

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
JANUARY 14, 2010**

CALL TO ORDER

Mr. Stabile opened the January 14, 2010 Work Session Meeting of the Mansfield Township Board of Education at 7:11 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, May 6, 2009, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

ROLL CALL

Present: Mr. Jeff Stabile
Mr. Richard Young
Mr. John Bell
Ms. Barbara Curto
Dr. Clancy (arrived 7:37 p.m.)
Ms. Tracey Janowski
Mr. Kenneth Polakowski
Ms. Karri Sienna-Reyes
Mr. Russell Uhrig

Absent:

Also present were: Mr. Kemp, Mr. Melitsky, and Ms. Roszkowski.

Community: Seven community and/or staff members were present.

**SPECIAL PRESENTATION – AUDIT REPORT
–MR. WILLIAM COLANTANO, JR.**

Mr. Colantano complimented the Board and Administration for “finding a perfect balance of providing a quality education while keeping the taxes reasonable as compared to other school districts.” It was noted by Mr. Colantano that consolidation is not necessarily the answer to lowering property taxes given that districts such as Mansfield are doing a good job at keeping costs down.

A 10-year analysis of taxes shows that Mansfield School District taxes went up approximately 36% compared to other districts in the state whose taxes went up by as much as 150%. Taxation on a more local level was also compared. Mansfield Township School had the lowest increase when compared to the Regional School and the Township.

Fund balances at year end were discussed. The current school budget includes approximately a \$75,000 give back to the taxpayer. The value of giving back to the taxpayer is inconsequential when broken down by household, according to Mr. Colantano.

An overview of the various funds' revenues and expenses was given. The definition of free fund balance was given. One audit recommendation was noted .

There were no questions.

COMMUNICATIONS

The following were read:

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| <p>1. A December 23, 2009 letter from Kathleen Jacoby requesting approval for:</p> <ul style="list-style-type: none"> • A maternity leave of absence beginning Monday, February 1, 2010, utilizing eight sick days; • Six week disability leave due to c-section; • With an anticipated return to duty on Monday, March 29, 2010. | <p>K. JACOBY
REQUEST FOR
LOA</p> |
| <p>2. A January 5, 2010 letter from Stephanie Hahn requesting the following leaves:</p> <ul style="list-style-type: none"> • Maternity/Disability leave of absence commencing on or about March 1, 2010 utilizing twenty sick days; • Placement on a NJ Family Leave of Absence for twelve weeks with intent to use benefits under NJFLI; • With anticipated return to duty on or about April 26, 2010. | <p>S. HAHN
REQUEST FOR
LOA</p> |
| <p>3. A January 12, 2010 letter from Monica Navas requesting the use of an additional five sick days from her sick day bank since she went past the original due date of the delivery of her child, with anticipated return to duty on or about May 17, 2010.</p> | <p>M. NAVAS</p> |

ADMINISTRATIVE REPORT

Mr. Kemp reported on the following:

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| <p>1. Enrollment now stands at 719 students – the highest we have had in a long time.</p> | <p>ENROLLMENT</p> |
| <p>2. A Successmaker® Club that meets twice a week was started. It is felt that the Successmaker® program is working.</p> | <p>SUCCESSMAKER®
PROGRAM</p> |
| <p>3. Writing is something we want to improve in the district. A teacher attended a workshop and thought the strategies taught would be</p> | <p>WRITING
WORKSHOP</p> |

perfect to bring to the district. The county was surveyed for interested in this workshop. We will be looking to host this workshop so that teachers can all have access to this workshop.

4. The latest scores for NJ Pass 1 and 2 have been analyzed. It was found that the use of NJ Pass 1 was not as beneficial for Grade 1; therefore, will no longer be administered. We will keep NJ Pass for Grade 2 so that students can have experience in testing. **NJ PASS 1 & 2**
5. New Jersey State offered a federally funded grant entitled, "Race to the Top." Districts were asked to put together a grant application; however, very little information with regard to certain aspects of the grant was available. The NJEA advised local education association Presidents not to sign the grant document because the grant required that merit pay be tied in. **RACE TO THE TOP GRANT**

It was felt that there would be a great deal of work necessary to file the grant and that the benefit would be minimal to Title I districts. Since there was not enough information and, since the district would have to commit to continue to support projects started under the grant after the initial funding dried up, it was found that we could not participate given the uncertainty with school funding.

