

Mansfield Township Board of Education
Minutes
Work Session
August 14, 2014

Mrs. Reyes, Board President, opened the August 14, 2014 Work Session 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 7, 2014, and was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

Pledge of Allegiance

Roll Call

Present:	Ms. Karri Reyes	Absent:	Mr. Tim Barlow
	Mr. Michael Coombs		
	Mr. John Falco		
	Ms. Tracey Janowski		
	Mr. Jim Momary		
	Ms. Sharon McAlpin		
	Ms. Desiree Mora-Dillon (arrived 7:37 p.m.)		
	Mr. Jason Winch		

Also present: Messrs. Kemp and Melitsky, and Mrs. Roszkowski
Community: Two community and/or staff members were present.

COMMUNICATIONS

None

SPECIAL PRESENTATION

Mary Jo Harris, Coordinator, for the Coalition for Healthy and Safe Communities of Warren County explained that the Family Guidance Center of Warren County received funding through a federal grant to address substance abuse issues among our youth. According to Ms. Harris: "The Substance Abuse and Mental Health Services Administration (SAMHSA) awarded \$625,000 over the next five years to collaborate with schools and the community to provide a number of proactive strategies to prevent early first use of drugs and alcohol and decrease the number of our

young people from continuing the use and abuse of alcohol, prescription drugs, illegal substances and experimenting with new and emerging drugs.

“In order to get a complete picture of the climate of the community, the Coalition is collaborating with the school district to collect information on student alcohol, tobacco and other drug use; school safety; and risk and protective factors. The survey will be administered to all 8th, 10th, and 12th grade students in the beginning of the school year. This information will be used to develop and implement programs that promote student health and school safety, such as reductions in adolescent smoking, drinking and bully behavior.”

Samples of the 4th to 6th grade “Pride Questionnaire” as well as other materials were distributed to Board Members.

ADMINISTRATIVE REPORT

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| 1. | No allegations to investigate. | HIB |
| 2. | Our enrollment currently stands at 677. We had 707 students registered at this time. We had been as low as 664 this summer. Currently, we have 82 registered in Kindergarten; last year at this time we had 92. | Enrollment |
| 3. | Ninety sixth graders were promoted last year. No one was denied promotion. | Promotion |
| 4. | The audit was completed. All went well. We are not expecting any recommendations. | Audit |
| 5. | Mr. Melitsky and I will attend Marzano refresher training with the Warren Hills Cluster on the 25 th of August. | Marzano
Refresher |
| 6. | New Family Orientation will be held on the 28 th of August 2 at 10:00 AM if the building is safe for tours. | New Family
Orientation |
| 7. | Over 150 laptops/tablets will be deployed. We are piloting basing the carts in a specific classroom to improve the integration of technology. | Technology |

Ten new SMART boards will be replacing some old and failing Numonics Intelliboards.

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| 8. | Building preparation has been disrupted with the construction, but custodial staff is moving forward. | Building |
| 9. | <ul style="list-style-type: none"> • Bond paperwork was signed on July 25th, and the money deposited on July 30th. • Front bathrooms – delayed. Partitions will not be in until September 11. • Nurse’s room bathroom should be completed. • Asbestos is done. Pipes being insulated today. • Shed – floor is poured. Shed materials will be delivered on August 25th. • Music practice room in process. Wall removed. Ceiling tiles being replaced. New door into hallway will not be here in time for the start of school. • Clocks are ordered. • New pad was completed for the oil tank. Float was added to the oil tank. Waiting for macadam to be added around the pad. | Referendum
Update |
| 10. | New carpeting was installed in the faculty room and throughout the CST offices. | Other
Upgrades |

PUBLIC HEARING – HIB SUMMARY REPORT

1. As per Public Law N.J.S.A. 18A:17-46, districts are required to report the results of a Self-Assessment to Determine Grades under the Anti-Bullying Bill of Rights Act. (Schools must complete a Self-Assessment via School Climate Team, obtain public comment during an evening parent meeting and present their findings to the Board of Education for approval.)
Mr. Melitsky gave out handouts on HIB and explained each category. The district is in full compliance with the law. The report has to be filed by September 30, 2014, and the score sheet has to be posted on the website.

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| 2. | None | Public
Comment |
| 3. | <i>Motion by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous roll call vote that the Board approve our school HIB Self-Assessment as completed by the School Safety Team, and as recommended by the Superintendent. | HIB Self-
Assessment
Approved |

CONSENT AGENDA

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| 1. | <i>Motion by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the minutes of the following meeting: | Minutes |
| | <ul style="list-style-type: none"> • July 17, 2014, Special Meeting. | |

