

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
OCTOBER 13, 2016**

Call to Order

Ms. Reyes opened the October 13, 2016, Work Session Meeting of the Mansfield Township Board of Education at 7:35 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: Mr. Tim Barlow
Mr. John Falco
Ms. Tracey Janowski
Mr. Jim Momary
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Ms. Karri Reyes
Mr. Jason Winch

Absent: Mr. Michael Coombs

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski
Community: Two community and/or staff members were present.

COMMUNICATIONS

The following letters were read:

- 1. Ms. Heather Gilmartin’s request to extend an unpaid leave of absence till October 18, 2016, to care for her mother. **H. Gilmartin
LOA**
- 2. Mrs. Mary Roszkowski’s letter of resignation/retirement effective December 31, 2016. **M. Roszkowski
Resignation/
Retirement**

REPORT ON VIOLENCE AND VANDALISM

Mr. Kemp gave the following report:

“This evening I am delivering the annual Violence and Vandalism Report for the Mansfield Township School District in compliance with the state requirement that this report be shared with the community and Board of Education yearly.

“I’ll begin by sharing the measures that we are employing to keep our school community safe. We continue our high expectations for school conduct and discipline. Our code of conduct is reviewed yearly, revised as necessary, and distributed yearly to all parents and staff. We yearly evaluate our Harassment, Intimidation, and Bullying Policy and continue to attend workshops addressing the policy requirements and prevention strategies. Staff and parent training are ongoing, regarding any new HIB legal requirements. The HIB mandatory self-assessment document was completed by the School Safety Team, approved by the board of education for submission, and submitted by the September 30th deadline. Students are taught respect for themselves and others on a daily basis. Students and faculty members alike are rewarded with “Bucket Filler” slips whenever they are observed doing something helpful or respectful. Mrs. Favreau also plans and conducts activities for Respect Week, Red Ribbon Week, School Violence Awareness Week, and Mix It Up Day.

“We continue to work closely with local law enforcement. Our LEAD officer delivers the fifth grade program which addresses the need for drug resistance. In addition to the LEAD program, we cooperate with law enforcement through the Memorandum of Agreement and through meetings, as necessary, to address and improve any violence, vandalism, or safety concerns. The Mansfield Police have worked jointly with us to develop our emergency procedures. They also provide a regular visual presence by conducting building walk-throughs and assist with our practice of lock down drills. Mr. Kemp continues to attend county-wide school safety meetings organized by the prosecutor’s office. The district has provided school information electronically for the county-wide coordinated safety initiative between schools and law enforcement. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training. Mansfield reviews the School Safety and Security Plan on a yearly basis, making any necessary changes.

“Administration and guidance work closely together to address any disciplinary concerns before they become large problems. Mrs. Favreau conducts monthly anti-bullying classroom lessons in grades 3 – 6. Ms. Huizing instructs students on respect and manners in grades K-2. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. The Bucket Filler program continues this year. Every week each classroom rewards an individual student, and an overall school-wide bucket filler is recognized by the office.

Our proactive approach has resulted in a safe school environment. We had no reported incidents of violence and no reported incidents of vandalism.”

TEST RESULTS

- | | |
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| 1. Mr. Melitsky gave a detailed report on student achievement as measured by the tests given last spring. Questions were answered. | Test Results |
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ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | |
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| 1. Three allegations investigated - 1 found to be HIB. | HIB |
| 2. Each year we conduct two drills. Last year’s second drill occurred on June 7, 2015. Our first drill this year was held on September 13, 2016. | Bus Evacuation Drills |
| 3. October is jam packed with State of NJ mandated weeks of activities coordinated by Mrs. Favreau. <ul style="list-style-type: none"> a. We celebrated Respect Week with daily announcements. b. October 17 – 21: School Violence Awareness Week c. October 24 – 28: Red Ribbon Week | NJ Mandated Activities |
| 4. Many beginning of the year activities <ul style="list-style-type: none"> a. I attended the following professional activities:
NJASA Executive Committee Meeting; PARCC | Scheduled Activities |

workshop: Unraveling/Understanding/Using PARCC Data presented by the DOE; Hunterdon Warren Superintendents Workshop – Focused on Google Apps, student data privacy, and Legal and Educational Issues; and a DOE workshop on Technology-Infused Activities.

