

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 March 20, 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

Absent

Mr.

Michael

Coombs

Mr. Jim Momary

Mr. John Falco

Ms. Sharon McAlpin

Ms. Christene Bland

Ms. Annamarie LaLevee

Mr. Jason Winch

Ms. Krysti Mastrolacasa

Also present: Messrs. Kemp, Melitsky and DeAngelo

Community: Three Members of community and/or staff members were present.

There was no public comment.

Communications

Mr. DeAngelo mentioned there was no communications this month.

Superintendent's Report March 20, 2017

Administrative Report

1. HIB

- a. 1 allegation of HIB investigated (# 7)

- b. Not found to be HIB
- 2. Congratulations to Jim Momary on earning the necessary credits to qualify for the NJSBA Board member Academy's Certified Board Leader award. He is an examination away from earning the CLB.
- 3. Kindergarten Registration is at 53 students. Last year at this time we were at 48.
- 4. Gabby DeLeon represented Mansfield at the Regional Spelling Bee
- 5. Kristin Baker and I attended the Gifted and Talented Conference. Kristin presented her architecture unit. The gifted and talented teacher from Madison has asked to visit to investigate ways to improve her gifted and talented program.
- 6. Kristin Baker has been introducing various students at multiple grade levels to Ozobots.
- 7. Mrs. Wilkinson's daughter, Taylor, was in today to speak with some students. She is in the military and just returned from a deployment in Korea.
- 8. Referendum
 - a. We held our preconstruction meeting for the electrical panel. The intent is to start work on Friday, April 14, 2017.
- 9. We have a faculty in-service on March 22nd. Teq will be here for a workshop on SMART Software.
- 10. Upcoming Dates
 - a. March 24, 2017 - 2017-2018 Preschool Application Deadline
 - b. April 4-5, 2017 - Book Fair – 4:30 pm to 7:30 pm
 - c. April 5, 2017 - 2017-2018 Preschool Lottery at 9 am
 - d. April 6, 2017 - Community Resource Fair and Book Fair – 5-8 pm
 - e. April 8, 2017 - Spring Eggstravaganza – 12 noon to 2 pm

**CONSENT
AGENDA**

1. **Motion by Mr. Falco, second by Mr. Winch** to approve the minutes from the February 23, 2017 Regular Meeting. The Board approved the motion 8-1-0.

**Minutes
2-23-17**

**APPROVAL
AGENDA
POLICY
CURRICULUM
FACILITIES**

1. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approves the findings regarding HIB Incident presented at the March 20, 2017 meeting.

HIB Report

2. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approves the appointment of Laurie Favreau Affirmative Action Officer for the 2017-18 school year.

**Affirmative
Action**

3. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approved the appointment of Marc Tyson, Michele Zappulla, and Dawn Dresher to the Affirmative Action Committee for the 2017-18 school year.

**Affirmative
Action
Committee**

4. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board appointed Laurie Favreau 504 Officer and Substance Awareness Coordinator.

**504 Officer
and Substance
Awareness
Coordinator**

5. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approved the 2017-18 School Year Calendar.

**School
Calendar**

6. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approved the use of the school building and payment to one of the custodial staff members for services in conjunction with the 6th grade lock-in scheduled for Friday, June 2, 2017, until the morning of Saturday, June 3, 2017.

**6th Grade
Lock-in
Schedule**

7. **MOTION by Ms. McAlpin, second by Mr. Winch** that the Board approved Student ID# 2578465365 to attend an ESY Program from March 15, 2017, to July 29, 2017, at HI-STEP, Scotch Plains, NJ, at a cost of \$3,6000.00 with transportation to be provided by the parent.

**HI-STEP
ESY**

8. **MOTION** by Ms. McAlpin, second by Mr. Winch that the Board approved Jacqueline M. Esposito as a substitute teacher (Criminal History Check Completed), as recommended by the Superintendent.

**Substitute
Teacher
Ms. Esposito**

All eight items were moved by Ms. McAlpin, second by Mr. Winch and approved by the School Board 8-1-0.

**APPROVAL
AGENDA
FINANCE**

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

- General Fund: February 24, 2017, to February 28, 2017, in the amount of \$318,277.95; **Bill List**
- Referendum Acct: February 24, 2017, to February 28, 2017, in the amount of \$0.
- Cafeteria: February 23, 2017 – February 28, 2017, in the amount of \$22,667.00;
- General Fund: March 1, 2017 to March 20, 2017, in the amount of \$549,302.75;
- Referendum Acct: March 1, 2017 to March 20, 2017, in the amount of \$0.00;
- Cafeteria Fund: March 1, 2017 to March 20, 2017, in the amount of \$17,478.00.

