

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
OCTOBER 10, 2013**

CALL TO ORDER

Ms. Reyes opened the October 10, 2013 Work Session Meeting of the Mansfield Township Board of Education at 7:37 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. Tim Barlow	
	Mr. Michael Coombs	
	Mr. John Falco	
	Ms. Tracey Janowski	
	Mr. Jim Momary	
	Ms. Sharon McAlpin	
	Ms. Desiree Mora-Dillon (arrived 7:45 p.m.)	
	Mr. Jason Winch	

Also present were: Mr. Kemp, Mr. Melitsky and Ms. Roszkowski.
Community: One community and/or staff member was present.

COMMUNICATIONS

None

REPORT ON VIOLENCE AND VANDALISM

Mr. Kemp read the following statement:

“This evening I am delivering the annual Violence and Vandalism Report for the Mansfield Township School District in compliance with the state requirement that this report be shared with the community and Board of Education yearly.

I'll begin by sharing the measures that we are employing to keep our school community safe. We continue our high expectations for school conduct and discipline. Our code of conduct is reviewed yearly, revised as necessary, and distributed yearly to all parents and staff. We yearly evaluate our Harassment, Intimidation, and Bullying Policy and continue to attend state sponsored workshops addressing the policy requirements and prevention strategies. Staff and parent training is ongoing, regarding any new HIB legal requirements. The HIB mandatory self-assessment document was completed by the School Safety Team and approved by the board of education for submission by the August deadline. Students are taught respect for themselves and others on a daily basis as well as through programs such as Big Buddies which is run by our social worker Leslie Cook. Students and faculty members alike are rewarded with "Caught You Being Good" certificates or "Bucket Filler" slips whenever they are observed doing something helpful or respectful. Mrs. Favreau also plans and conducts activities for Respect Week, Red Ribbon Week, School Violence Awareness Week, and Mix It Up Day.

We continue to work closely with local law enforcement. Our DARE officer delivers the fifth grade program which addresses the need for drug resistance. In addition to the DARE program, we cooperate with law enforcement through the Memorandum of Agreement and through meetings, as necessary, to address and improve any violence, vandalism, or safety concerns. The Mansfield Police have worked jointly with us to develop our emergency procedures. They also provide a regular visual presence by conducting building walk-throughs and assist with our practice of lock down drills. Last year Mr. Kemp attended county-wide school safety meetings organized by the prosecutor's office. The district has provided school information electronically for the county-wide coordinated safety initiative between schools and law enforcement. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training. Mansfield has completed the new School Safety and Security Plan which was required by October 15, 2012, and this plan is reviewed and updated yearly.

Administration and guidance work closely together to address any disciplinary concerns before they become large problems. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. Two years ago our peer mediators visited classrooms, sharing the book Have You Filled a Bucket Today? to introduce the character building concept of being a "Bucket Filler". The book was so well received that last year Mrs. Favreau made the program a school-wide initiative and the focal point of our character education program. The program continues this year. Every week each classroom rewards an individual student, and an overall school-wide bucket filler is recognized by the office.

Our proactive approach has resulted in a safe school environment. We had no reported incidents of violence or vandalism."

ADMINISTRATIVE REPORT

1.
 - Met with Earth Spec and First Group Bus Company. **Bus I**
 - Discussed possible ways of addressing the route concerns

including changing drivers so that the bus could be earlier in the lineup, getting in the second call to help alleviate the backup, redoing the route.

- Felt redoing the route would cause more difficulties.
- Addressed another safety issue that was corrected with a stop.
- Will reassess the route for next year.

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|----|---|--|
| 2. | <ul style="list-style-type: none"> • Interviewed on Friday, September 27th, and Monday, September 30th. • Offered the job on Monday, September 30th. • Completed emergent hire on Tuesday, October 1st. • Teacher started Wednesday, October 2nd and worked with previous substitute for the remainder of the week. • Assumed sole responsibility on Monday, October 7th. • Holding Back-to-School Night tonight. | 3rd Grade
Position |
| 3. | <ul style="list-style-type: none"> • Coffee with Administration Oct. 16 – Focus on Title I Program • School Boards Convention – Oct. 22, 23, 24 • Parent Teacher Conferences Oct. 23, 24, 25 • PTA Trunk or Treat – Oct. 25 • Training for MAP – Understanding Reports – Oct. 30 • Halloween Parade – 1:45 PM – Oct. 31 • Board Elections – Nov. 5 | Dates of
Importance |
| 4. | Current enrollment stands at 710. | Enrollment |
| 5. | Deb Marley will be tenured on October 18, 2013. | D. Marley |
| 6. | Three allegations investigated (#'s 2, 3, and 4) and one was found to be HIB. Two were found not to be HIB but for one we are looking for clarification from the County Office and may revise. | HIB |

PUBLIC PARTICIPATION

None

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) concerning personnel, 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 will be taken as a result of the Executive Session. (7:48 p.m.)

MOTION by Mr. Barlow, second by Mr. Momary and carried by unanimous vote that the Board return to regular session. (8:05 p.m.).

Reconvene to Public Session

CONSENT AGENDA

MOTION by Ms. McAlpin, second by Mr. Winch and carried by unanimous vote that the Board approve the minutes of the following meeting/(s):

Minutes

- September 25, 2013, Regular Meeting.

APPROVAL AGENDA

1. ***MOTION by Mr. Coombs, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the submission of the updated M-1 report projecting 2014/2015 maintenance requirements.

