

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
MARCH 11, 2010**

**CALL TO ORDER**

Mr. Stabile opened the March 11, 2010 Work Session Meeting of the Mansfield Township Board of Education at 7:01 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  
Dr. Clancy (arrived 7:03 p.m.)  
Ms. Tracey Janowski  
Mr. Kenneth Polakowski  
Ms. Karri Sienna-Reyes  
Mr. Russell Uhrig

Absent: Ms. Barbara Curto

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

**COMMUNICATIONS**

The following was read:

- 1. Letter from the state as follows:

“A report of review of the Mansfield Township Board of Education’s enrollment data used for the Application for State School Aid (ASSA) and district Report of Transported Resident Students (DRTRS) as of October 15, 2008 was sent to your district on December 18, 2009. The report also included a review of FY 2008-2009 Special Education Extraordinary Aid (EXAID). No State Aid adjustments will be made to FY 2009-2010 based on this review. A corrective action plan (CAP) was received on January 24, 2010 in response to the department’s examination report recommendations. The Office of Fiscal Accountability and Compliance (OFAC) has reviewed the CAP and supporting documentation which is acceptable as submitted.

**STATE AUDIT OF  
ASSA  
DRTRS  
EXAID**

OFAC Case #SAAU-64-09 is now closed. Thank you for your cooperation. If you have further questions please have appropriate staff call me.

Sincerely,

Robert W. Ortley, Manager  
State Aid Audit Unit”

2. Colleen Hurley’s letter:

“I am respectfully requesting a Maternity Leave of Absence to commence on or about April 20. I intend to use 20 days of my accumulated sick days. After that 20 days, I wish to be placed on an unpaid leave of absence in accordance with the New Jersey Family Leave Act until the end of the school year. I intend to apply to the State of New Jersey for Family Leave Insurance Benefits for the maximum time period available under that law. I expect my health benefit status to remain unchanged through the end of the school year. I anticipate returning to my full time position as the School Nurse in September 2010. Thank you for you [sic] cooperation and support.

Sincerely,

Colleen Hurley”

3. Dr. Brennan’s letter:

“Dear Mr. Kemp:

The Mansfield Township School District’s request to adjust the State Aid reductions (Executive Order No. 14) issued by Governor Christie has been received by my office and carefully reviewed. As you are aware, the Executive Order directs the Executive County Superintendent to review all district appeals and make a determination as to whether or not the district’s actual balance, less any remaining budgeted withdrawals as of February 11, 2010 is different than the amount calculated by the Department. The difference between the actual balance for the specific reserve and the amount calculated can be recommended for adjustment. These criteria were applied when considering your district’s request.

**C. HURLEY  
REQUEST FOR  
LOA**

**DENIAL OF  
APPEAL**

The district's request to recalculate excess capital reserve, maintenance reserve and excess unreserved undesignated fund balance for State Aid adjustment is denied, due to the fact that funds have not been withdrawn from capital reserve, maintenance reserve and excess unreserved undesignated fund balance as of February 11, 2010. In addition, the December board secretary's report lists an available balance in fund 11 of \$1,356,181.46 that may be used to replace withheld funds.

Sincerely,

Kevin B. Brennan, Ed.D  
Executive County Superintendent"

Discussion:

- Rules were given out after the game was played. District/(s) were not given a warning that this was being considered.
- District was advised by County BA not to bid on widows project without a signed agreement from NJ Department of Education. Therefore, there was no need to move funds until we needed same.
- When appeal was delivered, it was brought to the County BA's attention that school districts are no longer allowed to "encumber" monies; therefore, the balance of \$1,356,181.46 does not include anticipated (guaranteed) expenses in lines such as health benefits and other large ticket items and that the true balance is considerably lower.
- Four Hunterdon County districts with proposed building projects, similar to this district's situation, were granted appeals.

## **ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

1. We are waiting for revenue figures from the state. A draft of the budget we have still leaves us with \$111,000 to cut just to get to a flat budget. There are many rumors as to what we will be receiving in revenues. The worst case scenario is that we will have to cut \$539,000 beyond a flat budget.

## **BUDGET**

This has been a waiting game. We are making adjustments to the draft budget trying not to impact children and programs.

