

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING
MINUTES
OCTOBER 9, 2014**

Call to Order

Mrs. Reyes, Board President, opened the October 9, 2014 Work Session at 7:39 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. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Desiree Mora-Dillon
Mr. Jason Winch

Absent: Mr. Tim Barlow
Mr. Michael Coombs

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

COMMUNICATIONS

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| 1. Letters from a parent requesting early admission was distributed to each Board Member as well as a letter from the Board’s Bond Attorney regarding participation in the Municipalities Continuing Disclosure Cooperation Initiative. | General |
| 2. A letter dated October 1, 2014, from Elodie Kearney regarding her intent to retire effective December 31, 2014, was read. | Retirement/
Resignation
E. Kearney |
| 3. Ms. Kathleen Huder, Business Administrator of Lindenwold Board of Education wrote a thank you letter for the donation of student chairs. | Thank You |

4. Dr. John C. Richardson, Interim Superintendent of Schools, Ridgefield Park, wrote a thank you letter for the donation of eighteen cafeteria tables. Thank You

REPORT ON VIOLENCE AND VANDALISM

The following is a transcript of Mr. Kemp's report on Violence and Vandalism:

"This evening I am delivering the annual Violence and Vandalism Report for the Mansfield Township School District in compliance with the state requirement that this report be shared with the community and Board of Education yearly. V&V Report

"I'll begin by sharing the measures that we are employing to keep our school community safe. We continue our high expectations for school conduct and discipline. Our code of conduct is reviewed yearly, revised as necessary, and distributed yearly to all parents and staff. We yearly evaluate our Harassment, Intimidation, and Bullying Policy and continue to attend state sponsored workshops addressing the policy requirements and prevention strategies. Staff and parent training are ongoing, regarding any new HIB legal requirements. The HIB mandatory self-assessment document was completed by the School Safety Team, approved by the board of education for submission, and submitted by the September 30th deadline. Students are taught respect for themselves and others on a daily basis. Students and faculty members alike are rewarded with "Bucket Filler" slips whenever they are observed doing something helpful or respectful. Mrs. Favreau also plans and conducts activities for Respect Week, Red Ribbon Week, School Violence Awareness Week, and Mix It Up Day.

"We continue to work closely with local law enforcement. Our DARE officer delivers the fifth grade program which addresses the need for drug resistance. In addition to the DARE program, we cooperate with law enforcement through the Memorandum of Agreement and through meetings, as necessary, to address and improve any violence, vandalism, or safety concerns. The Mansfield Police have worked jointly with us to develop our emergency procedures. They also provide a regular visual presence by conducting building walk-throughs and assist with our practice of lock down drills. Last year Mr. Kemp attended county-wide school safety meetings organized by the prosecutor's office. The district has provided school information electronically for the county-wide coordinated safety initiative between schools and law

enforcement. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training. Mansfield reviews the School Safety and Security Plan on a yearly basis, making any necessary changes.

“Administration and guidance work closely together to address any disciplinary concerns before they become large problems. Mrs. Favreau conducts monthly anti-bullying classroom lessons in grades 3 – 6. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. The Bucket Filler program continues this year. Every week each classroom rewards an individual student, and an overall school-wide bucket filler is recognized by the office.

“Our proactive approach has resulted in a safe school environment. We had one reported incident of violence, concerning a threat and no reported incidents of vandalism.”

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

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| 1. | Mr. Kemp stated that, “Since I missed the first meeting, I gave you a copy of my opening letter to staff, and copies of the items that I left on their desk for the first day.” | Copy of Letter |
| 2. | One allegation of HIB was reported and investigated and found not to be HIB. | HIB |
| 3. | Parent Go Math Nights were held on Sept. 30 th and Oct. 1 st . We had approximately 76 parents attend night one and 46 attend night two. Thank you to our math committee, especially Kristin Baker and Kate Mattison, for organizing these important nights for parents. | Go Math
Nights |
| 4. | CAP programs for grades 1 and 3 were provided. | CAP Program |
| 5. | We are currently celebrating Respect Week with daily announcements from our peer mediators. | Respect Week |

