

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
NOVEMBER 13, 2014**

Mrs. Reyes, Board President, opened the November 13, 2014 Regular Meeting at 7:34 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. John Falco  
Ms. Tracey Janowski  
Mr. Jim Momary  
Ms. Desiree Mora-Dillon  
Mr. Jason Winch

Absent: Mr. Michael Coombs  
Ms. Sharon McAlpin

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

**COMMUNICATIONS**

Mrs. Roszkowski read the following letter:

Mrs. Ford's letter of resignation/retirement effective  
December 31, 2014.

Sharon Ford  
Resignation/  
Retirement

**ADMINISTRATIVE REPORT**

Mr. Kemp's report included the following:

1. Congratulations to our newly re-elected Board Members: Michael Coombs, Tracey Janowski, and Jason Winch.      Congratulations

- |     |  |                                   |
|-----|--|-----------------------------------|
| 2.  | <ul style="list-style-type: none"> <li>• Investigated two alleged cases of HIB #'s 2 and 3.</li> <li>• One found to be HIB</li> </ul> <p style="margin-left: 40px;">Corrective actions: Consultations with necessary parties and counseling.</p> <p style="margin-left: 40px;">Discipline was imposed.</p> | HIB                               |
| 3.  | <p>Congratulations to Ms. Baker's students: Robert Delghiaccio, Emma Mele, Emma Sloan, Matt Murawski, Logan Fass, and Megan Sergeant. They were chosen by BASF to receive a 2014 Science Education Grant of \$5000.00 for their proposal, Solar Energy: The Bright Choice.</p>                             | BASF Science Grant                |
| 4.  | <p>First marking period report cards go home tomorrow.</p>   | Report Cards                      |
| 5.  | <p>American Education Week is being celebrated from November 16-21.</p>  | American Education Week           |
| 6.  | <p>The Book Fair will take place from December 1-5, with Family Night Wednesday, December 3, from 6-8.</p>   | Book Fair                         |
| 7.  | <p>The Winter Concert will be held on December 16 at 7:00 p.m.</p>   | Winter Concert                    |
| 8.  | <p>The Policy Manual has been reviewed and updated and is on tonight's agenda.</p>   | Policy Manual                     |
| 9.  | <p>School Board Convention – Some of my favorite sessions included:</p> <ul style="list-style-type: none"> <li>a. Technology.</li> <li>b. Legislative Committee and Panel.</li> <li>c. Leadership Under Fire: Lessons from the Whitehouse.</li> </ul>  | School Board Convention Favorites |
| 10. | <p>The second session of my Leadership Academy was held on Wednesday. The agenda focused on assessments.</p>   | Leadership Academy                |
| 11. | <p>We are soliciting final proposals for audio and visual work for the all-purpose room and the gym as well as lighting for the stage.</p>   | APR A/V                           |
| 12. | <p>Referendum Updates:</p> <ul style="list-style-type: none"> <li>a. The shed is completed.</li> <li>b. Fire alarm work has begun.</li> </ul>  | Referendum Updates                |

- c. Core samples of the roof were taken. The bid is going out, and the bid opening will be on December 17.
13. Mansfield will be hosting the next Cluster Board Meeting on January 26, 2015, at 6:00 p.m. Cluster Board Meeting
14. We now have a new cluster-wide articulation initiative. Superintendents are discussing how best to align all districts in the cluster. We have been discussing a shared curriculum director. We will be looking to gather representatives from all districts to discuss needs in the areas of math and ELA and the best methods of addressing them (Director, shared staff development, etc.). Cluster-wide Articulation
15. The 2014-2015 Progress Targets Action Plan is on the agenda tonight. It outlines our action steps that we are taking to address the needs of student populations that did not meet their proficiency targets as set by the state. Progress Targets Action Plan
16. QSAC is coming. We will be presenting our District Performance Report at the December or January meeting. The report is due by January 15, 2015. QSAC

### **CUMULATIVE HIB REPORT**

Mr. Kemp reported the following with regard to the Bi-annual HIB report for Period 1 (September 1 through December 31):

- Number of investigated reports: 3
  - Number of reports found to be HIB: 1
  - Number of HIB based on protected categories: 0
  - Names of investigators: John Melitsky and Lauri Favreau
  - Type and nature of any discipline imposed on students engaging in HIB: Out of school suspension
  - Any other measures imposed (training conducted or programs implemented) to reduce HIB: School counseling, Outside professional counseling
- Bi-annual HIB Report

### **SPECIAL PRESENTATION: TEST RESULTS**

Mr. Melitsky gave a detailed report on student achievement as measured by the tests given last spring. Questions were answered. TEST RESULTS

**PUBLIC PARTICIPATION**

None

**CONSENT AGENDA**

1. ***Motion by Mr. Falco, second by Ms. Janowski*** and carried by majority vote [with Mr. Barlow abstaining] that the Board Approve the minutes of the following meeting/(s): Minutes
- October 9, 2014, Work Session Meeting with the following correction to Item #2, under correspondence: “. . . December 31, 2013” should be “. . . December 31, 2014.”

