

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
AUGUST 8, 2013**

**CALL TO ORDER**

Ms. Reyes opened the August 8, 2013 Work Session Meeting of the Mansfield Township Board of Education at 7:47 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. Tim Barlow  
Mr. Michael Coombs  
Mr. John Falco  
Ms. Tracey Janowski  
Mr. Jim Momary  
Ms. Sharon McAlpin  
Ms. Desiree Mora-Dillon  
Mr. Jason Winch

Absent:

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

**COMMUNICATIONS**

The following was read:

- 1. Mrs. Georgianne Tomkins letter of resignation effective immediately. **Mrs. G. Tomkins Resignation**

**ADMINISTRATIVE REPORT**

- 1. Enrollment is at 707. Last year at this time we had 696 students enrolled. Currently we have 92 registrants for Kindergarten; last year at this time, we had 94 registrants. **Enrollment**

- |     |  |                               |
|-----|--|-------------------------------|
| 2.  | Ninety-four sixth graders were promoted last year with no one being denied promotion.  | <b>Promotion</b>              |
| 3.  | The audit has now been completed.  | <b>Audit</b>                  |
| 4.  | Mr. Melitsky and I attended a two-day Marzano Leadership Evaluation Training with the Warren Hills Cluster and SGO training on July 11. On August 16, I will be attending “Shifting Gears: Turn-keying CCSS, PARCC, and SGO’s.”  | <b>Training</b>               |
| 5.  | The Teacher Plus Grade Book transition is in process.  | <b>Grade book</b>             |
| 6.  | New Family Orientation will be held on August 22 at 10 a.m.  | <b>New Family Orientation</b> |
| 7.  | <ul style="list-style-type: none"> <li>a. Most of the film has been applied. Needs to be finished. The caulk has to be trimmed and one window that was cracked and was replaced has to be finished.</li> <li>b. Eight cameras have been installed and more ordered. Four switches and a server were installed so that the cameras could be on a separate network.</li> <li>c. Over two hundred laptops will be deployed.</li> <li>d. Five new SMART boards are being added.</li> <li>e. SuccessMaker has been upgraded to version 6.</li> <li>f. Site license for Type to Learn program has been purchased and will be deployed.</li> <li>g. Two computers to provide the ability for video editing have been purchased.</li> <li>h. The computer lab has been reconfigured and new carpeting has been installed.</li> </ul> | <b>Technology and Safety</b>  |
| 8.  | Summer work/building preparation for the opening of the school year is on schedule.  | <b>Building</b>               |
| 9.  | We met with the architect to identify building projects for the referendum. The Board will have to determine the amount of the referendum and prioritize projects to be included in the referendum.  | <b>Referendum</b>             |
| 10. | Officer Glenn has inquired about being hired as a school resource officer.   | <b>Resource Officer</b>       |

After discussion, it was decided that we do not need a resource officer.

**PUBLIC HEARING**

1. As per Public Law N.J.S.A. 18A:17-46, districts are required to report the results of a Self-Assessment to Determine Grades under the Anti-Bullying Bill of Rights Act. (Schools must complete a Self-Assessment via School Climate Team, obtain public comment during an evening parent meeting and present their findings to the Board of Education for approval.)

**HIB  
SUMMARY  
REPORT**

Mr. Melitsky gave a detailed report per the requirement under law.

2. Board members' questions were answered by Mr. Melitsky.

**Public  
Comment**

3. *Motion by Ms. McAlpin, second by Ms. Janowski*, and carried by unanimous roll call vote that the Board approve our school HIB Self-Assessment as completed by the School Safety Team, and as recommended by the Superintendent.

**Approve  
Self-  
Assessment**

**CONSENT AGENDA**

1. *Motion by Ms. McAlpin, second by Ms. Janowski*, and carried by majority vote [with Ms. McAlpin and Mr. Coombs abstaining] that the Board approve the minutes of the following meetings:

**Minutes**

- June 27, 2013, Regular Meeting with the following correction to Item #1, Personnel, custodian per hour rate should be \$10.25/hour;
- June 27, 2013, Executive Session

**APPROVAL AGENDA  
PERSONNEL**

1. *Motion by Mr. Barlow, second by Ms. Janowski*, and carried by unanimous roll call vote that the Board approve Amy Kemp's request for a family leave of absence through October 31, 2013, followed by a child rearing leave through December 31, 2013, with anticipated return at the conclusion of child rearing leave.

**Mrs. A.  
Kemp  
LOA**

2. *Motion by Mr. Barlow, second by Ms. Janowski*, and carried by unanimous vote that the Board approve Attachment 1, 2013-2014 Substitute Roster, as recommended by the Superintendent.

