

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
JANUARY 24, 2013**

CALL TO ORDER

Mrs. Reyes opened the January 24, 2013, Regular Meeting of the Mansfield Township Board of Education at 7:36 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, 2013, and January 17, 2013, respectively, 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
Mr. Jim Momary
Ms. Sharon McAlpin
Ms. Desiree Mora-Dillon
Ms. Karri Sienna-Reyes

Absent:

Also present were: Mr. Kemp and Ms. Roszkowski.

Community: Four community and/or staff members were present.

Communications

None

SPECIAL PRESENTATION – AUDIT REPORT

Mr. Colantano opened the presentation with the following statement: “The last few years have been very difficult, but the district maneuvered through the rough waters and was able to maintain its programs.” The following areas were also reviewed:

- The district has no control over benefits costs.
- The highest decrease in expenses was in the special needs tuition line.

- Pupil transportation expenses were down by 16%.
- Mr. Colantano complimented the Board and Administration for “finding a perfect balance of continuing to provide a quality education in spite of the budgetary cuts which forced staff reductions.”
- It was Mr. Colantano’s professional opinion that where the Board/Administration has control over expenses, they have done very well. However, the opposite is true over expenses that are out of the Board/Administration’s control.
- A 10-year analysis of taxes was reviewed with the Board. Taxation on a more local level was also compared. Mansfield Township School continues to have the lowest increase when compared to the Regional School and the Township.

Surplus Analysis:

- Deposits were made to the Capital and Maintenance Reserve funds according to the Board’s June resolution.
- Fund Free Balance has remained approximately at the same level as in the past years.

For the future: The Board was reminded that the final payment on the mortgage is March, 2015. He suggested that the Board start work to plan for future needs right now so that when the old mortgage is paid, a new issue can be ushered in so as to avoid an artificial dip in the taxes.

An overview of the various funds’ revenues and expenses was given. There were no audit recommendations this year.

Questions were answered at the end of the audit report review.

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1. There were no allegations or incidents of HIB since our last meeting. **HIB**
2. Enrollment stands at 712 and climbing. **ENROLLMENT**
3. A request to the County Office was submitted to establish whether a student is homeless. If the student is found to be homeless then the student’s prior district will be responsible for the student’s **DETERMINATION**

tuition and transportation costs. Those costs are approximately \$80,000 per year.

4. The Governor's address on the State of the State is scheduled for February 26. State aid figures are available two days after that address with the budget due to the County Office on March 7. Public hearings on budgets may be scheduled from March 21 through March 28. **BUDGET**

Budgets are capped at 2% increases; however, the district has a total of \$392,186 in banked cap available and could raise the budget by this amount. An approximate \$90,000.00 in banked cap will expire if not used in this year's budget.

5. Mr. Melitsky and I attended the Patriot's Penn Award sponsored by the VFW. This year's district winner for the Washington Area Post is Hannah Mele. She will attend another Ceremony in Manville in February where the state place finishers will be named. Lizzy Donnelly received a fourth place award. **PATRIOTS' PEN AWARD**

6. The PTA Variety Show will be held on Friday, January 25, 2013. **PTA SHOW**

7. The Bucket Filling Program is up and running. Teachers hand out green tickets to students. Students with the most tickets in each homeroom then submit for a school-wide drawing. A school winner is picked and awarded a certificate and a medal. **BUCKET FILLING PROGRAM**

8. In preparation for PARCC (Partnership for Assessment of Readiness of College and Careers) testing, Mr. Zuchowski and I watched a webinar on Technology Readiness. Mr. Zuchowski will be completing a PARCC survey due on February 15. **PARCC**

9. Tracey Janowski and I attended the "Safe and Secure Schools: Perspectives after Newtown" program sponsored by NJ School Boards Association. The biggest message derived from this meeting: "Avoid knee jerk reactions to appease people who are calling for you to do something." **SCHOOL SECURITY**

A discussion with regard to what types of actions were needed to secure the school will be held later on in the meeting.

