

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
OCTOBER 27, 2011**

CALL TO ORDER

Ms. Reyes opened the October 27, 2011, Regular Meeting of the Mansfield Township Board of Education at 7:35 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:	Ms. Karri Reyes	Absent:	Dr. Clancy
	Mr. Jeff Stabile		Mr. Russell Uhrig
	Mr. John Bell (arrived 8:07 p.m.)		
	Mr. Tim Barlow (arrived 7:37 p.m.)		
	Ms. Barbara Curto		
	Ms. Tracey Janowski		
	Mr. Jason Winch		

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

Communications

The following letter was read:

Mr. Uhrig's letter of resignation from the Board effective immediately, due to personal health reasons.

**R. UHRIG
RESIGNATION**

According to the County Office, a President and Vice President must be elected. The Board will have sixty days to fill the open Board seat.

1. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board accept Russ Uhrig's resignation from the Board effective immediately, with regret.

2. Nominations for Board President were as follows:

**Nominations for
Board President**

- Ms. Janowski nominated Ms. Reyes, seconded by Mr. Barlow.

The following vote was taken:

- Mr. Barlow: Ms. Reyes
- Ms. Curto: Ms. Reyes
- Ms. Janowski: Ms. Reyes
- Ms. Reyes: Ms. Reyes
- Mr. Stabile: Ms. Reyes
- Mr. Winch: Ms. Reyes

3. **MOTION by Mr. Winch**, second by Mr. Barlow and carried by unanimous vote that Ms. Reyes be appointed Board President. **Election of Board President**

4. Nominations for the post of Board Vice President were as follows: **Nominations for Board Vice President**
MOTION by Ms. Janowski, second by Ms. Curto and carried by unanimous vote that Mr. Stabile be nominated for the Board Vice President.

With no other nominations being made for Board Vice Presidency, the members of the Board were invited to make a motion to elect the Board Vice President.

5. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that Mr. Stabile be appointed the Board Vice President. **Election of Vice President**

6. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board approve advertising the vacant Board seat and invitation to apply for the position. **Advertise Vacant Board Seat**

REPORT ON VIOLENCE AND VANDALISM

Mr. Kemp reported the following:

“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.”

“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 have attended state sponsored workshops addressing the policy requirements and prevention strategies. Staff and parent training is ongoing regarding the new HIB legal requirements. Students are taught respect for themselves and others on a daily basis as

well as through programs such as Big Buddies which is run by our social worker Leslie Cook. Sixth grade students demonstrate respect for our school building by having jobs that keep our school clean and functioning efficiently. Students and faculty members alike are rewarded with “Caught You Being Good” certificates 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 continues to revitalize the fifth grade program to address 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. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training. Mr. Kemp attended the October meeting run by the NJ DOE for developing a new School Safety and Security Plan which is required for October 2012.”

“Administration and Guidance work closely together to address any disciplinary concerns before they become large problems. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. Our mediators also make weekly announcements promoting the character trait of the month. Mrs. Favreau is overseeing our “Ride with Character Program” promoting positive bus conduct and safety.”

“Our proactive approach has resulted in a safe school environment. We had only two reported incidents of violence last year and no reported incidents of vandalism.”

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

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| <ol style="list-style-type: none"> 1. The Technology Backbone has been upgraded. We needed a new fiber technician to correctly terminate fiber. The “knowledge transfer” piece should happen next week. | <p>TECHNOLOGY
BACKBONE
UPGRADE</p> |
| <ol style="list-style-type: none"> 2. Parent/Teacher conferences were held last week and were a success. My thanks go out to all who made this a success. | <p>PARENT/TEACHER
CONFERENCES</p> |
| <ol style="list-style-type: none"> 3. The PTA Family Fun Night is scheduled for Friday, October 28, 2011; a Halloween Parade will be held on October 31, 2011, at 1:45 p.m.; and Coffee with Administration will be held on November 8, 2011, at 9 a.m. – Math Standards will be discussed | <p>EVENTS/MEETINGS</p> |

