

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MINUTES
FEBRUARY 17, 2014**

CALL TO ORDER

Ms. Reyes opened the February 17, 2014, Work Session Meeting of the Mansfield Township Board of Education at 7:31 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, February 12, 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. John Falco
Ms. Tracey Janowski
Mr. Jim Momary
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Ms. Karri Reyes
Mr. Jason Winch

Absent: Mr. Michael Coombs

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski

Community: There were five community and/or staff members present.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1. There was 1 allegation of HIB. An investigation was completed. It was found to be HIB. Consequences were given/corrective actions were taken.

HIB

2. The report was given out; Mr. Kemp went over key elements of the report and answered questions with regard to the presentation. **School Performance Report**
3. We will be holding a Go Math! Night on Wednesday, February 19, from 7 p.m. to 8:30 p.m. An overview of common core and the Go Math program as well as the on-line component of same will be given. Afterwards, we will break into grade level groups for teacher-led discussions. **Go Math! Night**
4. We used 7 snow days to date. Warren Hills is looking at taking back Wednesday, April 16; Thursday; April 17; Tuesday, April 22; and then Monday, April 21. **Snow Days**
- Discussion was had as to how the Board would like to proceed in regard to making the snow days up. It was agreed that we would follow Warren Hills lead.
5. Kindergarten Registration will take place on February 19, 20, and 21 from 9 a.m. to 11 a.m. and then from 1:30 p.m. to 2:30 p.m. **Kindergarten Registration**
6. We have been working on the budget. Based on preliminary calculations, we anticipate an increase just under 2% on the General Operating budget. This is based on the status quo. This may change once we receive our revenue figures from the State. **Budget**
7. World Down Syndrome Awareness Day will be celebrated on March 21. Warren Hills Cluster will wear blue and yellow. T-shirts are available for purchase for \$10 each. The proceeds from the t-shirt sale will benefit ARC of Warren County. Orders are due by Friday, February 21, 2014. **World Down Syndrome Awareness Day**
8. PTA Family Fun Night (Science and Magic) will be held on Friday, February 21, 2014. **PTA Family Fun Night**
9. This year's PTA Variety show will be held on February 28, 2014. **PTA Variety Show**

PUBLIC PARTICIPATION

1. Mrs. Dawn Smith wanted to know where it said we missed our goals. Mr. Kemp pointed out the section on Page 3. **School Performance**

2. Mrs. Dawn Smith wanted to know if PARCC testing will be computer based.

PARCC

Mr. Kemp said that two of our fifth grades will be field tested and sixth grade will field test math. They will also be taking NJ ASK. Tests will be computer based and multiple choice. The students will be asked to read two passages and answer questions on what they read. Then, they will have to write a paper taking facts from both of passages read. The scores for these tests should come back by the end of June. The scoring for writing and multiple choice will not be back until the end of August.

3. Mrs. Dawn Smith wanted to know what the district was doing to help everyone with typing. Mr. Kemp explained that a new program – “Type to Learn” – was added this year, which is being used in the Computer labs and on the laptops in the classrooms. A lot of teachers are using free keyboarding programs as well.

Typing Practice

4. Mr. Volpe feels that Spanish should be taught as a second language. He handed out two articles supporting his viewpoint.

Foreign Language

5. Ms. Connie Adasavage stated that she was hoping that make-up snow days would be taken away from the April spring break due to NJ ASK.

Snow Day Calendar Adjustments

CONSENT AGENDA

MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting/(s):

Minutes

- January 6, 2014, Re-Org Meeting, with a corrected total to the November 30, 2013, Secretary’s/Treasurer’s Reports to be stated at \$1,923,131.08.

