

Mansfield Township Board of Education
MINUTES
Partial Re-Organization/Work Session Meeting
January 7, 2016

Call to Order

Mrs. Roszkowski opened the January 7, 2015, Re-Organization 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, January 9, 2015, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

Salute to the Flag

Roll Call

Present: Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. James Momary
Ms. Karri Reyes
Mr. Jason Winch

Absent: Mr. Tim Barlow
Ms. Desiree Mora-Dillon

Also present: Mr. Kemp and Mrs. Roszkowski
Community: One community and/or staff member was present.

MOTION by Ms. McAlpin, second by Ms. Reyes and carried by unanimous vote to appoint Ms. Roszkowski, Board Secretary, as temporary Chair to conduct election of Board President. **Temporary Chair**

Results of the School Election

Mrs. Roszkowski shared the results of the November 3, 2015, School Election:

Member of the Board of Education, Three Year Term

- John Falco Majority of votes cast
- Sharon McAlpin Majority of votes cast
- Desiree Mora-Dillon Majority of votes cast

Administration of Oaths

The newly elected Board Members gave oath of office and were congratulated on being elected/re-elected.

Board Organization

Mrs. Roszkowski called for nominations for Board President.

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| 1. Nominations for Board President were as follows: | Nominations
for Board
President |
| <ul style="list-style-type: none"> • Mr. Momary nominated Ms. Reyes, seconded by Mr. Coombs | |
| 2. MOTION by Mr. Momary, second by Mr. Coombs and carried by unanimous vote that Ms. Reyes be appointed Board President. | Election of
Board
President |
| 3. Nominations for Board Vice President were as follows: | Nominations
for Board
Vice President |
| <ul style="list-style-type: none"> • Ms. Janowski nominated Mr. Momary, seconded by Mr. Coombs. | |
| 4. MOTION by Ms. Janowski, second by Mr. Coombs and carried by unanimous vote that Mr. Momary be appointed Board Vice President. | Election of
Board Vice
President |
| 5. MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote to adopt and approve the policies and actions of the previous Mansfield Board of Education. | Adopt Policies
& Actions |
| 6. MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board adopt the Public Meeting Schedule as per attached. | Public Meeting
Schedule |
| 7. MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board appoint Mr. Momary as NJSBA/WCSBA Delegate. | NJSBA,
WCSBA
Delegate |
| 8. MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board approve the Star Gazette and Express Times as official newspapers of the district. | Official
Newspapers |
| 9. MOTION by Mr. Coombs, second by Ms. Janowski and carried by majority vote [with Ms. Reyes abstaining] that the Board approve Fulton | Official
Depository |

Bank of NJ as Official Depository for the 2016 calendar year with signatories as follows:

Account	Signatory/(ies)
<ul style="list-style-type: none"> • General 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Payroll 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Agency 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Capital Reserve Acct 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Cafeteria 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Student Activity 	2 of the following: <ul style="list-style-type: none"> • School Business Administrator • Treasurer • Superintendent

- UCI 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent

- Referendum 3 of the following four:
2014
 - President
 - Vice President
 - School Business Administrator
 - Treasurer

- | | | |
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| 10. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board adopt the District’s Chart of Accounts.</p> | Chart of Accounts |
| 11. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board approve the procurement of goods and services through State agencies (state contract).</p> | State Contract Purchases |
| 12. | <p>MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting.</p> | Transfer of Funds Between Meeting Dates |
| 13. | <p>MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board adopt New Jersey School Board Member Code of Ethics as follows:</p> <ol style="list-style-type: none"> 1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures. 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing. 3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them. 4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements. | Code of Ethics |

5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
11. I will support and protect school personnel in proper performance of their duties.
12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

Discussion: Mr. Winch shared his opinion that the Board adheres to these rules. Mr. Momary added that these are reasonable guidelines to follow.

14. Appoint Mary E. Roszkowski as the District Qualified Purchasing Agent according to State Statutes 18A:18A-3 (b), NJSA18A:18A-3, NJAC 5:34:-5.4 et seq as recommended by the Superintendent.

