

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
DECEMBER 19, 2013**

CALL TO ORDER

Ms. Reyes opened the December 19, 2013, Regular 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.

Pledge of Allegiance

Roll Call

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

Absent: Mr. John Falco

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

COMMUNICATIONS – MRS. ROSZKOWSKI

The following communications were read:

1. November 29, 2013, letter from Patrick J. Cogley, Regional Inspector General for Audit Services, advising the Board that “. . . an initial review of the audit report on the district for the period July 1, 2011, through June 30, 2012, performed by William M. Colantano, Jr., Certified Public Accountant, met Federal audit requirements.” **Federal Audit Report Review**

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| 2. | December 5, 2013, letter from Mrs. Amy Kemp requesting an extension of her child rearing leave from December 31, 2013, through June 30, 2014, with return to teaching post in September, 2014. | Child Rearing
Extension
Request |
| 3. | November 19, 2013, letter from Mrs. Monica Navas requesting an extension of her child rearing leave from January 1, 2014, through August 31, 2014, with return to teaching post in September, 2014. | Child Rearing
Extension
Request |
| 4. | December 5, 2013, letter from Mrs. MaryAngela Mika advising the Board of her retirement effective June 30, 2014. | MaryAngela
Mika
Retirement |

REFERENDUM – FACILITIES COMMITTEE

The Facilities Committee met on December 11, 2013, to go over the list of recommended projects for the referendum. The Committee was in agreement that all the projects on the list are necessary. Some of the major projects on the list include:

Referendum

- Replacement of 50-year+ boilers;
- Roof replacement on entire building as they are out of warranty and leaking;
- Unit ventilators (radiators) in the original part of the building can no longer be fixed as parts are no longer made;
- Windows project needs to be finished;
- Exterior doors are rusted and rotted and need replacement;
- The front parking lot is crumbling;
- A back driveway will be installed to allow access to fields;
- A slab over the oil tank is crumbling and needs to be replaced; as well as
- Various security updates are to be addressed.

The last payment on the original bond (mortgage payment) will be on March 15, 2015. The new bond will go into effect in the 2015-2016 year. There will be **no additional cost to the taxpayer** because the new debt will replace the old debt.

This is an opportune time to seek debt service as the State is giving out a 40% match for approved projects. The net result of this will be a **slight decrease** in debt service payments: New net

average debt service is calculated to be \$322,469 vs. the current \$337,922.

Some “tweaks” were made by the Board to keep within the proposed \$6.685 million proposal by cutting down the number for air-conditioning the server room and moving that money to fix the roof.

Discussion was had as to how this will be presented in the community to get the word out. Mr. Kemp told the Board that he was on WRNJ this morning with Mrs. Roszkowski discussing this topic. Use of social media and having meetings in homes throughout the community before the vote was supported by the Board. The Bond Attorney will be contacted to get parameters as to what the Board can say and what school groups can say with regard to the referendum.

ADMINISTRATIVE REPORT – MR. KEMP

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. Madico, the maker of the film, was contacted. They sent out an expert installer to evaluate the job. The installer has recommended that all materials for four windows be replaced and remediation for the rest of the windows. | Safety Film |
| 2. The Student Council held a Pajama Drive and collected sixty-three pairs of pajamas and collected \$635. Congratulations on a job well done. | Student Council
Pajama Drive |
| 3. Mrs. Roszkowski and I appeared on WRNJ today to discuss the referendum. | Referendum |
| 4. The Winter Concert was held on Wednesday night due to the snow day on Tuesday. Congratulations to Mrs. Slate and Mrs. Havrisko for excellent performances. | Winter Concert |
| 5. A Joint Board Meeting for the Warren Hills Cluster will be held on Thursday, January 23, 2014, at Brass Castle School in Washington Township, at 6 p.m. It is suggested that the President and Vice President and/or their designees attend. | Joint Cluster
BOE Meeting |
| 6. There was one allegation (No. 8) reported. After investigation, it was found to be HIB. Consequences were applied and remedial measures were provided. | HIB |

SPECIAL PRESENTATION – AUDIT REPORT

Mr. Colantano opened the presentation with the following statement: “The last few years have been very difficult, but the district maneuvered through the rough waters and was able to maintain its programs.” The following areas were also reviewed:

- The district has no control over benefits costs.
- The highest decrease in expenses was in the special needs tuition line.
- Pupil transportation expenses were down by 28.81% (over a 10 year period), while special ed transportation costs for the same period are down 25.25%.
- Mr. Colantano complimented the Board and Administration for “finding a perfect balance of continuing to provide a quality education.”
- It was Mr. Colantano’s professional opinion that where the Board/Administration has control over expenses, they have done very well. However, the opposite is true over expenses that are out of the Board/Administration’s control.
- A 10-year analysis of taxes was reviewed with the Board. Taxation on a more local level was also compared. Mansfield Township School continues to have the lowest increase when compared to the Regional School and the Township and his other clients.

Surplus Analysis:

- Deposits were made to the Capital and Maintenance Reserve funds according to the Board’s June resolution.
- Fund Free Balance has remained approximately at the same level as in the past years.

For the future: Mr. Colantano was pleased that the Board is considering the replacement of old debt with new debt to maintain the building which will avoid an artificial dip in the taxes and a win-win for the community and the school.

