

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
March 10, 2016**

CALL TO ORDER

Ms. Reyes opened the March 10, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:34 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.

Pledge of Allegiance

Roll Call

Present: Ms. Karri Reyes
Mr. Jim Momary
Mr. Michael Coombs
Ms. Desiree Mora-Dillon
Mr. John Falco
Mr. Jason Winch

Absent: Mr. Tim Barlow
Ms. Tracey Janowski
Ms. Sharon McAlpin

Also Present: Mr. Kemp and Mrs. Roszkowski

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

COMMUNICATIONS

Mrs. Roszkowski read:

- 1. Mrs. Deborah Shoremount’s letter of resignation/retirement effective June 30, 2016. **Deborah Shoremount Retirement**

ADMINISTRATIVE REPORT

Mr. Kemp’s report included the following:

- 1. There were no allegations of HIB investigated since our last meeting. HIB

2. The number of Kindergarten registrations is at 48 students. Last year at this time we had 42 registered. **Kindergarten**
3. Enrollment is now up to 678 with two arriving next week. **Enrollment**
4. Mansfield celebrated Read Across America Week last week (Dr. Seuss Week). Mr. VanDien hosted an excellent poetry night on Friday night of that week. **Read Across America**
5. Congratulations to Madeline Morgan whose Patriot's Pen essay won 3rd place in the NJ state competition. **Patriot's Pen**
6. Congratulations to our 6th graders who participated in the All-Star Band concert on March 2, 2016, at Warren Hills High School, under the direction of Mrs. Havrisko: Kelby Schubert, Madeline Morgan, Nicole McAlpin, Sarah Haas, Amanda Vecchione, Catherine Stabile, Gweneth Guedez, and Evan Rodriguez. **All Star Band**
7. Bids are due on March 23rd for the parking lot, electric panel, and the kitchen. **Referendum**
8. Ray Zuchowski and I attended PARCC Training yesterday. **PARCC Training**
9. On February 25th I attended the last session of my Leadership Academy. **Leadership Academy**

CONSENT AGENDA

1. **MOTION by Mr. Falco, second by Ms. Mora-Dillon** and carried by majority vote, with abstentions noted below, to approve the minutes of the following meeting: **Minutes**
 - February 11, 2016, Work Session Meeting [Messrs. Coombs, Falco abstained];
 - February 11, 2016, Executive Session Meeting [Mr. Winch abstained].

**APPROVAL AGENDA
PERSONNEL**

- 1. **MOTION by Mr. Coombs, second by Ms. Mora-Dillon** and carried by unanimous vote to approve Kathy Grimwood as a maternity leave replacement teacher (Criminal History check completed), as recommended by the Superintendent. **K. Grimwood
LOA Teacher**
- 2. **MOTION by Mr. Coombs, second by Ms. Mora-Dillon** and carried by unanimous vote to approve the payment of a \$10,000.00 stipend to Randy Wanous for services rendered as Clerk of the Works (oversight of the Referendum Projects) for the 2015-2016 school year, as recommended by the Superintendent. **R. Wanous
Clerk of the
Works**
- 3. **MOTION by Mr. Coombs, second by Mr. Falco** and carried by unanimous vote to accept Mrs. Deborah Shoremount's retirement/resignation effective June 30, 2016, with regret. **D. Shoremount
Retirement/
Resignation**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- 1. **MOTION by Ms. Mora-Dillon, second by Mr. Winch** and carried by unanimous vote to affirm/accept the finding regarding HIB Incident #'s 5 and 6 presented at the February 11, 2016, meeting. **HIB
Affirmation**
- 2. **MOTION by Ms. Mora-Dillon, second by Mr. Winch** and carried by unanimous vote to approve the 2016-2017 Technology Curriculum. **Technology
Curriculum**
- 3. **MOTION by Ms. Mora-Dillon, second by Mr. Winch** and carried by unanimous vote to approve the installation of clothes donation bins on Mansfield School Property to benefit the LEAD Program. **LEAD Clothes
Bin**

Note: The LEAD program is the replacement for the DARE (Drug Awareness Resistance Education).

**APPROVAL AGENDA
FINANCE**

- 1. **MOTION by Mr. Coombs, second by Mr. Winch** and carried by unanimous vote to approve the following bills lists: **Bills Lists**
 - General Fund: February 12, 2016, to February 29, 2016, in the amount of \$521,694.96;
 - Referendum Acct: February 12, 2016, to February 29, 2016, in the amount of \$407,378.

- 2. **MOTION by Mr. Coombs, second by Mr. Winch** and carried by unanimous vote to approve transfers in the following amounts as listed on the March 10, 2016, report: **Transfers**
 - Fund 10: \$12,150.00
 - Fund 30: \$ 40.00

- 3. **MOTION by Mr. Coombs, second by Mr. Winch** and carried by unanimous vote to approve the March 10, 2016, Travel/Workshop Request. **Travel/
Workshops**

- 4. **MOTION by Mr. Winch, second by Ms. Mora-Dillon** and carried by unanimous vote to approve an amendment to the IDEA FY 2016 application to add \$3,892.00 (FY 2015 carryover). **IDEA
Amendment**

- 5. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous roll call vote to approve FY 2016/2017 school district budget for submission to the County Office of Education and voters as follows: **District Budget**

	BUDGET	LOCAL TAX LEVY
General Fund	\$9,308,381	\$5,334,006
Special Revenue Fund	271,564	
Debt Service Fund	<u>433,919</u>	271,055
Total Base Budget	\$10,013,864	

*Included in the budget is a \$222,017 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades, parking lot, stage/gym upgrades, and telephone system.

PUBLIC PARTICIPATION

None

DISCUSSION

1. Important Dates: We currently have BOE meetings scheduled for

- March 23, 2016
- April 14, 2016
- April 28, 2016, and
- May 12, 2016

which work with the 2016 School Election/Budget Procedures Calendar.

- Budget submission to WC DOE: March 22, 2016
- Public Hearing on Budget/Regular Meeting date: April 28, 2016 OR May 9, 2016 (Last day for public hearing Budget)
- Budget Advertisement: April 21 (for April 28 Budget Hearing) in the Star Gazette/Warren Reporter
- User Friendly Budget Posted to Website: April 30, 2016
- Deadline to adopt budget: At or after public hearing but no later than May 14, 2016. (We can adopt at May 12, 2016, meeting.)

2. At last month’s meeting, approval was given to buy convection ovens from the vendor with the lowest price. The ovens were purchased from Culinary Depot for \$10,155. Other quotes were as follows:

**Convection
Oven
Purchase**

- Chef’s Corner: \$10,840
- US Foods 11,284.39

3. Mr. Kemp explained that the 2016-2017 School Calendar was still being discussed among the cluster schools and should be available at the next meeting.

**School
Calendar**

4. After discussing the upcoming meetings, it was decided that the May 19, 2016, meeting should be cancelled.

Meeting

ADJOURNMENT

With no further business to discuss, the March 10, 2016, Work Session Meeting ended at 8:12 p.m. on *motion by Mr. Winch, seconded by Mr. Coombs* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Jim Momary
Vice President