

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
SPECIAL MEETING MINUTES
March 23, 2016**

CALL TO ORDER

Ms. Reyes opened the March 23, 2016, Special 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, February 23, 2016, 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
Mr. Tim Barlow
Mr. Michael Coombs
Ms. Desiree Mora-Dillon (arrived 7:43 p.m.)
Mr. John Falco
Ms. Tracey Janowski
Mr. Jim Momary
Mr. Jason Winch

Absent: Ms. Sharon McAlpin

Also Present: Mr. Kemp and Mrs. Roszkowski

Community: There was one community and/or staff member present.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Mr. Kemp reported the following to the Board:

- 1. One investigation was concluded (Incident #7). It was found to be HIB. Consequences were imposed along with remedial measures and services. HIB

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|----|---|--------------------|
| 2. | We had bid openings today for the parking lot, electrical service, and the kitchen. There are motions in the agenda. | Bid Openings |
| 3. | We will be holding the preschool lottery at 9:00 AM on April 5 th . | Pre-school Lottery |
| 4. | We have a faculty in-service on April 13 th . | Faculty In-service |
| 5. | Shades for the all-purpose room will not be installed over the break. The motors have not arrived yet. | Shades |
| 6. | PARCC Testing will start the week of April 18 th and conclude on May 13 th . Staff have been trained to administer the tests. | PARCC |

CONSENT AGENDA

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| 1. | MOTION by Mr. Winch, second by Ms. Janowski and carried by majority vote [with Mr. Barlow and Ms. Janowski abstaining] to approve the minutes of the following meeting: | Ms. McAlpin |
| | <ul style="list-style-type: none"> • March 10, 2016, Work Session Meeting. | |

PUBLIC PARTICIPATION

None

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

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|----|---|---------------------------|
| 1. | MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote to approve the submission of the proposed Comprehensive Equity Plan for School Years 2016-17 through 2018-19 to the County Office of Education. | Comprehensive Equity Plan |
| 2. | MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote to approve “Introductory Manual for Affirmative Action Officers.” | Manual for AA Officers |
| 3. | MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote to approve Regulation 2224 and 5145.4: “Equal Education Opportunity.” | Regulation |

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| 4. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to appoint Lauri Favreau Affirmative Action Officer for the 2016-17 school year. | AA Officer |
| 5. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to appoint Marc Tyson, Michele Zappulla, Dawn Drescher, and Colleen Hurley to the Affirmative Action Committee for the 2016-17 school year. | AA Committee |
| 6. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to appoint Laurie Favreau 504 Officer and Substance Awareness Coordinator. | 504 Officer/
Substance
Awareness |
| 7. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to approve the revision to the 2015-2016 school calendar and designate June 15, 2016, as the final day of the school year. | Calendar
Revision |
| 8. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to designate June 14, 2016, 7p.m., as Sixth Grade Promotion. | Sixth Grade
Promotion |
| 9. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to approve the use of the school building and payment to one of the custodial staff members for services in conjunction with the 6 th grade lock-in scheduled for Friday, June 3, 2016, into the morning of Saturday, June 4, 2016. | Lock-in |
| 10. | <i>MOTION</i> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to approve the 2016-2017 School Year calendar. | 2016-17 School
Calendar |

**APPROVAL AGENDA
FINANCE**

- | | | |
|----|---|---------------|
| 1. | <i>MOTION</i> by Ms. Janowski, second by Mr. Winch and carried by unanimous vote to approve the following bills lists: | Ms. Janowski/ |
| | <ul style="list-style-type: none"> • General Fund: March 1, 2016, to March 23, 2016, in the amount of \$549,833.73; • Referendum Acct: March 1, 2016, to March 23, 2016, in the amount of \$3,813.53; • General Fund: January 7, 2016, Check Number N0718, in the amount of \$91.99. | |

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve transfers in the following amounts as listed on the March 23, 2016, report:

 - Fund 10: \$14,200.00
 - Fund 20: \$ 6,000.00
 - Fund 30: \$32,952.89
 - Fund 60: \$ 197.56

Transfers

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve the March 23, 2016, Travel/Workshop Request.

Travel/
Workshops

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote to approve the Treasurer’s and Secretary’s monthly financial reports as of January 31, 2016, with a balance of \$4,761,784.97.

Treasurer’s/
Secretary’s
Reports

5. The following Resolution was adopted on **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote:

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 January 31, 2016, with a balance of \$4,761,784.97.

Certification

6. The following resolution was adopted on **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote:

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 16/17 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 16/17 school year at the sum of \$75,000 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.