- 4. The outdoor lighting has been installed. One fixture was not working and will be replaced as soon as the new one comes in. **LIGHTING**
- 5. There were no allegations since my last report. **HIB REPORT**
- 6. Mr. Kemp attended the Planning Board Meeting. No approval was granted at this meeting. The builder modified the proposal to include such amenities as walking trails, park area, playground, and age restricted housing. The next meeting will be on November 21. **PLANNING BOARD MEETING**
- 7. Mrs. Favreau organized programs within Respect Week which included School Violence Awareness and Drug Awareness. Thank you, Mrs. Favreau, for a job well done. **SCHOOL VIOLENCE AWARENESS**

PUBLIC PARTICIPATION

Mrs. Titus and Mrs. Winch voiced their concerns about Bus A as their children reported that the bus had no brakes. In addition, Mrs. Titus stated that the bus driver has no control over the children and that level of noise on the bus makes her children sick.

Bus A

Mr. Melitsky stated that an investigation was done immediately upon hearing the allegations. The bus company was contacted and the bus company owner contacted the bus driver over the radio. The bus driver's response to whether he was experiencing any mechanical problems was heard – his response was "No."

In addition, the district was told that the bus has air brakes. When brakes fail on a vehicle that has this feature, the bus comes to a dead stop. Mr. Barlow is familiar with air brakes and confirmed that this is the case.

Mr. Melitsky will view the video tapes of the morning and afternoon runs of the date this alleged incident took place.

CONSENT AGENDA

MOTION by Mr. Barlow, second by Ms. Janowski and carried by majority vote [with Ms. Curto and Ms. Reyes abstaining] that the Board approve the minutes of the following meeting:

Minutes

- October 13, 2011, Work Session
- October 13, 2011, Executive Session

APPROVAL AGENDA

1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submission of the updated M-1 report projecting 2012/2013 maintenance requirements.

**M-1 Report
Approval**

2. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the School Nursing Plan as presented and its submission to the Department of Education.

**School Nursing
Plan Approval**

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

**Comprehensive
Maintenance
Plan**

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.

- 4. **MOTION by Ms. Janowski, second by Mr. Barlow** 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. It is *estimated* that the district may be eligible for state debt service or EDA grant funds for these projects in the amount of \$430,600. Accordingly, the estimated local share of these projects is \$645,900. 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 2011-2012 school year.

**Certification of
Cap Reserve
Maximum**

**APPROVAL AGENDA
PERSONNEL**

- 1. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Pat Cericola as a “greeter” for the After Care School Program for the 3011/2012 school year at a rate of \$10 per hour, as recommended by the Superintendent:
- 2. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Jennie Stormes as a substitute nurse (Criminal History check completed) as recommended by the Superintendent.

Greeter

**J. Stormes
Sub Nurse**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- 1. **MOTION by Ms. Curto, 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.
- 2. **MOTION by Ms. Curto, second by Mr. Barlow** and carried by unanimous vote that the Board approve the following 2011-2012 After School Club and their sponsors:

**Choice School
Limit Set**

Ski Club

- Ski Club

Diane Hogan
Chaperones: Diane Hogan,
Edward Kemp, Katie Larson,
John Melitsky Eric Morgan,
Amy Richardi

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by **Bills List**
unanimous vote that the Board approve the following bills list:
 - October 14, 2011, to October 27, 2011, in the amount of \$414,517.56.

2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by **Funds Transfer**
unanimous vote that the Board approve the transfers on the Transfer Report dated October 27, 2011, as follows:
 - Fund 10: \$460.00

PUBLIC PARTICIPATION

None

DISCUSSION

None

ADJOURNMENT

With no further business to discuss, the October 27, 2011, Work Session ended at 8:10 p.m. on **motion by Ms. Curto, seconded by Mr. Bell and** carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Jeff Stabile
Vice President