

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
PUBLIC HEARING ON BUDGET/REGULAR MEETING MINUTES
MARCH 28, 2013**

CALL TO ORDER

Ms. Reyes opened the March 28, 2013, Public Hearing on Budget/Regular Meeting of the Mansfield Township Board of Education at 7:32 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, March 22, 2013, 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 Sienna-Reyes
Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Mora-Dillon
Mr. Jason Winch

Absent: Mr. Tim Barlow

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

Public Hearing on Budget

Mr. Kemp opened the discussion/presentation on the proposed budget which will be voted on tonight by the Board.

Ms. Roszkowski presented the Revenues and Appropriations for the Proposed 2013/2014 Budget. Both the User Friendly Budget (UF Budget) and budget presentation will be posted on the website.

Public Participation

None

Communications

None

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | | |
|-----|--|-------------------------------------|
| 1. | There was one case of HIB reported with one investigation that was concluded. It was found to be HIB. Consequences were imposed along with remedial measures and services. | HIB |
| 2. | Congratulations to our Teacher of the Year – Michele Zappulla. | TOY |
| 3. | Thanks to the extraordinary efforts of our amazing PTA, we have had a very successful Tricky Tray. | TRICKY TRAY |
| 4. | The Science Fair was a huge success. Thanks to Robin Florentine and Kate Mattison for organizing the event. | SCIENCE FAIR |
| 5. | The Sixth Grade All-Star Band performed on March 21 at Warren Hills High School with Sandy Havrisko as the guest conductor. | ALL STAR BAND |
| 6. | We met with our architect on Monday, March 25, to begin the process of evaluating and prioritizing building needs for when the mortgage is paid off in 2015. | MEETING WITH ARCHITECT |
| 7. | Electrical work for the generator will be completed during spring break. | ELECTRICAL WORK |
| 8. | The new performance reports for districts were due to be released, but they are still embargoed due to the need for corrections and spring break for districts. | DISTRICT PERFORMANCE REPORTS |
| 9. | We have received self-evaluation materials for grading schools on HIB as was required by law. The self-evaluation has to be completed and receive board approval by August 15. | HIB SELF EVALUATION |
| 10. | Congratulations to Shannon Vitale who came in one of final 6 out of 20,000 in the Spelling Bee. | SPELLING BEE |
| 11. | The last half-day in-service was held. The teachers worked on student growth objectives. | TEACHER IN-SERVICE |

CONSENT AGENDA

MOTION by Mr. Momary, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting: **Minutes**

- March 4, 2013, Meeting with the bills list date range to read: “February 15, 2013 to February 28, 2013.

**APPROVAL AGENDA
PERSONNEL**

1. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submission of an Emergent Hire application for the following cook in the school cafeteria: Francine Ouellette. **Emergent Hire Application**

2. **MOTION by Mr. Winch, second by Ms. Janowski** and carried by unanimous vote that the Board approve Laura Baggerly to provide homebound instruction, effective March 6, 2013, through March 16, 2013, for ten hours per week to Student ID #8934217315 at a rate of \$40/hour, as recommended by the Superintendent. **Homebound Instruction**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

1 **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote that the Board approve the 2013-2014 school calendar. **2013/14 Calendar**

2. **MOTION by Ms. McAlpin, second by Mr. Coombs** and carried by unanimous vote that the Board appoint Mr. Momary as alternate NJSBA/WCSBA Delegate. **Alternate Delegate**

**APPROVAL AGENDA
FINANCE**

1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board accept 2013/2014 State Aid as follows: **Accept State Aid**

- Categorical Special Education Aid \$ 391,733
- Equalization Aid 2,943,686
- Categorical Security Aid 83,654
- Other State Aid 19,421

- Categorical Transportation Aid 112,510
- Total State Aid \$3,551,004

2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve adoption of the final 2013/2014 Mansfield Township School District budget as follows:

**Budget
Approval**

BE IT RESOLVED that the Board of Education adopt the 2013/2014 proposed budget:

- General Fund \$8,722,796
- Special Revenue Fund 257,620
- Debt Service Fund 429,544
- Total Base Budget \$9,409,960*

*Included in the budget is a \$94,000 Capital Reserve withdrawal for the purpose of infrastructure, security and information systems, lighting upgrades, back parking lot re-surfacing, walk/jog/run track refurbishment, and HV/AC upgrades.

Be it Further Resolved that the Board of Education authorizes the general fund tax levy for the 2013/2014 school year: “That there should be raised for General Funds \$4,927,038.

3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote that the Board adopt the following resolution:

**Annual Travel/
Workshop
Resolution**

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 13/14 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 13/14 school year at the sum of \$75,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Note: As of March 28, 2013, the mileage, workshop accounts have the following totals:

• Workshops	\$8,105.75
• Mileage Reimbursement	<u>780.26</u>
Total	\$8,886.01

4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**

- March 1, 2013, to March 28, 2013, in the amount of \$876,785.06.

5. **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 report as of February 28, 2013, with a balance of \$1,548,795.32. **Secretary/
Treasurer’s**

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote that the Board of Education adopt the following resolution: **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:23-2.16.10(c)3 for the month ended February 28, 2013, with a balance of \$1,548,795.32.

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the March 28, 2013, Transfer Report as follows: **Transfers**

- Fund 10: \$12,500
- Fund 20: \$ 3,154
- Fund 60: \$ 2,000

8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board of Education approve Robert B. Myers Co., Inc. to refinish the gym floor at a cost of \$9,773. **Gym Floor**

Note: Other quotes received:

- North Eastern: \$14,555
- Hannon Floors: \$19,650
- Mathusek Sports & Commercial Flooring: \$15,870

9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board of Education accept a donation of **NY Life
Donation**

\$28 from New York Life Giving Campaign to be used for purchasing glasses for indigent children.

- 10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board of Education hereby authorizes the submission of the NCLB amendment application for Fiscal Year (FY) 2013, and accepts the grant modifications for these funds upon the subsequent approval of the FY 2013 NCLB amendment application by adding the following carryover amounts:

**NCLB
Amendment
FY13**

- Title IA - \$1,150
- Title IIA - \$5,372

- 11. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board of Education approve the submission of a Memorandum of Understanding for Medicaid Administrative Claiming (MAC) to the NJ Department of Treasury.

MOA - SEMI

PUBLIC PARTICIPATION

None

DISCUSSION AGENDA

- 1. We received quotes for window film and will analyze those and bring them to the Board the next meeting. Ray Zuchowski has been looking into cameras and a server.
- 2. Special Education regulations are changing. The state is doing away with Asperger's – no one will be getting services for this.
- 3. Mr. Coombs wondered if there was a possibility of having science textbooks given out in a digital format. It was noted that all of our students would have to have tablets or computers in order for this to be successful.

**Safety Measures
Update**

**Special Ed
Regulations**

**Science Texts in
Digital Format**

ADJOURNMENT

With no further business to discuss, the March 28, 2013, Public Hearing on Budget/Regular Meeting ended at 8:28 p.m. on *motion by Ms. Janowski, seconded by Mr. Winch* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Tim Barlow
Vice President