QPA

15. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Winch, second by Ms. Janowski: **QPA**
- WHEREAS, the district's purchasing agent, Mary E. Roszkowski, holds a Certificate as a "Qualified Purchasing Agent" issued by the Division of Local Government Services pursuant to N.J.S.A. 40A:11-9(b), and
- WHEREAS, if the purchasing agent is qualified, the board of education may establish a bid threshold up to \$40,000, and
- WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-3
- NOW THEREFORE BE IT RESOLVED, that the Board of Education designate a bid threshold of \$40,000 and a quote threshold of \$6,000.
16. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Winch, second by Ms. Janowski: **Payment of Bills**
- BE IT RESOLVED** that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1, authorizes the School Business Administrator/Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification.
17. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board authorize Mary E. Roszkowski to wire and transfer funds between accounts as needed to conduct school business. **Wires/Transfers**
18. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval. **Travel/Workshops**
19. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso & Kessler as Board Attorney from January 1, 2016, to December 31, 2016, (pending receipt of Pay to Play Certificate on File) at the following rate schedule: **Board Attorney**
- Partners, Counsel, Sr. Associates: \$173.19 per hour;
 - Jr. Associates: \$162.36 per hour;
 - Paralegals & Law Clerks: \$119.06 per hour.

Public Participation

Mrs. McDonald reported on the success of the Secret Santa program for Mansfield School families. Twenty-two children were serviced. The program received assistance from a Mansfield family. Mrs. McDonald was grateful and touched by all who worked to make the program a success.

Secret Santa

Communications

Mrs. Roszkowski read the following:

1. An email from John Donohue, Executive Director of NJ Association of School Business Officials, to Business Administrators was read as it stated succinctly the problems we will be facing this year with regards to budgeting. In part, it stated:

**Budgeting
Challenges**

“As we prepare our annual budgets for 16/17, I am sure that most of you will have great difficulty maintaining the same level of services in the face of significant budgetary headwinds. I am referring to the continuing problem we have dealing with “tax levy caps”, the absence of budget adjustments for capital outlay appropriations, the rising cost of special education, reduced revenue due to capping out on Chapter 78 revenue, and operational cost that have little respect for two percent levy caps; i.e. health care and tuition costs”

2. The IRS issued Notice 2016-4 on December 28, 2015 extending the due date for furnishing to employees Form 1095-B, Health Coverage, and Form 1095-C, Employer Provided Health Insurance Offer and Coverage. The due date for furnishing information to employees moves from February 1, 2016 to March 31, 2016.

1095 Forms

Notice 2016-4 extends the due date:

1. *For furnishing to individuals with:*
 - a. *the 2015 Form 1095-B, Health Coverage,*
 - b. *the 2015 Form 1095-C, Employer-Provided Health Insurance Offer and Coverage,*
from February 1, 2016, to March 31, 2016,
2. *For filing with the IRS*
 - a. *the 2015 Form 1094-B, Transmittal of Health Coverage*

- Information Returns,*
- b. *the 2015 Form 1095-B, Health Coverage,*
 - c. *the 2015 Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, and*
 - d. *the 2015 Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, from February 29, 2016, to May 31, 2016, if not filing electronically, and from March 31, 2016, to June 30, 2016 if filing electronically.*

Discussion: Mrs. Roszkowski stated that notices were originally scheduled to be sent out next week; however, these will be held up until such time as can be determined why the delay was granted so as to avoid confusion if the IRS has changed some 1095 reporting requirements. Mr. Winch stated that he believed the delay was a result of employers not being ready.

Administrative Report

Mr. Kemp reported the following:

1. Zero HIB incidents were reported. **HIB**
2. Enrollment is 669 down 23 students from last year at this time. **Enrollment**
3. We received approval for Mr. Tyson to be acting principal. He served in that capacity for three days this week. **Approval**
4. Congratulations to Kristin Baker who was named Teacher of the Year. **Teacher of the Year**
5.
 - a. Mary and I are starting to put together scenarios. As you heard in communications, we are already starting to hear unfavorable rumblings. **Budget**
 - b. Mid-year Budget Review with County Office will be January 21.
6.
 - a. Still dealing with boiler problems. One is down currently. **Referendum**
 - b. Looking to replace additional locks. I will address this during our discussion time.

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| 7. | I am serving on the reunification committee to design reunification plans for Warren County in the event of a school shooting or other tragic event that requires students to be relocated and reunited with their parents. The committee includes law enforcement, the prosecutor's office, and educators. We had our first meeting today. | Reunification
Program |
| 8. | We are still in the process of setting up the meeting on the bus stop from last meeting. We are tentatively trying for January 22. We are waiting on the availability of some of the participants. | Bus Stop
Meeting |
| 9. | The Secret Santa program was conducted by Carla McDonald, Carol Gouger, Rita Riotto, and Yamir Vitale. Twenty-two children received gifts. | Secret Santa |
| 10. | A Laser Light Show will be held this Friday at 7 PM. | PTA Family
Fun Night |
| 11. | Coffee with Administration will be held on January 11 at 9 AM. | Coffee with
Administration |

Special Presentation – Official HIB Report

Mr. Kemp gave out copies of the official release of the “School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights” as released by the NJ Department of Education and shared the results.

