

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
JANUARY 13, 2011**

CALL TO ORDER

Mr. Bell opened the January 13, 2011 Work Session Meeting of the Mansfield Township Board of Education 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, May 4, 2010, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present:	Mr. John Bell	Absent:	Ms. Tracey Janowski
	Ms. Karri Sienna-Reyes		Mr. Jeff Stabile
	Mr. Tim Barlow		
	Dr. Clancy		
	Ms. Barbara Curto		
	Mr. Russell Uhrig		
	Mr. Richard Young		

Also present were: Mr. Kemp, and Ms. Roszkowski.

Community: Approximately five community and/or staff members were present.

**SPECIAL PRESENTATION – AUDIT REPORT
–MR. WILLIAM COLANTANO, JR.**

Mr. Colantano stated that “Last year was unique and the future will be even more unique.” He said that he hates to bring “doom and gloom” but it is necessary to be aware of the reality facing the district. There was a rather unique item included in revenues. Federal dollars - \$496,000 – had been swapped in a “shell game” by the state and presented as “State Aid.” The State replaced their obligation with Federal dollars. In essence, the State gave the district only 85% of what they promised. These Federal dollars were a one-time only event. So, by the State swapping out those funds for state aid, there will be a \$496,000 hole to fill in the coming year.

The following areas were also reviewed:

- Instructional expenditures (teachers, supplies) increased by 1.6%; however, were lower compared to other districts.

- The district was hit with extraordinary special education expenditures. This is an item that the district has no control over. The district did very well in spite of this extraordinary item.
- The district has no control over benefits costs.
- Another unusual item was that the unemployment fund had to be funded for anticipated labor department bills due to staff reductions.
- Mr. Colantano complimented the Board and Administration for “finding a perfect balance of providing a quality education while keeping the taxes reasonable as compared to other school districts.” While other districts brought their tax levies to the maximum allowable. Being fiscally responsible, the Board may have hurt itself because of the pending imposition of a 2% tax cap and funding levels at or below last year’s levels.

It was Mr. Colantano’s professional opinion that where the Board/Administration have control over expenses, they have done very well. However, the opposite is true over expenses that are out of the Board/Administration’s control.

A 10-year analysis of taxes was reviewed with the Board. Taxation on a more local level was also compared. Mansfield Township School had the lowest increase when compared to the Regional School and the Township.

There was no fund balance appropriated at the end of the fiscal year. A discussion was had with regard to how the \$40,000 cut was of insignificant value when broken down by household, but the \$40,000 was more valuable to the school district in order to maintain programs. It was recommended that this fact be kept in mind if faced with negotiating with the town if future budgets should fail.

Surplus Analysis:

- There was a large decrease in the Capital Reserve fund due to the withdrawal for the window project.
- Fund Free Balance has remained approximately at the same level as in the past years.

An overview of the various funds’ revenues and expenses was given. There were no audit recommendations this year.

Questions were answered at the end of the audit report review.

Communications

The following letter was read:

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| <p>1. Mr. Herbert Felker's January 4, 2011 request to extend his currently approved unpaid leave of absence eleven additional days or until January 31, 2011. He is anticipating return to work on February 1, 2011.</p> | <p>H. FELKER
UNPAID LOA</p> |
| <p>2. A December 21, 2010, letter from Robert J. Cicchino, Director, Office of Fiscal Accountability and Compliance, which included ARRA audit findings and recommendations.</p> | <p>ARRA AUDIT
FINDINGS &
DISCUSSION</p> |

The audit report will be posted on the district's website in its entirety. Mr. Kemp advised the Board and public of action taken to date and anticipated resolutions. A Corrective Action Plan ("CAP") will be developed and brought before the Board for approval for submission to the state.

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

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| <p>1. The Anti-bullying bill was signed by the Governor. The law requires training of staff and Board Members. We will also be forming a school safety team as a result of this noted bill.</p> | <p>ANTI-BULLYING
LAW</p> |
| <p>2. We have two in school suspensions. One suspension was an outside tuition student.</p> | <p>SUSPENSIONS</p> |
| <p>3. We are going to be contracting with CGS to archive emails. The service will cost \$100 per month and will be done offsite. CGS gave us the most competitive price for our needs.</p> | <p>ARCHIVE</p> |
| <p>4. As noted on the agenda sent to you earlier, you will be voting on a revision of the Technology Curriculum. The curriculum is posted on the website and was recently completed by our cluster curriculum writer.</p> | <p>TECHNOLOGY
CURRICULUM</p> |
| <p>5. We are looking to save money in various areas. One of the areas being reviewed is telecommunications. A meeting was set up with TranStar to give us an idea of what can be done to cut current costs. We will also be talking to Comcast to see what they can do for us.</p> | <p>TELECOMMUNICA-
TIONS SAVINGS</p> |

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| 6. | We recently met with Tremko to explore the possibility of installing solar panels in an effort to save energy costs. They will be submitting a report on their findings and options available. | SOLAR ENERGY |
| 7. | Recently, we sat down with Veridian to explore the possibility of saving on energy costs. We would have to sign up for their service and then would receive a rebate for additional households that signed up to use Veridian services. We found that this is not a good fit for the district; however, this will be referred to the Education Foundation for their review/interest. | ELECTRICITY
COSTS |

PUBLIC PARTICIPATION

Mr. Smith stated that he is baffled that no people show up to Board of Education meetings. He finds these meetings very informative and thought the public would benefit by attending these meetings to gain knowledge of what the school district has to put up with.