Travel/
Workshop
Certification

Note: As of March 23, 2016, the mileage, workshop accounts have the following totals:

- Workshops: \$5,251.20
- Travel: \$1,178.39

- Total \$6,429.59

7. **Motion by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to approve Smitty’s Door Service, Inc. to install new locks and panic bars at a cost of \$12,700. Locks and Panic Bars

Other quotes received:

- Weilgus and Sons NJ., Inc.: \$18,751.34
- Hudson Valley Door and Hardware, LLC.: \$18,152.19

8. The following resolution was adopted on **Motion by Mr. Winch, second by Ms. Janowski** and carried by majority roll call vote [with Mr. Winch abstaining]: Electrical Upgrades

WHEREAS, on March 23, 2016 the Mansfield Township Board of Education (the “Board”) held a public bid opening for the Electrical Upgrades at the Mansfield Township Elementary School project (“Project”); and

WHEREAS, the Board received eight (8) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Power with Prestige, Inc. Newton, NJ, with a bid of Sixty Eight Thousand Four Hundred Dollars (\$68,400.00), which amount includes a Ten Thousand Dollar (\$10,000.00) Allowance; and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Power with Prestige to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Power with Prestige, Inc. in the amount of Sixty Eight Thousand Four Hundred Dollars (\$68,400.00), which amount includes a

Ten Thousand Dollar (\$10,000.00) Allowance; and

BE IT FURTHER RESOLVED, the Business Administrator shall return the bid securities to all bidders who request its return except for the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the contract for the Project, transmit same to Power with Prestige, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Power with Prestige, and upon the approval of Power with Prestige’s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

- 9. The following resolution was adopted on ***Motion by Mr. Momary, second by Ms. Janowski*** and carried by unanimous roll call vote:

Kitchen Renovation

WHEREAS, on March 23, 2016 the Mansfield Township Board of Education (the “Board”) held a public bid opening for the Kitchen Equipment Renovation at the Mansfield Township Elementary School project (“Project”); and

WHEREAS, the Board received one (1) bid at the public bid opening from Coopersmith Bros., Inc., Phillipsburg, NJ, with a bid, inclusive of all allowances, of One Hundred Sixty Six Thousand Dollars (\$166,000.00); and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Coopersmith Bros., Inc. to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Coopersmith Bros., Inc. in the amount, inclusive of all allowances, of One Hundred Sixty Six Thousand Dollars (\$166,000.00); and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the contract for the Project, transmit same to Coopersmith Bros., Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the

executed contract from Coopersmith Bros., Inc., and upon the approval of Coopersmith Bros., Inc's Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid security.

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

Site
Renovations

WHEREAS, on March 23, 2016 the Mansfield Township Board of Education (the "Board") held a public bid opening for the Proposed Site Renovations at the Mansfield Township Elementary School project ("Project"); and

WHEREAS, the Board received four (4) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Tricon Enterprises., Inc. ("Tricon"), Keyport, New Jersey, with a total bid of One Million Sixty Eight Thousand Six Hundred Dollars (\$1,068,600.00), consisting of a base bid of Nine Hundred Twenty Six Thousand Dollars (\$926,000.00), which amount includes a Twenty Thousand Dollar (\$20,000.00) Allowance, a bid of Seventy Five Thousand Three Hundred Dollars (\$75,300.00) on Alternate #1 (removal of existing asphalt and installation of new curbing, asphalt, lights, etc. as shown on applicable drawings and outlined in specifications), and a bid of Sixty Seven Thousand Three Hundred Dollars (\$67,300.00) on Alternate #2 (removal of existing asphalt and installation of new curbing, asphalt, lights, etc., as shown on applicable drawings and outlined in specifications); and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Tricon to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Tricon Enterprises, Inc. in the total amount of One Million Sixty Eight Thousand Six Hundred Dollars (\$1,068,600.00), broken down as set forth above; and

BE IT FURTHER RESOLVED, the Business Administrator shall return the bid securities to all bidders who request its return except for the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, transmit same to

Tricon, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Tricon, and upon the approval of Tricon’s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

PUBLIC PARTICIPATION

None

DISCUSSION

1. April Board Meetings:

Board Meetings

- April 14, 2016;
- April 28, 2016 – Public Hearing on Budget.

2. May 19, 2016, meeting will be cancelled and re-scheduled to May 9, 2016, to adopt Budget.

Public Hearing on Budget

(Note: Budget must be adopted no later than May 14, 2016.)

ADJOURNMENT

With no further business to discuss, the March 23, 2016, Special Meeting ended at 7:59 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