

Mansfield Township Board of Education
MINUTES
Re-Organization/Regular Meeting
January 6, 2014

Call to Order

Mrs. Roszkowski opened the January 6, 2014, Re-Organization Meeting of the Mansfield Township Board of Education at 7:35 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, January 3, 2014, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

Salute to the Flag

Roll Call

Present: Mr. Tim Barlow
Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. James Momary
Ms. Desiree Mora-Dillon
Ms. Karri Sienna-Reyes
Mr. Jason Winch

Absent:

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski
Community: There were three community and/or staff members present

MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to appoint Ms. Roszkowski, Board Secretary, as temporary Chair to conduct election of Board President.

**Temporary
Chair**

Results of the School Election

Mrs. Roszkowski shared the results of the November 5, 2013, School Election:

Member of the Board of Education, Three Year Term

- | | |
|---------------|------------------------|
| • Tim Barlow | Majority of votes cast |
| • Jim Momary | Majority of votes cast |
| • Karri Reyes | Majority of votes cast |

Administration of Oaths

The newly elected Board Members gave oath of office and were congratulated on being elected/re-elected.

Board Organization

Mrs. Roszkowski called for nominations for Board President.

- | | | |
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| 1. | Nominations for Board President were as follows: | Nominations
for Board
President |
| | <ul style="list-style-type: none"> • Ms. Janowski nominated Ms. Reyes, seconded by Mr. Barlow | |
| 2. | MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that Ms. Reyes be appointed Board President. | Election of
Board
President |
| 3. | Nominations for Board Vice President were as follows: | Nominations
for Board
Vice President |
| | <ul style="list-style-type: none"> • Ms. Janowski nominated Mr. Barlow, seconded by Mr. Winch. | |
| 4. | MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that Mr. Barlow be appointed Board Vice President. | Election of
Board Vice
President |
| 5. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote to adopt and approve the policies and actions of the previous Mansfield Board of Education. | Policies &
Actions
Adopted |
| 6. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board adopt the Public Meeting Schedule as per attached. | Public Meeting
Schedule |
| 7. | MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board appoint Mr. Momary as NJSBA/WCSBA Delegate. | NJSBA,
WCSBA
Delegate |
| 8. | MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve the Star Gazette and Express Times as official newspapers of the district. | Official
Newspapers |

9. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by majority vote [with Ms. Reyes and Mr. Barlow abstaining] that the Board approve Fulton Bank of NJ as Official Depository for the 2013 calendar year with signatories as follows:

**Official
Depository**

Account	Signatory/(ies)
<ul style="list-style-type: none"> • General 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Payroll 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Agency 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Capital Reserve Acct 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Cafeteria 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Student Activity 	2 of the following: <ul style="list-style-type: none"> • School Business Administrator • Treasurer • Superintendent

- UCI 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent

- | | | |
|-----|---|--|
| 10. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board adopt the District’s Chart of Accounts.</p> | Chart of Accounts |
| 11. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board approve the procurement of goods and services through State agencies (state contract).</p> | State Contract Purchases |
| 12. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board 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.</p> | Transfer of Funds Between Meeting Dates |
| 13. | <p>MOTION by Mr. Winch, second by Mr. Coombs and carried by unanimous vote that the Board adopt New Jersey School Board Member Code of Ethics as follows:</p> <ol style="list-style-type: none"> 1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures. 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools

which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing. 3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them. 4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements. 5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis. | Code of Ethics |

6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
11. I will support and protect school personnel in proper performance of their duties.
12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

Discussion: Mr. Barlow thought that the Board as a whole has done a good job keeping to the requirements of the Code of Ethics. Everyone agreed.

14. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as the District Qualified Purchasing Agent according to State Statutes 18A:18A-2,-3,-37(c), NJSA18A:18A, NJAC 5:34:-5 et seq as recommended by the Superintendent.
15. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Winch, second by Ms. Janowski:

**Qualified
Purchasing
Agent**

QPA

WHEREAS, the district’s purchasing agent, Mary E. Roszkowski, holds a Certificate as a “Qualified Purchasing Agent” issued by the Division of Local Government Services pursuant to N.J.S.A. 40A:11-9(b), and

WHEREAS, if the purchasing agent is qualified, the board of education may establish a bid threshold up to \$36,000, and

WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-3

NOW THEREFORE BE IT RESOLVED, that the Board of Education designate a bid threshold of \$36,000 and a quote threshold of \$5,400.

- 16. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Momary, second by Ms. Janowski:

Payment of Bills Between BOE Meetings

BE IT RESOLVED that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1, authorizes the School Business Administrator/Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification.

- 17. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board authorize Mary E. Roszkowski to wire and transfer funds between accounts as needed to conduct school business.

Wires/Transfers

- 18. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

Travel/Workshops

- 19. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso & Kessler as Board Attorney from January 2, 2014, to December 31, 2014, (pending receipt of Pay to Play Certificate on File) at the following rate schedule:

Board Attorney

- Partners, Counsel, Sr. Associates: \$166.46 per hour;
- Jr. Associates: \$156.06 per hour;
- Paralegals & Law Clerks: \$114.44 per hour.

