpin** and carried by unanimous vote to approve the February 23, 2017, transfer reports as follows:

**Budget
Transfers**

- Fund 10 \$2,738.46 (2/23)
- Fund 30 \$ 0.00 (2/23)

3. **MOTION by Mr. Winch, second by Ms. McAlpin** and carried by unanimous vote to approve the Treasurer and Secretary's

Treasurer's

monthly financial reports as of December 31, 2016, with a balance of \$1,956,017.76.

**and
Secretary's
Report
Over
Expenditure
Violation**

4. **MOTION by Mr. Falco, second by Ms. McAlpin** and carried by unanimous roll call vote to approve 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:23-2.1© 3 the month of November 30, 2016, with a balance of \$1,956,017.76.

5. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the Special Education Tuition Contract with Stepping Stone School for Student ID# 4303924409, effective January 10th through the extended school year program at the prorated cost. Full Year cost is \$51,538.29 (July through June). January 13, 2017, Travel Workshop requests.

**Tuition
Contract –
Stepping
Stone**

6. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the capital reserve appropriation resolution:

**Capital
Reserve
Appropriation
Resolution**

Approve the following capital reserve appropriation resolution:

Whereas the Mansfield Township Board of Education, County of Warren desires to advance the following capital project (see attached capital project listing), and

Whereas capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

Whereas the Mansfield Township Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as "otherwise" eligible, and

Whereas, by declaring a capital project as "otherwise" eligible, the Mansfield Township Board of Education hereby declares that the above-mentioned projects will be supported in full with local capital reserve funds.

Now Therefore Be it resolved, that the Mansfield

Township Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

Be it Further Resolved, that the Mansfield Township Board of Education hereby appropriates \$922,845.77 from its capital reserve fund to support the cost of these projects.

7. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the resolution for participation in Coordinated Transportation for the 2017-18 School Year with Warren County Special Services School District, Oxford, New Jersey.

**Transportation
Contract –
Warren
CSSSD**

8. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the service agreements with St. Luke’s Warren Hills Family Practice, Washington, NJ, for the 2016-2017 School Year.

**Doctor
Agreement –
St. Luke’s**

9. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the submission of an amendment for the 2017 NCLB Grants.

**Grant
Amendment**

10. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the continuation of the contract between Republic Service and Mansfield Township Board of Education through 1/1/2019 for trash and recycling services.

**Trash and
Recycle
Extension –
Republic
Service**

11. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the mentoring agreement for Patricia Martucci, Franklin Township Business Administrator, as a mentor for Paul DeAngelo for two years at the cost of \$2,000.00 approved by the Superintendent. A mentor is required for BA certificate change from provisional to certified.

**BA Mentoring
Agreement**

12. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the professional development courses at \$75.00 each plus travel for Paul DeAngelo at Mr. Laurel – Doubletree Inn for:

**Professional
Development -
BA**

February 14, 2017 - Pension update
March 12, 2017 – Purchasing
April 27, 2017 – Audit Program Update and Misc.
Financial Issues.

13. **MOTION by Mr. Winch, second by Mr. Coombs** and carried

by unanimous vote to appoint Anthony Gianforcaro, AIA, PE, of Chester, NJ, Architect of Record. **Architect of Record**

14. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the CRP Proposal for the Macro CRG with Georelevant TM Integrated floor plan in the amount of \$1,570.00. **CRP Proposal GRG Floor Plans**

15. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the Memorandum of Understanding between the Warren County prosecutor's Office and the Public School Districts located within Warren County. **MOU Warren County**

16. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting. **Budget Transfer Authorization**

17. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve the following Professional workshops and Travel. **Professional Workshops and Travel**

| Professional Workshop Approval - February 23, 2017 | | | | | Mileage | Mileage | Room | Total |
|--|---------|---------------|----------------------|---------------------------------|---------|------------|----------|--------|
| Teacher | Grade | WS Date | Destination | Topic | Cost | round trip | Cost | Cost |
| | | | | | | | .31/mile | |
| Baker, Kristin | G & T | 2/16/17 | Rutgers campus | ACTE Meeting with CTOY Comm | 0.00 | 0.00 | 0.00 | - |
| Foster-Clarke, Lisa | OT | 2/27/17 | South Plainfield, NJ | Dyslexia Workshop | 199.99 | 63.00 | 19.53 | 219.52 |
| Kemp, Ed | Supr. | 2/21/17 | Princeton Jnct. | NAGC Conference | 159.00 | 97.00 | 30.20 | 169.20 |
| Kline, Katie | Gr 3 | 1/13/17 | Freulinhueusen | Post ECET2 | 0.00 | 0.00 | 0.00 | - |
| Salvo, Deb | Title 1 | 2/27/17 | South Plainfield, NJ | Dyslexia Workshop | 199.99 | 50.20 | 15.56 | 215.55 |
| Wanous, Randy | Maint | 2/9/17 | Ocean, NJ | Asbestos Ops and Maint. | 135.00 | 154.00 | 47.74 | 182.74 |
| Wanous, Randy | Maint | 5/8/17 | Ocean, NJ | EPA Lead RRP Renovator Training | 200.00 | 154.00 | 47.74 | 247.74 |
| Wanous, Randy | Maint | 3/13/14/15/17 | Atlantic City, NJ | 2017 Expo | 200.00 | 300.00 | 93.00 | 293.00 |

18. **Motion by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote to approve two additional 403(b) plans, Security Benefit Life and FTJ for inclusion within Mansfield's retirement policy (November 2016) as allowed by the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) amended Section 403(b)(3) of the Internal Revenue Code of 1986; whereas, the District wishes to make such contributions as permitted under Sections 403(b)(3) and Section 415(c)(1) of the code for certain terminated employees. **New 403(b) Provider**

DISCUSSION AGENDA

- Cancel, meetings on March 9 and March 23, 2017;

- Add Board Meeting on March 15, 2017 – Budget and Superintendent Contract
- April 6th cancel, add April 27th new
- May 18 cancel, add May 25 new

**Meeting
Changes**

Ethics Forms: Board Members and Administrators were reminded to complete their ethics statements.

Ethics Forms

Ethics Forms

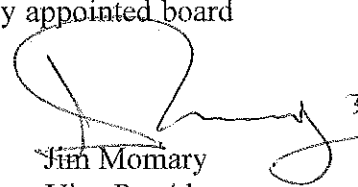
None

With no further business to discuss, the February 23, 2017, Regular meeting ended at 8:35 p.m. on a **motion by Mr. Winch, seconded by Mr. Coombs** and carried by unanimous vote.

**PUBLIC
PARTICIPATI
ON
Adjournment**

All the motion above were approved 7-0-2. The newly appointed board members abstained from voting this month.


Paul DeAngelo
SBA/Board Secretary


Jim Momary
Vice President
3/20/17