

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
MAY 28, 2014**

CALL TO ORDER

Ms. Reyes opened the May 28, 2014 Regular Meeting of the Mansfield Township Board of Education at 7:40 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, April 30, 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: Ms. Karri Reyes
Mr. John Falco
Ms. Tracey Janowski
Mr. Jim Momary
Ms. Sharon McAlpin
Mr. Jason Winch

Absent: Mr. Tim Barlow
Mr. Michael Coombs
Ms. Desiree Mora-Dillon

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

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

Communications

- Ms. Roszkowski

None

Administrative Report

- Mr. Kemp

- 1. There were no alleged cases needed to be investigated. **HIB**
- 2. Kindergarten screenings and kindergarten orientation were held recently. We have 74 registered for Kindergarten. **Kindergarten**
- 3. Congratulations to Mrs. Slate and Mrs. Havrisko on an excellent concert and Mrs. Johnson for a tremendous Art Show. **Concert & Art Show**
- 4. The NJASA had excellent workshops to choose from. There were three keynote speakers who addressed the following issues: **NJASA Convention**

- a. Rick Lavoie – Special Education
- b. Jamie Vollmer – Advocate for Public Education
- c. Dr. Freeman Hrabowski – President of the University of Maryland, Baltimore County – focus on science and math education

- 5. The Cluster Board Meeting will be held on June 3. The start time changed to 5:30 and is not expected to go beyond 7 p.m. It will be held at the Franklin School. **Cluster Board Meeting**
- 6. PARCC End Of Year Field Test for 6th grade will be given on Thursday and Friday of this week.
- 7. The annual Awards Night will be held on June 12. **Awards Night**

Public Participation

None

CONSENT AGENDA

MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meetings: **Minutes**

- May 8, 2014, Work Session Meeting, and
- May 8, 2014, Executive Session Meeting

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- 1. *MOTION by Mr. Momary, second by Ms. Janowski* and carried by unanimous vote that the Board approve the Guidance and Counseling program in accordance to Policy No. 6164.2. **Guidance/ Counseling Program**

Note: QSAC requires that this program be approved annually.

**APPROVAL AGENDA
PERSONNEL**

- 1. *MOTION by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board rescind a contract with Denise Heymann for substitute calling services for the 2014/2015 school year. **Rescind Sub Calling Contract**

Note: Mrs. Heymann indicated that she is no longer interested in the position.

**APPROVAL AGENDA
FINANCE**

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| 1. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the following bills list:</p> <ul style="list-style-type: none"> • May 9, 2014, to May 28, 2014, bills list in the amount of \$556,084.93. | Bills List |
| 2. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve transfers per the May 28, 2014, Report for the following:</p> <ul style="list-style-type: none"> • Fund 10: \$35,150.00 • Fund 20: \$ 736.00 • Fund 60: \$ 6,200.00 | Transfers |
| 3. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board adopt the following resolution:</p> <p>Whereas, the Department of Education has informed school districts that the last two state aid payments will not be made in June, 2014;</p> <p>Whereas, Mansfield Township School district will not receive aid in the amount of \$354,808.00 until July, 2014, which will impact the district financially;</p> <p>Whereas, the District has been informed that it has an option to either borrow funds to meet its obligations or to use its own money from the Capital and Maintenance Accounts and/or the UCI Account;</p> <p>Now therefore be it resolved that the Mansfield Township Board of Education allow the Business Administrator to use funds from the UCI, Student Activity, Cafeteria, Capital and Maintenance Accounts to meet its obligations;</p> <p>Be it further resolved that any funds used to meet the District’s obligations will be returned to those accounts when the Department of Education releases the two state aid payments in July.</p> | <p>Board
Approval to
Use Its Funds
to Meet
Obligations</p> |
| 4. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a contract with Frontline</p> | AESOP Sub
Calling |

Technologies of Exton, PA, to provide AESOP Sub-calling/Absence Reporting for an annual subscription and one-time startup costs in the amount of \$3,500, for the 2014-2015 school year.

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| <p>5. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a contract with EarthSpec LLC for continuation of service through the 2014/2015 school year, in the amount of \$11,676.00.</p> | <p>EarthSpec
LLC</p> |
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Note: There is no increase in price over the current year.

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| <p>6. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a Shared Services agreement with Washington Borough School District to provide a half-time English as a Second language Teacher for the 2014-2015 school year at an annual salary of \$33,245.00 plus one-half of the benefits cost.</p> | <p>Shared ESL
Teacher</p> |
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| <p>7. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve travel and workshop requests per the May 28, 2014, Travel Requests Report, as presented.</p> | <p>Travel/
Workshops</p> |
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| <p>8. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:</p> | <p>Exterior Door
Renovation</p> |
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WHEREAS, on May 23, 2014, the Mansfield Township Board of Education (the "Board") held a public bid opening for the Exterior Door Renovations and Security Door Installation project ("Project"); and

WHEREAS, the Board received two (2) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Smitty's Door Service, Pittstown, New Jersey, with a total bid, inclusive of all Project Allowances, of two hundred twenty-nine thousand six hundred dollars (\$229,600.00), which consists of the

- Base Bid: \$197,600; and
- Alternate 1: \$ 32,000 (add on for security door);

WHEREAS, the Board, in conjunction with its Design Professional, has determined Smitty's Door Service to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Smitty's Door Service, in the total amount, inclusive of all Project Allowances, of two hundred twenty-nine thousand six hundred dollars (\$229,600.00), as set forth above; and