PUBLIC PARTICIPATION

1. Ms. Elodie Kearny stated that "Life is good."
2. Mr. Roy Smith of Slope Drive introduced himself and stated that this is his first time in attendance and that the reason he is attending the meeting is to educate himself as to what goes on locally at meetings of this type.

CONSENT AGENDA

MOTION by Mr. Bell, second by Ms. Reyes and carried by majority vote [with Messrs. Bell and Polakowski abstaining] that the Board approve the minutes of the following meeting: **Minutes**

- December 10, 2009, Regular Meeting;
- December 10, 2009, Executive Session.

APPROVAL AGENDA PERSONNEL

1. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve Thomas B. Lynch as a **T. Lynch
Sub Roster**

substitute teacher (criminal history check completed), as recommended by the Superintendent,

2. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve K. Jacoby's request for the following leaves: **K. Jacoby
LOA**
 - Maternity disability leave of absence beginning Monday, February 1, 2010, utilizing eight sick days;
 - Six-week NJ Family leave of absence after the scheduled February 11, 2010, delivery;
 - With anticipated return to work on Monday, March 29, 2010.

3. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve S. Hahn's request for the following leaves: **S. Hahn
LOA**
 - Maternity disability leave of absence beginning Monday, March 1, 2010, utilizing twenty sick days;
 - Upon termination of the disability period, a twelve-week NJ Family leave of absence, utilizing Family Leave Insurance Benefits for the maximum time period available under law;
 - With anticipated return to work on April

4. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Amy Reed as maternity leave replacement effective on or about February 23, 2010, through April 23, 2010, Step BA1, at a pro-rated salary of \$43,490, (criminal history check completed), as recommended by the Superintendent. **A. Reed
Maternity
Leave
Replace-
ment**

5. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Marc Tyson and Karen Pezzolla as Teachers in Charge in the event all other administrators are out of the building, as recommended by the Superintendent. **Teachers
Charge**

6. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve a tenure contract for A. Margolin effective January 4, 2010, through June 30, 2010, Step B11 at a prorated salary of \$61,005, as recommended by the Superintendent. **A. Margolin
Contract**

(Note: A. Margolin was out on leave at the time contracts were struck for the 2009/2010 school year – she was not on the list at

that time due to options available to Mrs. Margolin.)

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| 7. | <i>MOTION by Mr. Young, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Anna Lacaillade as a substitute teacher (criminal history check completed), as recommended by the Superintendent. | Anna Lacaillade
Sub Roster |
| 8. | <i>MOTION by Mr. Young, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Dana Gannon as a substitute teacher (criminal history check completed), as recommended by the Superintendent. | D. Gannon
Sub Roster |
| 9. | <i>MOTION by Mr. Young, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Monica Navas' request for utilization of an additional five sick days during her disability leave of absence and also amend her return to work on or about May 17, 2010. | M. Navas
Amend
LOA Request |

APPROVAL AGENDA FINANCE

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| 1 | <i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the following bills lists: <ul style="list-style-type: none"> • December 11, 2009, to December 31, 2009, in the amount of \$756,712.79; and • January 1, 2010, to January 14, 2010, in the amount of \$59,657.79. | Bills List |
| 2. | <i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of October 31, 2009, with a balance of \$1,303,406.71 and November 30, 2009, with a balance of \$1,431,845.87. | Secretary/
Treasurer's
Reports |
| 3. | <i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by unanimous 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 months of October 31, 2009, with a balance of \$1,303,406.71, and November 30, 2009, with a balance of \$1,431,845.87. | Certification |
| 4. | <i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by | Transfers |

unanimous vote that the Board approve the January 14, 2010, Funds Transfer Report as follows:

- Fund 10: \$9,511
- Fund 20: \$122.50

5. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board approve the January 14, 2010, travel report. **Travel**

6. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board approve a contract with Warren County Special Services School District to provide MA with OT Services at a rate of \$85 per hour, one hour minimum per on site visit (excluding Stepping Stone), and \$350 per evaluation and written report (hourly attendance at IEP meeting, etc., not included in evaluation cost), effective November 2009, through June, 2010. **WC SSSD Contracted Services**

7. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board approve a tuition contract with Stepping Stone School to provide educational services for MA, effective November 1, 2009, through June 30, 2010, at a rate of \$221.47/day, excluding transportation. **Stepping Stones Tuition Contract**

(Note: This tuition and transportation cost is now the district's responsibility as the child was formally adopted in November, 2009.)

8. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board approve a tuition contract with The Children's Home/Mary A. Dobbins School, Mount Holly, NJ, for DM, effective December 9, 2009, through June 30, 2010, at a rate of \$289.71 per day. **Children's Home Tuition Contract**

Discussion: Contract yearly totals equal approximately \$63,000. District's professionals were not consulted/had no input with regard to placement. NJ DYFS had sole rights to the decision on behalf of this child. District Officials contacted various NJ State agencies in an efforts to verify that District is responsible.

9. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board accept the State of New Jersey, Department of Education, ASSA/DRTRS/EXAID audit with the following recommendations: **ASSA/DRTRS/EXAID Audit Recommendations**

1. The district maintain data for the entire month of October as part of the ASSA documentation.
 2. The district accurately report Speech Only students and Preschool Disabled students on the ASSA filing.
10. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the Corrective Action Plan (CAP) for the State of New Jersey, Department of Education ASSA/DRTRS/EXAID Audit, per Schedule A, and as presented. **ASSA/DRTRS/EXAID CAP**
11. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board authorize the Business Administrator to provide any and all underwriting data in order to participate in a HIF feasibility study. **HIF Feasibility Study**

PUBLIC PARTICIPATION

1. Mr. Smith, 17 Slope Drive, stated that he is attending a School Board Meeting for the first time and that he was interested in where tax dollars are going. **First Time Attendee**
2. Mr. Volpe, 9 Slope Drive, also stated that this is the first time he has attended a meeting. **First Time Attendee**

DISCUSSION

1. Mr. Young announced that a Special Ed advisor was going to give a presentation at Warren Hills on February 10, 2010 about creating IEPs (Individual Education Plan). **SE Presentation at Warren Hills**
2. Ms. Reyes commented that as the auditor was reviewing various sections of our finances, he gave the district high marks in fiscal responsibility. Ms. Reyes attributes the high marks in fiscal responsibility to the Administrative team and thanked the team for the hard work in continuing to keep the district on that track. **District Fiscally Responsible Per Auditor**
3. After the last meeting, Mr. Uhrig felt uncomfortable that the Board voted on an item without having all the facts presented to them. He contacted School Boards for advice and brought his concerns to the table. **Would Like More Information**

Dr. Clancy shared the same concerns with the Board and offered that she, too, was uncomfortable in that she did not have all the

facts.

After hearing the concerns of several board members, Mr. Stabile asked Mr. Young to make a motion to go into Executive Session.

Executive Session

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

WHEREAS, the Board must consider matter(s) involving personnel and individual privacy 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. Action will not be taken.
(8:20 p.m.)

2. **MOTION by Mr. Young, second by Mr. Uhrig** and carried by unanimous vote that the Board return to Regular Session.
(8:34 p.m.)

**Reconvene to
Public Session**

ADJOURNMENT

With nothing further business to discuss, the January 14, 2010 Work Session ended at 8:36 p.m. on *motion by Ms. Curto, seconded by Mr. Bell* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Mr. Young
Vice President