

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
JUNE 23, 2016**

Ms. Reyes opened the June 9, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:40 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. Michael Coombs Mr. John Falco Ms. Tracey Janowski Ms. Desiree Mora-Dillon Mr. Jason Winch	Absent: Mr. Tim Barlow Ms. Sharon McAlpin
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Also present: Messrs. Kemp and Melitsky and Mrs. Roszkowski
Community: No staff and/or community members were present

Communications

None

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- 1. There were 0 allegations of HIB reported and investigated. **HIB**

The HIB Bi-annual Report for January 1, 2016 – June 30, 2016 (Since November 19, 2015) will be presented at the conclusion of this segment of the meeting.

- 2.
 - a. Electrical Panel – There may a problem getting the equipment on time. **Referendum Update**
 - b. Bids for the bathroom renovations and mechanical on the agenda for tonight.
 - c. Parking lot should be starting next week.
 - d. Kitchen demolition has already begun.

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| 3. | John and I will again participate in the NJ Leadership Academy program that is proposed by our professional organizations and endorsed by the NJ DOE. We have both signed up for Series 3, Cohort 2 with Warren Hills and Oxford. | Leadership Academy |
| 4. | The District Professional Development Plan is also on the agenda. This lays out the school goals for the 2016-2017 school year. | Professional Development Plan |
| 5. | <ul style="list-style-type: none"> a. Outstanding promotion - Thanks to all of the sixth grade teachers for their excellent work in putting together the promotion ceremony. b. Ed. Foundation gave 23 \$100.00 gifts to teachers. This was on top of the mini-grants given out during the year. c. Tear-filled Clap-out | Promotion and End of Year Activities |
| 6. | Summer Recreation and the extended school year programs start next week. We will also be offering Camp Kindergarten and Enrichment. | Summer Programs |

Mr. E. Kemp gave the following HIB Bi-annual report:

Date: June 23, 2016 (Since November 19, 2015)

HIB Bi-annual Report

Bi-Annual HIB Report

Reporting Period: January 1, 2016 – June 30, 2016

- Number of investigated reports: 13
- Number of reports found to be HIB: 2
- Number of HIB based on protected categories: 1 (race)
- Names of investigators: John Melitsky, Lauri Favreau, Marc Tyson
- Type and nature of any discipline imposed on students engaging in HIB: Loss of field trip
- Any other measures imposed (training conducted or programs implemented) to reduce HIB: School counseling, classroom lessons, parent involvement

PUBLIC PARTICIPATION

None

CONSENT AGENDA

MOTION by Mr. Coombs, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting: **Minutes**

- June 9, 2016, Work Session;

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

1. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the District/School Professional Development Plan. **Professional Development Plan**
2. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the Mentoring Plan. **Mentoring Plan**
3. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the June 9, 2016 meeting. **Affirm HIB Report**
4. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the District's Anti-Bullying Bill of Rights Self Assessment for 2015-16. **HIB Self Assessment**
5. **MOTION** by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board authorize the Affirmative Action Committee to conduct a needs assessment and, if any needs are identified, the team is authorized to create and implement a plan to address said needs. **AA Committee Needs Assessment**

**APPROVAL AGENDA
PERSONNEL**

1. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve an interpreter for the CST – 10 hours at \$12.50 per hour for summer work, as recommended by the Superintendent. **Interpreter - CST**
2. **MOTION** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve a one-year contract for Mary E. **SBA Contract**

Roszkowski, School Business Administrator/Board Secretary, effective July 1, 2016, through June 30, 2017, at an annual salary of \$105,026.00 plus \$800 longevity for a total of \$105,826.00, as approved by the Executive County Superintendent and as recommended by the Superintendent.

3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Julia Teets as a volunteer/intern to work with the Summer Enrichment Program under the direction of Mrs. Kristin Baker, Mrs. Robin Iaione and Mrs. Laura Baggerly, as recommended by the Superintendent. **Julia Teets
Volunteer**

4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve a Summer Enrichment program to run from July 5 to July 28, 2016, sponsored by Mrs. Baggerly, Mrs. Baker, and Mrs. Iaione with compensation set at \$35/hour, as recommended by the Superintendent. **Enrichment
Program**

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Coombs** and carried by majority vote [with Mr. Momary abstaining on Check #26672] that the Board approve the following bills lists: **Bills Lists**
 - General Fund: June 10, 2016, to June 23, 2016, in the amount of \$676,009.04
 - Referendum Fund: June 10, 2016, to June 23, 2016, in the amount of \$66,345.81