- b. Mr. Melitsky and I attended Leadership Academy – Topic was on Professional Learning Communities.
- c. On Sept. 16 - Mrs. Favreau, Mr. Melitsky, and I attended the MOA breakfast and participated in an active shooter tabletop exercise.
- d. Mr. Melitsky held our first Coffee with Administration on Oct. 4 – Focus on Title I Program. Attendance: 6 parents
- e. Oct. 10 Staff In-service - Teq provided SmartBoard training
- f. Oct. 12 - Flu shots were available for staff
- g. Oct. 19, 20, 21 - Parent Teacher Conferences
- h. Oct. 25, 26, 27 Jim and I will be attending School Board’s Workshop.
- i. Oct. 28 - PTA Trunk or Treat
- j. Oct. 31 - Halloween Parade – 1:45 PM – Oct. 30
- k. November 8 – Board Elections

5. Current Enrollment – 642; last year 661.

Enrollment

- 6.
 - The company is working on the lights and expects to have them operational for Wednesday night’s parent/teacher conferences. If not, they will pay for portable lights.
 - We are deciding how to proceed regarding the parking lot. Bases for poles have still not been delivered.

Referendum Updates

7. We are getting closer to moving forward with the GXP county-wide mapping software. This would make maps of schools available to all responding law enforcement officials and allow them to see the location of the responders in real time. This software will make it easier to identify areas in any building

GXP Mapping

through the use of a grid over the map. The technology is based of software used the special forces in the Middle East. Municipalities will be funding part of the cost. Our cost should be under \$1,000.00.

- 8. Warren Hills High School peer leaders will be coming once a month to help students and teachers in the classroom. We will have approximately 16 students. October 27th will be the first day.

Peer Leaders

PUBLIC PARTICIPATION

None

CONSENT AGENDA

MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting/(s):

Minutes

- September 8, 2016, Work Session Meeting.

APPROVAL AGENDA

- 1. ***MOTION*** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve the submission of the updated M-1 report projecting 2016/2017 maintenance requirements.

M-1

- 2. The following resolution was adopted on ***MOTION*** by Mr. Momary, second by Ms. Janowski and carried by unanimous vote:

CMP

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

Be It Further Resolved that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

- 3. **MOTION by Mr. Momary, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submittal of the Statement of Assurances (“SOA”) as presented and hereby attest to the accuracy of the SOA responses. **SOA**

**APPROVAL AGENDA
PERSONNEL**

- 1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following 2016-2017 Substitute Lists: **County-Wide Subs**
 - School Nurse
 - County Wide Substitutes

- 2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following IDEA Paraprofessional to have the following portion of her 2016/2017 salary paid out of the IDEA P/S funds, as recommended by the Superintendent: **IDEA B
Pre-School Funding**

- Stacy Silpoch \$7,170

- 3. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel to have a portion of their 2016/2017 salary paid out of the Title I funds, as recommended by the Superintendent: **NCLB
Title I
Personnel**

- Pamela Booser \$20,000
- Kate Mattison \$13,333
- Deb Salvo \$13,333
- Beth Scheiner \$13,333

4. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following teacher to have a portion of her 2016/2017 salary paid out of Title II (Classroom Size Reduction) funds as recommended by the Superintendent:

**NCLB
Title 2
Personnel**

- Kate Mattison \$10,000

5. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following Job Descriptions:

Job Descriptions

- Data Base Administrator
- Permanent Substitute

6. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Faye Collins to do work for the Board Office on an as-needed basis effective July 1, 2016, through June 30, 2017, after her regular hours as CST Secretary, at an hourly rate of \$33.72, as recommended by the Superintendent.

**F. Collins
BOE Office
Special Projects**

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

7. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board appoint Annette Stankavish as Database Administrator and Payroll/Accounting Specialist effective July 1, 2016, through June 30, 2017, and adjust her salary to \$87,633.00 as recommended by the Superintendent.

**A. Stankavish
Salary
Adjustment**

Note: Annette was initially hired to be a Payroll/Accounting Specialist; however, over the years she took on extra duties in the areas of database management. As more and more databases are added to the repertoire, Annette took on the databases. The Board has been paying her an additional 50 days pay in January. This salary adjustment is equivalent to that 50 additional days pay. Annette will continue to take care of the databases and do the accounting and payroll functions without the remuneration paid in January.

