

Mansfield Township Board of Education
Work Session Meeting Minutes
May 9, 2013

Call to Order

Mrs. Reyes opened the May 9, 2013, Work Session Meeting of the Mansfield Township Board of Education at 7:55 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.

Salute to the Flag

Roll Call

Present: Ms. Karri Reyes
Mr. Michael Coombs
Ms. Tracey Janowski
Mr. Jim Momary
Ms. Desiree Mora-Dillon (arrived 8:05 p.m.)
Mr. Jason Winch

Absent: Mr. Tim Barlow
Mr. John Falco
Ms. Sharon McAlpin

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

Communications

None

Administrative Report

Mr. Kemp had the following to report:

- 1. Enrollment stands at 707. **Enrollment**
- 2. HIB – no alleged cases to investigate since the last report. **HIB**
- 3. We received an email from Horizon stating that as of July 1, 2013, they are moving from CVS Caremark to Prime Therapeutics, LLC as their Pharmacy Benefit Manager (PBM). Horizon will be sending information directly, as well as sending information to members. New ID cards will be issued. In **Horizon Rx Plan**

certain cases, new prescriptions may be necessary. Confusion will inevitably ensue.

The Horizon plan will increase 12%. We received a preliminary quote from BeneCard for a 0% increase and may have to consider changing the prescription plan in order to keep benefits “paycheck friendly” while maintaining equal to or better than status.

- | | | |
|-----|--|--|
| 4. | There was a change in Teacher Evaluation Regulations where the requirement of 35% dropped to 30% for SGP. | Teacher
Evaluation |
| 5. | The Professional Development Plan has been created and is on the agenda for approval. Thanks to the committee chaired by Jennifer Miccucci, and members included: Diane Hogan, Jennifer Santa, Terri Lucas, Kathy Jacoby, and Bruce Mika. The Plan is a moot point as it is going away this year and will now be handled by the School Improvement Panel consisting of Kathy Jacoby, John Melitsky and me. | Professional
Development
Plan |
| 6. | The ESL three-year Plan has been updated and on the agenda for approval. | ESL Plan |
| 7. | The state will be withholding two state aid payments in June. We will have a resolution at the next meeting to use our reserve funds to cover the shortage to avoid having to borrow money. | June State Aid |
| 8. | Fifth and sixth grade testing have been completed and make up tests will be given next week. Third and fourth grade testing will take place next week. | Testing |
| 9. | We are celebrating Teacher Appreciation Week. The PTA has done an outstanding job of honoring the teachers. | Teacher
Appreciation
Week |
| 10. | The Spring Concert will be held on May 21, at 7 p.m. | Spring
Concert |
| 11. | Eighty-four students are currently registered to attend Kindergarten. Kindergarten Screening will take place from May 20 to May 22. | Kindergarten
Screenings |
| 12. | The Kindergarten Orientation is scheduled for May 23, 2013, at 9:30 a.m. | Kindergarten
Orientation |
| 13. | The Community Resource Fair will be held in the gym on May 23 from 5 p.m. to 8 p.m. | Community
Resource Fair |

Public Participation

None

Consent Agenda

- | | | |
|----|--|----------------|
| 1. | <i>MOTION by Mr. Coombs, second by Ms. Janowski</i> and carried by majority vote [with Ms. Janowski abstaining] that the Board approve the minutes of the following meeting/(s): | Minutes |
| | <ul style="list-style-type: none"> • April 25, 2013, Partial Re-Organization/Regular Meeting with the following correction to item number 5 under Partial Reorganization: “. . . Brown & Brown Benefits Advisors (formerly doing business as Grinspec, Inc. of New Providence, NJ).” • April 25, 2013, Executive Session Minutes | |

**APPROVAL AGENDA
CURRICULUM/FACILITIES**

- | | | |
|----|---|--------------------------------------|
| 1. | <i>MOTION by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the 2013-2014 Professional Development Plan. | Professional Development Plan |
| 2. | <i>MOTION by Mr. Momary, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the 2008-2011 Mentoring Plan to remain in effect for the 2013-2014 school year. | Mentoring Plan |
| 3. | <i>MOTION by Mr. Coombs, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the updated 2011-2014 ESL Plan. | ESL Plan |