2. **MOTION by Ms. Janowski, second by Mr. Coombs** and carried by unanimous vote that the Board approve Funds Transfers as per the report dated June 26, 2014, in the following amounts: **Transfers**
 - Fund 10: \$249,233.01
 - Fund 20: \$ 599.90
 - Fund 30: \$ 25,745.00
 - Fund 60: \$ 9,024.52

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| 3. | MOTION by Ms. Janowski, second by Mr. Coombs and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of May 31, 2016, with a balance of \$3,884,851.14. | Secretary/
Treasurer's
Reports |
| 4. | MOTION by Ms. Janowski, second by Mr. Coombs and carried by unanimous vote that the Board approve Workshop/Travel per the June 23, 2016, Request. | Travel/
Workshops |
| 5. | On MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:

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:23A-16.10(a) for the months ended May 31, 2016, with a balance of \$3,884,851.14. | Certification |
| 6. | MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the correction of the February 29,2016, balance on the Treasurer's/Secretary's Report/Certification to read \$4,500,694.64. | Correction |
| 7. | On MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous roll call vote that the Board adopt the following resolution:

Resolve that the Board hereby gives notice that pursuant to PL 2015, Chapter 47 the Mansfield Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. | Notice
Pursuant to
PL 2015 |

Approved Contract Listing - July 2015 through June 2016

AME, Inc.
 AmeriHealth
 Applied Behavioral Consulting
 BKC f/d/b/a William Colantano, CPA
 B&G Restoration, Inc.
 Belvidere Board of Education
 BeneRx
 Brown & Brown Advisors

Bucks County Intermediate Unit #22
C. Dougherty & Company, Inc.
Celebrate the Children
Children's Therapy Services, Inc.
Coopersmith Bros., Inc.
Delta Dental
Developmental Center for Children and Families, LLC
Division of Children and Families
EarthSpec LLC
eRate Exchange
First Student
Franklin Township Board of Education
Gianforaro Architects, Engineers & Planners
GST Transportation Corporation
Groseclose
Hackettstown Board of Education
HI-STEP
Iron Mountain Mechanical, LLC
J. Tufaro & Sons Electrical Contractors, Inc.
Maschio's Food Services, Inc.
Middlesex Regional ESC
Montgomery Academy
NJ School Boards Association for Negotiations Contract
Northeast Roof Maintenance, Inc.
Open Systems Integrators
Panasonic Window and Door Systems, Inc.
Paramus Board of Education
Phillipsburg School District
Phoenix Advisors, LLC
Pohatcong Township Board of Education
Power With Prestige
RK Occupational & Environmental Analysis, Inc.
South Jersey Technology Partnership
Schwartz Simon & Edelstein
Snyder Bus Company
Smitty's Door
St. Lukes/Kaleidoscope Medical Associates, PA
State of NJ Commission for the Blind & Visually Impaired
Sussex County Regional Transportation Co-op
The Arc of Essex County
TriCon
Warren County ESC
Warren Hills Regional HS
Warren/Hunterdon ESC
Washington Borough Board of Education
WeatherWorks

NOTE: We are now required (by June 30 of each year) to LIST All Contracts that the Board has awarded (or believe will be awarded) and included in the official board minutes during the past 12 months, ending June 30. This would include contract awards pursuant to New Jersey’s procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services.

- 8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the submission of the following grants for approval: **NCLB Grant Submission**

- NCLB (No Child Left Behind)
 - Title I \$ 86,373
 - Title II \$ 27,007
 - Title III \$ 5,078 (This represents Mansfield’s portion of Grant. Warren Hills, Great Meadows, and Washington Borough are joining the consortium adding another \$8,460 for a total of \$13,538.)
 - Title III Immigrant \$1,458

- 9. **MOTION by Ms. Janowski, second by Ms. Janowski** and carried by unanimous vote that the Board approve the participation in a Title III consortium consisting of Washington Borough (\$3,145), Great Meadows Regional (\$2,900), and Warren Hills Regional H.S. (\$2,415), with Mansfield Township (\$4,349) acting as the lead LEA (Local Education Association). **Title III Consortium**

- 10. On **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous roll call vote that the Board adopt the following resolution: **Surplus**

Resolution - Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended

appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$431,246.20 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$234,952 may be available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The “not to exceed” amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$1,001,500 – it does not necessarily mean that that much money will be going in to that account. We are allowed to deposit up to \$526,240 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

- 11. **MOTION** by Mr. Falco, second by Ms. Janowski and carried by unanimous roll call vote that the Board approve the transfer of any interest earned by the Fund 30 Capital Project Account and Maintenance Account to be deposited directly into Fund 10 beginning July 1, 2016.

