

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
NOVEMBER 14, 2013**

CALL TO ORDER

Ms. Reyes opened the November 14, 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

Pledge of Allegiance

Roll Call

Present: Ms. Karri Reyes
Mr. Tim Barlow
Mr. Michael Coombs
Mr. John Falco
Ms. Tracey Janowski
Ms. Sharon McAlpin
Mr. Jim Momary
Ms. Desiree Mora-Dillon
Mr. Jason Winch

Absent:

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

COMMUNICATIONS

None

SPECIAL PRESENTATION – EAGLE SCOUT PROJECT PROPOSAL

Steven Pershyn of Troop 154, Mansfield Township, gave a presentation on a project he is proposing for consideration by the Board of Education. After having met with Mr.

Melitsky and Mr. Wanous, a decision was made to propose the construction of a walkway from the fifth grade wing doors up the slop and ending at the gravel drive. Drawings were given out to the Board for review and, if in agreement, approval of the project.

REFERENDUM

Mr. Anthony Gianforcaro, school architect, gave a presentation on the recent offering from the state of a ROD grant to qualifying districts.

The district is in a unique situation as the last mortgage payment will be March 15, 2015, and the State is offering to pay 40% on the dollar for approved school projects. There would be no tax impact if the Board stays within the approximate \$6.8 million.

Administration along with Mr. Wanous and Mr. Gianforcaro walked through the building and identified needs. Among the items listed were: The boilers are over 50 years old and will need to be replaced; all the sections of the roof on the building are out of warranty and will need to be replaced; there are 41 original uninvent (heating/ventilation) units in the classrooms for which parts are no longer available which will need to be replaced; the boys and girls lavatories are original to the building and will need to be replaced; lighting needs to be upgraded; there are five classrooms that need windows replaced; kitchen equipment needs to be replaced; the front parking lot needs to be resurfaced; a back parking lot needs to be installed.

It is anticipated that the referendum will take place in March, 2014.

Before that time, the Board will have to go through the list of projects and prioritize. Bond counsel and the financial expert will be putting together a final dollar figure that we can spend and not impact the taxpayer.

Application for approval of the projects will be submitted so that the referendum work could start.

ADMINISTRATIVE REPORT

Mr. Kemp had the following to report:

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| 1. Congratulations to Karri, Tim and Jim on getting re-election to the Board of Education. | Welcome Back |
| 2. The first marking period report cards will go home tomorrow, November 15. | Report Cards |
| 3. The Book Fair will be held on December 2 to 5, with Family Night on December 5 from 6 to 8 p.m. | Book Fair |
| 4. The Winter Concert will be held on December 17 at 7 p.m. | Winter Concert |
| 5. Our Policy Manual was sent out for a free review by NJ School Boards. The woman who used to work on updating our policy book no longer works for us; therefore, we will be looking to utilizing NJ School Boards' service to keep our Policy Book up to date. | Policy Manual |
| 6. The more informative sessions at NJ School Board Convention were: <ul style="list-style-type: none"> • Public participation at board meetings; • Anti-Bullying Bill of Rights Act: Where are we now? Case law was presented; • Lessons on leadership from the Battle of Gettysburg. | NJ School Boards
Convention |
| 7. A letter was sent home to parents regarding a student diagnosed with Pertussis. It is highly unlikely that the student was ever contagious while in school. Public Health was contacted and advised us to send the letter. | Letter to Parents |
| 8. There were three allegations of HIB investigated (numbers 5, 6, and 7). Two were found to be HIB. One was found not to be HIB. | HIB |

CUMULATIVE HIB REPORT

Mr. Kemp Reported the following for the September 1 to January 1 period:

**BI-ANNUAL
HIB REPORT**

- Number of investigated reports: 1
- Number of reports found to be HIB: 0
- Nature of HIB based on protected categories: 0
- Names of investigators: John Melitsky and Lauri Favreau
- Type and nature of any discipline imposed on students engaging in HIB: 0
- Any other measure imposed (training conducted or programs implemented) to reduce HIB: Fill a Bucket School-wide Initiative along with Respect Week, School Violence Awareness Week, and Red Ribbon Week.
- Number of incidents of violence or vandalism: 0

SPECIAL PRESENTATION: TEST RESULTS

Mr. Melitsky gave a detailed report on student achievement as measured by the tests given last spring. Questions were answered.

TEST RESULTS**PUBLIC PARTICIPATION**

Mr. Volpe stated that he would like to see a regular language taught other than American Sign Language – such as Spanish.

**WORLD
LANGUAGE**

Mr. Kemp explained that Spanish was taught here before and people did not feel there was a great benefit. The community was surveyed and the results came back resoundingly supporting American Sign Language.

CONSENT AGENDA

1. *Motion by Mr. Falco, second by Mr. Barlow*, and carried by unanimous vote that the Board approve the minutes of the following meetings:

MINUTES

- October 10, 2013, Work Session Meeting;
- October 10, 2013, Executive Session.