**APPROVAL AGENDA
PERSONNEL**

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| 1. | <p><i>MOTION</i> by Mr. Momary, second by Mr. Winch and carried by unanimous vote that the Board approve Liz Gensheimer, Michele Zappulla, Selena Agnor, and Carla McDonald to provide homebound instruction, effective January 23, 2014, for ten hours per week to Student ID #2529964931 at a rate of \$40/hour, as recommended by the Superintendent.</p> <p>Note: Only 10 hours of instruction per week will be provided by one or a combination of the teachers approved.</p> | Homebound
Instruction |
| 2. | <p><i>MOTION</i> by Mr. Momary, second by Mr. Winch and carried by unanimous vote that the Board approve payment to Annette Stankavish for an additional 30 days remuneration, at a per diem rate of \$274.02, for services provided to the district to build and update databases and NJ Smart State Reports,</p> <p>MAP, Go Math, Successmaker, Type to Learn, and PARCC as recommended by the Superintendent.</p> | Additional Days |
| 3. | <p><i>MOTION</i> by Mr. Momary, second by Mr. Winch and carried by unanimous vote that the Board amend Raymond Zuchowski's salary to \$58,000, prorated, effective January 1, 2014, to June 30, 2014, as recommended by the Superintendent.</p> | Salary
Amendment |
| 4. | <p><i>MOTION</i> by Mr. Momary, second by Mr. Winch and carried by unanimous vote that the Board approve Alexandra Phelps-Jacobson as a substitute teacher (Criminal History check completed), as recommended by the Superintendent.</p> | A. Phelps-
Jacobson
Substitute |
| 5. | <p><i>MOTION</i> by Mr. Momary, second by Mr. Winch and carried by unanimous vote that the Board approve Taylor C. Rush as a substitute teacher (Criminal History check completed), as recommended by the Superintendent.</p> | T. C. Rush
Substitute |

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

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| <p>1. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote that the Board approve the establishment of the School Improvement Panel consisting of Edward Kemp, John Melitsky, and Kathy Jacoby.</p> | <p>School
Improvement
Panel</p> |
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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.

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| <p>2. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote that the Board approve Common Core Implementation Team consisting of: Jennifer Santa, Robin Iaione, Corin Francisco, Kristin Baker, Kathleen Mattison, Jennifer Micucci, Diane Hogan, John Melitsky, and Edward Kemp.</p> | <p>Common Core
Implementation
Team</p> |
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**APPROVAL AGENDA
FINANCE**

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| <p>1. MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • January 1, 2014, to January 31, 2014, bills list in the amount of \$866,355.93; • February 1, 2014, to February 13, 2014 bills list in the amount of \$302,353.59. | <p>Bills Lists</p> |
| <p>2. MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve transfers per the February 17, 2014, Report for the following:</p> | <p>Transfers</p> |

- Fund 10: \$154,846.00
- Fund 20: \$10,000.00

3. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve February 13, 2014, Workshop/Travel Requests. **Workshop/Travel Requests**

4. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of December 31, 2013, with a balance of \$1,937,730.28. **Secretary's/
Treasurer's
Reports**

5. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous roll call 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 6:23-2.11(c)3 for the month of December 31, 2013, with a balance of \$1,937,730.28.

6. **MOTION by Ms. Dillon, second by Ms. Janowski** and carried by unanimous roll call vote that the Board adopt the following resolution: **Referendum**

RESOLUTION OF THE BOARD OF
EDUCATION OF THE
TOWNSHIP OF MANSFIELD IN
THE COUNTY OF WARREN,
NEW JERSEY PROVIDING
FOR THE SUBMISSION OF A
SPECIAL BALLOT QUESTION
TO THE SCHOOL DISTRICT
VOTERS AT A SPECIAL
SCHOOL DISTRICT ELECTION
TO BE HELD ON TUESDAY,
MARCH 11, 2014

WHEREAS, The Board of Education (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) of

the Township of Mansfield in the County of Warren, New Jersey (the "State") desires to undertake comprehensive school facility improvements including HVAC upgrades; boiler, roof, lighting, window, fire alarm system, clock system and door replacement; toilet room renovations; front entrance security improvements; kitchen upgrades; cabinetry/ceiling upgrades, site improvements, internal reconfiguration/upgrades and the construction of a new maintenance/storage building at the Elementary School (the "Project");

WHEREAS, to accomplish the Project, the Board seeks to authorize the submission of a ballot question and an explanatory statement at a special School District election to be held on Tuesday, March 11, 2014 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Township of Mansfield in the County of Warren, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at a special School District election (the "Election") to be held on Tuesday, March 11, 2014, commencing at 2:00 p.m. in the School District. The polls shall remain open until 9:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot.