**APPROVAL AGENDA
PERSONNEL**

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| 1. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Caryn Coscia, effective September 1, 2014, to June 30, 2015, (pending criminal history check), Step MA-10 at a salary of \$59,944 as recommended by the Superintendent. | C. Coscia
Non Tenure
Contract |
| 2. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Tracy Marmorato as a long-term substitute, effective September 1, 2014, to December 31, 2014, (pending criminal history check), Step BA-3/4 at a prorated salary of \$51,574, as recommended by the Superintendent. | T. Marmorato
Long-term
Sub |
| 3. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a non-tenure contract for Lori Reyes as a Speech Language Specialist, effective September 1, 2014, to June 30, 2015, under the emergent hire provision (pending criminal history check), Step MA-3/4 at a salary of \$54,099, as recommended by the Superintendent. | L. Reyes
Non Tenure
Contract |
| 4. | <i>Motion by Mr. Winch, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Jennifer Cagnassola as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | J. Cagnassola
Sub Roster |

5. ***Motion by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Sheila deBarra as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. S. deBarra
Sub Roster
6. ***Motion by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Ray Zuchowski as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. R. Zuchowski
Sub Roster
7. ***Motion by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Attachment 1, 2014/2015 Substitute Roster, as recommended by the Superintendent. Mr. Coombs/
8. ***Motion by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge for the 2014/2015 school year in the event all other administrators are out of the building, as recommended by the Superintendent. Teacher in
Charge
9. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Jen Santa as Teacher in Charge for the 2014/2015 school year in the event all other administrators are out of the building, as recommended by the Superintendent. Teacher in
Charge
10. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent. Anti-Bullying
Coordinator
11. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent. Anti-Bullying
Specialist
12. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board appoint the following people to the School Safety Team: School Safety
Team
 - John Melitsky
 - Lauri Favreau (Chair)
 - Corin Francisco (Teacher)

- Nancy Harasymchuk (Parent)
- Colleen Hurley (Other Staff)

**APPROVAL AGENDA
FINANCE**

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| <p>1. Motion by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • July 18, 2014, to July 31, 2014, in the amount of \$99,683.80; • August 1, 2014, to August 14, 2014, in the amount of \$273,251.15. | <p>Bills Lists</p> |
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| <p>2. Motion by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the August 14, 2014, Travel/Workshop Request.</p> | <p>Travel/
Workshops</p> |
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| <p>3. 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 June 30, 2014, with a balance of \$1,543,100.87.</p> | <p>Treasurer’s/
Secretary’s
Reports</p> |
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Note: The June 30, 2014, balance will change after the audit.

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| <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>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:23A-16.10(a) for the month ended June 30, 2014, with a balance of \$1,543,100.87.</p> | <p>Certification</p> |
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5. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-1, Renewal number 11 with First Student, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$46,416.60 as follows: Multi-Contract L-1
Roll Call Vote

Multi-Contract #: L-1 Renewal #: 11 Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428				Contract Period: September 1, 2014 to June 30, 2015 Contract Amount: \$46,416.60					
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Contract Renewal Per Route
WH29/1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	253.58	1.00	4.29	257.87

6. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-2, Renewal number 3 with First Student, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$41,339.76 as follows: Multi-Contract L-2

Multi-Contract #: L-2 Renewal #: 3 Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428				Contract Period: September 1, 2014 to June 30, 2015 Contract Amount: \$41,339.76					
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH10	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	11,544.49	1.95	195.10	11,739.59
Shuttle 1	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	5,772.24	1.95	97.55	5,869.79
B-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	23,336.01	1.95	394.37	23,730.38

7. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-3, Renewal number 1 with First Student, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$43,274.76 as follows:

Multi-Contract
L-3

Multi-Contract #: L-3 Renewal #: N/A Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428			Contract Period: September 1, 2014 to June 30, 2015 Contract Amount: \$43,274.76						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH8	Warren Hills	1	7:15 a.m.	2:25 p.m.	180	21,277.80	0.95	359.58	21,637.38
O-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	21,277.80	0.95	359.58	21,637.38

8. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-1, Renewal number 11 with Snyder Bus Company, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$24,262.20 as follows:

Multi-Contract
S-1

Multi-Contract #: S-1 Renewal #: 11 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2014 to June 30, 2015 Contract Amount: \$24,262.20						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
M	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	132.55	1.64	2.24	134.79

9. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-2, Renewal number 9 with Snyder Bus Company, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$56,206.80 as follows:

Multi-Contract S-2

Multi-Contract #: S-2			Contract Period: September 1, 2014 to June 30, 2015						
Renewal #: 9			Contract Amount: \$56,206.80						
Contractor Name: Snyder Bus Company									
Terminal Location: Warren									
Contractor Code: 1598									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Renewal Per Route
SN1 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	157.34	1.90	2.66	160.00
SN2 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	149.74	1.90	2.52	152.26

10. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve an addendum to transportation contract with Snyder Bus Company, Warren County terminal, effective from September 1, 2014, to June 30, 2015, as follows:

Addendum – Snyder Bus

Route	Per Diem	Inc./Dec.	Mileage	Aide	Per Diem
SN1 05	N/A	\$1.90/mile	-4	N/A	(\$7.60)

Note: Services provided to child are no longer required.

11. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-3, Renewal number 5 with Snyder Bus Company, for the contract period September 1, 2014, to June 30, 2015, in the amount of \$233,158.80 as follows:

Multi-Contract S-3

Multi-Contract #: S-3 Renewal #: 5 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2014 to June 30, 2015 Contract Amount: \$233,158.80						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH13	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
A-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,106.99	1.80	322.91	19,429.90
WH9	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
X-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,106.99	1.80	322.91	19,429.90
WH26	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
J-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,106.99	1.80	322.91	19,429.90
WH7	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
K-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	322.91	19,429.90
WH20	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
E-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,106.99	1.80	322.91	19,429.90
WH6	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,106.99	1.80	322.91	19,429.90
Y-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,106.99	1.80	322.91	19,429.90

12. *Motion by Ms. Dillon, second by Ms. Janowski* and carried by unanimous roll call vote that the Board approve a 2014-2015 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

WHR
Jointure

Route	WH Cost
WH29	\$23,207.90
WH13	\$19,429.90
WH9	\$19,429.90
WH26	\$19,429.90
WH7	\$19,429.90
WH20	\$19,429.90
WH6	\$19,429.90
WH10/Shuttle 1	\$20,669.88
WH8	<u>\$21,637.38</u>
Totals	<u>\$182,094.56*</u>

***This is the amount the Board will be reimbursed by Warren Hills for transporting their students.**

13. *Motion by Ms. Dillon, second by Ms. Janowski* and carried by unanimous roll call vote that the Board approve a 2014-2015 Joint Transportation Agreement with Franklin Township School to transport our student population as follows:

Franklin Twp
SD Jointure

Route	Mansfield Cost
F-1	\$18,742.58
N-1	\$18,742.58
R-1	\$18,742.58
W-1	\$18,742.58
Totals	\$74,970.32*

***This is the amount the Board will be reimbursing Franklin Township for transporting its students.**

14. *Motion by Ms. Dillon, second by Ms. Janowski* and carried by unanimous vote that the Board approve the submission of the

Transfer
Report

Transfer Report for the year ended June 30, 2014, to the Warren County Office of Education.

15. **Motion by Ms. Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve a tuition contract with Celebrate the Children for Student ID #6001523607 for the 2014/2015 school year in the following amounts:

• Tuition:	\$65,907.00
• Extraordinary Services:	<u>27,000.00</u>
Total	<u>\$92,907.00</u>

Note: Transportation **not** included.

16. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Payment #1 (Toilet Room Reno), to Coopersmith Brothers, Inc., in the amount of \$20,648.00, per Anthony Gianforcaro’s certification dated July 22, 2014. Payment #1 – BR Reno

17. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Payment #2 (Toilet Room Reno), to Coopersmith Brothers, Inc., in the amount of \$40,002.00, per Anthony Gianforcaro’s certification dated July 22, 2014. Payment #2 – BR Reno

18. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Payment #3 (Toilet Room Reno), to Coopersmith Brothers, Inc., in the amount of \$9,034.00, contingent upon receipt of Anthony Gianforcaro’s certification. Payment #3 – BR Reno

19. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Payment #1 (Storage Building), to Coopersmith Brothers, Inc., in the amount of \$41,144.00, contingent upon receipt of Anthony Gianforcaro’s certification. Payment #1 – Storage Bldg.

20. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Coopersmith Brothers’ proposal to renovate the Music Room at a cost of \$34,500. Music Room Reno

Note: Other quotes received for renovations are as follows:

- C&E Contracting, Inc., Boonton, NJ: \$45,942 with acoustical panels; \$35,000 without acoustical panels;
- Drill Construction, Inc. – No response

21. *Motion by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve a Contract in the amount of \$1,800 with the State of New Jersey Commission For the Blind and Visually Impaired for the 2014/2015 school year to provide services to Student ID # 6558059433. Commission of the Blind

22. *Motion by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve a proposal from Innovation Wireless to furnish a clock system at cost of \$12,500.09. Wireless Clock System

Note: Other quotes received are as follows:

- Core BTS, Inc., Bridgewater, NJ - \$33,200.00
- Chomko LA, Atlanta, GA - \$15,686.22

23. *Motion by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board authorize the Superintendent to approve change orders on referendum projects reporting same at the next Board meeting for affirmation. Change Orders

PUBLIC PARTICIPATION

None

DISCUSSION

1. After a discussion about upcoming meetings and the lack of agenda items for each, the following meetings were cancelled: Meeting Cancellations

- August 28
- September 25

2. A request was received from a parent to allow a sixth grade student to stay tuition-free in district so that he could graduate with the classmates he had known since the end of third grade. The family moved to Washington Borough. Parent Request

After consideration of the facts and policy, it was decided that the parent’s request be denied.

3. *Motion by Mr. Momary, second by Ms. Janowski* and carried by unanimous vote that the Board approve Student ID #9762354517 to attend Mansfield Elementary, transportation to be provided by the parent. Student Attendance

ADJOURNMENT

With no further business to discuss, the August 14, 2014, Work Session Meeting ended at 8:55 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Tim Barlow
Vice President