

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
APRIL 25, 2013**

CALL TO ORDER

Mrs. Reyes opened the April 25, 2013, Regular Meeting of the Mansfield Township Board of Education at 7:38 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: Ms. Karri Sienna-Reyes
Mr. Tim Barlow (arrived 7:46 p.m.)
Mr. Michael Coombs
Mr. John Falco
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Desiree Mora-Dillon (arrived 7:59 p.m.)
Mr. Jason Winch

Absent: Ms. Tracey Janowski

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

Communications

A letter from Monica A. Navas requesting an extension be granted for a child rearing leave from September 2, 2013, to January 2, 2014, was read.

**M. NAVAS
CHILD REARING
LEAVE**

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

1. There was one case of alleged HIB which was investigated and found not to be HIB.

HIB

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| 2. We would like to purchase at least fifty laptop computers with any money left over at the end of the school year to get students familiar with keyboarding techniques and would like to update any older, useable computers. In addition, we will need to replace some interactive white boards that are giving us problems. | TECHNOLOGY
NEEDS |
| 3. Night of Excellence was a huge success – thanks to the Committee of Michelle Zappulla, Christina McLeavey, Terri Lucas, and Laura Baggerly. | NIGHT OF
EXCELLENCE |
| 4. Today was Take Your Child to Work Day. We had students that came in with their parents as well as students who were out today to go with their parents. | TAKE YOUR
CHILD TO WORK
DAY |
| 5. We received a quote from Horizon Prescription that our rates will be going up 18% starting July 1, and are in the process of fielding quotes from other providers while negotiating a more favorable rate from Horizon. | HORIZON RX
QUOTE |
| 6. There will be a motion later on in the meeting to vote on one of the security plans proposed. | SECURITY |
| 7. We may have to purchase a personnel program to accommodate all the changes and reporting required under Obama Care regulations. | OBAMA CARE
REGULATIONS |
| 8. The new State Performance Reports have been sent out for your review and are quite controversial. Alternative schools were more upset than public schools were. Our district is ranked at 54 in the State. The students in the district have done very well. | STATE
PERFORMANCE
REPORTS |
| 9. NJ Ask, grades 5 and 6, will take place May 6 to May 9. | NJ ASK |
| 10. Teacher Appreciation Week is from May 6 to May 10. | TEACHER
APPRECIATION
WEEK |

PARTIAL RE-ORGANIZATION

- | | |
|---|-----------------------------------|
| 1. MOTION by Ms. McAlpin, second by Mr. Winch and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2013/2014 school year, as recommended by the Superintendent. | BUSINESS
ADMINISTRATOR |
|---|-----------------------------------|

2. ***MOTION by Ms. McAlpin, second by Mr. Winch*** and carried by unanimous vote that the Board approve Appoint Andrew Coppola, Treasurer of School Monies, effective July 1, 2013, through June 30, 2014, as recommended by the Superintendent. **TREASURER**

3. ***MOTION by Ms. McAlpin, second by Mr. Winch*** 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. **QPA**

4. ***MOTION by Ms. McAlpin, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Brown & Brown as Broker of Record for property and general liability insurances for 2013/2014 with Robert Gemmell serving as Broker of Record, pending receipt of Pay to Play Certification. **BROWN & BROWN**

5. ***MOTION by Ms. McAlpin, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Brown & Brown Benefits Advisors (formerly doing business as Grinspec, Inc. of New Providence, NJ) as the Broker of Record for AmeriHealth, Delta Dental and the Horizon Prescription programs (pending receipt of Pay to Play Certification). **BROWN & BROWN**

6. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint T. L. Groseclose as the Student Accident Insurance provider for the 2013/2014 school year. **GROSECLOSE**

7. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint the audit firm of William M. Colantano, Jr. for the 2013/2014 school year, pending receipt of Pay to Play Certification. **AUDITOR**

8. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Gianforcaro Architects, Engineers, & Planners as District Architects of Record for the 2013/2014 school year as recommended by the Superintendent. **ARCHITECT**

9. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Dr. Gomes as School **SCHOOL PHYSICIAN**

Physician for the 2013/2014 school year as recommended by the Superintendent.

- 10. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint L. Favreau Affirmative Action Coordinator, 504 Officer, and Substance Awareness Coordinator for the 2013/2014 school year as recommended by the Superintendent.

AFFIRMATIVE
ACTION
COORDINATOR
- 11. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Marc Tyson, Michele Zappulla, Dawn Drescher and Colleen Hurley to the Affirmative Action Committee.

AFFIRMATIVE
ACTION
COMMITTEE
- 12. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint R. Wanous the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2013/2014 school year as recommended by the Superintendent.

RIGHT TO KNOW
- 13. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Custodian of Records.