**Substitute  
Roster**

3. ***Motion by Mr. Barlow, second by Ms. Janowski***, and carried by unanimous vote that the Board approve Marc Tyson as Teacher in Charge for the 2013/2014 school year in the event all other administrators are out of the building, as recommended by the Superintendent. **Teacher In Charge**
4. ***Motion by Mr. Barlow, second by Ms. Janowski***, and carried by unanimous vote that the Board approve Jen Santa as Teacher in Charge for the 2013/2014 school year in the event all other administrators are out of the building, as recommended by the Superintendent. **Teacher in Charge**
5. ***Motion by Mr. Barlow, second by Ms. Janowski***, and carried by unanimous vote that the Board approve the following substitutes for Special Education Summer program, as recommended by the Superintendent: **Additional Substitutes – Summer SE Program**
- Matthew Magnuson for Yamir Vitale (11 days)
  - Beth Croat for Marion Kelley, Carla McDonald & Sharon Taylor (3 days)
  - Patty Titus for Colleen Hurley (1 day)
  - Kathy Montgomery for Georgianne Tomkins (1day)
6. ***Motion by Mr. Coombs, second by Ms. Janowski***, and carried by unanimous vote that the Board approve 10 additional hours for General Education Teachers and 6 additional hours for Special Education Teachers to attend CST Summer Eligibility/IEP meetings, as recommended by the Superintendent. **Additional CST Time**
- Note: Unanticipated additional IEP meetings necessitated this change.
7. ***Motion by Mr. Coombs, second by Ms. Janowski***, and carried by unanimous vote that the Board approve an additional 0.5 day Evaluation Work to be done by Patti-Jo Raiello, Psychologist, at a per diem rate of \$393.25 (or \$196.63 for the half day), as recommended by the Superintendent. **Additional CST Time**

Note: Unanticipated additional IEP meetings necessitated this change.

8. *Motion by Mr. Coombs, second by Ms. Janowski*, and carried by unanimous vote that the Board approve Amy Cousins as a maternity leave replacement teacher effective September 1, 2013, to December 20, 2013, Step BA-1, at a pro-rated salary of \$50,332.00, (criminal history check completed), as recommended by the Superintendent. **Ms. Amy Cousins – Maternity Leave Replacement**
9. *Motion by Mr. Coombs, second by Ms. Janowski*, and carried by unanimous vote that the Board appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent. **Anti-Bullying Coordinator**
10. *Motion by Mr. Falco, second by Ms. Janowski*, and carried by unanimous vote that the Board appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent. **Anti-bullying Specialist**
11. *Motion by Mr. Falco, second by Ms. Janowski*, and carried by unanimous vote that the Board appoint the following people to the School Safety Team: **School Safety Team**
- John Melitsky
  - Lauri Favreau (Chair)
  - Corin Francisco (Teacher)
  - Nancy Harasymchuk (Parent)
  - Colleen Hurley (Other Staff)
12. *Motion by Mr. Falco, second by Ms. Janowski*, and carried by unanimous vote that the Board accept the resignation of Georgianne Tompkins effective immediately. **Ms. G. Tompkins Resignation**

**APPROVAL AGENDA  
POLICY/CURRICULUM/FACILITIES**

1. *Motion by Ms. Dillon, second by Ms. Janowski*, and carried by unanimous vote that the Board approve the purchase of Web-based Measures of Academic Progress (MAP) Math, Reading, and Language Assessments from Northwest Evaluation Association at a cost of \$8,812.50 and share training costs of \$2,560.00 with Washington Township Schools. **MAP Program Purchase**

**APPROVAL AGENDA  
FINANCE**

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

- July 1, 2013, to July 31, 2013, in the amount of \$564,180.83;
- August 1, 2013, to August 8, 2013, in the amount of \$66,728.47.

2. **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous vote that the Board approve the August 8, 2013, Travel/Workshop Request.

**Travel  
Workshop  
Requests**

3. **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 May 31, 2013, with a balance of \$1,669,702.97 and June 30, 2013, with a balance of \$1,509,303.68.

**Treasurer &  
Secretary’s  
Reports**

Note: The June 30, 2013, balance will change after the audit.

4. **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous roll call vote that the Board 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:23A-16.10(a) for the month ended May 31, 2013, with a balance of \$1,669,702.97 and June 30, 2013, with a balance of \$1,509,303.68.

