

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
JUNE 23, 2011**

**CALL TO ORDER**

Mr. Uhrig opened the June 23, 2011 Regular Meeting of the Mansfield Township Board of Education at 7:30 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 20, 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. Russell Uhrig	Absent:	Ms. Karri Sienna-Reyes
	Mr. John Bell		Mr. Tim Barlow
	Dr. Clancy		Mr. Jeff Stabile
	Ms. Barbara Curto		
	Ms. Tracey Janowski		
	Mr. Jason Winch		

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

Community: No community and/or staff members were present.

**Communications**

Ms. Roszkowski read the following correspondence:

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|--|----------------------------------|
| 1. Schools Development Authority June 15, 2011, letter from Gregory Voronov stating that the State's share of the windows project money was being released.  | <b>SDA GRANT<br/>MONEY</b>       |
| 2. Ms. Michele Zappulla's June 23, 2011, letter thanking the Board for the "opportunity to teach in this outstanding district" and lauding Mr. Kemp for his "guidance, support, reassurance, knowledge, patience and understanding." | <b>THANK YOU</b>                 |
| 3. Ms. Anna Fujak's June 17, 2011, request to extend her unpaid leave of absence until September 17, 2011.   | <b>REQUEST TO<br/>EXTEND LOA</b> |

### ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

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|---|---|
| <p>1. We had a fantastic educational year and had a great promotion ceremony. Mr. Kemp thanked the staff for a smooth closing of the school year.</p>   | <p><b>PROMOTION<br/>CEREMONY</b></p>  |
| <p>2. Ms. Baker is attending articulation meetings to update Kindergarten to Grade 2 math curriculum. Material analysis has already been completed. An easy implementation is expected.</p> <p>Grades 3 to 5 are due to be implemented in 2012 and Grade 6 in 2013.</p> <p>Materials will be reviewed for hands-on units.</p> | <p><b>CURRICULUM<br/>UPDATE<br/>SCHEDULE</b></p>  |
| <p>3. We are looking to implement longevity and retirement benefits for the paraprofessionals in August, similar to what was done for the custodial, secretarial, and administrative staff. The program outline/statement will be available for consideration at the August meeting.</p>                                      | <p><b>LONGEVITY AND<br/>RETIREMENT<br/>BENEFITS FOR<br/>PARA-<br/>PROFESSIONALS</b></p> |
| <p>4. The SuccessMaker® program has had two upgrades since our original purchase. The teachers have had great results with the program; therefore, we are looking to upgrade the program so that more benefits can be derived.</p>  | <p><b>SUCCESSMAKER®<br/>PROGRAM</b></p>   |
| <p>5. An in-house workshop on differentiating instruction was held for twenty-four teachers which was very productive. Various free programs can be viewed on a site that was set up for the Mansfield teachers by the presenters.</p>  | <p><b>WORKSHOP</b></p>  |

### CONSENT AGENDA

*MOTION by Mr. Winch, second by Mr. Bell* and carried by majority vote [with Ms. Curto and Dr. Clancy abstaining] that the Board approve the minutes of the following meeting:

**Minutes**

- June 9, 2011, Work Session.

### APPROVAL AGENDA POLICY/CURRICULUM/FACILITIES

1. **MOTION by Ms. Curto, second by Mr. Bell** and carried by unanimous vote that the Board approve the second reading of the following policy: **Policy**

- Policy 9111, “*Qualifications and Requirements of Board Members*”.

2. **MOTION by Ms. Curto, second by Mr. Bell** and carried by unanimous vote that the Board set lunch prices for the 2011/2012 school year as follows: **2011/12 Lunch Prices**

Program	Full Price	Reduced Price
Lunch	\$2.50	\$0.40
Breakfast	\$1.40	\$0.30
After School Snack	\$0.60	\$0.15
Adult	\$4.00	N/A

*Note: Lunch price recommended reflects a twenty-five cent increase over previous year. We have not raised prices in four years.*

**APPROVAL AGENDA  
PERSONNEL**

1. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the following personnel for summer time cleaning at a rate of \$10.04 per hour starting on or about June 22, 2011, through August 31, 2011, as recommended by the Superintendent: **Summer Cleaning Personnel**

- Corin Francisco

2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the following personnel to be paid out of Title I ARRA/Title I funds for an extended school year program servicing eligible Title I students at an hourly rate of \$32.50, as recommended by the Superintendent: **Title I ARRA  
ESY Program**

- Dana Tarnowski
- Brenda Sams
- Corin Francisco
- Kathleen Mattison

3. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve payment to Deboranne Marley for additional services provided to the CST Department on June 1, 2011, June 8, 2011, and June 15, 2011, at a per diem rate of **D. Marley  
Additional Days  
Approval**

\$339.67 for a total of \$1,019.01, as recommended by the Superintendent.