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| 6. | We held our first Coffee with Administration on Oct. 7. The focus was on the Title I Program. Thirteen parents were in attendance. | Coffee With Administration |
| 7. | In-service trainings are scheduled as follows on October 13: <ul style="list-style-type: none"> a. <u>Go Math</u> workshop as requested by the teachers 8:30 – 11:30 b. State Mandated Dyslexia 2 hour training at Warren Hills 1:00 – 3:00 | In-Service |
| 8. | <ul style="list-style-type: none"> • Flu shots available for staff - Oct. 10 • Student Council Movie Night – Oct. 10 • Parent Teacher Conferences Oct. 15, 16, 17 • PTA Trunk or Treat – Oct. 24 • School Boards Convention – Oct. 28, 29, 30 • Jim, Mary, and I are attending. • Mary has been asked to present on referendums with Mary Lyons on October 28. • Halloween Parade – 1:45 PM – Oct. 31 • Board Elections – Nov. 4 | Dates of Importance |
| 9. | Enrollment stands at 696. | Enrollment |
| 10. | Our 4 th grade has been selected to take the National Assessment of Educational Progress on February 11, 2015. | NAPE |
| 11. | <ul style="list-style-type: none"> • Bathrooms are finished. • Acoustical Panels for the music room will be installed on Oct. 13. | Referendum Project Updates |

- Shed – They finished insulating and the metal sheeting is installed inside. The rough electrical inspection has been completed. We are waiting on the garage doors, grading around the building, and the final inspections.
- Moving forward on the LED sign for the school. We have received a permit from the town to replace the old sign with an LED Message Board. We are currently seeking quotes for the project.
- Doors Replacement and Man Trap - Measurements have been taken. We are hoping the project will be completed by the first of the year.
- Fire Alarm System – We do not have a start date. We need the updated system to get our Certification of Compliance with the Uniform Fire Code as our current smoke detectors are over 10 years old.

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| 12. | Mr. Kemp stated that, “On October 8 th , I attended my first session of the Leadership Academy for my Professional Development Plan. The topic was ‘Leading the Common Core and Standards-Based Instruction.’ ” | Leadership
Academy |
| 13. | Mary is looking into solutions to insure that the district meets all of the requirements of Obama Care. | ObamaCare
Employer
Mandates |
| 14. | We will also be purchasing buckets for the classrooms in case of an extended lock down. | Lock Down |
| 15. | We are currently discussing the value of a built-up vs. rolled roof for the upcoming bid on the roof replacement. | Roof
Discussions |

PUBLIC PARTICIPATION

- 1. Ms. O’Meara asked if the NAPE tests were computerized. Mr. Kemp advised that NAPE testing is in paper and pencil format. LA, math and science knowledge would be tested. A discussion followed with regard to how many would be tested, administration of tests, etc. **NAPE**

CONSENT AGENDA

Motion by Ms. McAlpin, second by Mr. Winch and carried by majority vote [Ms. Janowski and Ms. Dillon abstaining] that the Board approve the minutes of the following meeting: **Minutes**

- September 11, 2014, Work Session Meeting.

APPROVAL AGENDA

- 1. ***Motion by Mr. Momary, second by Mr. Winch*** and carried by unanimous vote that the Board the submission of the updated M-1 report projecting 2015/2016 maintenance requirements. **M-1**

- 2. ***Motion by Mr. Momary, second by Mr. Winch*** and carried by unanimous vote that the Board adopt the following resolution: **CMP**

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

Be It Further Resolved that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

- 3. **Motion by Mr. Momary, second by Mr. Winch** and carried by unanimous vote that the Board certify that the Mansfield School District has numerous projects identified in its 2005-2010 Five Year Long Range Facility Plan that have not yet been initiated or advanced. These projects have an *estimated* total cost over the five-year period of \$1,076,500. The local share amount of \$645,900 represents the maximum amount the Mansfield School District may have on deposit in its capital reserve fund for the 2014-2015 school year. **Cap Reserve**

- 4. **Motion by Mr. Momary, second by Mr. Winch** and carried by unanimous vote that the Board approve the submittal of the Statement of Assurances (“SOA”) as presented and hereby attest to the accuracy of the SOA responses. **NJ QSAC SOA**

**APPROVAL AGENDA
PERSONNEL**

- 1. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following IDEA Paraprofessional to have 100% of her 2014/2015 salary paid out of the IDEA Basic funds, as recommended by the Superintendent: **IDEA Funded Paraprofessional**
 - Patricia Cericola \$16,508

- 2. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel to have a portion of their 2014/2015 salary paid out of the Title I funds, as recommended by the Superintendent: **NCLB Funded Salaries**
 - Pamela Booser \$26,600
 - Kate Mattison \$15,000
 - Deb Salvo \$ 5,124
 - Beth Scheiner \$13,276

- 3. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the following teacher to have a portion of her 2014/2015 salary paid out of Title II (Classroom Size Reduction) funds as recommended by the Superintendent:
 - Kate Mattison \$21,000
- 4. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Ashley Balz Anastasio as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **A. Anastasio Sub Roster**
- 5. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board approve 5.5 days' pay for additional CST work performed by Faye Collins over the summer, at a per diem rate of \$221.95, as recommended by the Superintendent. **Additional CST Work**
- 6. ***Motion by Mr. Winch, second by Ms. Janowski*** and carried by unanimous vote that the Board accept Elodie Kearney's resignation/retirement effective December 31, 2014, with much regret. **E. Kearney Retirement**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- 1. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the Integrated Pest Management Program for FY 2014/2015. **IPM**
- 2. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the School Nursing Plan as presented. **Nursing Plan**

**APPROVAL AGENDA
FINANCE**

- 1. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve the following bills list/(s): **Bills Lists**
 - September 12-30, 2014, in the amount of \$620,685.74.