**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITIES**

1. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Mansfield Township School District to limit students participating in the Choice Program to two percent of the number of students per grade per year. Choice  
School  
Participation
2. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the following 2014-2015 After School Clubs and their sponsors: Clubs
- Ski Club Diane Hogan  
Chaperones: Diane Hogan,  
John Melitsky, Katie Quinn,  
Rich VanDien, Donna  
McPhillips, Amy Kemp, Ed  
Kemp, Robin Florentine, and  
Tracy Marmorato.
  - Homework Club Katie Quinn, Beth Deo
  - Battle of the Books –  
5<sup>th</sup> & 6<sup>th</sup> Laura Baggerly
  - Drama Club Susan Codey  
Sharon O’Meara

- Spike Productions Kristin Baker, Robin Iaione,  
and Ray Zuchowski
  - Chess Club Kristin Baker
  - Once Upon a Story Dawn Drescher and  
Marlene Fontana
  - Battle of the Books  
3<sup>rd</sup> and 4th Michelle Zappulla
3. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the Revised Policy Manual with the revisions noted on Attachment 1, “Manual Update Summary, Mansfield, October 20, 2014.” Adoption of Revised Policy Manual
  4. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board affirm/accept the finding regarding HIB Incident #1 presented at the October 9, 2014, meeting. Affirm HIB #1
  5. ***Motion by Ms. Dillon, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the Progress Targets Action Plans for mathematics and English Language Arts. Progress Targets

#### APPROVAL AGENDA PERSONNEL

1. ***Motion by Mr. Momary, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Antoinette Standish as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. Antoinette Standish – Sub Roster
2. ***Motion by Mr. Momary, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Theresa Bifano as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. Theresa Bifano – Sub Roster
3. ***Motion by Mr. Momary, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Faye Collins to do work for the Board Office on an as-needed basis, after her regular hours as CST Secretary, at an hourly rate of Faye Collins – Board Office

\$32.33, as recommended by the Superintendent.

Note: There are some specialized projects in conjunction with the referendum, etc. that need to be addressed.

4. **Motion by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board accept Sharon Ford's resignation/retirement effective December 31, 2014, with much regret. Sharon Ford Retirement/Resignation

## APPROVAL AGENDA FINANCE

1. **Motion by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills lists: **Bills Lists**
- October 10, 2014, to October 31, 2014, in the amount of \$1,078,186.33; and
  - November 1 to 13, 2014, in the amount of \$256,729.45.
2. **Motion by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers as per the November 13, 2014, Report for the following: **Transfers**
- Fund 10: \$21,235.00
3. **Motion by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining] that the Board approve the November 13, 2014, Travel Requests. **Travel/Workshops**
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 report as of September 30, 2014, with a balance of \$8,669,508.33. **Secretary/Treasurer's Reports**
5. The following resolution was moved **by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote: **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:23-2.11(b) for the month ended September 30, 2014, with a balance of \$8,669,508.33.

6. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve a tuition agreement with The Arc of Essex County Stepping Stones, effective October 27, 2014, to June 30, 2014, at a cost of \$309.00 per day or \$45,423 (for 147 days).

**Special Ed  
Tuition Contract**

Note: Transportation not included.

7. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve Phoenix Advisors, LLC, to upload the 2013-2014 CAFR (Audit Report) to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) website as required by the Board's "Continuing Disclosure Agreement" contained in bond documents, at a cost of \$500.

**Continuing  
Disclosure  
Agreement Filing**

***Note: This filing is complex and a timely filing is a crucial prerequisite to accessing the bond and note markets to finance important capital projects. This is more involved than just uploading a file to the site as there are many layers and one must know precisely which layers have to be accessed and dealt with.***

8. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve Payment #5 (Toilet Room Reno), to Coopersmith Brothers, Inc. in the amount of \$14,685.00, per Anthony Gianforcaro's certification dated November 3, 2014.

**Payment #5 –  
Coopersmith  
Brothers, Inc.**

9. ***Motion by Ms. Janowski, second by Mr. Winch*** and carried by unanimous vote that the Board approve Payment #6 - Final (Toilet Room Reno), to Coopersmith Brothers, Inc. in the amount of \$8,413.00, per Anthony Gianforcaro's certification dated November 3, 2014.

**Payment #6 –  
Coopersmith  
Brothers, Inc.**

- 10. *Motion by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve the purchase of an Outdoor Electronic Sign from Rhombus Enterprises of Pearl River, NY, at a cost of \$29,020.00 (installation included).

**Outdoor Electronic Sign**

Note: Other quotes and/or non-response:

- MediaNow, Inc. – Netcong, NJ - \$33,319.80
- Decker Construction & Electric – Bradley Beach, NJ – no response.

**DISCUSSION AGENDA**

- 1. Mr. Momary gave a brief overview of the workshops he attended at School Boards Conference in October.
- 2. The Board was reminded that the next meeting will be held on December 18.

**School Boards Conference Report**

**Next BOE Meeting**

**PUBLIC PARTICIPATION**

None

**ADJOURNMENT**

*Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous vote that the Board adjourn the November 13, 2014 meeting.

8:18 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Tim Barlow  
Vice President