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| <p>4. <b>MOTION by Dr. Clancy, second by Mr. Bell</b> and carried by unanimous vote that the Board approve Anna Fujak’s request for an extension of an unpaid leave of absence until September 17, 2011, as recommended by the Superintendent.</p>                                   | <p><b>Unpaid<br/>Leave of<br/>Absence<br/>Request</b></p> |
| <p>5. <b>MOTION by Dr. Clancy, second by Mr. Bell</b> and carried by unanimous vote that the Board approve Rita Riotta to work as a Receiver, at a rate of \$10.04 per hour, starting on or before June 22, 2011, through August 31, 2011, as recommended by the Superintendent.</p> | <p><b>Approve<br/>Receiver</b></p>                        |

Note: A receiver is a person who checks in orders to insure that we are being billed for items received.

**APPROVAL AGENDA  
FINANCE**

- |   |  |
|---|--|
| <p>1. <b>MOTION by Mr. Winch, second by Mr. Bell</b> and carried by unanimous vote that the Board approve transfers per the June 23, 2011, Report in the following amount:</p> <ul style="list-style-type: none"> <li>• Fund 10: \$108,483.00</li> </ul>  | <p><b>Transfers</b></p>                    |
| <p>2. <b>MOTION by Mr. Winch, second by Mr. Bell</b> and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> <li>• June 10, 2011, to June 23, 2011, in the amount of \$752,643.41.</li> </ul>  | <p><b>Bills List</b></p>                   |
| <p>3. <b>MOTION by Mr. Winch, second by Mr. Bell</b> and carried by unanimous vote that the Board acknowledge that the Board of Education requested quotes from three transportation vendors for Summer School Special Education transportation, Bus #1 and Bus #2; that vendors responded as follows:</p> <ul style="list-style-type: none"> <li>• GST: Bus 1 - \$124/day; Bus 2 - \$124/day</li> <li>• First Student: No response;</li> <li>• Snyder Bus: Bus 1 - \$119/day; Bus 2 - \$119/day</li> </ul> | <p><b>Summer SE<br/>Transportation</b></p> |

Therefore, the Board hereby approves a quoted transportation contract with Snyder Bus Company for Summer School Special Education Routes #1 and #2 at a cost of \$119.00 per bus for a total cost of \$4,522.00 for 19 days service.

- 4. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board the June Travel Report as presented. **Travel**
  
- 5. **MOTION by Mr. Winch, second by Dr. Clancy** and carried by unanimous vote that the Board approve the placement of Student 8474278955 in an extended summer program at Allamuchy Township School from July 6, 2011, through August 11, 2011, at a tuition of \$3,668.00 (teacher, aide, OT included; transportation additional). **Outside Placement**
  
- 6. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve the placement of Student 6717644241 in an extended summer program at Lake Drive School effective July 5, 2011, through July 29, 2011, at a tuition rate of \$5,815.00 (teacher, aide, OT included in price). **Tuition Student Outside Placement**
  
- 7. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve the placement of Student 6717644241 in a special education program at Lake Drive School effective September 1, 2011, through June 30, 2012, at a tuition rate of \$62,350.00 (teacher, aide, OT included in price). **Tuition Student Outside Placement**
  
- 8. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve Parental Transportation Contract #0711-1, effective July 1, 2011, to June 30, 2012, at a per diem rate of \$9.10 for an annual total of \$1,810.90. **Parental Transportation Contract**
  
- 9. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board Approve a contract with the Township of Union Board of Education, effective April 14, 2011 to June 24, 2011, for Student 2534729545, as follows:
  - Tuition \$ 3,632.25
  - One-to-one aide 3,611.68
  - Related Services 161.08
  - Transportation 3,255.00
  
  - Total \$10,660.01**
  
- 10. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve a two-year contract with E-Rate Exchange, LLC, to provide services for the 2012 and 2013 years, at a cost of \$1,280 per year. **Contract Award E-Rate Exchange**

- 11. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board Approve the purchase of 7 Epson PowerLite 460 projectors from Xerox Audio Visual Solutions, at a cost of \$9,296.00.