EXPLANATORY STATEMENT

As set forth in the Proposal below, the Board is seeking authorization to undertake comprehensive facility upgrades at the Elementary School including:

- **HVAC upgrades;**
- **boiler, roof, lighting, window, fire alarm system, clock system and door replacement;**
- **toilet room renovations;**
- **front entrance security improvements;**
- **kitchen upgrades;**
- **cabinetry/ceiling upgrades;**
- **site improvements;**
- **internal reconfiguration/upgrades; and**
- **construction of a new maintenance/storage building**

The State has awarded aid to the project equaling 44.16%

of the project costs (including 44.16% of the interest on the bonds). This aid will be provided in the form of annual "Debt Service Aid" payments, to be paid by the State in each year. As a result of the State aid, the "local share" of the project is reduced to 55.84% of the project costs. This State aid can only be received if the referendum is approved by the voters

The total cost of the project will not exceed \$6,685,350 and will be funded through the issuance of bonds of the school district.

PROPOSAL

The Board of Education of the Township of Mansfield in the County of Warren, New Jersey is authorized to (A) undertake HVAC upgrades; boiler, roof, lighting, window, fire alarm system, clock system and door replacement; toilet room renovations; front entrance security improvements; kitchen upgrades; cabinetry/ceiling upgrades; site improvements, internal reconfiguration/upgrades and the construction of a new maintenance/storage building at the elementary school; and (B) spend and issue bonds in an amount not exceeding \$6,685,350 to finance the cost of such project.

The State has agreed to provide debt service aid for the project in the amount of 44.16% of final eligible costs. All costs of the project are eligible.

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Warren County Superintendent of Schools, the Warren County Clerk, Warren County Board of Elections, and to the Clerk of the Township of Mansfield, and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.

4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Township of Mansfield, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the Township of Mansfield, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, State of New Jersey Department of Community Affairs prior to the date of the Election.

5. The Board hereby (i) accepts the determination of Preliminary Eligible Costs as set forth in the letter of the New Jersey Department of Education dated January 21, 2014; (ii) elects to receive the State Share in the form of debt service aid; (iii) determines to construct the Project; (iv) agrees to locally fund any excess costs and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.

6. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of the debt service aid.

7. This resolution shall take effect immediately.

7. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board appoint Anthony Gianforcaro, AIA, PE, of Chester, NJ, Architect of Record for the 2014 Bond Referendum Projects described in Item 6, above.

**Architect of
Record -
Referendum**

8. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board appoint Mary Lyons of Phoenix Advisors, LLC of Bordentown, NJ, to provide

Phoenix Advisors

services in conjunction with the 2014 Bond Referendum Projects described in Item 6, above.

9. **MOTION by Ms. Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board accept a donation of five computers from Borealis Compounds, Inc. valued at \$750 in total as described below:

Donation

Equipment specifications:

Lenovo T400
Intel Core2Duo 2.4Ghz CPU
3GB Ram
160 GB Hard drive
14" LCD Display
DVD ROM Drive
10/100 Ethernet / WIFI Adapter / GSM 3G Adapter
Windows Vista Business Edition

10. **MOTION by Ms. Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board acknowledge that quotes were solicited from four trash removal vendors as follows:

Trash Removal

- Gray Trucking
- Waste Management
- Republic Service d/b/a/ Raritan Valley Disposal and
- Sanico

The Board hereby acknowledges that no vendor other than Raritan Valley returned a quote for trash pickup services; therefore,

The Board hereby accept/award a contract to Raritan Valley Disposal effective February 1, 2014, to June 30, 2015, at a monthly pick up fee of \$627.25 or \$6,272.50 per year with additional non-scheduled trash pickups to be billed at a rate of \$42.14 (trash only) and \$18.05 for recycling.

DISCUSSION AGENDA

MOTION by Mr. Barlow, second by Mr. Momary and carried by unanimous vote that the Board adjust the school calendar to follow Warren Hills' calendar which includes April 16, April 17, and April 22 as days the school will be open; and, if we have more snow days, then school will be open on April 21 and May 27.

Calendar Adjustments due to Snow Days

PUBLIC PARTICIPATION

None.

ADJOURNMENT

Motion by Ms. Janowski, second by Mr. Barlow, and carried by unanimous vote that the Board adjourn the February 17, 2014, meeting. 8:26 p.m.

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/Board Secretary

Tim Barlow
Vice President