**APPROVAL AGENDA
PERSONNEL**

- | | | |
|----|--|--|
| 1. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the 2013-2014 Tenured Staff as listed on Schedule A, effective September 1, 2013, to June 30, 2014, as recommended by the Superintendent. | Tenured Staff |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the 2013-2014 Support Staff/Administration as listed on Schedule B, as recommended by the Superintendent. | Support Staff/
Administration |

- | | | |
|----|--|--|
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Selena Agnor effective September 1, 2013, Step 1, at an annual salary of \$50,332, as recommended by the Superintendent. | Selena Agnor
Non-Tenure
Contract |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Meredith Feci effective September 1, 2013, Step 2-3, at an annual salary of \$50,432, as recommended by the Superintendent. | Meredith Feci
Non-Tenure
Contract |
| 5. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve a non-tenure teaching contract for Richard VanDien effective September 1, 2013, Step 1, at an annual salary of \$50,332, as recommended by the Superintendent. | Rich VanDien
Non-Tenure
Contract |
| 6. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve Jennifer Catherine Ciecwisz as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | Catherine
Ciecwisz
Substitute
Teacher |

**APPROVAL AGENDA
FINANCE**

- | | | |
|----|--|------------------------------|
| 1. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the attached bill lists: <ul style="list-style-type: none"> • April 26, 2013, to April 30, 2012, in the amount of \$325,058.68; • May 1, 2013, to May 9, 2013, in the amount of \$35,340.50. | Bills List |
| 2. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve the May 19, 2013, Transfers Report as follows: <ul style="list-style-type: none"> • Fund 10 \$2,000.00 | Transfers |
| 3. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by unanimous vote that the Board approve travel and workshop requests per the May 9, 2013, Travel Requests Report, as presented. | Travel |
| 4. | <i>MOTION by Ms. Janowski, second by Mr. Winch</i> and carried by majority vote [with Mr. Coombs abstaining] that the Board approve Accuscan Digital Archival Solutions, NJ State Approved Co-op 65MCESCCPS to scan and preserve district documents at a cost not to exceed \$7,650.00. | Accuscan
Contract |

- 5. *MOTION by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board accept the following donations from the PTA:

PTA Donations

Dell: \$ 9,062.11

- One Dell PowerEdge Server - \$5,377.21
- Five Dell OptiPlex 7010 Ultra Small Form Factor Computers - \$3,298.20
- Five CPU Wall and Desk Mount - \$386.70

Sirus Computer Systems, LLC: \$12,588.24

- Barracuda Firewall x400 - \$3,115.22
- Barracuda Content Filter w/1 yr. Energizer Updates - \$6,839.24
- Barracuda Energizer Updates \$2,508.78
- Shipping – 125.00

- 6. *MOTION by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve a shared services contract with Oxford Township Schools for ABA Services, 12 hours per month (6 PSD and 6 ABA updates), at a billed rate of \$110 per hour, for a total not to exceed \$13,200.

Oxford Twp. Schools Shared Services Contract

- 7. *MOTION by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve amending IDEA grants and submitting same to the Department of Education for approval by adding the following carryover:

IDEA Carryover Grant

- IDEA Basic: \$83,133
- IDEA PS: \$ 1,000

- 8. *MOTION by Ms. Janowski, second by Mr. Winch* and carried by unanimous vote that the Board approve a two year contract with E-Rate Exchange LLC at a cost of \$1,280 per year.

E-Rate Exchange Contract

Discussion Agenda

- 1. Mr. Coombs reported that he and Mr. Momary recently attended a “meet up” meeting at Warren Hills and found it beneficial. Mr. Momary received an award for reaching his 20th year as a Board Member.

School Boards

Mr. Momary said that the new School Boards President is making his rounds to all the counties.

Mr. Kemp mentioned that the policy book was reviewed by School Boards several years ago under a “wellness check.” We had contacted them to see if we are eligible for another “wellness check” and were told to submit the policy book. Mrs. Bozzuffi, who has worked on our policy book for a few years, decided that she will not be coming back to work on the policy book as she is in a different place in her life right now. Therefore, we will be using School Boards to update the policy book for us in the future.

2. Ideas were shared as to how we can inspire people to come out to the meetings.

**Attendance at
BOE Meetings**

Public Participation

None

Adjournment

With no further business to discuss, the May 9, 2013, Work Session Meeting ended at 8:18 p.m. on *motion by Ms. Janowski, seconded by Mr. Momary* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Timothy Barlow
Vice President