

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
PUBLIC HEARING ON BUDGET/REGULAR MEETING MINUTES  
MARCH 24, 2011**

**CALL TO ORDER**

Mr. Bell opened the March 24, 2011 Public Hearing on Budget/Regular Meeting of the Mansfield Township Board of Education at 7:32 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, and March 15, 2011, 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  
Ms. Karri Sienna-Reyes  
Mr. Tim Barlow  
Dr. Clancy  
Ms. Barbara Curto  
Ms. Tracey Janowski  
Mr. Richard Young

Absent: Mr. Russell Uhrig  
Mr. Jeff Stabile

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

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

**Public Hearing on Budget**

Mr. Kemp opened the discussion/presentation on the proposed budget going to the voters on Wednesday, April 27, 2011.

Ms. Roszkowski presented the Revenues and Appropriations for the Proposed 2011/2012 Budget.

**Public Participation**

1. Mrs. Kolb, a teacher, voiced her concern that no one is here to hear the presentation on the budget. She noted that last year's budget was defeated by three votes and wanted to know what administration was going to do to get the word out.

**Where is the public?**

Mr. Kemp replied that the school business administrator was on WRNJ this morning; a presentation will be done at the PTA meeting on April 5, 2011, and at Coffee with Administration. Also,

the PowerPoint® presentation and a letter from the Superintendent will be posted on the school's website.

- 2. Ms. Taylor noted that approximately 25 staff members stayed for the budget presentation after school the other night.

**Staff Budget  
Presentation**

**Communications**

- 1. Ms. Shiesl's request for a disability leave of absence to commence on or about May 6, 2011, utilizing 33 sick days, followed by a 12-week FMLA leave to begin on September 1, 2011, with a return to duty at the conclusion of the FMLA leave was read.
- 2. Ms. Townsend's request for an unpaid leave of absence beginning on March 14, 2011, to on or before March 28, 2011, to care for her infant daughter was read.
- 3. Ms. Anna Fujak's request for a 12-week FMLA leave commencing March 28, 2011, through June 17, 2011, due to her own health was read.
- 4. Request of parents of Student #3763745452 that student be allowed to continue at Mansfield until the end of June, 2011.

**P. SHIESL REQUEST  
FOR LOA**

**H. TOWNSEND  
UNPAID LOA  
REQUEST**

**A. FUJAK  
REQUEST  
FOR LOA**

**STUDENT  
ATTENDANCE**

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

- 1. Enrollment is back up over 700 and climbing.
- 2. We have submitted a letter to the State regarding use of ARRA funds, as required by the CAP.
- 3. Attended an emergency planning meeting held at Mansfield Township this morning.
- 4. The Professional Development Committee has done an outstanding job this year on developing the Professional Development Plan which was sent to the Board in the Board Packet.

**ENROLLMENT**

**ARRA TITLE I  
FUNDS**

**EMERGENCY  
PLANNING  
MEETING**

**PROFESSIONAL  
DEVELOPMENT  
PLAN**

**CONSENT AGENDA**

**MOTION by Mr. Barlow, second by Ms. Reyes** and carried by majority vote [with Mr. Barlow and Ms. Janowski abstaining] that

**Minutes**

the Board approve the minutes of the following meeting:

- March 3, 2011, Special Meeting;

**APPROVAL AGENDA  
PERSONNEL**

- |  |  |
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| <p>1. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Ms. Pamela Schiesl’s request for the following leaves:</p> <ul style="list-style-type: none"> <li>• Disability leave of absence to commence on or about May 6, 2011, utilizing 33 sick days;</li> <li>• 12-week FMLA leave to begin on September 1, 2011, with anticipated</li> <li>• Return at the conclusion of the 12-week FMLA leave.</li> </ul> | <p><b>P. Schiesl<br/>LOA</b></p>                     |
| <p>2. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Ms. Heather Townsend’s request for an unpaid leave of absence beginning on March 14, 2011, to on or before March 28, 2011, to care for her infant daughter.</p>  | <p><b>H. Townsend<br/>LOA</b></p>                    |
| <p>3. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Ms. Anna Fujak’s request for a 12-week FMLA leave commencing March 28, 2011, through June 17, 2011, due to her own health.</p>   | <p><b>A. Fujak<br/>LOA</b></p>                       |
| <p>4. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Michelle Orłowski as a substitute teacher (Criminal History check completed) as recommended by the Superintendent.</p>   | <p><b>M. Orłowski<br/>Sub Roster</b></p>             |
| <p>5. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Danielle Palumbo as a substitute teacher (Criminal History check completed) as recommended by the Superintendent.</p>  | <p><b>D. Palumbo<br/>Sub Roster</b></p>              |
| <p>6. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Robert E. Splaine as a substitute teacher (Criminal History check completed) as recommended by the Superintendent.</p>   | <p><b>R. E. Splaine<br/>Sub Roster</b></p>           |
| <p>7. <b><i>MOTION by Mr. Young, second by Ms. Reyes</i></b> and carried by unanimous vote that the Board approve Linda Brigode-Katstra as a</p>   | <p><b>L. Brigode-<br/>Katstra<br/>Sub Roster</b></p> |