**Where is the
Public?**

Discussion was had as to what could be done to interest people to attend. It was noted that the meeting dates are listed on the website, noted on the newsletter, and posted on the board outside by the highway. A suggestion was made to use the Honeywell system to inform people as well.

CONSENT AGENDA

MOTION by Mr. Barlow, second by Ms. Reyes and carried by unanimous vote that the Board approve the minutes of the following meeting:

Minutes

- December 9, 2010, Regular Meeting;
- December 9, 2010, Executive Session.

APPROVAL AGENDA PERSONNEL

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| 1. | <i>MOTION by Mr. Young, second by Ms. Reyes</i> and carried by unanimous vote that the Board approve Mr. Felker's request to extend an unpaid leave of absence through January 31, 2011, as recommended by the Superintendent. | H. Felker
Unpaid LOA |
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Note: Mr. Felker was previously granted an unpaid leave of absence through January 20, 2011; however, his doctor will not release him until January 31, 2011 with return to work on February 1, 2011.

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| 2. | <i>MOTION by Mr. Young, second by Ms. Reyes</i> and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge in the event all other administrators are out of the building, as recommended by the Superintendent. | Teacher in Charge |
| 3. | <i>MOTION by Mr. Young, second by Ms. Reyes</i> and carried by unanimous vote that the Board approve Cheryl Weissman as a full-time paraprofessional effective January 17, 2011, to June 30, 2011, at a <i>prorated</i> salary of \$12,227.00, (criminal history check complete), as recommended by the Superintendent. | C. Weissman
Paraprofessional |

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

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| 1 | <i>MOTION by Ms. Curto, second by Ms. Reyes</i> and carried by unanimous vote that the Board approve the Technology Curriculum as revised/updated by the cluster curriculum coordinator. | Technology Curriculum |
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(Note: Technology Curriculum can be found on our website.)

**APPROVAL AGENDA
FINANCE**

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| 1 | <i>MOTION by Ms. Reyes, second by Ms. Clancy</i> and carried by unanimous vote that the Board approve the following bills lists: <ul style="list-style-type: none"> • December 10, 2010 to December 31, 2010, bills list in the amount of \$569,231.36; • January 1, 2011, to January 13, 2011, bills list in the amount of \$175,528.47. | Bills List |
| 2. | <i>MOTION by Ms. Reyes, second by Ms. Clancy</i> and carried by unanimous vote that the Board accept the following gifts/donations from the PTA: <ul style="list-style-type: none"> • 3 replacement lamps for LCD Projectors - \$801.97 • Public Announcement (PA) System - \$819.84 | PTA Gift Acceptance |
| 3. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board accept a \$500 donation from St. Theodore Church for the use of classrooms. | St. Theodore Donation |
| 4. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve the Treasurer's and | Secretary/
Treasurer's |

Secretary's monthly financial reports as of November 30, 2010, with a balance of \$1,094,923.22.

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| 5. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous roll call vote that the Board of Education 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:23-2.11(b) for the month ended November 30, 2010, with a balance of \$1,094,923.22. | |
| 6. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve transfers per the January 13, 2011, Report for the following: | Transfers |
| | <ul style="list-style-type: none"> • Fund 10: \$128,375.00 | |
| 7. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve January 13, 2011, Workshop/Travel Requests. | Workshop/
Travel |
| 8. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve a personal aide for LG, effective January 10, 2011, through February 10, 2011, at a cost of \$90 per day to be supplied/billed by Warren County Special Services School Services. | Personal Aide |
| 9. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve Payment #5 (final payment) in the amount of \$22,550.00 to Panoramic Window and Door Systems, Inc. | Final Payment
Panoramic
Windows |
| 10. | <i>MOTION by Ms. Reyes, second by Mr. Barlow</i> and carried by unanimous vote that the Board acknowledge that Gianforcaro Architects, District Architect of Record, receives eight percent (8%) of construction costs plus reimbursement for printing costs; that said construction costs for the Window Replacement Phase II Project amounted to \$451,000.00; and that on August 12, 2010, Gianforcaro was paid as follows: | Architect
Approval to Pay |
| | <ul style="list-style-type: none"> • \$28,339.00 (partial Engineering Fee) • \$1,233.00 (Printing Costs) less \$525 received from contractors for a | |

- Total of \$29,572.00;

Now, therefore, the Mansfield Township Board of Education hereby approves the final payment due in the amount of \$7,216.00.

DISCUSSION AGENDA

Mr. Bell said that he would send a link to all Board Members in the near future. The Board was instructed to follow the directions given in that link.

**Board Self
Evaluation**

PUBLIC PARTICIPATION

None

ADJOURNMENT

With no further business to discuss, the January 13, 2011, Work Session ended at 9:02 p.m. on *motion by Ms. Curto, seconded by Ms. Reyes* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karrie Reyes
Vice President