2. **MOTION** by Mr. Winch, second by Mr. Momary approved the February 23, 2017, transfer reports as follows:

- Fund 10 \$40,131.00 – Revenues; \$49,281.40 - **Budget
Transfers**
Expenditures

- Fund 30 \$ 0.00

3. MOTION by Mr. Winch, second by Mr. Momary to approve the following Professional workshops and Travel.

Workshops

Fulmer-Cook, Leslie G&T 4/7/17 New Brunswick, NJ Normality of Pathology \$129.00

4. MOTION by Mr. Winch, second by Mr. Momary to approve the NJASBO classes for Paul DeAngelo on Legal - March 25, April 1, April 8th & 22nd and Core Curriculum May 6th. Total cost \$350.00.

Classes

5. MOTION by Mr. Winch, second by Mr. Momary to approve the attendance of Paul DeAngelo to the Business Administrator/ NJASBO conference June 7, June 8, and June 9, 2017.

Workshop

6. MOTION by Mr. Winch, second by Mr. Momary to approve the PARS Environmental Inc. quote for lead testing in the amount of \$3,097.00.

PARS Lead Testing

7. MOTION by Mr. Winch, second by Mr. Momary and carried by unanimous vote to approve the Treasurer and Secretary's monthly financial reports as of January 31, 2017, with a balance of \$1,977,348.75.

Treasurer's and Secretary's Report Over Expenditure Violation

The seven motions were moved by Mr. Winch, seconded by Ms. McAlpin and approved by the School Board 8-1-0

8. MOTION by Mr. Winch, second by Mr. Momary and carried by roll call (8-1-0) 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 January 2017, with a balance of \$1,977,348.75.

Secretary and Financial Roll Call

9. MOTION by Mr. Falco, second by Mr. Momary, Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense

Expense Policy

reimbursement for 16/17 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 16/17 school year at the sum of \$75,000 and Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Note: As of March 20, 2017, the mileage, workshop accounts have the following totals:

• Workshops:	\$5,627.94
• Travel:	\$1,152.73
Total	\$6,780.67

10. MOTION by Mr. Winch, second by Ms. McAlpin and carried by (8-1-0) Roll call vote to approve the 2017/18 school district budget for submission to the County Office of Education and voters as follows:

**2017/18
Budget
Submission
Roll Call**

	BUDGET	LOCAL TAX LEVY
General Fund	\$9,827,663	\$5,440,686
Special Revenue Fund	252,674	
Debt Service Fund	<u>438,294</u>	273,788
Total Base Budget	\$10,518,631	

*Included in the budget is a \$701,829 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades and telephone system.

Mr. M. from the township spoke about having a liaison at future Mansfield Township Board of Education Meeting. The purpose community between the Township and the School

**PUBLIC
PARTICIPATION**

DISCUSSION AGENDA

Important Dates: We currently have BOE meetings

scheduled for

- April 27, 2017, and
- May 25, 2017

**Important
Dates**

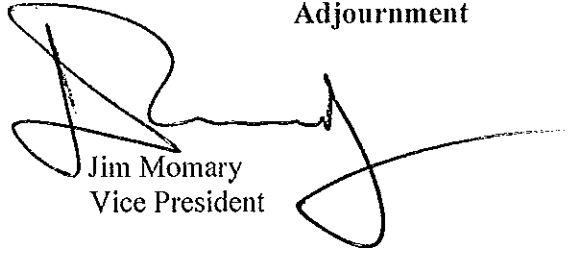
which work with the 2017 School Election/Budget Procedures Calendar.

- Budget submission to WC DOE: March 20, 2017
- Public Hearing on Budget/Regular Meeting date: April 27, 2017 (Last day for public hearing Budget) and Budget Adoption
- Budget Advertisement: April 20 (for April 27 Budget Hearing) in the Star-Gazette and Express-Times
- User Friendly Budget Posted to Website: April 26, 2017 (48 hours after public hearing).
- Deadline to adopt budget: At or after public hearing but no later than May 12, 2017. (We can adopt at April 27, 2017, meeting).

Ethics Forms

With no further business to discuss, the March 20, 2017, Regular meeting ended at 8:23 p.m. on a motion by Mr. Winch, seconded by Mr. Momary and carried by unanimous vote.


Paul DeAngelo
SBA/Board Secretary


Jim Momary
Vice President

Adjournment