

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING  
MINUTES  
SEPTEMBER 11, 2014**

**CALL TO ORDER**

Mrs. Reyes, Board President, opened the September 11, 2014 Work Session at 7:37 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  
Mr. Tim Barlow  
Mr. Michael Coombs  
Mr. John Falco  
Ms. Sharon McAlpin  
Mr. Jim Momary  
Mr. Jason Winch

Absent: Ms. Tracey Janowski  
Ms. Desiree Mora-Dillon

Also present: Mr. Melitsky and Mrs. Roszkowski

Community: There were approximately 8 community/and or staff members present.

**COMMUNICATIONS**

None

**ADMINISTRATIVE REPORT**

Mr. Melitsky reported the following:

1. We had a tremendous school opening. A special thank you to students and parents for a successful opening - especially our staff. Our staff was flexible and helpful. **School Opening**
2. There are 697 students enrolled as of this date. **Enrollment**

3. Back to School Nights are scheduled as follows:
- Pre-K to Grade 2: September 16
  - Grades 3 – 6: September 17
- Both programs will begin at 7 p.m.
4. There are no HIB allegations to report. **HIB**
5. Pictures are scheduled to be taken on September 29. **Picture Day**
6. We had our first bus evacuation drill on Tuesday, September 9 followed by a bus driver meeting. **Bus Evacuation Drill**
7. Maschio's Food Service made their debut offering appetizing food and using local produce. The produce is coming from Donaldson's Farm. **Maschio Food Service**
8. The HIB rubric was filed. **HIB Filing**
9. The sixth grade surveys we spoke of at the last meeting are being done by Mrs. Favreau when she presents her lessons. **Survey**
10. The Kindergarten students are finding their own buses. **Kindergarten**
11. To date, the following Referendum projects and Improvements have been made: **Referendum Projects**
- a. New chairs are in.
  - b. New desks have arrived and will be making their way to classrooms.
  - c. New cafeteria tables are in use.
  - d. New clocks are up.
  - e. Tiling is done in bathrooms.
  - f. Shed construction has begun.
  - g. Started to install the air conditioning in the IT room.
  - h. Old chairs and cafeteria tables have been taken by other schools, saving us disposal costs. We will also offer up the old desks.
  - i. The reconfiguration of the instrumental practice rooms is complete with the exception of the installation of the acoustical panels.

12. After attending a workshop on “Who’s Telling A School’s Story” we set up a Twitter account -- @spikesschool #spikepride **Social Media**
13. We received correspondence from the state that we have met the requirements with regard to implementing of the special education requirements for the 2012-2013 school year. **SE Requirements**

#### CONSENT AGENDA

1. *Motion by Ms. McAlpin, second by Mr. Winch* and carried by majority vote [with Mr. Barlow abstaining] that the Board approve the minutes of the following meeting: **Minutes**
- August 14, 2014, Work Session Meeting

#### PUBLIC PARTICIPATION

Mrs. Miller of Washington, NJ, asked the Board to consider allowing her son to attend sixth grade. He has been in the school district since third grade and would like him to graduate with the classmates he had become accustomed to. She stated that she cannot pay the tuition but would be willing to make a donation. **Parent Request**

Mrs. Reyes addressed the parents and child stating that she had watched the student’s growth over the past few years and that, in life, change is the only guarantee. By attending Washington Borough School, the student would make new friends and when he arrives at Middle School, he would be able to introduce those friends to his former classmates. She wished him well at his new school.

#### APPROVAL AGENDA PERSONNEL

1. *Motion by Mr. Barlow, second by Mr. Winch* and carried by unanimous vote that the Board approve the following personnel to share a position of “greeter” for the After Care School Program at a rate of \$10 per hour, effective September 4, 2014, and to coincide with the last day the After School Program finishes in June 2014, as recommended by the Superintendent: **Before/After Care Program Greeters**
- Kathy Montgomery
  - Rita Riotto

- |    |   |  |
|----|---|--|
| 2. | <i>Motion by Mr. Barlow, second by Mr. Winch</i> and carried by unanimous vote that the Board approve Kathy Montgomery as an office helper effective September 2014, through June 2015, at an hourly rate of \$11, as recommended by the Superintendent.  | <b>Office Helper</b>                                   |
| 3. | <i>Motion by Mr. Barlow, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the 2014-2015 Substitute Custodian and Nurse Roster per attached, as recommended by the Superintendent.   | <b>Substitute<br/>Custodian &amp;<br/>Nurse Roster</b> |
| 4. | <i>Motion by Mr. Barlow, second by Mr. Winch</i> and carried by unanimous vote that the Board approve Kathleen Grimwood as a substitute teacher (Criminal History check completed), as recommended by the Superintendent.   | <b>K.<br/>Grimwood -<br/>Sub</b>                       |
| 5. | <i>Motion by Mr. Coombs, second by Mr. Winch</i> and carried by unanimous vote that the Board rescind a paraprofessional contract offered to Giovanna Valli, effective September 1, 2014, through June 30, 2015, in the amount of \$12,721, per Ms. Valli's request and as recommended by the Superintendent.   | <b>Rescind<br/>Contract –<br/>G. Valli</b>             |
| 6. | <i>Motion by Mr. Coombs, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a non-tenure contract for Giovanna Valli, part-time pre-school paraprofessional, effective September 1, 2014, through June 30, 2015, at an annual salary of \$7,632.60, (Criminal History check complete), as recommended by the Superintendent.  | <b>PT Contract<br/>– G. Valli</b>                      |
| 7. | <i>Motion by Mr. Coombs, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a non-tenure contract for Michelle Stecky, part-time pre-school paraprofessional, effective September 1, 2014, through June 30, 2015, at an annual salary of \$5,088.40, (Criminal History check complete), as recommended by the Superintendent. | <b>PT Contract<br/>– M. Stecky</b>                     |