Consent Agenda

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| 1. | MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting/(s): | Minutes |
| | <ul style="list-style-type: none"> • December 17, 2015, Regular Meeting. | |

APPROVAL AGENDA CURRICULUM/FACILITIES/POLICY

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| 1. | MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote that the affirm/accept the finding regarding HIB Incident # 4 presented at the December 17, 2015, meeting. | HIB |
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**APPROVAL AGENDA
FINANCE**

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| 1. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the attached bill list:</p> <ul style="list-style-type: none"> • General Fund: December 18, 2015, to December 31, 2015, in the amount of \$443,589.02. • Referendum Acct: December 18, 2015, to December 31, 2015, in the amount of \$0. • General Fund: January 1, 2016 to January 7, 2016, in the amount of \$52,693.17. • Referendum Acct: January 1, 2016 to January 7, 2016, in the amount of \$0. | Bills Lists |
| 2. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the January 7, 2016, Transfers Reports as follows:</p> <ul style="list-style-type: none"> • Fund 10 \$13,783.50 (1/7/16) • Fund 10 \$ 2,025.00 (11/30/15) • Fund 30 \$25,000.00 (11/30/15) | Transfers |
| 3. | <p>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 reports as of November 30, 2015, with a balance of \$4,911,959.72.</p> | Treasurer/
Secretary's
Reports |
| 4. | <p>On MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:</p> <p>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(c)3 for the month of November 30, 2015, with a balance of \$4,911,959.72.</p> | Certification |
| 5. | <p>MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the January 7, 2016, Travel/Workshop Requests.</p> | Travel/
Workshops |

- 6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the participation in a Title III consortium consisting of Washington Borough (\$2,354), Great Meadows Regional (\$3,058), and Warren Hills Regional H.S. (\$2,831), with Mansfield Township (\$4,240) acting as the lead LEA (Local Education Association).

Title III Consortium
- 7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve a Special Education Tuition Contract with Hackettstown Board of Education for Student ID #8976889107, to participate in the Autism program from November 30, 2015, to June 30, 2016, at a cost of \$24,564.26 (\$36,054.00 prorated).

Tuition Contract
- 8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve a Special Education Tuition Contract with Montgomery Academy for Student ID #4680386059, from January 4, 2016, to June 30, 2016, at a cost of \$310.95 per day (\$32,960.70 for 106 days).

Tuition Contract
- 9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the purchase of shades for the All Purpose Room from Ackerson Drapery in the amount of \$28,452.89.

Other quotes: Panoramic Window & Door systems, Inc. - \$31,450
The Gillespie Group – Not interested

Shades for APR - Purchase Approval
- 10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve a change order for C. Dougherty & Co., Inc. in the amount of \$13,320.00.

Note: The change order is for the installation of vent pipe, heat exchangers; pipe insulation, 2 new disconnect switches for both new burners (requested by town inspector), replacement of circulator pump, and installation of 2 new Honeywell Burner Keyboard Displays for both boilers.

Note: An allowance amount of \$15,000.00 was built into the original contract. The remaining allowance balance is \$1,680.00.

Change Order

- 11. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve change orders in the amount of \$22,390.54 for Iron Mountain Mechanical, LLC from inception of work to the completion of work for net changes by change order in the amount of \$2,390.54. **Change Order**

Note: \$20,000 was already built into the original contract and utilized. The net changes by change order in the amount of \$2,390.54 represent the amount over the original contract award.

- 12. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve change order #1 in the amount of \$15,990.00 for Coopersmith Bros., Inc. **Change Order**

Note: \$30,000 was already built into the original contract. The original contract sum will be reduced by \$14,010.00.

- 13. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve gymnasium updates per SJTP Quote AAAQ7401 as follows: Sound System; Video system; System-wide Installation in the amount of \$39,040.00. **Gymnasium Update**

- 14. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve AP room lighting installation per SJTP Quote AAAQ7404 in the amount of \$18,374.10. **APR Lighting**

Discussion Agenda

- 1. Mr. Kemp informed the Board that locks will be installed in the Child Study Team area at an approximate cost of \$13,000. **LOCKS**
- 2. Mr. Winch wanted to know if there was any news on the parking lot project. He was informed that the surveyor was out recently. **PARKING LOT**

Public Participation

Mrs. McDonald remarked about recent lockdown procedures. **LOCK DOWN**

Adjournment

With no further business to discuss, the January 7, 2016, Work Session Meeting ended at 8:27 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Jim Momary
Vice President