

**Mansfield Township Board of Education
Minutes – Re-Organization/Work Session Meeting
January 3, 2013**

Call to Order

Mrs. Roszkowski opened the January 3, 2013 Re-Organization 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, April 30, 2012, 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
Ms. Desiree Mora-Dillon
Ms. Karri Reyes
Mr. Jason Winch

Absent:

Mr. E. Kemp, Mr. Melitsky Ms. Mary Roszkowski and approximately eight community and/or staff members were also present.

MOTION by Ms. McAlpin, second by Ms. Reyes and carried by unanimous vote to appoint Ms. Roszkowski, Board Secretary, as temporary Chair to conduct election of Board President.

**Temporary
Chair**

Results of the School Election

Mrs. Roszkowski shared the results of the November 6, 2012, School Election:

Member of the Board of Education, Three Year Term:

- Sharon McAlpin Majority of votes cast
- Desiree Mora-Dillon Majority of votes cast
- Giovanni Falco Majority of votes cast

Member of the Board of Education, Two-Year Unexpired Term:

- Michael Coombs Majority of votes cast

Administration of Oaths

The newly elected Board Members gave oath of office and were congratulated on being elected/re-elected.

Board Organization

Mrs. Roszkowski called for nominations for Board President.

1. Nominations for Board President were as follows:

**Nominations
for Board
President**

- Ms. Janowski nominated Ms. Reyes, seconded by Mr. Barlow

The following vote was taken:

- Mr. Barlow: Ms. Reyes
- Mr. Coombs: Ms. Reyes
- Mr. Falco: Ms. Reyes
- Ms. Janowski: Ms. Reyes
- Ms. McAlpin: Ms. Reyes
- Ms. Mora-Dillon: Ms. Reyes
- Ms. Reyes: Ms. Reyes
- Mr. Winch: Ms. Reyes

2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by majority vote that Ms. Reyes be appointed Board President.

**Election of
Board
President**

3. Ms. Reyes called for nominations for the post of Board Vice President.

**Nominations
for Board
Vice President**

MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that Mr. Barlow be nominated for the Board Vice President.

With no other nominations being made for Board Vice Presidency, the members of the Board were invited to make a motion to elect the Board Vice President.

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| 4. | MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that Mr. Barlow be appointed as the Board Vice President. | Election of Vice President |
| 5. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote to adopt and approve the policies and actions of the previous Mansfield Board of Education. | Policies & Actions Adopted |
| 6. | MOTION by Ms. Mora-Dillon, second by Ms. Janowski and carried by unanimous vote that the Board adopt the Public Meeting Schedule as per attached. | Public Meeting Schedule |
| 7. | MOTION by Mr. Falco, second by Mr. Winch and carried by unanimous vote that the Board appoint Mr. Coombs as NJSBA/WCSBA Delegate. | NJSBA, WCSBA Delegate |
| 8. | MOTION by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve the Star Gazette and Express Times as official newspapers of the district. | Official Newspapers |
| 9. | MOTION by Mr. Falco, second by Ms. Janowski and carried by majority vote [with Ms. Reyes abstaining] that the Board approve Fulton Bank of NJ as Official Depository for the 2013 calendar year with signatories as follows: | Official Depository |

Account	Signatory/(ies)
<ul style="list-style-type: none"> • General 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Payroll 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Agency 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent

- Capital Reserve Acct 3 of the following four:
 - President
 - Vice President
 - School Business Administrator
 - Treasurer
 - Cafeteria 2 of the following five:
 - President
 - Vice President
 - School Business Administrator
 - Treasurer
 - Superintendent
 - Student Activity 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent
 - UCI 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent

10. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the District’s Chart of Accounts. **Chart of Accounts**

11. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board approve the procurement of goods and services through State agencies (state contract). **State Contract Purchases**

12. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting. **Transfer of Funds Between Meeting Dates**

13. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board adopt New Jersey School Board Member Code of Ethics as follows: **Code of Ethics**

 1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
11. I will support and protect school personnel in proper performance of their duties.

12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

Discussion: Mr. Barlow remarked that so far we have not had any trouble following the Code of Ethics and don't expect to have any problems in the future.

14. **MOTION** by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board appoint Mary E. Roszkowski as the District Qualified Purchasing Agent according to State Statutes 18A:18A-2,-3,-37(c), NJSA18A:18A, NJAC 5:34:-5 et seq as recommended by the Superintendent.