Interest Transfers

- 12. **MOTION** by Mr. Falco, second by Ms. Janowski and carried by unanimous roll call vote that the Board approve the payment of bills to close out the 2015/2016 fiscal year and the transfer of funds as needed for the 2015/2016 school year.

Close Year/ Pay Bills

- 13. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve the return of the unused portion of the \$222,016 Capital Withdrawal from the 2015/2016 school year. **Return Unused Funds**

- 14. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve Student ID# 2578465365 to attend an ESY Program from June 27, 2016, to July 29, 2016, at HI-STEP, Scotch Plains, NJ, at a cost of \$3,600.00 with transportation to be provided by the parent. **HI-STEP Program**

- 15. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve a contract with Duff & Phelps to update the fixed asset accounting records at a cost of \$3,800. **Inventory**

- 16. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve to hire an alternate RN from Interim Healthcare, at an hourly rate of \$64.00, or \$115,200.00 for 225 days, for Student #7107300954. **Alternate RN**

- 17. The following resolution was adopted on **Motion by Mr. Winch, second by Ms. Janowski** and carried by majority vote [with Ms. Dillon abstaining] vote: **Echelon Services**

WHEREAS, on June 22, 2016 the Mansfield Township Board of Education (the "Board") held a public bid opening for the Mechanical 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 Echelon Services, Inc. ("Echelon"), Newton, New Jersey, with a base bid of Forty Eight Thousand Eight Hundred Eight Dollars (\$48,808.00), which amount includes a Five Thousand Dollar (\$5,000.00) Allowance; and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Echelon 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 Echelon Services, Inc. in the amount of Forty Eight Thousand

Eight Hundred Eight Dollars (\$48,808.00), which amount includes a Five Thousand Dollar (\$5,000.00) Allowance; and

BE IT FURTHER RESOLVED, the Business Administrator shall return the bid securities to all but the three (3) lowest bidders, if requested; and

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

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Echelon, and upon the approval of Echelon’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.

- 18. The following resolution was adopted on *Motion by Mr. Winch, second by Ms. Janowski* and carried by majority vote [with Ms. Dillon abstaining] vote:

**V&K
Construction,
Inc.**

WHEREAS, on June 22, 2016 the Mansfield Township Board of Education (the “Board”) held a public bid opening for the Interior and Toilet Room Renovations at the Mansfield Township Elementary School project (“Project”); and

WHEREAS, the Board received two (2) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by V&K Construction, Inc. (V&K), Edison, New Jersey, with a total bid of Four Hundred Seventy Four Thousand Dollars (\$474,000.00), which consists of a base bid of Three Hundred Fifty Three Thousand Dollars (\$353,000.00), which amount includes a Fifteen Thousand Dollar (\$15,000.00) Allowance, a bid of Forty One Thousand Five Hundred Dollars (\$41,500.00) on Alternate #1 (New Toilet Room in Room 31), which amount includes a Five Thousand Dollar (\$5,000.00) Allowance; a bid of Forty Three Thousand Five Hundred Dollars (\$43,500.00) on Alternate #2 (New Toilet in Room 40), which amount includes a Five Thousand Dollar (\$5,000.00) Allowance; and a bid of Thirty Six Thousand Dollars (\$36,000.00) on Alternate #3 (New Ceilings and LED Lights), which amount includes a Five Thousand Dollar (\$5,000.00) Allowance; and

WHEREAS, the Board, in conjunction with its Design Professional,

has determined V&K 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 V&K Construction, Inc. in the total amount of Four Hundred Seventy Four Thousand Dollars (\$474,000.00), broken down as set forth above; and

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

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from V&K, and upon the approval of V&K’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 bidder.

- 19. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the purchase of the following equipment from Tequipment (NJ State Contract T0114):

SmartBoard Purchase

- 6 SmartBoards, brackets, speakers, speaker cables, HDMI cables, connectivity plates, misc. assorted cables

Total	\$32,602.32
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- 20. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the purchase of 70 Access Points from Bakke Solutions LLC at a cost of \$40,735, with an eRate rebate of 50% or \$20,367.50 for a total final cost of \$20,367.50.

Update Access Points

- 21. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the purchase of 130 Lenovo ThinkPad 11e through the MRESC Co-op at a cost of \$51,870.

Lenovo ThinkPad Purchase

DISCUSSION AGENDA

None

Public Participation

None

Adjournment

With no further business to discuss, the June 23, 2016, Special Work Session Meeting ended at 8:08 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