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

**Transportation  
Contract  
Award**

WHEREAS the Mansfield Township Board of Education cancelled a contract with First Student for Route O effective February 1, 2013; and

WHEREAS the Mansfield Township Board of Education went out for and received quotes for Route O for the remainder of the year; and

WHEREAS the Mansfield Township Board of Education was required to re-bid Route O for the 2013-2014 school year; and

WHEREAS it was determined that Route O could be joined with a Warren Hills Route for efficiency; and

WHEREAS Mansfield Township Board of Education advertised for bids on joined Route WH8/O-1; and

WHEREAS First Student and Snyder Bus Company submitted bids on joined Route WH8/O-1;

NOW THEREFORE BE IT RESOLVED THAT the Mansfield Township Board of Education reject Snyder Bus Company bid in the amount of \$49,512.00 for Routes WH8/O-1; and

BE IT FURTHER RESOLVED THAT the Mansfield Township Board of Education award a 2013-2014 Transportation contract to First Student as follows:

Multi-Contract #: L-3 Renewal #: N/A Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428			Contract Period: September 1, 2013 to June 30, 2014 Contract Amount: \$42,555.60						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH8	Warren Hills	1	7:15 a.m.	2:25 p.m.	180	21,277.80	0.95	N/A	21,277.80
O-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	21,277.80	0.95	N/A	21,277.80

6. ***Motion by Mr. Momary, second by Ms. Janowski,*** and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-1, Renewal number 10 with First Student, for the contract period September 1, 2013 to June 30, 2014 in the amount of \$45,644.40 as follows: **First Student Multi-Contract L-1**

Multi-Contract #: L-1 Renewal #: 10 Contractor Name: First Student Terminal Location: Warren Contractor Code: 1428			Contract Period: September 1, 2013 to June 30, 2014 Contract Amount: \$45,644.40						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Contract Renewal Per Route
WH29/I	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	247.09	1.00	6.49	253.58

7. **Motion by Mr. Momary, second by Ms. Janowski**, and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number L-2, Renewal number 2 with First Student, for the contract period September 1, 2013, to June 30, 2014, in the amount of \$40,652.74 as follows: **First Student Multi-Contract L-2**

Multi-Contract #: L-2									
Renewal #: 2									
Contractor Name: First Student			Contract Period: September 1, 2013 to June 30, 2014						
Terminal Location: Warren			Contract Amount: \$40,652.74						
Contractor Code: 1428									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH10	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	11,248.65	1.95	295.84	11,544.49
Shuttle 1	Warren Hills	1	7:35 a.m.	2:18 p.m.	180	5,624.32	1.95	147.92	5,772.24
B-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	22,738.01	1.95	598.00	23,336.01

8. **Motion by Mr. Momary, second by Mr. Winch**, and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-1, Renewal number 10 with Snyder Bus Company, for the contract period September 1, 2013 to June 30, 2014 in the amount of \$23,859.00 as follows: **Snyder Bus Multi-Contract S-1**

Multi-Contract #: S-1									
Renewal #: 10									
Contractor Name: Snyder Bus Company			Contract Period: September 1, 2013 to June 30, 2014						
Terminal Location: Warren			Contract Amount: \$23,859.00						
Contractor Code: 1598									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
M	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	129.16	1.64	3.39	132.55



9. **Motion by Mr. Momary, second by Ms. Janowski**, and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-2, Renewal number 8 with Snyder Bus Company, for the contract period September 1, 2013 to June 30, 2014 in the amount of \$53,906.40 as follows:

**Snyder Bus  
Multi-  
Contract S-2**

Multi-Contract #: S-2 Renewal #: 8 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2013 to June 30, 2014 Contract Amount: \$53,906.40						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Per Diem Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Per Diem Renewal Per Route
SN1 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	145.91	1.90	3.83	149.74
SN2 05	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	145.91	1.90	3.83	149.74

10. **Motion by Mr. Momary, second by Ms. Janowski**, and carried by unanimous roll call vote that the Board approve student Transportation Multi-Contract number S-3, Renewal number 4 with Snyder Bus Company, for the contract period September 1, 2013 to June 30, 2014 in the amount of \$229,283.88 as follows:

**Snyder Bus  
Multi-  
Contract S-3**

Multi-Contract #: S-3 Renewal #: 4 Contractor Name: Snyder Bus Company Terminal Location: Warren Contractor Code: 1598			Contract Period: September 1, 2013 to June 30, 2014 Contract Amount: \$229,283.88						
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Contract Renewal Per Route
WH13	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
A-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99
WH9	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
X-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99
WH26	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
J-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99
WH7	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
K-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99
WH20	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
E-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99
WH6	Warren Hills Regional	1	7:35 a.m.	2:18 p.m.	180	18,617.36	1.80	489.63	19,106.99
Y-1	Mansfield Twp School	1	8:25 a.m.	3:20 p.m.	180	18,617.36	1.80	489.63	19,106.99

11. *Motion by Mr. Winch, second by Ms. Janowski*, and carried by unanimous roll call vote that the Board approve a 2013-2014 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