M-1

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

CMP

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

Be It Further Resolved that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

- 3. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board certify that the Mansfield School District has numerous projects identified in its 2005-2010 Five Year Long Range Facility Plan that have not yet been initiated or advanced. These projects have an *estimated* total cost over the five-year period of \$1,076,500. As there are no grants available at this time, the local share amount of \$1,076,500 represents the maximum amount the Mansfield School District may have on deposit in its capital reserve fund for the 2013-2014 school year. **LRFP**

- 4. **MOTION by Mr. Coombs, second by Ms. Janowski** and carried by unanimous vote that the Board approve the submittal of the Statement of Assurances (“SOA”) as presented and hereby attest to the accuracy of the SOA responses. **SOA**

**APPROVAL AGENDA
PERSONNEL**

- 1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel **IDEA
Personnel**

to have 100% of their 2013/2014 salary paid out of the IDEA Basic funds, as recommended by the Superintendent:

- Patricia Cericola \$16,184

2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel to have a portion of their 2013/2014 salary paid out of the Title I funds, as recommended by the Superintendent:

**Title I
Personnel**

- Pamela Booser \$16,333
- Mary Angela Mika \$16,333
- Brenda Sams \$16,333
- Kate Mattison \$14,000

3. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following teacher to have a portion of her 2013/2014 salary paid out of Title II (Classroom Size Reduction) funds as recommended by the Superintendent:

**Title II
Personnel**

- Kate Mattison \$21,000

4. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel to have a portion of their 2013/2014 salary paid out of IDEA funds as recommended by the Superintendent

**IDEA
Personnel**

- Heidi Noctor \$7,169 IDEA Basic
- Heidi Noctor \$6,869 IDEA P/S
- Diane Skowronek \$21,041 IDEA Basic

5. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Kaitlin Kline as a long-term substitute under the emergent hire provision, effective from October 2, 2013, to December 20, 2013, (pending criminal history check), to be paid \$75 per day for the first 20 days, then on Step BA-1 at a prorated \$50,332 as recommended by the Superintendent.

**Kaitlin Kline
Long-Term
Sub**

6. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve a non-tenure contract for Giovanna Valli, full-time pre-school paraprofessional, effective

**G. Valli
Aide**

September 1, 2013, through June 30, 2014, at an annual salary of \$12,472, (Criminal History check complete), as recommended by the Superintendent.

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

- | | | |
|----|---|-----------------------------------|
| 1. | MOTION by Ms. Dillion, second by Ms. Janowski and carried by unanimous vote that the Board approve the second reading of Policy No. 3517, <i>“Electronic Surveillance in School Buildings and on School Grounds”</i> | Second Reading Policy 3517 |
| 2. | MOTION by Ms. Dillon, second by Ms. Janowski and carried by unanimous vote that the Board approve the School Nursing Plan as presented and its submission to the Department of Education. | Nursing Plan |

**APPROVAL AGENDA
FINANCE**

- | | | |
|----|--|---|
| 1. | MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the following bills list: <ul style="list-style-type: none"> • September 26-30, 2013, in the amount of \$302,039.35. • October 1, 2013, to October 10, 2013, in the amount of \$90,288.52. | Bills Lists |
| 2. | MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the October 10, 2013, Travel Requests. | Travel Requests |
| 3. | MOTION by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated October 10, 2013, as follows: <ul style="list-style-type: none"> • Fund 10: \$ 46,572.50 • Fund 20: \$124,686.00 | Transfers |
| 4. | 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 July 31, 2013, with a | Treasurer’s/ Secretary’s Reports |

balance of \$1,345,579.29, and August 31, 2013, with a balance of \$2,051,656.29.

5. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous roll call vote that the Board hereby 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 July 31, 2013, with a balance of \$1,345,579.29, and August 31, 2013, with a balance of \$2,051,656.29. **Certification**

6. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve an addendum to transportation contract with Snyder Bus Company, Warren County terminal, effective from October 8, 2013 to June 30, 2014, as follows: **Addendum to Bus Contract**

Route	Per Diem	Inc./Dec.	Mileage	Aide	Per Diem
SN1 05	N/A	\$1.90/mile	4	N/A	7.60

7. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve Student ID #9762354517 to attend Mansfield Elementary, transportation to be provided by the parent. **Approve Student Attendance**

8. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board accept Student ID #9762354517 from Belvidere School District at a tuition receipt of \$1 for the 2013/2014 school year. **Accept Tuition Student**

9. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board adjust the mileage approvals for workshops attended beginning August 20, 2013 and ending on August 22, 2013, by the following personnel: **Mileage Adjustment**

- Corin Francisco: Mileage should have been 96 miles
- Jen Miccucci: Mileage should have been 147

Note: It was discovered that mileage was only listed and approved for one day instead of three days they drove – August 20, 21, 22, 2013.

10. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve projects to be submitted by Anthony Gianforcaro, Architect of Record, to the NJ Department

**Projects'
Submittal to
NJDOE**

of Education Facilities Department for approval for the referendum.

PUBLIC PARTICIPATION

None

DISCUSSION

1. Meeting Reminders:

Meetings

- October 25, 2014 Meeting – Cancelled
- November 14, 2013 – Next meeting

2. Mr. Momary stated that he attended the County School Board Meeting and brought back some handouts which fellow board members may be interested in.

**School Board
Info**

ADJOURNMENT

With no further business to discuss, the October 10, 2013, Work Session Meeting ended at 8:37 p.m. on *motion by Ms. Janowski, seconded by Mr. Barlow* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Tim Barlow
Vice President