

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING
MINUTES
SEPTEMBER 8, 2016**

CALL TO ORDER

Ms. Reyes opened the September 8, 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, August 22, 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: Mr. Tim Barlow
Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Desiree Mora-Dillon
Ms. Karri Reyes
Mr. Jason Winch

Absent:

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski
Community: No community and/or staff members were present.

COMMUNICATIONS

A letter was read from Ms. Heather Gilmartin requesting an unpaid leave of absence from September 6, 2016, to September 30, 2016.

Request for Unpaid LOA

ADMINISTRATIVE REPORT

Mr. Kemp had the following to report:

- 1. No allegations to investigate.

HIB

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| 2. | Opening of school went well. Unfortunately we had to cancel the visitation on Friday because the parking lot was not completed. The custodians worked tirelessly, including some weekends, to insure that we could open on time with a clean and polished facility. They did a phenomenal job of working around and through the construction. We appreciate their extraordinary efforts. | School Opening |
| 3. | Current Enrollment is 643. Last year we were at 658. | Enrollment |
| 4. | Back-to-School Nights are scheduled as follows: <ul style="list-style-type: none"> a. Pre-K – 2 on September 13th beginning at 7:00 b. Grades 3 – 6 on September 14th beginning at 7:00 | Back to School Nights |
| 5. | I will be attending the Annual Hunterdon/Warren Superintendent’s Conference at Shawnee on September 29 th and 30 th . | Superintendent’s Conference |
| 6. | Picture Day is scheduled on September 27. | Picture Day |
| 7. | John Melitsky and I will attend the first session of our Leadership Academy on September 27 th . | Leadership Academy |
| 8. | Referendum and Improvements: <ul style="list-style-type: none"> a. Front parking lot is paved. Back will be paved on Saturday. b. Bathrooms are done and most of the interior work. c. Switch gear will be done over winter or spring break. d. Wiring for the lighting is supposed to begin next week. | Referendum |

CONSENT AGENDA

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| 1. | MOTION by Ms. McAlpin, second by Ms. Janowski and carried by majority vote [with Mr. Coombs, Mr. Falco, Ms. Mora-Dillon, and Mr. Winch abstaining] that the Board approve the minutes of the following meeting: <ul style="list-style-type: none"> • August 11, 2016, Work Session Meeting | Minutes |
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PUBLIC PARTICIPATION

None

**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITY**

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| 1. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board affirm/accept HIB findings as reported at the August 11, 2015, meeting. | HIB Findings |
| 2. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the use of 13 classrooms and the All Purpose Room by St. Theodore's Catholic Parish on Monday nights from September 12, 2016, through May 22, 2016, at no rental charge per Board Policy 1330 and Board Regulation 1330-R, as recommended by the Superintendent. | Facilities Use |

**APPROVAL AGENDA
PERSONNEL**

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| 1. | MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve the following personnel to share a position of "greeter" for the After Care School Program at a rate of \$11 per hour, effective September 6, 2017, and to coincide with the last day the After School Program finishes in June 2017, as recommended by the Superintendent: <ul style="list-style-type: none"> • Kathy Montgomery • Rita Riotto • Denise Heymann | Greeters |
| 2. | MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve Kathy Montgomery as an office helper effective September 2016, through June 2017, at an hourly rate of \$11, as recommended by the Superintendent. | Office Helper |
| 3. | MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve salary adjustments for 2016-2017 school year, for the following personnel, as recommended by the Superintendent: <ul style="list-style-type: none"> • Claudia Burrows: \$14,694.00 | Salary Adjustment |

4. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Heather Gilmartin's request for an unpaid Family Leave of Absence for four weeks beginning September 6, 2016, to care for her mother. **H. Gilmartin
Unpaid LOA**
5. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Tori Piccione as a long-term substitute teacher effective September 1, 2016, through on or about September 30, 2016, (criminal history check completed), as recommended by the Superintendent. **T. Piccione
Long Term Sub**
6. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Rebecca Osman as a full-time paraprofessional, effective September 1, 2016, to June 30, 2017, at an annual salary of \$14,355.00 (criminal history check completed), as recommended by the Superintendent. **R. Osman
Paraprofessional**
7. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve Mercedes Cosme as a part-time cafeteria aide, effective September 6, 2016, to June 30, 2017, at an hourly rate of \$11.00 (criminal history check completed), as recommended by the Superintendent. **M. Cosme
Cafeteria Aide**
8. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Superintendent's Professional Development Plan. **Superintendent's
Professional
Development
Plan**
9. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Superintendent's Merit Goals as presented. **Merit Goals**

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining on Check #26892] that the Board approve the following bills lists: **Bills Lists**
- General Fund: August 12, 2016, to August 31, 2016, in the amount of \$240,297.80.
 - Referendum Account: August 12, 2016, to August 31, 2016, in the amount of \$156,322.40.

- General Fund: September 1, 2016, to September 8, 2016, in the amount of \$171,154.96.
- Referendum Account: September 1, 2016, to September 8, 2016, in the amount of \$206,165.75.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Funds Transfer Report dated September 10, 2015, as follows: **Funds Transfer Report**

- Fund 10: \$ 38,399.00
- Fund 20: \$ 40,263.00

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining on his request to attend Workshop 2016] that the Board approve Workshop/Travel per the September 8, 2016, Request. **Travel/Workshops**

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board accept a special education tuition student (ID# 5142397653) from the Hackettstown School District effective September 1, 2016, through June 30, 2017, at the following tuition rate: **Tuition Contract**

• Base Tuition	\$18,500
• Speech: 90 minutes/week	2,365
• OT: 60 minutes/week	3,174
• PT: 60 minutes/week	3,294
• Aide	<u>8,426</u>

Total Tuition from Hackettstown School District	<u>\$35,759</u>
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5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve an Agreement with Applied Behavioral Consulting, LLC to provide Applied Behavior Analysis services as requested by the Child Study Team, at a fee of \$113 per hour, effective July 1, 2016, through June 30, 2017. **Applied Behavioral Consulting**

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the disposal of equipment per the attached list dated 8 September 2016. **Equipment Disposal**

PUBLIC PARTICIPATION

None

DISCUSSION

1. A discussion was had regarding whether Tri-Con should be assessed liquidated damages for late delivery of a finished parking lot project. The completion date was targeted for August 19, 2016. The Board Attorney will be contacted regarding his recommendation. **Assessment of Liquidated Damages**
2. Discussion was had as to when to do the cutover of the switch gear. Christmas break and spring break were the two possibilities. **Switch Gear**
3. Next Meeting: October 13, 2016 **October BOE Meeting**

ADJOURNMENT

With no further business to discuss, the September 8, 2016, Work Session Meeting ended at 8:01 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