CUSTODIAN OF
RECORDS
- 14. ***MOTION by Mr. Coombs, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Mary E. Roszkowski, Public Agency Compliance Officer, effective July 1, 2013, through June 30, 2014, as recommended by the Superintendent.

PACO OFFICER
- 15. ***MOTION by Mr. Barlow, second by Mr. Winch*** and carried by unanimous vote that the Board appoint John Melitsky Attendance Officer.

ATTENDANCE
OFFICER
- 16. ***MOTION by Mr. Barlow, second by Mr. Winch*** and carried by unanimous vote that the Board appoint Mary E. Roszkowski Homeless Liaison.

HOMELESS
LIAISON

17. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as School Funds Investor for the 2013/2014 School year as recommended by the Superintendent.

**SCHOOL FUNDS
INVESTOR**

18. **MOTION by Mr. Barlow, second by Mr. Winch** 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.

TRANSFERS

19. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board approve the following Tax Shelter Annuity Companies:

TAX SHELTERS

- AXA Equitable
- Lincoln Investment Planning, Inc.
- Siracusa Benefits Programs

20. **MOTION by Mr. Winch, second by Mr. Coombs** and carried by unanimous vote that the Board adopt and approve the policies of the Mansfield Township Board of Education.

POLICIES

21. **MOTION by Mr. Falco, second by Mr. Barlow** and carried by unanimous vote that the Board establish a Petty Cash Fund in the amount of \$250.

PETTY CASH

22. **MOTION by Mr. Falco, second by Mr. Barlow** and carried by unanimous vote that the Board approve payment of bills between meetings.

**PAYMENT OF
BILLS**

23. **MOTION by Mr. Falco, second by Mr. Barlow** and carried by unanimous vote that the Board adopt the following resolution:

**REQUEST FOR
TAXES**

Resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2013 through June 30, 2014 is \$4,927,038.00 for General Current Expense and \$342,892 for debt service to be received as follows:

- Current Expense: Twelve payments of \$410,586.50 on the fifteenth (15th) of every month for a total of \$4,927,038.00.

- Debt Service: Two payments of \$171,446.00 payable on August 15, 2013, and February 15, 2014, for a total of \$342,892.00.

- | | | |
|-----|---|---------------------------------------|
| 24. | <p><i>MOTION by Mr. Falco, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve the following tuition rates for the programs offered by the district:</p> <ul style="list-style-type: none"> • Preschool Inclusion Program: \$200 per month for a half-day program, five days/week; • Special Ed Programs: \$18,500 per year. | TUITION |
| 25. | <p><i>MOTION by Mr. Winch, second by Mr. Barlow</i> and carried by unanimous vote that the Board approve Use of Facilities Schedule of Fees per Policy No. 1330R.</p> | USE OF FACILITIES |
| 26. | <p><i>MOTION by Mr. Winch, second by Mr. Barlow</i> and carried by unanimous vote that the Board adopt and approve the attached curricula, textbooks and programs for 2013/2014 school year.</p> | CURRICULA, TEXTBOOKS, PROGRAMS |
| 27. | <p><i>MOTION by Mr. Winch, second by Mr. Barlow</i> and carried by unanimous vote that the Board designate Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2013/2014 school year.</p> | SUSSEX COUNTY CO-OP |
| 28. | <p><i>MOTION by Mr. Winch, second by Mr. Barlow</i> and carried by unanimous vote that the Board designate Warren County Special Schools District to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2013/2014 school year.</p> | WARREN COUNTY SSD |
| 29. | <p><i>MOTION by Mr. Momary, second by Mr. Barlow</i> and carried by unanimous vote that the Board appoint Patti Jo Raiello as ADA Coordinator for the 2013/2014 school year as recommended by the Superintendent.</p> | ADA COORDINATOR |

- 30. **MOTION by Mr. Momary, second by Mr. Barlow** and carried by unanimous vote that the Board allow the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval **WORKSHOPS**

- 31. **MOTION by Mr. Momary, second by Mr. Barlow** 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 **TRANSFER OF FUNDS**

- 32. **MOTION by Mr. Momary, second by Mr. Barlow** and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to implement the 2013/2014 budget pursuant with local and State policies and regulations. **IMPLEMENT 2013/2014 BUDGET**

- 33. **MOTION by Mr. Momary, second by Mr. Barlow** and carried by unanimous vote that the Board appoint the following personnel to the I&RS Team: **I&RS TEAM**
 - John Melitsky, Principal
 - Lauri Favreau, Guidance Counselor
 - Beth Scheiner
 - Debbie Marley (LD/TC)
 - Deb Salvo

PUBLIC PARTICIPATION

- 1. Mrs. Kearney initiated a discussion regarding the AmeriHealth benefits. Questions were answered. **HEALTH BENEFITS**

- 2. Mrs. Cook asked if cafeteria aides were rehired this year. Mr. Kemp advised us that no cafeteria aides were rehired. **CAFETERIA AIDES**

EXECUTIVE SESSION

- 1. **MOTION by Mr. Winch, second by Mr. Momary** and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) concerning tactics and techniques utilized in protecting the safety and property of the public, 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 20 minutes. Action may be taken as a result of the Executive Session. (8:56 p.m.)

