

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
APRIL 14, 2016**

**CALL TO ORDER**

Ms. Reyes opened the April 14, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:39 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. John Falco  
Ms. Tracey Janowski  
Ms. Sharon McAlpin  
Mr. Jason Winch

Absent: Mr. Tim Barlow  
Mr. Michael Coombs  
Mr. Jim Momary  
Ms. Desiree Mora-Dillon

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

**CORRESPONDENCE**

Ms. Roszkowski read the following correspondence:

1. A letter from Steven Pershyn thanking the Board of Education, Mr. Kemp, and Mr. Melitsky for allowing him to construct a walkway off the fifth grade wind of the Mansfield Township School for his Eagle Scout Project.
2. A letter of resignation/retirement, effective June 30, 2016, was received from Marion Kelley.

**Thank You**

**Resignation/  
Retirement  
Marion Kelley**

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

1. There were no cases of alleged HIB investigated and completed. **HIB**
2. Kindergarten enrollment for next year is currently at 53. Last year at this time we had 48. Our current kindergarten enrollment is 69. **Kindergarten**
3. Sound systems for the gym and all-purpose room have been partially installed. One light failed. They are getting a replacement which is on back order. They will finish installation, other than the light, on Thursday and complete training. **Sound Systems**
4. In-service yesterday. Teachers were trained in the next phase of using myON, an online source for books. **myOn In-service**
5. PARCC testing starts on Monday with 5<sup>th</sup> and 6<sup>th</sup> grade testing ELA. Thus far, we have had 8 parent refusals. Last year we had 30. There will probably be more to come. **PARCC**
6. The State Board of Education has taken the first of two votes necessary to make passing the PARCC test a high school requirement for graduation. It is highly likely to be a requirement for graduating classes of 2020 and 2021. **PARCC Graduation Requirement**
7. Report Cards go home April 22<sup>nd</sup>. **Report Cards**

**CONSENT AGENDA**

**MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by majority vote [with Ms. McAlpin abstaining] to approve the minutes of the following meeting/(s): **Minutes**

- March 23, 2016, Special Meeting.

**PARTIAL RE-ORGANIZATION**

1. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2016/2017 school year, as recommended by the Superintendent. **BA/BS Appointment**

2. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Andrew Coppola, Treasurer of School Monies, effective July 1, 2016, through June 30, 2017, as recommended by the Superintendent. **Treasurer Appointment**
3. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Brown & Brown as Broker of Record for property and general liability insurances for 2016/2017 with Robert Gemmell serving as Broker of Record, pending receipt of Pay to Play Certification. **Broker of Record – Gen. Liability**
4. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Brown & Brown Benefits Advisors of New Providence, NJ as the Broker of Record for AmeriHealth, Delta Dental and the Horizon Prescription programs (pending receipt of Pay to Play Certification). **Broker of Record - Health**
5. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint T. L. Groseclose as the Student Accident Insurance provider for the 2016/2017 school year. **Student Accident**
6. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint the audit firm of BKC (formerly the audit firm of William Colantano, Jr.) for the 2016/2017 school year, pending receipt of Pay to Play Certification. **Auditors**
7. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Gianforcaro Architects, Engineers, & Planners as District Architects of Record for the 2016/2017 school year as recommended by the Superintendent. **School Architect**
8. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote to appoint Dr. Goodwin as School Physician for the 2016/2017 school year as recommended by the Superintendent. **School Physician**
9. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint L. Favreau Affirmative Action Coordinator, 504 Officer, and Substance Awareness Coordinator for the 2016/2017 school year as recommended by the Superintendent. **AA Coordinator**
10. **MOTION 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. **AA Committee**

11. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint R. Wanous the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2016/2017 school year as recommended by the Superintendent. **RTK, AHERA, IPM, IAQ**
12. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint Mary E. Roszkowski as Custodian of Records. **Custodian of Records**
13. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint Mary E. Roszkowski, Public Agency Compliance Officer (PACO), effective July 1, 2016, through June 30, 2017, as recommended by the Superintendent. **PACO Officer**
14. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint John Melitsky Attendance Officer. **Attendance Officer**
15. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint John Melitsky Homeless Liaison. **Homeless Liaison**
16. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to appoint Mary E. Roszkowski as School Funds Investor for the 2016/2017 school year as recommended by the Superintendent. **School Funds Investor**
17. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to appoint the following Tax Shelter Annuity Companies: **Tax Shelters**
  - AXA Equitable
  - Lincoln Investment Planning, Inc.
  - Siracusa Benefits Programs
18. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to establish a Petty Cash Fund in the amount of \$250. **Petty Cash**
19. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to approve the following tuition rates for the programs offered by the district: **SE Program Tuition**
  - Preschool Inclusion Program: \$200 per month for a half-day program, five days/week;
  - Special Ed Programs: \$18,500 per year.

19. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to approve Use of Facilities Schedule of Fees per Policy No. 1330R. **Use of Facilities Fee Schedule**
20. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to adopt and approve the attached curricula, textbooks and programs for 2016/2017 school year. **Textbooks, Curricula Approval**
21. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to designate Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2016/2017 school year. **SC Cooperative Transportation**
22. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to designate Warren County Special Schools District to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2016/2017 school year. **WCSSD Transportation**
23. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to appoint Patti Jo Raiello as ADA Coordinator for the 2016/2017 school year as recommended by the Superintendent. **ADA Coordinator**
24. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote to appoint the following personnel to the I&RS Team: **I&RS Team**
- John Melitsky, Principal
  - Lauri Favreau, Guidance Counselor
  - Debbie Marley (LD/TC)
  - Deb Salvo
  - Beth Scheiner
  - Michele Zappulla

**APPROVAL AGENDA  
PERSONNEL**

1. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to accept Ms. Marion Kelley's resignation/retirement effective June 30, 2016, with regret. **M. Kelley Retirement**
2. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote to approve Terri Cummins as a substitute Teacher's Aide (Criminal History check completed), as recommended by the Superintendent. **T. Cummins Sub Roster**

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| 3. | <b><i>MOTION</i></b> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to approve Annalise Korbul as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | <b>A. Korbul<br/>Sub Roster</b> |
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**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITIES**

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| 1. | <b><i>MOTION</i></b> by Mr. Falco, second by Ms. Janowski and carried by unanimous vote to affirm/accept HIB findings as reported at the March 23, 2016, meeting. | <b>HIB</b> |
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**APPROVAL AGENDA  
FINANCE**

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| 1. | <b><i>MOTION</i></b> by Ms. Janowski, second by Mr. Winch and carried by unanimous vote to approve the following bills list/(s): | <b>Bills</b> |
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- General Fund: March 24, 2016, to March 31, 2016, in the amount of \$391,613.38;
- Referendum Acct: March 24, 2016, to March 31, 2016, in the amount of \$0;
- General Fund: April 1, 2016, to April 14, 2016, in the amount of \$210,815.98;
- Referendum Acct: April 1, 2016, to April 14, 2016, in the amount of \$448,581.00.

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| 2. | <b><i>MOTION</i></b> by Ms. Janowski, second by Mr. Winch and carried by unanimous vote to approve the April 14, 2016, Transfer Report as follows: | <b>TRANSFERS</b> |
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- Fund 10: \$ 49,997.86
- Fund 30: \$ 972,019.83

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| 3. | <b><i>MOTION</i></b> 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 February 29, 2016, with a balance of \$4,499,197.64. | <b>TREASURER’S/<br/>SECRETARY’S<br/>REPORTS</b> |
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| 4. | <b><i>The following Resolution was adopted upon MOTION</i></b> by Ms. Janowski, second by Mr. Winch and carried by unanimous vote: | <b>Certification</b> |
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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 February 29, 2016, with a balance of \$4,499,197.64.

**PUBLIC PARTICIPATION**

None

**EXECUTIVE SESSION**

The following resolution was adopted on *MOTION by Mr. Winch, 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 may be taken on Executive Session items. (7:50 p.m.)

*MOTION by Mr. Winch, second by Ms. Janowski* and carried by unanimous vote that the Board return to regular session. (7:56 p.m.)

**Reconvene to Regular Session**

**DISCUSSION AGENDA**

- 1. Noted below are advertised meetings for April and May : **BOE Meetings**
  - April 28, 2016 – Public Hearing on Budget
  - May 9, 2016
- 2. Mr. Winch reported that PARCC testing started in Mt. Olive without any major problems. The new app is working well. **PARCC Testing**

The future of PARCC testing was discussed.

**ADJOURNMENT**

With no further business to discuss, the April 14, 2016, Work Session Meeting ended at 8:05 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