**Joint  
Transportation  
– Warren Hills**

<b>Route</b>	<b>WH Cost</b>
WH29	\$22,822.20
WH13	\$19,106.99
WH9	\$19,106.99
WH26	\$19,106.99
WH7	\$19,106.99
WH20	\$19,106.99
WH6	\$19,106.99
WH10/Shuttle 1	\$20,326.37
WH8	<u>\$21,277.80</u>
<b>Totals</b>	<b><u>\$179,068.31*</u></b>

**\*This is the amount the Board will be reimbursed by Warren Hills for transporting their students.**

12. *Motion by Mr. Winch, second by Ms. Janowski*, and carried by unanimous roll call vote that the Board approve a 2013-2014 Joint Transportation Agreement with Franklin Township School to transport our student population as follows:

**Joint  
Transportation  
– Franklin  
Twp. School**

<b>Route</b>	<b>Mansfield Cost</b>
F-1	\$18,431.10
N-1	\$18,431.10
R-1	\$18,431.10
W-1	\$18,431.10
<b>Totals</b>	<b>\$73,724.40*</b>

**\*This is the amount the Board will be reimbursing Franklin Township for transporting its students.**

13. *Motion by Mr. Winch, second by Ms. Janowski*, and carried by unanimous vote that the Board approve an Addendum to Contract Dated August 26, 2010 (fourth year contract) with Dowling Food Service Management Company which shall begin on September

**Dowling Food  
Service  
Contract**

1, 2013, and terminate on June 30, 2014, as follows:

- Management fee (flat fee) of \$9,601.00; and
- A guaranteed profit of \$6,000.00 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2012-2013 levels; USDA donated commodities offered are at least equal to 2012-2013 levels; the proposal staffing schedules are adopted; equipment repairs and purchases will be paid by the Local Education Agency; enrollment and average daily attendance will be at least equal to 2012-2013 levels; Dowling Food Service Management Inc. will be held harmless in the event of a work stoppage within the district; The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits; The proposal sample menu or similar is utilized. There will be no limitations on the sale of a la carte items, except that they meet State and District Nutrition Policies; Cost of food and supplies based on July 2013, CPI. If the cost of goods rises above this percentage, Dowling reserves the right to negotiate a mutually acceptable solution to Dowling and the District.

14. ***Motion by Mr. Winch, second by Ms. Janowski***, and carried by unanimous vote that the Board approve ACCUSCAN Phase 2 conversion of documents to scanned images for additional boxes of personnel records and Minutes at a cost of \$6,723.70.

**ACCUSCAN  
– Phase 2**

We asked ACCUSCAN to give us a price on additional boxes of personnel records and Minutes books to be scanned . . . and were given last year’s price for completing the entire project. If we wait till the end of the year to do Phase 2, then we will have to pay current year’s prices. From here on out, the cost will be minimal to preserve records.

15. ***Motion by Mr. Winch, second by Ms. Janowski***, and carried by unanimous vote that the Board approve the submission of the Transfer Report for the year ended June 30, 2013, to the Warren County Office of Education.

**Transfer  
Report**

16. ***Motion by Mr. Winch, second by Ms. Janowski***, and carried by unanimous vote that the Board approve the submission of the following grants for approval:

**Grant  
Submission  
Approval**

- IDEA-Basic \$156,686
- IDEA-P/S \$ 6,869
  
- NCLB
  - Title I \$ 83,686
  - Title II \$ 28,371
  - Title III \$ 3,602 (This represents Mansfield’s portion of Grant. Warren Hills, Great Meadows, and Washington Borough are joining the consortium adding another \$9,786 for a total of \$13,388.)

17. *Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous vote that the Board approve the participation in a Title III consortium consisting of Washington Borough (\$1,802), Great Meadows Regional (\$2,833), and Warren Hills Regional H.S. (\$5,151), with Mansfield Township (\$3,602) acting as the lead LEA (Local Education Association).

**Title 3 Consortium**

18. *Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous vote that the Board approve the June 1, 2013, to June 30, 2013, Transfer Report in the following amounts:

**Transfers**

- Fund 10 \$379,025.91
- Fund 60 \$ 8,552.62

Note: Updated after audit.

**PUBLIC PARTICIPATION**

**DISCUSSION**

*Motion by Mr. Barlow, second by Ms. Janowski*, and carried by unanimous vote that the Board approve recommendations for meeting cancellations and re-scheduling due to conflicts:

- August 22 – Cancel
- September 12 – Cancel
- September 26 - Reschedule
- October 24 - Cancel

**ADJOURNMENT**

With no further business to discuss, the August 8, 2013, Work Session ended at 8:53 p.m. on *motion by Mr. Barlow, seconded by Ms. Janowski* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Tim Barlow  
Vice President