

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MINUTES
FEBRUARY 11, 2016**

CALL TO ORDER

Ms. Reyes opened the February 11, 2016, Work Session 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, January 8, 2016, 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: Ms. Karri Reyes
Mr. Jim Momary
Mr. Tim Barlow
Ms. Tracey Janowski
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Mr. Jason Winch

Absent: Mr. Michael Coombs
Mr. John Falco

Also present: Mr. Kemp and Mrs. Roszkowski
Community: Two community and/or staff members were present.

SPECIAL PRESENTATION – MR. WILLIAM COLANTANNO, CPA

Mr. Colantanno announced that his firm recently merged with Bedard, Kurowicki & Co. of Flemington, NJ. He introduced Mr. Kurowicki to the Board and proceeded to highlight revenues and appropriations and areas of greatest change in the 2015-2016 report.

**Audit
Presentation**

He told us that school districts are now required to report pension liability in the report. The Board’s pension liability is approximately \$1.5 million.

Also reported was that there was one audit recommendation with regard to the Referendum Account.

Ms. Dillon questioned Mr. Colantanno with regard to the pension liability

and whether the state will send us a bill for the entire amount. Mr. Colantanno replied that there should be no concern and that the number was to make those reading the audit report aware of the liability.

After a few more questions from the Board, the Board thanked Mr. Colantanno and Mr. Kurowicki for coming out and presenting the audit.

COMMUNICATIONS

Mrs. Roszkowski read the following:

Ms. Navas requested the following leaves in a letter to the Board:

M. Navas
Request for
LOA

- Disability leave of absence on or about March 14, 2016, utilizing accumulated sick and personal days followed by a
- Family Leave of Absence through the end of the 2015-2016 school year; with
- Return to teaching position for the 2016-2017 school year barring any unforeseen circumstances.

ADMINISTRATIVE REPORT – MR. KEMP

Mr. Kemp reported the following:

1. There were two alleged incidents investigated (#'s 5 & 6). Both found not to be HIB. **HIB**
2. Enrollment is now 678. **Enrollment**
3. The meeting on the bus stop issue was held on January 22. It was decided to move the bus stop to the family's third driveway. Another bus stop issue also came up at that meeting which is still in the process of being investigated. **Bus Stop**
4. **Referendum**
 1. Referendum Updates
 - a. Boilers are working better.
 - b. We met with the architect and will be going out for bids on the parking lot, electrical panel, and kitchen work. We expect to award bids on March 23.
 2. Work to be done over this long weekend:
 - a. 4 water tanks being replaced because of bad bladders.
 - b. Board rails around all-purpose room are being replaced.
 - c. Covers for the controls in the CST wing are being installed.

- d. Conduct the annual fire alarm test.
- 3. New stage curtains have been installed.
- 4. Work to be done over spring break:
 - a. Stage lighting
 - b. Gym audio and projector and screen
 - c. Shades in the all-purpose room
- 5. We had a favorable Budget Review with the County Office on January 21st. **Budget**

Budget Timeline:

- 1. February 16 – (Tentative) Governor’s Budget Address
- 2. February 18 – State aid released a maximum of 2 days after Budget Address
- 3. March 22 – budget due to County Office
- 4. April 25 – May 9 – dates for public hearings on the budget
- 6. The PTA Variety Show will be held on February 19th at 7 PM. **Variety Show**
- 7. Kindergarten Registration will be held on Feb. 22, 23, and 24, from 9 a.m. to 11a.m. and 1:30p.m. to 2:30 p.m. **Registration**

PUBLIC PARTICIPATION

None

EXECUTIVE SESSION

The following resolution was adopted on *MOTION by Mr. Momary, second by Ms. Janowski* and carried by unanimous vote:

WHEREAS, the Board must consider matter(s), personnel/negotiations, 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. It is anticipated that the session will last approximately 10 minutes. Action will be taken on Executive Session items. (8:07 p.m.)

MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board return to regular session. (8:12 p.m.) **Reconvene to Regular Session**

CONSENT AGENDA

MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote to approve the minutes of the following meeting with “Mr. Kemp” to be inserted into Discussion Item #1: **Minutes**

- January 7, 2015, Re-Org Meeting.

APPROVAL AGENDA PERSONNEL

1. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to approve salary adjustments for 2015-2016 school year, effective February 1, 2016, for the following personnel, as recommended by the Superintendent: **Salary Adjustments**

- Erin Burton: M+30-10, \$63,179.00;
- Kathleen Jacoby: M+30-8, \$59,559.00 prorated to 80% = \$47,646.

Note: These individuals just earned additional credits and qualify for horizontal movement on the guide effective 2/1/16.

2. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to approve a sidebar agreement between the Board of Education of Mansfield Township and the Mansfield Township Education Association regarding health benefit waiver calculations, effective second opt-out period of the 2015-2016 school year and which language shall be included in the collective bargaining agreement pending further negotiations and agreement of other language change for the successor agreement. **Sidebar Agreement**

3. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote to approve payment to Annette Stankavish for an additional 50 days remuneration, at a per diem rate of \$293.47, for services provided to the district to build and update databases, update the AESOP database, implement the CDK Personnel database, synchronize AESOP and CDK Personnel databases, implement myOn **Additional Days**

and ConnetEd databases, NJ Smart State Reports, MAP, Go Math, Successmaker, Type to Learn, and PARCC as recommended by the Superintendent.

