

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
March 13, 2014**

**CALL TO ORDER**

Ms. Reyes opened the March 13, 2014, Work Session Meeting of the Mansfield Township Board of Education at 7:32 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, on January 7, 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  
Ms. Karri Sienna-Reyes  
Mr. Jason Winch

Absent: Mr. Jim Momary  
Ms. Desiree Mora-Dillon

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski  
Community: One community member was present

**COMMUNICATIONS**

None

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

- 1. Tonight’s report was pre-empted with a video which was put together by Mrs. Francisco which was shown at the Talent Show. This video ties into the next two items in the report. **Video**
- 2. Congratulations to all on passing the referendum. The vote was 315 – 118. **Referendum**

3. The committee selected the Teacher of the Year who is Corin Francisco. **Teacher of the Year**
4. There were no cases of HIB to be investigated. **HIB**
5. We celebrated Read Across America Week last week – Dr. Seuss Week. **Read Across America**
6. Congratulations to the three students who participated in the County Spelling Bee today – Sean Cleary, Justin Coombs, and Ava Johnston. **County Spelling Bee**
7. Congratulations to our 6<sup>th</sup> graders who participated in the All-Star Band concert: Melissa Carvalho, Leah Longo, Erica Pollack, Tiffany Vuong, Claire Haney, Hannah Milici, Christopher Fluta. **All Star Band**
8. Congratulations to the students recognized in the Reflections Contest at the State Level: **Congratulations**
  - a. Kaileigh Cagnassola – Award of Excellence for dance performance who moves on for judging at the national level.
  - b. Aidan Salamon – Award of Merit for his artwork.
  - c. Two former students also received recognition:
    - John General Award of Excellence in film (moves on to national level), and
    - John Torkos Award of Merit in Visual Arts.
9. Ms. deBarra’s class was excited to get correspondence back from the White House in response to letters that they had written to the President. **Correspondence**
10. Parent/teacher conferences were held last Friday. **Parent/Teacher Conferences**

**SPECIAL PRESENTATION  
– DISTRICT/SCHOOL HIB GRADE**

Mr. Melitsky gave out copies of the state “School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights” and explained the scores.

**PUBLIC PARTICIPATION**

None

**CONSENT AGENDA**

- |  |                |
|--|----------------|
| 1. <b>MOTION by Mr. Falco, second by Ms. Janowski</b> and carried by unanimous vote that the Board approve the minutes of the following meeting: | <b>Minutes</b> |
| <ul style="list-style-type: none"> <li>• February 27, 2014, Regular Meeting.</li> </ul>  |                |

**APPROVAL AGENDA  
FINANCE**

- |   |                    |
|---|--------------------|
| 1. <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the following bills lists:   | <b>Bills Lists</b> |
| <ul style="list-style-type: none"> <li>• January 9, 2014, in the amount of \$38.25;</li> <li>• February 28, 2014, in the amount of \$309,686.18;</li> <li>• March 1, 2014 to March 13, 2014, in the amount of \$63,884.98.</li> </ul> |                    |

- |   |                              |
|---|------------------------------|
| 2. <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the March 13, 2014, Travel/Workshop Request. | <b>Travel/<br/>Workshops</b> |
|---|------------------------------|

- |   |   |
|---|---|
| 3. <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of January 31, 2014, with a balance of \$1,895,067. | <b>Secretary’s/<br/>Treasurer’s<br/>Reports</b> |
|---|---|

- |  |                      |
|--|----------------------|
| 4. The following Resolution was adopted on <b>MOTION by Ms. Janowski, second by Mr. Winch</b> and carried by unanimous roll call vote: | <b>Certification</b> |
|--|----------------------|

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(b) for the month ended January 31, 2014, with a balance of \$1,895,067.

5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote that the Board approve FY 2014/2015 school district budget for submission to the County Office of Education and voters as follows:

**Budget Submission**

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$8,863,985	\$4,927,038
Special Revenue Fund	245,599	
Debt Service Fund	<u>430,044</u>	343,200
Total Base Budget	\$9,539,628	

\*Included in the budget is a \$222,015 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, walk, jog, run track & playground refurbishment, stage/gym upgrades and telephone system.

**Note: Proposed budget contains \$0 tax increase.**

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve referendum election workers' stipends as follows:

**Election Worker Stipends**

- Regular election workers: \$89 for the day;
- Harry Appleby, Jr.: \$221.76;
- Dena Hrebanak: \$250.24.

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve giving a credit to parents whose children were scheduled to attend Before Care on the mornings a two-hour delay was called.

**Before Care Credit**

8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve home instruction to be provided to Student ID# 8955619296 beginning Thursday, March 13, 2014, and continuing for approximately 4 weeks; instruction will be provided by Michele Zappulla and Liz Gensheimer who will be splitting home instruction responsibilities (10 hours per week).

**Home Instruction**

**PUBLIC PARTICIPATION**

1. Mr. Volpe brought in and distributed a letter to the Board regarding his request to conduct a foreign language survey of the community. Mr. Volpe is suggesting that Spanish be taught instead of American Sign Language.

**World  
Language**

**DISCUSSION**

1. The following dates were reviewed:
  - Budget submission to WC DOE: March 20, 2014
  - Budget Advertisement: April 17 in the Star Gazette
  - Public Hearing on Budget/Regular Meeting date: April 24, 2014
  - User Friendly Budget Posted to Website: April 26, 2014
  - Deadline to adopt budget: At or after public hearing but no later than May 14, 2014

**Budget Related  
Calendar**

**ADJOURNMENT**

*Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous vote that the Board adjourn the March 13, 2014, meeting. 8:20 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Tim Barlow  
Vice President