

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
JUNE 27, 2013**

Call to Order

Mrs. Reyes opened the June 27, 2013, Regular 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, 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 | Absent: | Mr. Michael Coombs |
| | Mr. Tim Barlow | | Ms. Sharon McAlpin |
| | Mr. John Falco | | |
| | Ms. Tracey Janowski | | |
| | Mr. Jim Momary | | |
| | Ms. Desiree Mora-Dillon | | |
| | Mr. Jason Winch | | |

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski
Community: No community and/or staff members were present.

Communications

None

Administrative Report

Mr. Kemp reported on the following:

1. The following is a summary of the January 1, 2013, to June 30, 2013, reporting period:
 - Number of investigated reports: 5
 - Number of reports found to be HIB: 1
 - Nature of HIB based on protected categories: 0

**HIB
Bi-annual
Report**

- Names of investigators: John Melitsky and Lauri Favreau
 - Type and nature of any discipline imposed on students engaging in HIB: Bus suspension
 - Any other measures imposed (training conducted or programs implemented) to reduce HIB: Identified students to monitor bus behavior and report on inappropriate bus behavior; counseling.
2. Two allegations of HIB have been reported. None found to be HIB. **HIB Report**
 3. Accuscan has taken boxes of documents. The archiving process has begun. **Archiving**
 4. We have received quotes on cameras and will begin installing the security system by purchasing about \$12,000.00 worth of equipment. Wire runs to switch closets have been completed. **Security System**
 5. We are working on scheduling a date during the summer to install window film. **Window Film**
 6. The sixth grade lock-in was held and was a great success. We had an outstanding promotion ceremony. Many thanks to all of the sixth grade teachers for their excellent work in putting together the promotion exercises. On the last day of school for the students, we held a “clap-out” -- which was tear-filled. **End of Year Activities**

Executive Session

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

WHEREAS, the Board must consider matter(s) pending or anticipated litigation, 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. No action will be taken as a result of the Executive Session.

(7:40 p.m.)

MOTION by Ms. Janowski, second by Mr. Barlow and carried by **Reconvene to Public Session**
 unanimous vote that the Board return to regular session.
 (8:10 p.m.).

Public Participation

1. None

CONSENT AGENDA

MOTION by Mr. Winch, second by Mr. Barlow and carried by majority **Minutes**
 vote [with Mr. Barlow abstaining] that the Board approve the minutes of the
 following meetings:

- June 13, 2013, Work Session, with the addition of “Debra Stenvall”
 to item 3 under Personnel, page 2450.

**APPROVAL AGENDA
 POLICY/CURRICULUM/FACILITIES**

1. **MOTION by Ms. Dillon, second by Mr. Barlow** and carried by unanimous **Lunch Prices**
 vote that the Board set lunch prices for the 2013/2014 school year as
 follows:

| Program | Full Price | Reduced Price |
|--------------------|------------|---------------|
| Lunch | \$2.60 | \$0.40 |
| Breakfast | \$1.40 | \$0.30 |
| After School Snack | \$0.60 | \$0.15 |
| Adult | \$4.00 | N/A |

**APPROVAL AGENDA
 PERSONNEL**

- 1 **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by **Summer Help**
 unanimous vote that the Board approve the following personnel for summer
 work at a rate of \$10.25 per hour starting on or about June 24, 2013, through
 August 31, 2013, as recommended by the Superintendent:

- Peter Braxton
- Corin Francisco

- Ray Ike
- Rich VanDien (IT aide)

2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Yamir Vitale – CST interpreter – 15 hours at \$12.50 per hour for summer work, as recommended by the Superintendent.

**CST
Interpreter**

3. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve a one-year contract for Mary E. Roszkowski, School Business Administrator/Board Secretary, effective July 1, 2013, through June 30, 2014, at an annual salary of \$98,196.00 plus \$250 longevity for a total of \$98,446.00, as approved by the Interim Executive County Superintendent and as recommended by the Superintendent.

BA Contract

4. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following salary adjustments for the 2013/2014 school year as recommended by the Superintendent:

**Salary
Adjustments**

- Selena Agnor: Step B2-3 for a 2013/14 contract total of \$50,432;
- Corin Francisco: Step change to B15-5 for a 2013/14 contract total of \$51,295;
- Christina McLeavey: Step B9 for a 2013/14 contract total of \$54,425;
- Rich VanDien: Step B2-3 for a 2013/14 contract total of \$50,432.

5. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following resolution:

**Resolution of
Appreciation
– John Bell**

WHEREAS, the Mansfield Township Board of Education has been fortunate to have dedicated Board Members committed to the mission of the District; and

WHEREAS, John Bell has volunteered numerous hours, and exhibited outstanding community spirit in his service to the children of Mansfield Elementary School from 2006 through 2012 as a Board Member; and

WHEREAS, we, as members of the Mansfield Township Board of Education, wish to extend our utmost appreciation for the work that John Bell has done to look out for children first and foremost; and

WHEREAS, the Board wishes to extend sincere best wishes for every happiness in the future to John Bell who retired from his position as Board Member in 2012;

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education recognizes and appreciates John Bell’s service and wish him well in all future endeavors. Further, this Resolution of Appreciation will be recorded in the minutes of the Mansfield Township Board of Education on this 27th day of June, 2013.