4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Claudia Burrows as a full-time classroom aide effective February 1, 2016, to June 30, 2016, at a pro-rated salary of \$6,938.00, (Criminal History Check completed), as recommended by the Superintendent. **Claudia Burrows FT Paraprofessional**
5. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Jenn Cagnassola as a half-time classroom aide effective February 15, 2016, to June 30, 2016, at a pro-rated salary of \$3,247.00, (Criminal History Check completed), as recommended by the Superintendent. **Jenn Cagnasolla PT Paraprofessional**
6. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Marlen Tomosieski as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Marlen Tomosieski Sub Roster**
7. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve Desiree Davila as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Desiree Davila Sub Roster**
8. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote to approve the following leaves as requested by Monica Navas: **Monica Navas LOA**
 - Disability leave of absence on or about March 14, 2016, utilizing accumulated sick and personal days followed by a
 - Family Leave of Absence through the end of the 2015-2016 school year; with
 - Return to teaching position for the 2016-2017 school year barring any unforeseen circumstances.

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

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| <p>1. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to approve the establishment of the School Improvement Panel consisting of Edward Kemp, John Melitsky, and Kathy Jacoby.</p> | <p>School
Improvement
Panel</p> |
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Notes:

- Mission: Ensure the effectiveness of the school's teachers;
- Duties: Oversee mentoring and foster a culture of continuous improvement, conduct evaluations (including mid-year evaluations of teachers rated ineffective or partially effective), and identify opportunities to inform professional development.
- Kathy Jacoby will not participate in evaluation activities.

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| <p>2. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to approve Common Core Implementation Team consisting of: Jennifer Santa, Robin Iaione, Corin Francisco, Kristin Baker, Kathleen Mattison, Jennifer Micucci, Diane Hogan, John Melitsky, and Edward Kemp.</p> | <p>Common Core
Implementation
Team</p> |
| <p>3. MOTION by Ms. McAlpin, second by Ms. Janowski and carried by unanimous vote to approve Student ID 2142252387 and Student ID 1143108342 to remain in Mansfield School till the end of the current school year.</p> | <p>Approval to
Attend</p> |

**APPROVAL AGENDA
FINANCE**

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| <p>1. MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • General Account: January 8, 2016, to January 31, 2016, bills list in the amount of \$939,317.43; • Referendum Account: January 8, 2016, to January 31, 2016, bills list in the amount of \$31,078.00; • General Account: February 1, 2016, to February 11, 2016, bills list in the amount of \$402,948.84; • Referendum Account: February 1, 2016, to February 11, 2016, bills list in the amount of \$1,200.00; • General Account: Check N1224, dated December 24, 2015, in the amount of \$415.03. | <p>Bills Lists</p> |
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2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers per the February 11, 2016, Report for the following:
- Fund 10: \$140,361.72
 - Fund 30: \$50,275.00
 - Fund 10: \$ 4,997.04 (transfers dated 12/31/15)
- Transfers**
3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve February 11, 2016, Workshop/Travel Requests.
- Workshops/
Travel**
4. **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 December 31, 2015, with a balance of \$4,711,612.47.
- Secretary's/
Treasurer's
Reports**
5. On **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote that the Board 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 6:23-2.11(c)3 for the month of December 31, 2015, with a balance of \$4,711,612.47.
6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board appoint Anthony Gianforcaro, AIA, PE, of Chester, NJ, Architect of Record.
- Architect of
Record**
7. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve Change Order #1, Coopersmith Bros., Inc., in the amount of (\$14,010).
- Change Order
#1**
- Note: There was an allowance of \$30,000 for this project. Exit lights, stage ceiling demo, stage ceiling paint, and lighting were not included in the original bid. The cost for the aforementioned projects amounted to \$15,990. The original contract total was \$754,000.00 and has now been adjusted downward to \$739,990.00 by this change order.
8. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve the purchase of a Vulcan
- Vulcan Oven
Purchase**

VC44ED and a Vulcan VC4ED Convection oven from the vendor offering the lowest quoted price including removal and disposal of old units, with costs to be reported at next Board Meeting.

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| 9. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve a Special Education Tuition Contract with Bucks County Intermediate Unit #22 for Student ID # 7107300954, for the 2015 extended school year program at a cost of \$2,847. | SE Tuition Contract |
| 10. | MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board approve Cafeterium AV system installation per SJTP Quote AAAQ7468 in the amount of \$34,671.00. | AV Installation |
| 11. | MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board approve Iron Mountain Mechanical, LLC. to replace four well Xtrol tanks at a cost of \$15,725.00. | Xtrol Tank Installation |

Note: Other quotes received:

- Schaible's Plumbing: \$19,848.00
- Link & Son Lin Supply Plumbing: \$16,500.00

Note: This was part of the referendum. We quoted this job on our own, thus saving the architect's fee.

DISCUSSION AGENDA

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| 1. | Meeting Date Changes: | Meeting Date Changes |
| | <ul style="list-style-type: none"> • Cancel February 25, 2016, meeting; • Keep March 10, 2016, meeting • Add Special Meeting on Wednesday, March 23 | |
| 2. | Ethics Forms: You should have been notified by the state to fill out your forms online. If you have not been contacted by state, please let me know. | Ethics Forms |

PUBLIC PARTICIPATION

None

ADJOURNMENT

With no further business to discuss, the February 11, 2016, Work Session Meeting ended at 8:47 p.m. on *motion by Ms. Janowski, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Jim Momary
Vice President