10. Schools are required to have a Common Core Implementation Team named by February 15. However, no details were given to us by the State as to expectations. **COMMON CORE IMPLEMENTATION TEAM**

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| 11. A letter from the Madison Superintendent was placed in your packets for informational purposes. | LETTER FROM
MADISON |
| 12. Mr. Kemp updated the Board on his health. | HEALTH STATUS |

PUBLIC PARTICIPATION

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| 1. Mr. Bell inquired if the 9-1-1 option was available and operational in each classroom. | 9-1-1 |
| 2. Ms. Kearney inquired if an “all call” could be done from any classroom. | ALL CALL |

CONSENT AGENDA

MOTION by Mr. Coombs, second by Ms. Janowski and carried by majority vote [with Mr. Momary abstaining] that the Board approve the minutes of the following meeting: **Minutes**

- January 3, 2013, Re-Org Meeting.

**APPROVAL AGENDA
PERSONNEL**

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| 1. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Ann Haney as a medical/maternity leave replacement, effective January 14, 2013, to June 30, 2013, at a prorated per diem rate on Step BA-1 (\$49,405), criminal history check complete, as recommended by the Superintendent. | Ann Haney
Medical/
Maternity Leave
Replacement |
| 2. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve payment to Annette Stankavish for an additional 20 days remuneration, at a per diem rate of \$268.64, for services provided to the district to build and update databases and NJ Smart State Reports, as recommended by the Superintendent. | Additional Days |
| 3. <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Jacqueline Fox-Greer as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | J. Fox-Greer
Substitute |

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| 4. | <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Jessica Moore as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | Jessica Moore
Substitute |
| 5. | <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Nicole Peoni as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | Nicole Peoni
Substitute |
| 6. | <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve a payment of \$100 to Al Pedersen for the use of his truck for snowplowing on December 30, 2012. | Al Pedersen
Snowplowing |
| 7. | <i>MOTION by Mr. Barlow, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Rich Van Dien to provide homebound instruction, effective January 21, 2012, for ten hours per week to Student ID #6599077229 at a rate of \$40/hour, as recommended by the Superintendent. | Rich Van Dien
Homebound
Instruction |

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

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| 1. | <i>MOTION by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the establishment of the School Improvement Panel consisting of Edward Kemp, John Melitsky, and Kathy Jacoby. | School
Improvement
Panel |
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Notes:

- Mission: Ensure the effectiveness of the school's teachers;
 - Duties: Oversee mentoring and foster a culture of continuous improvement, conduct evaluations (including mid-year evaluations of teachers rated ineffective or partially effective), and identify opportunities to inform professional development.
 - Kathy Jacoby will not participate in evaluation activities.
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| 2. | <i>MOTION by Ms. McAlpin, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the submission of the | Long Range
Facilities Plan |
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“LRFP Amendment Request Form” to the NJ Department of Education, Office of School Facilities, for the removal of existing emergency generator and the installation of a new generator.

Note: LRFP = Long Range Facilities Plan. We were advised by our architect that this project requires the Board to file an Amendment Request.

APPROVAL AGENDA FINANCE

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| <p>1. <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority vote [with Mr. Momary abstaining on the entire check list and Mr. Coombs abstaining on check # 23847] that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • January 4, 2013, to January 24, 2013, bills list in the amount of \$495,268.88. | Bills List |
| <p>2. <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority vote [with Mr. Momary abstaining] that the Board approve transfers as per the January 24, 2013, Report for the following:</p> <ul style="list-style-type: none"> • Fund 10: \$ 49,449.00 • Fund 20: \$151,454.00 • Fund 60: \$ 1,100.00 | Transfers |
| <p>3. <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority vote [with Mr. Momary abstaining] that the Board approve the January 24, 2013, Travel Requests.</p> | Travel |
| <p>4. <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority vote [with Mr. Momary abstaining] that the Board the Treasurer’s and Secretary’s monthly financial reports as of November 30, 2012, with a balance of \$1,804,557.69.</p> | Secretary &
Treasurer’s
Reports |
| <p>5. <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority roll call vote [with Mr. Momary abstaining] that the Board 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</p> | Certification |

no major account or fund has been over expended in violation of NJAC 6:23-2.11(c)3 for the month of November 30, 2012, with a balance of \$1,804,557.69.