- October 1, 2014, to October 11, 2014, in the amount of \$257,786.56.
- August 25, 2014, in the amount of \$7,561.88 (Wire transfer to JP Morgan for interest payment).
- August 29, 2014, in the amount of \$174.07 Check No. N0526 (to reimburse Agency Account for check printing charge).

2. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve the October 9, 2014, Travel Requests. **Travel/Workshops**

3. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated October 9, 2014, as follows: **Transfers**

- Fund 10: \$ 24,561.00
- Fund 20: \$ 35,068.00

4. ***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 August 31, 2014, with a balance of \$8,655,294.79. **Secretary/Treasurer’s Reports**

5. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous roll call vote that the Board 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 6A:23A-16.10(a) for the month ended August 31, 2014, with a balance of \$8,655,294.79.

6. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by unanimous vote that the Board cancel the following outstanding, stale dated checks, per auditor’s suggestion: **Cancel Stale Dated Checks**

- No. 12198 \$ 104.04
- No. 12305 \$ 34.64
- No. 12469 \$ 69.27
- No. 12529 \$ 117.33
- No. 12829 \$ 93.96
- No. 21654 \$ 15.00
- No. 21655 \$ 265.95
- No. 21656 \$3,268.00
- No. 22746 \$ 250.00
- No. 23959 \$ 23.56

7. **Motion by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve three McKinney-Vento contracts with Phillipsburg School district to send the following students at tuition rates noted:

McKinney-Vento Students

- SG: \$537.90 (attended 6 days, withdrew 9/3/14)
- TG: \$537.90 (attended 6 days, withdrew 9/3/14)
- LG: \$448.25 (attended 5 days, withdrew 9/3/14)

Note: Tuition has been pro-rated from August 25, 2014 to September 2, 2014, start date.

8. **Motion by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following Resolution:

Continuing Disclosure Review

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, NEW JERSEY DIRECTING THE UNDERTAKING OF A CONTINUING DISCLOSURE REVIEW AND AUTHORIZING PARTICIPATION IN THE "MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION" INITIATIVE OF THE DIVISION OF ENFORCEMENT OF THE U.S. SECURITIES EXCHANGE COMMISSION

WHEREAS, the Board of Education of the Township of Mansfield in the County of Warren New Jersey (the "Issuer") has previously issued one or more series of bonds and or notes, including in the past five (5) years pursuant to one or more preliminary and final official statements (collectively, the "Bonds"); and

WHEREAS, in connection with the issuance of such

Bonds, the Issuer covenanted with Bondholders to provide certain secondary market information on an annual basis to the Nationally Recognized Municipal Securities Information Repositories (pre-2009) and to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port (2009 to present) ("EMMA"), including, but not limited to, audited financial statements, budgets, other financial and operating data and ratings changes; and

WHEREAS, the Securities and Exchange Commission (the "SEC") has recently focused attention on what it alleges is widespread failure of local government issuers across the nation to meet their continuing disclosure obligations and misrepresentation through material misstatements in an official statement (innocently, inadvertently or otherwise) of past compliance with continuing disclosure obligations; and

WHEREAS, in an effort to remedy these perceived issues, the SEC has implemented the Municipalities Continuing Disclosure Cooperation Initiative (the "MCDC"), a limited-time program ending at 12:00 a.m. on December 1, 2014, that encourages issuers of municipal bonds, including the Issuer, to self-report possible material misstatements or omissions, made in the past five (5) years in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, by participating in the MCDC, issuers agree to accept certain non-monetary penalties, in lieu of unknown, and, potentially significant monetary and non-monetary penalties the SEC has threatened on issuers that do not participate in the MCDC, should the SEC determine that an issuer has made material misstatements in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, by participating in the MCDC, issuers agree to accept the following penalties, if imposed by the SEC (i) compliance with a cease and desist order in which the issuer neither admits nor denies the findings of the SEC, (ii) implementation of policies, procedures and training regarding continuing disclosure obligations, (iii) compliance with all existing continuing disclosure undertakings, (iv) cooperation with any further SEC investigation, (v) disclosure of settlement terms in any final official statement issued within five years of the date of institution of the proceedings, and (vi) production to the SEC of a compliance certificate regarding the applicable undertakings on the one year anniversary of the proceedings; and

