

**Mansfield Township Board of Education
Minutes
Work Session
August 11, 2016**

Ms. Reyes opened the August 11, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:38 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, and 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. Tim Barlow
Ms. Tracey Janowski
Ms. Sharon McAlpin

Absent: Mr. Michael Coombs
Mr. John Falco
Ms. Desiree Mora-Dillon
Mr. Jason Winch

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

COMMUNICATIONS

Mrs. Roszkowski read a letter from Dr. LaMonte advising that she had reviewed Mr. Kemp’s contract and found it to be “in compliance with applicable laws and regulations and, therefore, approved the contract for a period commencing on July 1, 2016, through June 30, 2021, with an annual salary of \$135,000.”

**Superintendent
Contract**

ADMINISTRATIVE REPORT

Mr. Kemp’s report included the following:

- 1. No allegations to investigate.

HIB

- | | | |
|----|---|---------------------------------|
| 2. | Our current enrollment stands at 643. Last year we were at 647 at this time. Kindergarten enrollment stands at 74; last year at this time, we had 63 students enrolled. | Enrollment |
| 3. | Ninety-seven sixth graders were promoted. No one was denied promotion. | Promotion |
| 4. | The auditors are here this week. | Audit |
| 5. | <ul style="list-style-type: none"> a. Mr. Melitsky and I will attend Marzano refresher training with the Warren Hills Cluster on August 29th. b. I will attend a workshop entitled “Transform Your School Through Mindfulness on August 15th and 22nd as part of my professional development plan. | Professional Development |
| 6. | <ul style="list-style-type: none"> a. 130 new laptops will be deployed. We will have dedicated carts in all 2-6 grade classrooms to improve the integration of technology. b. Nine new SMART boards have been received and will be installed. c. Upgraded access points are installed and configured. d. I met with the Prosecutor’s Office, Homeland Security, and the DOE to implement a tabletop active shooter exercise for Warren County administrators and law enforcement. It will be done at the MOA breakfast. | Technology and Safety |
| 7. | Building preparation is on schedule. | Building |
| 8. | <ul style="list-style-type: none"> a. The bathroom is being framed out in the preschool room. b. The bathroom in room 31 has been blocked out and the rough plumbing is in. c. The new ceiling and lights are in the gym bathrooms. d. The gym hallway and CST hallway have been replaced. They are finishing the ceiling in the gym hallway. e. The new lights are being installed in the lesson room, the ESL room, and the tech room. f. The tile is done in the 5/6 and faculty bathrooms. g. The kitchen is being finished with the new walk-in freezer and refrigerator as well as other equipment. h. They are installing the wall and air conditioning in the old therapy room. i. The parking lot is progressing, and we will have a discussion later regarding the lighting for the parking lot. | Referendum Update |

PUBLIC PARTICIPATION

None

CONSENT AGENDA

- | | |
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| <p>1. MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting:</p> <ul style="list-style-type: none"> • June 23, 2016, Regular Meeting. | <p>Minutes</p> |
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**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITY**

- | | |
|--|---|
| <p>1. MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the June 23, 2016, meeting.</p> | <p>Affirm HIB Findings</p> |
| <p>2. MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board approve the three-year Technology Plan (July 1, 2016, to June 30, 2019) as presented.</p> | <p>Technology Plan</p> |
| <p>3. MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board adopt the Science Curriculum.</p> | <p>Science Curriculum</p> |
| <p>4. MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board adopt the Health and Physical Education Curriculum.</p> | <p>Health/Phys Ed Curriculum</p> |
| <p>5. MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board approve a Memorandum of Understanding between the Mansfield Township Police Department and the Mansfield Township Board of Education.</p> | <p>MOU</p> |

**APPROVAL AGENDA
PERSONNEL**

- | | |
|---|---|
| <p>1. MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve the 2016/2017 Substitute Roster, as recommended by the Superintendent.</p> | <p>2016/17 Substitute Roster</p> |
|---|---|

2. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge for the 2016/2017 school year in the event all other administrators are out of the building, as recommended by the Superintendent. **Teacher in Charge**
3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Jen Santa as Teacher in Charge for the 2016/2017 school year in the event all other administrators are out of the building, as recommended by the Superintendent. **Teacher in Charge**
4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent. **Anti-Bullying Coordinator**
5. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent. **Anti-Bullying Specialist**
6. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board appoint Barry Dilts as Custodian in Charge, when Randy Wanous is out of the building, for the 2016/2017 school year at a stipend of \$1,000, as recommended by the Superintendent. **Barry Dilts Custodian in Charge**
7. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board appoint the following people to the School Safety Team: **School Safety Team**
- John Melitsky
 - Lauri Favreau (Chair)
 - Corin Francisco (Teacher)
 - Nancy Harasymchuk (Parent)
 - Colleen Hurley (Other Staff)
8. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board adjust the per hour payment to Richard VanDien (summer IT Aide) from an hourly rate of \$11/hour to \$12/hour , as recommended by the Superintendent. **Salary Adjustment**
9. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve a five-year contract for Edward Kemp, Jr., Superintendent, effective July 1, 2016, through June 30, 2021, at an annual salary of \$135,000 for each year plus merit goals (up to a **Superintendent Contract**

maximum of \$20,237 annually) to be approved annually, as approved by the Executive County Superintendent.

10. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve a non-tenure teaching contract for Michele Wilkinson for the 2016/2017 School Year, Step B1, at an annual salary of \$52,219.00 as recommended by the Superintendent. **Michele Wilkinson
Non-Tenure
Contract**

11. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Jennifer Teets as a full-time substitute, effective September 1, 2016, through June 30, 2017, at an annual salary of \$13,800, as recommended by the Superintendent. **Jennifer Teets
Full-time
Substitute**

12. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board rescind Kathleen Mattison's 80% contract, effective September 1, 2016, through June 30, 2017, Step M16, at an annual prorated salary of \$63,955.00 as recommended by the Superintendent. **Rescind K.
Mattison
Contract**

13. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve a full-time teaching contract for Kathleen Mattison, effective September 1, 2016, through June 30, 2017, Step M16, at an annual salary of \$79,744, as recommended by the Superintendent. **K. Mattison
Full-time
Contract**

14. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve additional days for the following Child Study Team members, as recommended by the Superintendent: **CST
Additional
Days**
 - Patti-Jo Raiello, Coordinator, 5 additional days at \$400.20/day;
 - Faye Collins, Secretary, 5 additional days at \$233.21/day.

15. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve payment to Dana Tarnowski for KRT Testing work over the summer at an hourly rate of \$35, as recommended by the Superintendent. **D. Tarnowski
Summer KRT
Testing**

16. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Bert W. Collins, Jr. to do work for the Board Office on an as-needed basis effective July 1, 2016, through **Bert Collins**

June 30, 2017, at an hourly rate of \$35.00, (Criminal History check completed), as recommended by the Superintendent.

Note: There are some specialized projects in conjunction with the referendum, etc. that need to be addressed.

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| 17. MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve Jessica Lino as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | Jessica Lino
Sub |
| 18. MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve Mercedes Cosme as a substitute Paraprofessional (Criminal History check completed), as recommended by the Superintendent. | Mercedes
Cosme
Sub |

**APPROVAL AGENDA
FINANCE**

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| 1. MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote [with Mr. Momary abstaining on Check #26826] that the Board approve the following bills lists: | Bills Lists |
| <ul style="list-style-type: none"> • General Fund: June 24, 2016, to June 30, 2016, in the amount of \$199,402.10; • Referendum Account: June 24, 2016, to June 30, 2016, in the amount of \$77,094.00; • General Fund: July 1, 2016, to July 31, 2016, in the amount of \$871,675.76; • Referendum Account: July 1, 2016, to July 31, 2016, in the amount of \$295,584.69; • General Fund: August 1, 2016, to August 11, 2016, in the amount of \$88,597.46; • Referendum Account: August 1, 2016, to August 11, 2016, in the amount of \$407,020.50. | |
| 2. MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Board approve the August 11, 2016, Transfer Report for the period July 1, 2015, through June 30, 2016 as follows: | Transfer
Report |
| <ul style="list-style-type: none"> • Fund 10: \$1,070,960.38 • Fund 20: \$ 138,902.30 • Fund 30: \$2,184,728.65 • Fund 60: \$ 40,982.08 | |

3. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of June 30, 2016, with a balance of \$3,510,115.94.