6. ***MOTION by Ms. Janowski, second by Mr. Winch*** and carried by majority vote [with Mr. Momary abstaining] adopt “A Resolution to terminate all participation under State Health Benefits Program and School Employees Health Benefits Program” as per attachment 1. **Terminate State Health Benefits**

7. ***MOTION by Ms. Janowski, second by Mr. Winch*** and carried by majority vote [with Mr. Momary abstaining] hereby resolves per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., to make the following changes to its group medical insurance carrier effective April 1, 2013: **AmeriHealth**
 1. Select AmeriHealth Insurance Company of New Jersey as its group medical insurance carrier, at the rates, benefits, terms, and conditions represented in the Brown & Brown report of December 13, 2013.
 2. Participate in the Public Employer Trust, the medical component of which is underwritten by AmeriHealth.
 3. Designate Brown & Brown Benefit Advisors, Inc., as the Board’s broker-of-record for our new AmeriHealth group medical, prescription drug, and dental insurance programs. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs.

Brown & Brown Benefit Advisors, Inc. is authorized to receive commission payment from AmeriHealth, percentages for which are included in AmeriHealth’s proposed rates.
 4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

8. ***MOTION by Ms. Janowski, second by Mr. Winch*** and carried by majority vote [with Mr. Momary abstaining] rescind Motion #6 under Finance of the January 3, 2013, meeting. **Rescind Capital Financial Motion**

Note: Capital Financial Advisors is now doing business as Phoenix Advisors, LLC.

- 9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining] approve the attached “Continuing Disclosure and Dissemination Agent Agreement” with Phoenix Advisors, LLC through the fiscal year ending June 30, 2013, to fulfill the Board’s reporting requirements, at a cost of \$350.

**Phoenix
Advisors**

- 10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining] acknowledge that quotes to transport Mansfield Township School students were received from three vendors;

**Accept GST
Transportation
Quote**

Be It Resolved that after review and comparison of the quotes received

- The Board hereby reject Snyder Bus Company’s quote of \$151.00 per diem with a \$1.60 per mile increase/decrease adjustment;
- The Board hereby accept/award GST Bus Company’s quote of \$114.50 per diem with a \$1.00 per mile increase/decrease adjustment;
- The Board hereby acknowledges that B&K Dalrymple, Inc. was unable to accommodate the request for quote.

- 11. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining] approve the cancellation of a contract with First Student for Route O, effective February 1, 2013, due to First Student having a scheduling conflict which does not allow Mansfield to use all 54 seats on the bus.

Cancel Contract

PUBLIC PARTICIPATION

None

DISCUSSION AGENDA

Discussion was centered on what security items should be introduced into the school environment. It was agreed that cameras should be installed around the entire exterior of the building. "WeTip" will be implemented in addition to other programs.

Security

EXECUTIVE SESSION

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

WHEREAS, the Board must consider matter(s) concerning 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 may be taken. (9:13 p.m.)

2. **MOTION by Mr. Barlow, second by Mr. Coombs** and carried by unanimous vote that the Board return to regular session. (9:44 p.m.).

Reconvene to Public Session

MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board approve a payment of \$500 to a ski club employee/volunteer for an auto insurance deductible due to vandalism incurred, understanding that this does not set precedence.

Mr. Barlow suggested that the Board look into writing a policy which would address issues such as this – one that would state consideration on a case-by-case basis. Mr. Winch thought his district might have such a policy and said that he would check with the Business Administrator in his district.

ADJOURNMENT

With no further business to discuss, the January 24, 2013, Regular Meeting ended at 9:48 p.m. on *motion by Mr. Barlow, seconded by Mr. Coombs* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Timothy Barlow
Vice President