- 9. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Heather Gilmartin’s request to extend an unpaid leave of absence till October 18, 2016, to care for her mother. **H. Gilmartin
LOA Extension**

- 10. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve prorated salary adjustments for the 2016-2017 school year, effective October 1, 2016, for the following personnel, as recommended by the Superintendent: **Salary Adjustments**
 - Kristin Baker: From M+15, Step 16 (\$80,544 – includes \$800 longevity) to M+30, Step 16 (\$81,589 – includes \$800 longevity);
 - Deborah Marley: From M, Step 16, (\$78,944) to M+15, Step 16 (\$79,744).

- 11. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board accept Mary Roszkowski’s retirement/resignation effective December 31, 2016, with regret. **M. Roszkowski
Resignation/
Retirement**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- 1. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Integrated Pest Management Program for FY 2016/2017. **Integrated Pest
Management Plan**

- 2. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve the School Nursing Plan as presented. **Nursing Plan**

- 3. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve a Shared Services Agreement with Oxford School District for the services of a Curriculum Writer for the 2016-2017 school year at a cost of \$1,400. **Shared Curriculum
Writer**

- 4. **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 September 8, 2016, meeting. **HIB**

5. **MOTION by Ms. Mora-Dillon, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Breakfast Improvement Plan per Attachment 1 for submission to the State.

Breakfast Improvement Plan

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills list/(s):

Bills Lists

- September 9-30, 2016, Operating Account: \$956,644.91;
- September 9-30, 2016 – Referendum Account: \$392,241.67;
- October 1, 2016, to October 13, 2016, Operating Account: \$121,565.45;
- October 1, 2016, to October 13, 2016, Referendum Account: \$0.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the October 13, 2016, Travel Requests.

Travel/ Workshops

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated October 13, 2015, as follows:

Transfers

- Fund 10: \$ 6,486.54
- Fund 30: \$ 525.00
- Fund 10: July 31, 2016 transfer of \$600 from 11-000-291-270 to 11-000-222-600 for library books and supplies.

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of July 31, 2016, with a balance of \$3,690,280.96 and August 31, 2016, with a balance of \$3,259,874.77.

Secretary/ Treasurer’s Reports

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 July 31, 2016, with a balance of \$3,690,280.96 and August 31, 2016, with a balance of \$3,259,874.77.
6. **MOTION** by **Ms. Janowski**, second by **Mr. Winch** and carried by unanimous vote that the Board approve a Contract with the State of New Jersey, Commission For the Blind and Visually Impaired, in the amount of \$1,900.00 for services rendered to Student ID# 8741717838, in the 2016-2017 Academic Year.
7. **MOTION** by **Ms. Janowski**, second by **Mr. Winch** and carried by unanimous vote that the Board approve Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township students for the 2016/2017 school year, with Hopatcong Schools being the lead education association.
8. **MOTION** by **Ms. Janowski**, second by **Mr. Winch** and carried by unanimous vote that the Board approve Student ID #9762354517 to remain in the Mansfield School District until the end of sixth grade with contract being renewed with Belvidere School District yearly.
9. **MOTION** by **Ms. Janowski**, second by **Mr. Winch** and carried by unanimous vote that the Board approve PlanConnect as third party administrators of approved Mansfield Township BOE Retirement Plans.
10. **MOTION** by **Ms. Janowski**, second by **Mr. Winch** and carried by unanimous vote that the Board approve the following amended:
- NonERISA 403(b) Plan Documents; and
 - AXA Equitable Life Insurance Company 457(b) Deferred Compensation Plan & Trust for Governmental Entities Adoption Agreement.

Certification**NJ Commision for
the Blind Contract****Sussex County
Regional Co-op****Belvidere School
District Contract****PlanConnect****Plan Document
Amendments**

PUBLIC PARTICIPATION

None

DISCUSSION

- Next meeting: November 17, 2016

Meeting Reminder

EXECUTIVE SESSION

The following resolution was adopted on *MOTION by Mr. Momary, second by Ms. Janowski* and carried by unanimous vote:

WHEREAS, the Board must consider matter(s), legal/personnel, 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 30 minutes. Action will not be taken on Executive Session items. (8:30 p.m.)

MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board return to regular session. (9:04 p.m.)

Reconvene to Regular Session

ADJOURNMENT

With no further business to discuss, the October 13, 2016, Work Session Meeting ended at 9:05 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