**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITIES**

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| <p>1. <i>Motion by Ms. Dillon, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve Mansfield Township School District to limit students participating in the Choice Program to two percent of the number of students per grade per year.</p> | CHOICE
PROGRAM |
| <p>2. <i>Motion by Ms. Dillon, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve the following 2013-2014 After School Club and their sponsors:</p> <ul style="list-style-type: none"> • Ski Club <p style="margin-left: 100px;">Diane Hogan
Chaperones: Diane Hogan,
Edward Kemp, Katie Quinn,
Donna McPhillips, John
Melitsky, Richard VanDien,</p> | SKI CLUB |
| <p>3. <i>Motion by Mr. Barlow, second by Mr. Winch</i>, and carried by unanimous vote that the Board approve the implementation of Steven Pershyn's Eagle Scout Project as presented.</p> | EAGLE SCOUT
PROJECT |

**APPROVAL AGENDA
PERSONNEL**

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| <p>1. <i>Motion by Mr. Momary, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve Edna Burton, RN, BS as a substitute nurse (criminal history check completed), as recommended by the Superintendent.</p> | SUBSTITUTE
NURSE |
| <p>2. <i>Motion by Mr. Momary, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve Joan Mandel as a substitute teacher (criminal history check completed), as recommended by the Superintendent.</p> | SUBSTITUTE
TEACHER |
| <p>3. <i>Motion by Mr. Momary, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve Cynthia Varamo as a substitute teacher (criminal history check completed), as recommended by the Superintendent.</p> | SUBSTITUTE
TEACHER |

**APPROVAL AGENDA
FINANCE**

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| <p>1. <i>Motion by Ms. Janowski, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • October 11, 2013, to October 31, 2012, in the amount of \$866,782.00; and • November 1 to 14, 2013, in the amount of \$190,493.42. | BILLS LISTS |
| <p>2. <i>Motion by Ms. Janowski, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve transfers as per the November 14, 2013, Report for the following:</p> <ul style="list-style-type: none"> • Fund 10: \$32,669.00 • Fund 20: \$15,968.00 | Transfers |
| <p>3. <i>Motion by Ms. Janowski, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve the November 14, 2013, Travel Requests.</p> | TRAVEL |
| <p>4. <i>Motion by Ms. Janowski, second by Mr. Barlow</i>, and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial report as of September 30, 2013, with a balance of \$2,073,169.71.</p> | SECRETARY'S/
TREASURER'S
REPORTS |
| <p>5. <i>Motion by Ms. Janowski, second by Mr. Barlow</i>, 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 6A:23-2.11(b) for the month ended September 30, 2013, with a balance of \$2,073,169.71.</p> | Certification |
| <p>6. <i>Motion by Ms. Janowski, second by Ms. McAlpin</i>, and carried by unanimous vote that the Board approve three McKinney-Vento contracts with Alpha Public Schools to receive the following students at tuition rates noted:</p> | Mc-Kinney-Vento
Contracts –
Students
Received |

- PC: \$ 8,567.48
- ZC: \$10,082.98
- AC: \$ 9,869.65

Note: Tuition has been pro-rated as follows: 11 days in September + 9 months at the regular tuition rate listed in the FY 13-14 budget.

7. ***Motion by Ms. Janowski, second by Ms. McAlpin,*** and carried by unanimous vote that the Board approve three McKinney-Vento contracts with Phillipsburg School district to send the following students at tuition rates noted:

**McKinney-Vento
Contracts
Students Sent**

- SG: \$9,272.88
- TG: \$9,272.88
- LG: \$7,439.61

Note: Tuition has been pro-rated from September 26, 2013, start date.

8. ***Motion by Ms. Janowski, second by Ms. McAlpin,*** and carried by unanimous vote that the Board approve the disposal of computers and related equipment per attached list, with the Cisco equipment to be offered for sale/auction.

**Technology
Disposal**

9. ***Motion by Ms. Janowski, second by Ms. McAlpin,*** and carried by unanimous vote that the Board approve Phoenix Advisors, LLC, to upload the 2012-2013 CAFR (Audit Report) to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) website as required by the Board's "Continuing Disclosure Agreement" contained in bond documents, at a cost of \$500.

EMMA Filing

Note: This filing is complex and a timely filing is a crucial prerequisite to accessing the bond and note markets to finance important capital projects. This is more involved than just uploading a file to the site as there are many layers and one must know precisely which layers have to be accessed and dealt with.

DISCUSSION AGENDA

None

PUBLIC PARTICIPATION

1. Ms. Dawn Smith suggested that the district pursue LEED certification when updating the building. **LEED Certification**
2. Strategies for selling the referendum to the public were discussed. A suggestion was made that meetings with small groups could be held for that purpose. **Referendum**

ADJOURNMENT

Motion by Mr. Barlow, second by Ms. Janowski, and carried by unanimous vote that the Board adjourn the November 14, 2013 meeting. 9:59 p.m.

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/Board Secretary

Tim Barlow
Vice President