Public Participation

None

Communications

None

Administrative Report

Mr. Kemp reported the following:

- 1. There are no incidents to report since the last meeting. **HIB**
- 2. Enrollment stands at 712. **Enrollment**
- 3. Mrs. Roszkowski and I are starting to put scenarios together for the upcoming budget year. We were supposed to have a mid-year budget review with the County Office which was cancelled due to inclement weather. **Budget**
- 4. There will be a Cluster Board Meeting at Brass Castle School on January 23, 2014. Presidents and Vice Presidents and/or appointees will be attending the meeting. **Cluster BOE Meeting**
- 5. Carla McDonald, Carol Gouger, Rita Riotto and Yamir Vitale ran Secret Santa this year. Gifts for fifteen families were collected. Thanks to the generosity of many staff members and the Rockport Presbyterian Church, thirty-four children had a happier and brighter holiday. **Secret Santa**
- 6. An iPad workshop for special education staff will be held on January 16 from 9 to 12 with Brian Friedlander. **iPad Workshop**
- 7. Other districts in the cluster are talking about holding school on Friday, February 14. **School Calendar**
- 8. Our district architect, Anthony Gianforcaro, reported that the state is backlogged with ROD grants. The person assigned to us says that it will be a few weeks before we will hear anything back. Anthony is trying to get someone else assigned to us so that we can get an earlier response. **Referendum**

Lisa Gorab, our bond attorney, feels that the Board should go ahead and adopt the resolution which is on tonight’s agenda. That will “reserve” the

Board's ability to have a March 11 referendum. By January 10, we are required to give notice to the election officials and they are required to publish an ad in the paper by January 14. That is the only election cost that the Board will be incurring at this point. We need to hear by early February from NJ Department of Education so that the Board can adopt the resolution setting forth the question so that we can meet the election officials' timelines.

10. We will have a delayed opening tomorrow due to weather concerns.

**Delayed
Opening**

Consent Agenda

1. **MOTION** by Ms. McAlpin, second by Ms. Janowski and carried by majority vote [with Mr. Falco abstaining] that the Board of Education approve the minutes of the following meeting:
 - December 19, 2013, Regular Meeting.

Minutes

**APPROVAL AGENDA
PERSONNEL**

1. **MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve Sheila de Barra as a maternity leave replacement teacher from January 1, 2014, to June 30, 2014, at a pro-rated salary of \$50,332 (BA-1), (criminal history check complete) as recommended by the Superintendent.
2. **MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve Amy Cousins as a maternity leave replacement teacher effective January 1, 2014, to June 30, 2014, Step BA-1, at a pro-rated salary of \$50,332.00, (criminal history check complete), as recommended by the Superintendent.
3. **MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve Kaitlin Kline as a long-term substitute, effective January 2, 2014, to June 30, 2014, (criminal history check complete), Step BA-1 at a prorated \$50,332 as recommended by the Superintendent.

**S. de Barra
Maternity
Leave
Replacement**

**A. Cousins
Leave
Replacement**

**K. Kline
Long-Term
Sub**

**APPROVAL AGENDA
FINANCE**

- | | |
|--|---|
| <p>1. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board of Education approve the attached bill list:</p> <ul style="list-style-type: none"> • December 20, 2013, to December 31, 2013, in the amount of \$294,428.84. | Bills List |
| <p>2. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board of Education approve the January 6, 2014, Transfers Report as follows:</p> <ul style="list-style-type: none"> • Fund 10 \$410.00 | Transfers |
| <p>3. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board of Education approve the Treasurer’s and Secretary’s monthly financial reports as of November 30, 2013, with a balance of \$1,923,131.08.</p> | Treasurer’s/
Secretary’s
Reports |
| <p>4. The following resolution was adopted on Motion by Ms. Janowski, second by Mr. Winch, and carried by unanimous roll call vote:</p> <p style="margin-left: 40px;">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(c)3 for the month of November 30, 2013, with a balance of \$1,923,131.08.</p> | Certification |
| <p>5. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board of Education approve the January 6, 2014, Travel/Workshop Requests.</p> | Travel/
Workshops |
| <p>6. The following resolution was adopted on Motion by Ms. Janowski, second by Ms. McAlpin, and carried by unanimous roll call vote:</p> | Referendum |

WHEREAS, the Board of Education of the Township of Mansfield in the County of Warren, New Jersey (the “Board”), seeks to submit a bond referendum to the voters would authorize various school upgrades, renovations and improvements (the “Project”); and

WHEREAS, the Board now seeks to take the initial steps in order to conduct a bond referendum on March 11, 2014;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY, as follows:

Section 1. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary and Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Project to the voters via a bond referendum at a Special School District Election to be held on March 11, 2014 including the providing notice to the appropriate election officials.

Section 2. This resolution shall take effect immediately.

- 7. *Motion by Mr. Barlow, second by Mr. Coombs*, and carried by unanimous vote that the Board approve the adjustment of the school calendar by adding Friday, February 14, 2014, as a school day.

School Calendar

Discussion Agenda

None

Public Participation

- 1. Ms. Dawn Smith wanted to know whether the Treasurer gets approved at this meeting.

Treasurer

Mrs. Roszkowski informed Ms. Smith that this is only a partial re-organization meeting. The Treasurer will be approved at the April re-organization meeting.

- 2. Discussion was had with regard to the items in the referendum. Various members of the Board noted items included replacement of 50+ year-old boilers; replacement of the entire roof (warranty has expired on same); replacement of uni-vents (radiators) in the original portion of the school building (parts are no longer available); security updates; refurbishment of the third grade girls' and boys' bathrooms; parking lot resurfacing; black-topping the back driveway; lighting; windows; fire alarm and clock systems, doors, replacing original kitchen equipment; cabinetry/ceiling upgrades; site improvements; internal reconfiguration; and construction of a new maintenance/storage building.

Referendum Projects

Adjournment

Motion by Ms. Janowski, second by Mr. Barlow, and carried by unanimous vote that the Board adjourn the January 6, 2014, meeting. 8:05 p.m.

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/Board Secretary

Tim Barlow
Vice President