- 2. **MOTION by Mr. Barlow, second by Mr. Momary** and carried by unanimous vote that the Board return to regular session. **Reconvene to Public Session**
(9:16 p.m.).

CONSENT AGENDA

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

- March 28, 2013, Public Hearing on Budget/Regular Meeting.

**APPROVAL AGENDA
PERSONNEL**

- 1. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve Peter Braxton, Jr. as a substitute custodian (Criminal History check completed), as recommended by the Superintendent. **Peter Braxton
Sub Custodian**
- 2. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve Nicole Cruts as a substitute teacher (Criminal History Check completed), as recommended by the Superintendent. **Nicole Cruts
Substitute
Teacher**
- 3. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve Elaine Drazek as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Elaine Drazek
Substitute
Teacher**

- 4. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve Monica Navas' request to extend her child rearing leave from September 1, 2013, through January 1, 2014, as recommended by the Superintendent.

**Monica Navas
Child Rearing
Leave**

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

- 1. **MOTION by Mr. Falco, second by Mr. Winch** and carried by unanimous vote that the Board approve the use and payment of/for one of the custodial staff member for the 6th grade lock-in scheduled for June 14, 2013, into the morning of June 15, 2013.
- 2. **MOTION by Mr. Falco, second by Mr. Winch** and carried by unanimous vote that the Board designate June 21, 2013, as the final day of the school year.
- 3. **MOTION by Mr. Falco, second by Mr. Winch** and carried by unanimous vote that the Board designate Wednesday, June 19, 2013, as Sixth Grade Promotion at 7 p.m.

Lock In

**Final Day of
School**

**Sixth Grade
Promotion**

**APPROVAL AGENDA
FINANCE**

- 1. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills lists:
 - March 29, 2013, to March 31, 2013, in the amount of \$0;
 - April 1, 2013, to April 25, 2013, in the amount of \$549,150.20.
- 2. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve transfers as per the April 25, 2013, Report for the following:
 - Fund 10: \$7,500.00
- 3. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by majority vote [with Mr. Momary abstaining on his travel approval] that the Board approve travel and workshop requests per the April 25, 2013, Travel Requests Report, as presented.

Bills List

Transfers

Travel

- 4. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board allow Student ID # 3451453553 and Student ID #7976416170 to remain on the district’s rolls until the last day of school, transportation to be provided by the parent, as recommended by the Superintendent. **Parental Request**

- 5. **MOTION by Mr. Barlow, second by Mr. Winch** and carried by unanimous vote that the Board approve a contract with Children’s Therapy Services, Inc. effective July 1, 2012, through June 30, 2013, to provide physical therapy services at a rate of \$88 per hour. **Children’s Therapy Services**

Note: This represents a 2% increase over last year’s contract.

- 6. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of March 31, 2013, with a balance of \$1,670,400.36. **Secretary & Treasurer’s Reports**

- 7. **MOTION by Mr. Winch, 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 6:23-16.10(c)3 for the month of March 31, 2013, with a balance of \$1,670,400.36. **Certification**

- 8. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board accept NJ Child Assault Prevention grant funds in the amount of \$1,145.20 to offset the cost of running a Child Assault Prevention Program in the 2013/2014 school year (the total cost of program is \$1,636.00; our cost would be \$490.80). **NJ CAP Grant/Program**

- 9. **MOTION by Mr. Winch, second by Mr. Barlow** and carried by unanimous vote that the Board approve funding for Phase I safety project, in the amount of \$4,414. **Security**

PUBLIC PARTICIPATION

Mrs. Kearney voiced some security concerns which were addressed by Mr. Kemp. **Security**

DISCUSSION AGENDA

1. Mr. Kemp updated the Board and audience on the status of the special education child who was going to become the district's responsibility this coming October: The family has moved; therefore, the district will not be responsible for the student's tuition. **Update**

2. Mr. Barlow advised that a Lacrosse Program will be starting for all students. **Lacrosse Program**

ADJOURNMENT

With no further business to discuss, the April 25, 2013, Regular Meeting ended at 9:32 p.m. on *motion by Mr. Winch, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Timothy Barlow
Vice President