WHEREAS, the Issuer desires to conduct a disclosure review which will (i) summarize the results of the Issuer's prior compliance with its secondary market disclosure obligations and (ii) compare those results to the statements made by the Issuer in its official statements regarding past compliance (the "Disclosure Review"); and

WHEREAS, the Issuer further desires to retain the services of disclosure specialist to conduct the Disclosure Review; and

WHEREAS, based on the results of the Disclosure Review, and weighing the known, non-monetary penalties that may come through the Issuer's participation in the MCDC versus the unknown, and, by all accounts, potentially significant monetary and non-monetary penalties the SEC has threatened on issuers that do not self-report, the Issuer further desires to delegate to the Chief Financial Officer, in consultation with the Issuer's general counsel, bond counsel, auditor and other finance professionals, the power to prepare and submit all documentation required to enter the Issuer's Bond issues into the MCDC, as necessary;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ISSUER, AS FOLLOWS:

Section 1. The Issuer hereby authorizes completion of the Disclosure Review.

Section 2. The Issuer hereby authorizes the Chief Financial Officer to engage the services of a disclosure specialist to complete the Disclosure Review; provided that the award of any contract in connection therewith meets the requirements of Issuer's applicable public contracting laws.

Section 3. In the event the Disclosure Review reveals that the Issuer **may** have made a material misstatement regarding the Issuer's compliance with prior continuing disclosure undertakings, the Issuer hereby authorizes and directs the Chief Financial Officer to prepare and submit all documentation necessary to enter the Issuer's applicable Bond issues into the MCDC.

Section 4. Any action taken by the Chief Financial Officer, or any other officer of the Issuer, with respect to the Disclosure Review, the engagement of a disclosure specialist and participation in the MCDC is hereby ratified and confirmed.

Section 5. This resolution shall take effect immediately.

- 9. *Motion by Mr. Falco, second by Ms. Janowski* and carried by unanimous vote that the Board approve Payment #2 (Fire Alarm System), to Open Systems Integrators, Inc., in the amount of \$10,478.50, per Anthony Gianforcaro’s certification dated October 1, 2014.

Open Systems Integrators – Payment #2

- 10. *Motion by Mr. Falco, second by Ms. Janowski* and carried by unanimous vote that the Board approve Payment #1 (Asbestos Removal), to VMC Company, Inc., in the amount of \$53,900.00, per Patrick McGuinness’s certification dated September 29, 2014.

VMC Company Payment

- 11. *Motion by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board approve Payment #4 (Toilet Room Reno), to Coopersmith Brothers, Inc., in the amount of \$75,478.00, per Anthony Gianforcaro’s certification dated September 17, 2014.

Coopersmith – Payment #4: Bathrooms

- 12. *Motion by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board approve Payment #2 (Storage Building), to Coopersmith Brothers, Inc., in the amount of \$33,236.00, per Anthony Gianforcaro’s certification dated September 17, 2014.

Coopersmith – Payment #2: Storage Bldg.

- 13. *Motion by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board approve Payment #1 (Music Room Reno), to Coopersmith Brothers, Inc., in the amount of \$34,500.00, per Anthony Gianforcaro’s certification dated September 17, 2014.

Coopersmith – Payment #1: Music Room

- 14. *Motion by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board approve a tuition contract for the 2014-2015 school year with Pohatcong Township Board of Education for CJ, placed by DYFS, in the amount of \$13,445.

Tuition Contract

- 15. *Motion by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board approve the transfer of \$6,510,552.49 from the General Account to the Referendum 2014 Account, which represents the monies left after paying \$174,447.51 to various contractors for work performed since the receipt of bond funds into the General Account.

Transfer Bond Funds

Note: This is being done to segregate Bond Sale Proceeds from the General Account Funds.

PUBLIC PARTICIPATION

None

DISCUSSION

1. Meeting Reminders:

- October 23, 2014 Meeting – Cancelled
- November 13, 2014 – Next meeting

Meeting Schedule

2. Mr. Melitsky received an email from Mr. Reyes with regard to installing lights in the field. Corporate sponsors would be sought to install lights. It was felt that the older kids would benefit from an extended practice schedule. No one would be disturbed by the late evening activity as the field is near the church and not a residence. Mr. Momary noted that it costs Warren Hills \$115 an hour to run the lights at night on the ball field. The Board did not object to further investigating the possibility of having lights installed for the proposed usage.

Ball Field Lights

ADJOURNMENT

With no further business to discuss, the October 9, 2014, Work Session Meeting ended at 8:26 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