**Treasurer’s/
Secretary’s
Reports**

4. Upon **MOTION** by Ms. Janowski, second by Mr. Barlow, the following Resolution was adopted by unanimous roll call vote:

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 6A:23A-16.10(a) for the month ended June 30, 2016, with a balance of \$3,510,115.94.

5. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-1, Renewal number 13 with First Student, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$47,037.60 as follows:

**First Student
Multi-Contract
L-1**

Multi-Contract #: L-1			Contract Period: September 1, 2016 to June 30, 2017 Contract Amount: \$47,037.60						
Renewal #: 13									
Contractor Name: First Student									
Terminal Location: Warren									
Contractor Code: 1428									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Contract Renewal Per Route
WH29/I	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	261.32	1.00	0	261.32

6. **MOTION** by Ms. McAlpin, second by Ms. Janowski and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-2, Renewal number 5 with First Student, for the contract period September 1, 2015, to June 30, 2016, in the amount of \$42,132.50 as follows: **First Student Multi-Contract L-2**

Multi-Contract #: L-2 Renewal #: 5 Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428			Contract Period: September 1, 2016 to June 30, 2017 Contract Amount: \$42,132.50						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH10	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	11,896.90	1.95	67.81	11,964.71
Shuttle 1	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	5,948.44	1.95	33.91	5,982.35
B-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	24,048.37	1.95	137.08	24,185.45

7. **MOTION** by Ms. McAlpin, second by Ms. Janowski and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-3, Renewal number 3 with First Student, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$44,104.59 as follows: **First Student Multi-Contract L-3**

Multi-Contract #: L-3 Renewal #: 3 Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428			Contract Period: September 1, 2016 to June 30, 2017 Contract Amount: \$44,104.59						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH8	Warren Hills	1	7:15 a.m.	2:25 p.m.	180	21,927.31	0.95	124.99	22,052.30
O-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	21,927.31	0.95	124.99	22,052.30

8. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-1, Renewal number 13 with Snyder Bus Company, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$24,587.31 as follows: **Snyder Bus Multi-Contract S-1**

Multi-Contract #: S-1		Contract Period: September 1, 2016 to June 30, 2017							
Renewal #: 13		Contract Amount: \$24,588.00							
Contractor Name: Snyder Bus Company									
Terminal Location: Warren									
Contractor Code: 1598									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
M	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	136.60	1.00	0	136.60

9. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-2, Renewal number 11 with Snyder Bus Company, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$56,959.92 as follows: **Snyder Bus Multi-Contract S-2**

Multi-Contract #: S-2		Contract Period: September 1, 2016 to June 30, 2017							
Renewal #: 11		Contract Amount: \$56,959.92							
Contractor Name: Snyder Bus Company									
Terminal Location: Warren									
Contractor Code: 1598									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Renewal Per Route
SN1 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	162.14	1.90	0	162.14
SN2 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	154.30	1.90	0	154.30

10. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-3, Renewal number 7 with Snyder Bus Company, for the contract period September 1, 2016, to June 30, 2017, in the amount of \$236,283.13 as follows: **Snyder Bus Multi-Contract S-3**

Multi-Contract #: S-3 Renewal #: 7 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2016 to June 30, 2017 Contract Amount: \$237,629.93						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH13	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
A-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49
WH9	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
X-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49
WH26	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
J-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49
WH7	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
K-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49
WH20	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
E-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49
WH6	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	19,690.26	1.80	112.23	19,802.49
Y-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	19,690.26	1.80	112.23	19,802.49

11. **MOTION** by Ms. Janowski, second by Mr. Barlow and carried by unanimous roll call vote that the Board approve a 2016-2017 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