An overview of the various funds’ revenues and expenses was given. There were no audit recommendations this year.

Questions were answered at the end of the audit report review.

PUBLIC PARTICIPATION

None

CONSENT AGENDA

Motion by Mr. Winch, second by Mr. Barlow, and carried by unanimous vote that the Board approve the minutes of the following meeting: **Minutes**

- November 14, 2013, Regular Meeting

**APPROVAL AGENDA
PERSONNEL**

1. *Motion by Mr. Barlow, second by Mr. Winch*, and carried by unanimous vote that the Board approve Mrs. Amy Kemp’s request to extend her child rearing leave from December 31, 2013, through June 30, 2014, with a return to her teaching position for the 2014-2015 school year. **A. Kemp
Child
Rearing
Leave**

2. *Motion by Mr. Barlow, second by Mr. Winch*, and carried by unanimous vote that the Board approve Mrs. Monica Navas’ request to extend her child rearing leave from January 1, 2014, to August 31, 2014, with a return to her teaching position for the 2014-2015 school year. **M. Navas Child
Rearing Leave**

3. *Motion by Mr. Barlow, second by Mr. Winch*, and carried by unanimous vote that the Board accept Mrs. MaryAngela Mika’s resignation/retirement effective June 30, 2014. **M. Mika
Retirement**

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

1. The following Resolution was adopted on *Motion by Ms. Dillon, second by Mr. Barlow*, and carried by unanimous vote: **Referendum**

WHEREAS the final bond payment for the district will be made on March 15, 2015;

WHEREAS it has been recommended by the Auditor and financial experts that new bonds be issued to repair and improve the building and grounds;

WHEREAS it is recognized that there will be no additional cost to the taxpayer if new bonds are issued at the expiration of the old issue;

WHEREAS the Board recognizes that there are many facilities updates needed to keep the building and grounds in good repair;

WHEREAS a Facilities Committee was appointed to recommend to the entire Board which projects should move forward;

NOW THEREFORE BE IT RESOLVED that the Board approve the Facilities Committee recommendation to submit

\$6,685,350 in projects to the Department of Education to be considered for debt service approval;

BE IT FURTHER RESOLVED that Anthony Gianforcaro, District Architect, is hereby given permission to submit the necessary papers, drawings, and documents to the NJ Department of Education for approval of said projects.

**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 Lists

- November 15 to 30, 2013, bills list in the amount of \$719,917.04.
- December 1, 2013, to December 19, 2013, bills list in the amount of \$555,144.75.

2. **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous vote that the Board approve transfers as per the December 19, 2013 Report for the following:

Transfers

- Fund 10: \$5,159.51
- Fund 20: \$5,085.00

3. **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous vote that the Board approve the December 19, 2013, Travel Requests.

**Travel/
Workshops**

- 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 report as of October 31, 2013, with a balance of \$1,970,004.39.

**Treasurer/
Secretary’s
Reports**

- 5. The following resolution was adopted on **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous roll call vote:

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:23-2.11(b) for the month ended October 31, 2013, with a balance of \$1,970,004.39.

- 6. **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous vote that the Board accept the 2012/2013 Audit and Management Report with no recommendations and approve the Corrective Action Plan with the notation: “No Audit Recommendations.”

Audit

DISCUSSION AGENDA

- 1. Mr. Melitsky stated that the Skit Club starts on January 9, 2014. A question was posed as to whether a separate car will be going to the site in case of emergency. Mr. Melitsky said that there would be no change from the previous year.

Ski Club

- 2. Mrs. Roszkowski stated that a hot box and a cold box broke and need replacement. The replacement cost of the kitchen equipment is estimated to be \$6,000 and requested board permission to replace the pieces.

**Kitchen
Equipment
Replacement**

Motion by Mr. Barlow, second by Mr. Winch, and carried by unanimous vote that the Board approve the purchase/replacement of kitchen equipment not to exceed \$6,000.

- 3. Mrs. Roszkowski reported that the pieces of equipment pulled from the disposal list at the November meeting were advertised for sale to the highest bidder through NJ

**Equipment
Disposal**

Association of School Officials website. One district made an offer of \$10 for all pieces. When contacted, the offer was pulled. Ebay had similar pieces listed for sale at \$20 each. The Board did not want to pursue further listing the pieces on ebay.

Therefore, a request is being made to dispose of the pieces pulled from the November disposal list.

Motion by Mr. Barlow, second by Mr. Coombs, and carried by unanimous vote that the Board approve the disposal of the of computer equipment pulled from the November disposal list.

Note: The equipment and serial numbers are as follows:

<u>Equipment</u>	<u>Serial Number</u>
Cisco Catalyst Switch 2950	FOC0823W1BZ
Cisco 2600 Series Router	JMX0529K598
Cisco Catalyst Switch 2950	FOC0823W1CT
Cisco Catalyst Switch 2950	FOC0823W1CT
Cisco IDF Switch 3500 Series	CSG0829P036
Mac Rack Server	10000198

PUBLIC PARTICIPATION

None

ADJOURNMENT

Motion by Mr. Barlow, second by Ms. Janowski, and carried by unanimous vote that the Board adjourn the December 19, 2013 meeting. 8:59 p.m.

Respectfully submitted,

Mary E. Roszkowski
School Business Administrator/Board Secretary

Tim Barlow
Vice President