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

- |    |  |                       |
|----|--|-----------------------|
| 1. | <i>Motion by Mr. Momary, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the use of 13 classrooms and the All Purpose Room by St. Theodore's Catholic Parish on Monday nights (starting September 8, 2014), from September 2014, through May 2015, at no rental charge per Board Policy | <b>Facilities Use</b> |
|----|--|-----------------------|

1330 and Board Regulation 1330-R, as recommended by the Superintendent.

- 2. **Motion by Mr. Momary, second by Mr. Winch** and carried by unanimous vote that the Board approve a Memorandum of Agreement between the Mansfield Township Police Department and the Mansfield Township Board of Education. **Memorandum of Agreement**

**APPROVAL AGENDA  
FINANCE**

- 1. **Motion by Ms. McAlpin, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills lists: **Bills Lists**

- August 15, 2014, to August 31, 2014, in the amount of \$142,185.53.
- September 1, 2014, to September 11, 2014, in the amount of \$215,100.18.

- 2. **Motion by Ms. McAlpin, second by Mr. Winch** and carried by unanimous vote that the Board approve the Funds Transfer Report dated September 11, 2014, as follows: **Transfers**

- Fund 10: \$ 19,934.50
- Fund 20: \$167,529.00
- Fund 30: \$ 10,800.00

- 3. **Motion by Ms. McAlpin, second by Mr. Winch** and carried by unanimous vote that the Board accept a special education tuition student (ID# 5142397653) from the Hackettstown School District effective September 1, 2014, through June 30, 2015, at the following tuition rate: **Tuition Student Received**

- |                           |              |
|---------------------------|--------------|
| • Base Tuition            | \$18,500     |
| • Speech: 90 minutes/week | 3,966        |
| • OT: 60 minutes/week     | 2,890        |
| • PT: 60 minutes/week     | 3,231        |
| • Aide                    | <u>7,019</u> |

Total Tuition from Hackettstown School District	<u>\$35,606</u>
--	-----------------

- 4. **Motion by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote that the Board approve Workshops/Travel per the September 11, 2014, request. **Travel/Workshops**

5. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board approve an Agreement with Applied Behavioral Consulting, LLC to provide Applied Behavior Analysis services as requested by the Child Study Team, at a fee of \$110 per hour, not to exceed \$27,000, effective September 2014, through June 30, 2015, **Applied Behavioral Consulting Contract**
6. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board approve a Shared Services Agreement with Washington Township School District for the services of a Curriculum Writer for the 2014-2015 school year at a cost of \$1,500. **Curriculum Writer**
7. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board approve a contract with Developmental Center for Children and Families, LLC effective July, 2014, through August, 2014, for Student ID # 6001523607, at a cost of \$7,000 **SE Tuition Contract**
- Note: This does not include transportation services.
8. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board approve transportation services for Student ID 6001523607 effective July, 2014, through June 30, 2015. **Summer Transportation**
9. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board accept Student ID #9762354517 from Belvidere School District at a tuition receipt of \$1 for the 2014/2015 school year. **Student Received**
10. *Motion by Mr. Winch, second by Mr. Coombs* and carried by unanimous vote that the Board approve Payment #1 (Fire Alarm System Renovation), to Open Systems Integrators, Inc., in the amount of \$6,289.00, per Anthony Gianforcaro's certification dated August 25, 2014. **Payment 1 – Open Systems**
11. *Motion by Mr. Falco, second by Mr. Winch* and carried by unanimous vote that the Board accept a donation from St. Theodore Catholic Church in the amount of \$500.00 for the use of facilities. **Accept Donation**
12. *Motion by Mr. Falco, second by Mr. Winch* and carried by unanimous vote that the Board accept Catholic Charities Diocese of Metuchen and the Warren/Hunterdon County CAP (Child Assault Prevention) Grant in the amount of \$1,200 toward Workshops (Staff: 0; Parent: 1; Student Workshops: 10 – Grades 1, 3, 5) with **CAP**

the District responsibility for the workshops being \$268.

- 13. *Motion by Mr. Falco, second by Mr. Winch* and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of July 31, 2014, with a balance of \$8,467,279.20.

**Secretary/  
Treasurer’s  
Reports**

- 14. The following resolution was adopted by unanimous roll call vote on *motion by Mr. Falco, second by Mr. Winch*:

**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 6A:23A-16.10(a) for the month ended July 31, 2014, with a balance of \$8,467,279.20.\*

\* This balance includes the \$6,685,000 received from the bond sale.

**PUBLIC PARTICIPATION**

None

**DISCUSSION**

**ADJOURNMENT**

With no further business to discuss, the September 11, 2014, Work Session Meeting ended at 8:00 p.m. on *motion by Mr. Winch, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Tim Barlow  
Vice President