- 6. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following resolution:

Resolution of Appreciation – Terry Clancy

WHEREAS, the Mansfield Township Board of Education has been fortunate to have dedicated Board Members committed to the mission of the District; and

WHEREAS, Terry Clancy has volunteered numerous hours, and exhibited outstanding community spirit in her service to the children of Mansfield Elementary School from 2009 through 2012 as a Board Member; and

WHEREAS, we, as members of the Mansfield Township Board of Education, wish to extend our utmost appreciation for the work that Terry Clancy has done to look out for children first and foremost; and

WHEREAS, the Board wishes to extend sincere best wishes for every happiness in the future to Terry Clancy who retired from her position as Board Member in 2012;

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education recognizes and appreciates Terry Clancy’s service and wish her well in all future endeavors. Further, this Resolution of Appreciation will be recorded in the minutes of the Mansfield Township Board of Education on this 27th day of June, 2013.

- 7. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following resolution:

Resolution of Appreciation – Barbara Curto

WHEREAS, the Mansfield Township Board of Education has been fortunate to have dedicated Board Members committed to the mission of the District; and

WHEREAS, Barbara Curto has volunteered numerous hours, and exhibited outstanding community spirit in her service to the children of Mansfield Elementary School from 2001 through 2012 as a Board Member; and

WHEREAS, we, as members of the Mansfield Township Board of Education, wish to extend our utmost appreciation for the work that Barbara Curto has done to look out for children first and foremost; and

WHEREAS, the Board wishes to extend sincere best wishes for every happiness in the future to Barbara Curto who retired from her position as Board Member in 2012;

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education recognizes and appreciates Barbara Curto’s service and wish her well in all future endeavors. Further, this Resolution of Appreciation will be recorded in the minutes of the Mansfield Township Board of Education on this 27th day of June, 2013.

- 8. **MOTION by Mr. Falco, second by Ms. Janowski** and carried by unanimous vote that the Board adopt the following resolution:

Resolution of Appreciation – Jeff Stabile

WHEREAS, the Mansfield Township Board of Education has been fortunate to have dedicated Board Members committed to the mission of the District; and

WHEREAS, Jeff Stabile has volunteered numerous hours, and exhibited outstanding community spirit in his service to the children of Mansfield Elementary School from 2000 through 2012 as a Board Member; and

WHEREAS, we, as members of the Mansfield Township Board of Education, wish to extend our utmost appreciation for the work that Jeff Stabile has done to look out for children first and foremost; and

WHEREAS, the Board wishes to extend sincere best wishes for every happiness in the future to Jeff Stabile who retired from his position as Board Member in 2012;

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education recognizes and appreciates Jeff Stabile’s service and wish him well in all future endeavors. Further, this Resolution of Appreciation will be recorded in the minutes of the Mansfield Township

Board of Education on this 27th day of June, 2013.

**APPROVAL AGENDA
FINANCE**

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

- June 14, 2013, to June 28, 2014, in the amount of \$655,559.20.

- 2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by **Transfers**
unanimous vote that the Board approve transfers per the June 27, 2013,
Report for the following:

- Fund 10: \$628,042.82
- Fund 20: \$250,353.18
- Fund 60: \$ 11,720.16

Note: This is for the entire year to date (transfers from the last meeting to this meeting are as follows: Fund 10 - \$142,695.17; Fund 20 - \$0.20; Fund 60 - \$8,620.16).

- 3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by **Disposal of Equipment**
unanimous vote that the Board approve the disposal of computers and
equipment per Attachment 1.

- 4. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by **Dell Laptops**
unanimous vote that the Board approve the purchase of the following
computers from Dell (State Contract No. 70256):

- 70 laptop computers: \$62,769.00
- 4 Bretford laptop carts: 5,087.96

| | |
|--------------|---------------------------|
| Total | <u><u>\$67,856.96</u></u> |
|--------------|---------------------------|

- 5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by **Keyboard Consultants**
unanimous vote that the Board approve the purchase of the following
equipment from Keyboard Consultants (MRESC bid 12/13-18):

- 5 SMART Boards & projectors (one \$11,730.00

set up to be paid out of IDEA funds)

- 4 overhead projectors 5,087.96

Total \$16,817.96

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the purchase of the following equipment from Apple Inc. (NJ State Contract #70259):

**Apple
Computers**

- 2 iMac computers
(w/AppleCare & Final Cut Pro X) \$5,325.98
 - 20 iPads (funded by IDEA-B) 11,160.00
 - Bretford PowerSync Cart
(funded by IDEA-B) 2,799.95
- Total** \$19,585.93

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the payment of bills to close out the 2012/2013 fiscal year and the transfer of funds as needed for the 2012/2013 school year.

**Payment of
Bills &
Transfers**

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

**Transfer of
Surplus**

Resolution - Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board

resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$332,200.00 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$255,440.00 may be available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$1,001,500 – it does not necessarily mean that that much money will be going in to that account. We are allowed to deposit up to \$526,240 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

DISCUSSION AGENDA

Mr. Falco asked if all Kindergarten students receive a "diploma." During this discussion, it was discovered that not all the Kindergarten teachers do the same. It was suggested that in this regard, the same procedure be followed.

PUBLIC PARTICIPATION

1. None

ADJOURNMENT

MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Mansfield Township Board of Education adjourn this meeting. (8:29 p.m.)

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/
Board Secretary

Tim Barlow
Vice President