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, transmit same to Smitty's Door Service, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Smitty's Door Service, and upon the approval of Smitty's Door Service Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

- 9. **MOTION** by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:

Storage Building

WHEREAS, on May 23, 2014, the Mansfield Township Board of Education (the "Board") held a public bid opening for the Storage Building project ("Project"); and

WHEREAS, the Board received two (2) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Coopersmith Brothers, Phillipsburg, New Jersey, with a total bid, inclusive of all Project Allowances, of one hundred twenty-nine thousand two hundred fifty dollars (\$129,250.00), which consists of the

- Base Bid: \$128,750; and
- Alternate 1: \$ 500 (add on for 200 AMP Service);

WHEREAS, the Board, in conjunction with its Design Professional, has determined Coopersmith Brothers to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Coopersmith Brothers, in the total amount, inclusive of all Project Allowances, of one hundred twenty-nine thousand two hundred fifty dollars (\$129,250.00), as set forth above; and

BE IT FURTHER RESOLVED, that the Board's counsel is

authorized to prepare the contract for the Project, transmit same to Coopersmith Brothers, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Coopersmith Brothers, and upon the approval of Coopersmith Brothers' Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

10. **MOTION** by *Ms. Janowski*, *second* by *Mr. Winch* and carried by unanimous roll call vote that the Board adopt the following resolution:

**Toilet Room
Renovation**

WHEREAS, on May 23, 2014, the Mansfield Township Board of Education (the "Board") held a public bid opening for the Toilet Room Renovations project ("Project"); and

WHEREAS, the Board received five (5) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Coopersmith Brothers, Phillipsburg, New Jersey, with a total bid, inclusive of all Project Allowances, of one hundred sixty-eight thousand two hundred sixty dollars (\$168,260.00), which consists of the

- Base Bid: \$146,900; and
- Alternate 1: \$ 21,360 (add on for Nurse's Room Toilet Room Construction.)

WHEREAS, the Board, in conjunction with its Design Professional, has determined Coopersmith Brothers to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Coopersmith Brothers, in the total amount, inclusive of all Project Allowances, of one hundred sixty-eight thousand two hundred sixty dollars (\$168,260.00), as set forth above; and

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, transmit same to Coopersmith Brothers, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders;

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Coopersmith Brothers, and upon the approval of Coopersmith Brothers' Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

11. **MOTION** by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:

**Fire Alarm
System
Renovation**

WHEREAS, on May 23, 2014, the Mansfield Township Board of Education (the "Board") held a public bid opening for the Fire Alarm System Renovations project ("Project"); and

WHEREAS, the Board received five (5) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Open Systems Integrators, Inc., Manalapan, New Jersey, with a total bid, inclusive of all Project Allowances, of two hundred twenty thousand six hundred dollars (\$220,600), which consists of the

- Base Bid: \$181,770;
- Alternate 1: \$ 31,060; (add on for Audio Notification)
- Alternate 2: \$ 7,770 (add on for Aspirating Air Smoke detectors in Multi-Purpose Room, in lieu of standard detectors on the ceiling)

WHEREAS, the Board, in conjunction with its Design Professional, has determined Open Systems Integrators, Inc. to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Open Systems Integrators, Inc., in the total amount, inclusive of all Project Allowances, two hundred twenty thousand six hundred dollars (\$220,600), as set forth above; and

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, transmit same to Open Systems Integrators, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders;

BE IT FURTHER RESOLVED, that upon receipt of the executed

contract from Open Systems Integrators, Inc., and upon the approval of Open Systems Integrators, Inc. Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

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| <p>12. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve a payment to Anthony Gianforcaro, Architect, for 75% of engineering and miscellaneous printing costs in conjunction with the Storage Building, Toilet Room Renovations, Fire Alarm System Renovation, and Door Replacement projects, in the amount of \$32,829.00.</p> | <p>Architect
Payment</p> |
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| <p>13. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board accept, with much gratitude, the following gifts from the PTA:</p> | <p>PTA Gifts</p> |
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- Network Security Subscription Update for the Web Filter (3 years)
- Network Security Subscription Update for the routers (3 years)

in the amount of \$7,317.75.

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| <p>14. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of March 31, 2014, with a balance of \$1,781,956.21.</p> | <p>Treasurer’s/
Secretary’s
Reports</p> |
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| <p>15. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:</p> | <p>Certification</p> |
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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 6:23-16.10(c)3 for the month of March 31, 2014, with a balance of \$1,781,956.21.

DISCUSSION AGENDA

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| <p>1. Mr. Momary reported that he attended the Delegate’s Assembly recently and reported on items which are important to our district. Handouts were distributed to the Board.</p> | <p>Delegates
Assembly</p> |
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2. Mr. Kemp reported that the Governor is not going to keep three payments; however, the Governor will be holding back two payments and will make those payments to the school district in July. We were told to be careful next year as there will probably be cuts the following school year due to the revenue shortfall being experienced in NJ. **Delayed State Aid Payments**

PUBLIC PARTICIPATION

1. Mr. Volpe inquired when the survey results would be ready. Mr. Kemp stated that they would be ready at the next meeting. **Survey**

ADJOURNMENT

With no further business to discuss, the May 28, 2014, Regular Meeting ended at 8:02 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
President