**Qualified
Purchasing
Agent**

15. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Winch, second by Ms. Janowski:

**Qualified
Purchasing
Agent**

WHEREAS, the district's purchasing agent, Mary E. Roszkowski, holds a Certificate as a "Qualified Purchasing Agent" issued by the Division of Local Government Services pursuant to N.J.S.A. 40A:11-9(b), and

WHEREAS, if the purchasing agent is qualified, the board of education may establish a bid threshold up to \$36,000, and

WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-3

NOW THEREFORE BE IT RESOLVED, that the Board of Education designate a bid threshold of \$36,000 and a quote threshold of \$5,400.

16. The following Resolution was adopted by unanimous vote upon **MOTION** by Mr. Barlow, second by Ms. Janowski:

**Payment of
Bills Between
BOE Meetings**

BE IT RESOLVED that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1, authorizes the School Business Administrator/Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification.

17. **MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board authorize Mary E. Roszkowski to wire and transfer funds between accounts as needed to conduct school business.

**Wires/
Transfers**

18. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

**Travel/
Workshops**

19. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote to appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso & Kessler as Board Attorney from January 3, 2013, to December 31, 2013, (pending receipt of Pay to Play Certificate) at the following rate schedule:

**Board
Attorney**

- Partners, Counsel, Sr. Associates: \$163.20 per hour;
- Jr. Associates: \$153.00 per hour;
- Paralegals & Law Clerks: \$112.20 per hour.

Discussion: Rates reflect a 2% increase over last year.

Public Participation

None

Communications

Mrs. Roszkowski read the following correspondence:

1. A letter from Amy Kemp requesting the following leaves:

**Amy Kemp
LOA Request**

- Medical leave of absence to commence on or about February 5, 2013, using 27 sick days; followed by a
- Four-week disability leave on or about March 19, 2013, utilizing 15 sick days; followed by a
- Four-week leave following the birth of the children, utilizing 20 sick days; followed by an unpaid
- Twelve-week FMLA leave.

2. Mr. Jim Momary’s letter of interest in the open Board seat.

**J. Momary –
Open Seat**

Administrative Report

Mr. Kemp reported the following:

1. There were no incidents of HIB reported.

HIB

2. Enrollment is currently at 709.

Enrollment

3. A new school security plan was revised/updated in October in consultation with the Mansfield Police Department. Subsequently, we met with Prosecutor Richard Burke and Chief Detective William Eppell regarding school security on October 22, 2012. On December 21, 2012, we met with the Mayor and Deputy Mayor. Our security information is on file with the State Police as well as the Mansfield police. We will be meeting with Lt. Reilly next week.

**School
Security**

Recently, we met with a salesman for a product called SafetyShield by Madico which makes it more difficult to break through glass. We will be getting a quote for installation.

4. Mary and I are putting together scenarios for the 2013/2014 school year. A Public Hearing on Budget can be held between Thursday, March 21, and Thursday, March 28.

Budget

We had our mid-year budget review with the County Office on Wednesday, January 2, 2013. Some highlights from that meeting are:

- The district was under-adequacy by one million dollars last year. The County Office felt it has to do with enrollment, low administrative costs and fiscal responsibility.
- We achieved favorable rankings vs. other K-6 elementary districts in all categories.
- It was mentioned that we had no audit recommendations and that our auditor is tougher than most.

The district received an additional \$195,395 for being under-adequacy. At first it was felt that, going forward, we would be receiving the same amount for the next three to four years; however, as the conversation progressed, back-peddling began.

There is a 2% tax levy cap or approximately \$98,000 that we can raise the budget. In addition, we still have \$392,184 in banked cap available. Of this, approximately \$90,000 must be used by 2014/2015 or it will be forfeited (we have three years to use it).

5. A cluster Board of Education Meeting will be held in Oxford on January 8, 2013, for the Presidents and Vice Presidents.
6. We were cautioned about State Health Benefits rate increases which led us to request \$2,000.00 from the Board to request an experience rating. That rating came back favorable thereby allowing us to go out for quotes on health insurance. AmeriHealth came back with the best price/option. AmeriHealth is a trust. It has a large group of insured to maintain stability

**Cluster
Meeting**

**Medical
Insurance**

in pricing. If we decide to leave the trust, there will be no liability to follow the board.

The district was given a 15-month rate guarantee and we anticipate a savings of approximately \$117,000. Since rising health care costs are shared with the MEA, shopping and getting the best priced product also helps the employees. We are looking for a recommendation to change carriers at the next Board meeting. Jim Finn will be here to answer questions and provide more information.