**Joint
Transportation
Warren Hills**

Route	WH Cost
WH29	\$23,518.80
WH13	\$19,802.49
WH9	\$19,802.49
WH26	\$19,802.49
WH7	\$19,802.49
WH20	\$19,802.49
WH6	\$19,802.49
WH10/Shuttle 1	\$21,066.30
WH8	<u>\$22,052.30</u>
Totals	<u>\$185,452.34*</u>

***This is the amount the Board will be reimbursed by Warren Hills for transporting their students.**

12. **MOTION** by Ms. Janowski, second by Mr. Barlow and carried by unanimous roll call vote that the Board approve a 2016-2017 Joint Transportation Agreement with Franklin Township School to transport our student population as follows:

**Joint
Transportation
Franklin Twp**

Route	Mansfield Cost
F-1	\$19,101.99
N-1	\$19,101.99
R-1	\$19,101.99
W-1	\$19,101.99
Totals	\$76,407.96*

***This is the amount the Board will be reimbursing Franklin Township for transporting its students.**

13. **MOTION** by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Board authorize the Superintendent to approve change orders and present change orders for approval at the next Board Meeting as change orders occur.

**Change
Orders**

14. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous roll call vote that the Board approve the following change orders:

**Change
Orders
Approved**

Company	Amount
• V&K Construction (Interior Renovations)	\$1,300
• Smitty's Door Service	(\$4,100)
• TriCon WA-1, Security Pole	\$4,055
• TriCon WA-02, Sidewalk widening at gymnasium	\$5,187
• TriCon WA-03, 380 LF 2" conduit	\$11,365
• TriCon WA-04, Sidewalk widening at Parking Lots (1,310 SF)	\$12,445

(Note: We had a built-in \$20,000 allowance for Tricon; therefore, the net total of TriCon WA-1-WA-4 = \$13,052.)

15. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the submission of the IDEA-B Grant Application for fiscal year 2016-2017 to the NJ Department of Education.

**IDEA-B Grant
Submittal**

16. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve a tuition contract for FY 2016-17 with the State of New Jersey, Commission For the Blind and Visually Impaired, in the amount of \$1,900 for services provided to Student ID # 8741717838.

**Commission
for the Blind -
Contract**

17. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve a tuition contract with Belvidere School District in the amount of \$1 to receive Student ID #9762354517 for the 2016/17 school year, transportation to be provided by the parent.

**Belvidere SD
Tuition
Contract**

18. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the disposal of equipment per Attachment 2.

**Equipment
Disposal**

PUBLIC DISCUSSION

None

DISCUSSION AGENDA

1. The district was advised earlier this week that since the parking lot was ripped up, JCP&L will now require the district to have JCP&L rewire all existing lights at a cost of \$34,877.22. This price would include the relocation of 6 lights per the architectural drawings. However, the district would be responsible for all trenching, providing new bases and conduit (for which the cost is an unknown factor).

**Parking Lot
Lights**

JCP&L offered another alternate solution if the Board did not want to rewire, trench, provide new bases and conduit. They suggested existing lights be abandoned and replaced with 7 wooden poles, with overhead wire, floodlights and anchors. They would install this at a cost of \$7,893.44.

Before tonight's meeting, Mr. Wanous was contacted and another alternative was proposed. JCP&L was willing to sell all the existing poles and lights for \$1. JCP&L would no longer be responsible for the poles and lights. The Board would take responsibility for the poles, lights, and any necessary preparation to insure that they were working as desired. JCP&L would no longer be responsible for changing out lights that no longer worked or do any maintenance on the poles, wiring, etc.

After a discussion, the following was decided:

- **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the purchase of light poles and light from JCP&L at a cost of \$1.
- **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve moving forward with MRESC State Approved Coop #65MCESCCPS lighting proposal expense up to \$100,000.

2. It was decided to cancel the following meetings:
 - August 25
 - September 15

**Rescheduled
Meetings**

and to schedule a meeting for September 8, 2016.

ADJOURNMENT

With no further business to discuss, the August 11, 2016, Work Session Meeting ended at 8:12 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