- 2. We are hosting our own email service now on Microsoft Exchange. **EMAIL SERVICE**  
Thank you, Thane.
- 3. On a positive note: The Chess Team came in 2<sup>nd</sup> place. **CHESS TEAM**  
Congratulations to all participating in this program. **2<sup>ND</sup> PLACE**

**PUBLIC PARTICIPATION**

None

**CONSENT AGENDA**

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

- February 18, 2010, Regular Meeting;

**APPROVAL AGENDA  
PERSONNEL**

- 1. *MOTION by Mr. Young, second by Mr. Bell* and carried by **C. Hurley**  
unanimous vote that the Board approve the following leaves as **LOA**  
requested by Mrs. C. Hurley:
  - Maternity leave of absence on or about April 20, 2010  
utilizing 20 accumulated sick days;
  - Unpaid leave of absence in accordance with the NJ Family  
Leave Act until the end of the school year;
  - With return to duties in September, 2010.
- 2. *MOTION by Mr. Young, second by Mr. Bell* and carried by **K. Ference**  
unanimous vote that the Board approve Kathleen Ference as a **Maternity Leave**  
maternity leave replacement for the school nurse from April 12, **Replacement**  
2010, to June 30, 2010, Step BA-1 at a prorated salary of \$44,315,  
as recommended by the Superintendent.
- 3. *MOTION by Mr. Young, second by Mr. Bell* and carried by **Y. Vitale**  
unanimous vote that the Board approve a non-tenure contract for **PT**  
Yamir Vitale, half-time pre-school paraprofessional, effective **Paraprofessional**  
March 8, 2010, through June 30, 2010, at an hourly rate of \$9.36,  
as recommended by the Superintendent
- 4. *MOTION by Mr. Young, second by Mr. Bell* and carried by **Z. Heymann**  
unanimous vote that the Board approve Zachary Heymann as a **Sub Custodian**

substitute custodian (Criminal History Check Completed), as recommended by the Superintendent

5. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve a non-tenure contract for Sadie Szucs, part time (32.63 hours per week) paraprofessional, effective March 15, 2010, through June 30, 2010, at an hourly rate of \$9.36 as recommended by the Superintendent **S. Szucs  
PT  
Paraprofessional**

**APPROVAL AGENDA  
CURRICULUM/FACILITIES/POLICY**

1. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve revisions to the following: **Policy 5131  
Regulation 5131**
- Policy 5131: *Conduct and Discipline*
  - Regulation 5131: *Conduct and Discipline Code of Conduct*

**APPROVAL AGENDA  
FINANCE**

- 1 **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**
- February 19, 2010, to February 28, 2010, in the amount of \$696,654.53; and
  - March 1, 2010, to March 10, 2010, in the amount of \$83,047.15.
2. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve Fund 10 transfers in the amount of \$500 as listed on the March 11, 2010 report. **Transfers**
3. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve a special education tuition contract with Lake Drive School for SM to attend commencing on or about March 8, 2010, to June 30, 2010, at a cost of \$20,700.60 (transportation not included) **SE Student Placement**
4. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the sale (best offer)/disposal of the following items: **Sale/Disposal**

- Parallel bar with uneven bar and floor tie down
  - Mini trampoline,
  - Metal parallel bars
  - Reuther board and wooden balance beam
  - Three, three-tier choral risers
  - Printer Cartridges per Attachment 1
5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the submission of the 2008/09 NCLB Final Report. **2008/2009 NCLB Final Report**
  6. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board enter into a “Shared Service Agreement” with Washington Township Board of Education, effective September 1, 2010, through June 30, 2011, for the purpose of sharing a Cluster Curriculum Writer, at a cost of \$1,500.00. **Shared Services Curriculum Writer**
  7. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve Workshops/Travel per March 11, 2010 Request, attached. **Workshops**

**PUBLIC PARTICIPATION**

Mr. Smith inquired whether the services of a Curriculum Coordinator could be centralized. **Curriculum Coordinator**

It was explained that is exactly what is being done within the cluster schools. The curriculum writer that was approved this evening is doing work for all sending schools to Warren Hills and that cost is being shared by all the sending schools.

**DISCUSSION**

1. A special meeting will be required to gain approval for the submission of the budget to the County Office. Because of tight timelines for turnaround of the budget, two dates are to be advertised for a Special Meeting: Thursday, March 18, 2010 and March 19, 2010 at 7:30. **Special Meeting Dates for Submission of Budget**
2. Public Hearings on Budget could be held from Friday, March 26, 2010, through Saturday, April 3, 2010. After a straw poll of dates Board Members could all be present, it was decided that the Public Hearing on Budget would be held on Wednesday, March 31, 2010, at 7 p.m. **Public Hearing on Budget**

3. Asbestos removal would be a necessary first step to prepare the window replacement worksites. Quotations for this work will be requested and presented at the next meeting.

**Windows  
Project**

**ADJOURNMENT**

With no further business to discuss, the March 11, 2010 Work Session ended at 7:50 p.m. on *motion by Mr. Uhrig, seconded by Mr. Bell* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Richard Young  
Vice President