**Projectors**

Other Quotes Received:

- Telemeasurements, Inc. - \$9,947.00;
- Amatteroffax - \$11,793.88

- 12. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve the purchase of the following computers from Dell (State Contract No. 70256):

**State Contract Purchase**

· 31 laptop computers:	\$ 22,120.05
· 60 desktop computers:	44,538.00
· 1 PowerEdge Server:	2,589.55
· 2 GB DIMM	142.48
· Graphic Card	104.87
· USB Cable	<u>26.24</u>
<b>Total</b>	<u><u>\$ 69,521.19</u></u>

- 13. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve the payment of bills to close out the 2010/2011 fiscal year and the transfer of funds as needed for the 1010/2011 school year.

**Pay Bills to Close Out School Year**

- 14. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board adopt the following:

**Capital and Maintenance Reserves**

**Resolution - Transfer of Current Year Surplus to Reserve**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$424,000 into the Capital Reserve Account;

**WHEREAS**, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$150,000 is available for such purpose of transfer into the Maintenance Reserve Account;

**NOW THEREFORE BE IT RESOLVED** by the Mansfield Township Board of Education that it hereby authorizes the district's School Business

Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$645,900 – it does not necessarily mean that that much money will be going in to that account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

- 15. **MOTION by Mr. Winch, second by Mr. Bell** and carried by unanimous vote that the Board approve an Addendum to Contract Dated August 26, 2010 (second year contract) with Dowling Food Service Management Company which shall begin on September 1, 2011, and terminate on June 30, 2012, as follows:

**Dowling Food Service Contract Renewal**

- Management fee (flat fee) of \$9,282; and
- A guaranteed profit of \$8,000.00 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2010-2011 levels; USDA donated commodities offered are at least equal to 2010-2011 levels; the proposal staffing schedules are adopted; equipment repairs and purchases will be paid by the Local Education Agency; enrollment and average daily attendance will be at

least equal to 2010-2011 levels; Dowling Food Service Management Inc. will be held harmless in the event of a work stoppage within the district; The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits; The proposal sample menu or similar is utilized. There will be no limitations on the sale of a la carte items, except that they meet State and District Nutrition Policies; Cost of food and supplies based on April 2011, CPI. If the cost of goods rises above this percentage, Dowling reserves the right to negotiate a mutually acceptable solution to Dowling and the District.

- 16. *MOTION by Mr. Winch, second by Mr. Bell* and carried by unanimous vote that the Board Approve the cancellation of Check #9271 in the amount of \$8,820.96, payable to the Treasurer, State of NJ, and re-issue a check in the same amount and to the same vendor. **Cancel and Re-issue Check**
  
- 17. *MOTION by Mr. Winch, second by Mr. Bell* and carried by unanimous vote that the Board approve cancellation of the following checks with no replacement being issued: **Cancel Checks with no replacements**
  - Check # 20286 - \$11.86 – General Account
  - Check #20845 - \$145.00 – General Account
  - Check #1850 - \$12.50 – Student Activity (dated 5/5/08)
  
- 18. *MOTION by Ms. Janowski, second by Mr. Bell* and carried by unanimous vote that the Board approve the purchase of SuccessMaker® license upgrades and the purchase of five additional licenses at a cost of \$21,189.00. **SuccessMaker®**

**DISCUSSION AGENDA**

- 1. The sixth grade promotion ceremony was great. Many positive comments were heard about the speeches given by Mr. Melitsky and Mr. Kemp. **Promotion**

**PUBLIC PARTICIPATION**

None



**EXECUTIVE SESSION**

- 1. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the following Resolution:

**WHEREAS**, the Board must consider matter(s) concerning personnel, the disclosure of which could constitute an unwarranted invasion of privacy; and

**WHEREAS**, the deliberation of such considerations may be held in private under the provisions of the Open Public Meeting Act;

**THEREFORE BE IT RESOLVED**, that the Board adjourn to executive session to discuss the above-mentioned matter(s) to the exclusion of all others. No action will be taken. (8:14 p.m.)

- 2. **MOTION by Dr. Clancy, second by Ms. Curto** and carried by unanimous vote that the Board return to Regular Session. (9:15 p.m.) **Reconvene to Public Session**

Ms. Roszkowski was asked to place an advertisement in the paper to inform the public that a Public Hearing on the Superintendent’s contract would take place at the August 25, 2011, Regular Meeting. **Advertisement**

**ADJOURNMENT**

With no further business to discuss, the June 23, 2011, Work Session ended at 9:17 p.m. on **motion by Dr. Clancy, seconded by Ms. Curto** and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Russell S. Uhrig  
President