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| 7. | We purchased a replacement generator under state contract at a cost of \$19,275. | Generator |
| 8. | We have a very generous staff and school community in general: <ul style="list-style-type: none"> • Student Council held a Pajama Day fund raiser where \$655.00 was raised; over 70 pairs of new pajamas were donated which went to local shelters and Mansfield families in need. • Secret Santa: Carla McDonald, Carol Gouger and Rita Riotto gathered gifts for 13 families and 31 children. All the children received gifts and the families received gift cards. • Jeans Day: \$300.00 was raised for Hurricane Sandy/NJ Relief Fund. | Mansfield's
Generous
Citizens |

Consent Agenda

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| 1. | MOTION by Ms. McAlpin, second by Ms. Janowski and carried by majority vote [with Mr. Coombs abstaining] that the Board of Education approve the minutes of the following meeting: <ul style="list-style-type: none"> • December 6, 2012, Regular Meeting. | Minutes
Approval |
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**Approval Agenda
Personnel**

- | | | |
|----|---|-------------------------|
| 1. | MOTION by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve the following leaves for Mrs. Amy Kemp: <ul style="list-style-type: none"> • Medical leave of absence to commence on or about February 5, 2013, using 27 sick days; followed by a • Four-week disability leave on or about March 19, 2013, utilizing 15 sick days; followed by a • Four-week leave following the birth of the children, utilizing 20 sick days; followed by an unpaid • Twelve-week FMLA leave. | Amy Kemp
LOA |
|----|---|-------------------------|

2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board of Education approve Marin Knorr as a substitute teacher (criminal history check completed) as recommended by the Superintendent. **Marin Knorr
Sub Roster**

**Approval Agenda
Finance**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board of Education approve the attached bill lists: **Bills Lists**

- December 7, 2012, to December 31, 2012, in the amount of \$828,678.36;
- January 1, 2013, to January 3, 2013, in the amount of \$76,756.07.

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the Transfers Report dated January 3, 2013, as follows: **Transfers**

- Fund 10 \$32,563.43

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve Payment #2, in the amount of \$6,201.00 and payment #3, in the amount of \$4,989.00, as certified by Anthony Gianforcaro, Architect. **Payment #2;
Payment #3**

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 October 31, 2012, with a balance of \$1,852,598.56. **Secretary &
Treasurer's
Reports**

5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote 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 no major account or fund has been over expended in violation of NJAC 6:23-2.11(c)3 for the month of October 31, 2012, with a balance of \$1,852,598.56. **Certification**

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve Mary K. Lyons, of Capital Financial Advisors, Mt. Laurel, NJ, to file the required secondary market disclosures with regard to the 2012 audit, at a cost of \$300. **Secondary
Market
Disclosure
Filing**

Note: New rules were put into effect after 2009 by the Municipal Securities Rulemaking Board which requires various filings. Mary Lyons

of Capital Financial Advisors is knowledgeable in this area and the best qualified to accomplish this task.

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the purchase of a Savin MP9002SP copy machine in the amount of \$12,500, State Contract No. A51464. **Copy Machine**
8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve Wires Electrical to disconnect and remove existing generator from loading dock; install a new Gillette SP410-3-2 in its place; remove old transfer switch; all rigging of units included, remove old unit to scrap yard; re-connect LP gas line and all existing motorized louvers at a cost of \$18,385. **Wires Electric**

Other quotes received:

- T&R Alarm & Electric Systems, Inc. - \$21,292.00
- Hayenhjelm Electric Co., LLC - \$20,430.00

9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve purchase of Gillette SP410-3-2 generator from GenServe at a cost of \$19,275.00, State Contract # A81867. **Generator**

Public Participation

1. Mrs. Kearney asked if anyone knew if money is going to be given for security. Mr. Kemp replied that he had no knowledge of what funds were going to be sent our way, if any. In addition, she thanked everyone for being so concerned about security and thought a good job was being done to keep everyone safe. Questions with regard to the proposed change in insurance were posed and answered. **Security & Insurance**
2. Mr. Chris Ghio of Rockport Road said that he believed his company makes a product similar to the one made by Madico. He asked if he could send information to the district. Mr. Kemp said that he would be glad to receive quotes and information from any interested parties. **Pittsburgh Plate Glass Product**

Discussion Agenda

1. **MOTION by Mr. Coombs, second by Mr. Winch** and carried by unanimous vote that the Board appoint James Momary as Board Member to fill the vacant Board seat. **James Momary Appointment**

Adjournment

MOTION by Ms. Janowski, seconded by Mr. Winch and carried by all ayes that the January 3, 2013 Reorganization/Work Session Meeting be adjourned. (8:59 p.m.)

Respectfully submitted,

Mary E. Roszkowski
Business Administrator/Board Secretary

Tim Barlow
Vice President