substitute nurse (Criminal History check completed) as recommended by the Superintendent.

- 8. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board approve a non-tenure contract for Yamir Vitale, half-time pre-school paraprofessional, effective March 28, 2011, through June 30, 2011, at an hourly rate of \$9.36 to be paid out of IDEA funds, (Criminal History check complete), as recommended by the Superintendent. **Y. Vitale  
P/T  
P/S  
Paraprofessional**

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

- 1. **MOTION by Ms. Curto, second by Ms. Reyes** and carried by unanimous vote that the Board approve the 2011-2012 Professional Development Plan. **Professional Development Plan**
- 2. **MOTION by Ms. Curto, second by Ms. Reyes** and carried by unanimous vote that the Board approve Student #3763745452 to remain till the end of the 2010-2011 year as recommended by the Superintendent. **Parental Request**
- 3. **MOTION by Ms. Clancy, second by Ms. Reyes** and carried by unanimous vote that the Board approve a contract with Warren County Special Services School District to provide the services of a full time aide for Student # 3197625505, from February 16, 2011, to June 30, 2011, at a cost of \$14,850.00. **Full Time Aide**

**APPROVAL AGENDA  
FINANCE**

- 1. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board accept 2011/2012 State Aid as follows: **Accept State Aid**
  - Categorical Special Education Aid \$ 362,499
  - Equalization Aid 2,835,591
  - Categorical Security Aid 51,887
  - Total State Aid \$3,249,977
- 2. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous roll call vote that the Board adopt the following resolution: **Submit Budget to Voters**

Resolved that the Mansfield Township Board of Education approve

a 2011/2012 school district budget for submission to the voters as follows:

• General Fund	\$8,336,049
• Special Revenue Fund	263,489
• Debt Service Fund	431,913
• Total Base Budget	<u>\$9,031,451*</u>

\*Included in the budget is a \$90,000 Capital Reserve withdrawal for the purpose of infrastructure, information system and lighting upgrades.

**Be it Further Resolved** we hereby acknowledge that the budget as described above results in a General Fund tax levy of \$4,867,038 and a Debt Service tax levy of \$344,783.

3. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous roll call vote that the Board adopt the following resolution:

**Annual Travel/  
Workshop  
Resolution**

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 11/12 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 11/12 school year at the sum of \$50,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Note: As of March 24, 2011, the mileage, workshop accounts have the following totals:

• Workshops	610.00
• Mileage Reimbursement	<u>242.59</u>
Total	\$852.59

4. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following bills lists:

**Bills List**

- March 4, 2011, to March 24, 2011, in the amount of \$537,551.88.

5. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of January 31, 2011, with a balance of \$746,738.36. **Secretary/  
Treasurer’s**

6. **MOTION by Ms. Reyes, second by Ms. Janowski** 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 January 31, 2011, with a balance of \$746,738.36.

7. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by majority vote [with Mr. Bell voting “No”] that the Board approve the hourly compensation of election workers at \$9.50 per hour the 2011 School Election. **Election  
Workers’  
Compensation**

8. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board approve transfers per the March 24, 2011, Report for the following: **Transfers**

- Fund 10: \$1971.00.

9. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board of Education approve Travel and Workshops per the March 24, 2011, request. **Travel**

**DISCUSSION AGENDA**

1. Discussion was had with regard to the verbiage to be added to the school calendar. **School Calendar**

Mr. Kemp stated that Warren Hills does not have their school calendar finalized; therefore, we don’t have the necessary information to align both school calendars. Hopefully, Warren Hills will have their calendar ready by the next meeting.

2. The PTA Tricky Tray was discussed. **PTA Tricky  
Tray**

**PUBLIC PARTICIPATION**

None

**ADJOURNMENT**

With no further business to discuss, the March 24, 2011, Work Session ended at 8:30 p.m. on *motion by Ms. Curto, seconded by Ms. Clancy* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Karrie Reyes  
Vice President