

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
AUGUST 12, 2010**

CALL TO ORDER

Mr. Bell opened the August 12, 2010 Work Session Meeting of the Mansfield Township Board of Education at 7:45 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 4, 2010, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mr. John Bell	Absent: Ms. Karri Sienna-Reyes
Mr. Tim Barlow (arrived 7:45 p.m.)	Dr. Clancy
Ms. Barbara Curto	Mr. Jeff Stabile
Ms. Tracey Janowski	Mr. Richard Young
Mr. Russell Uhrig	

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

Community: Approximately five community and/or staff members were present.

COMMUNICATIONS

The following letters were read:

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| 1. Monica Navas’s August 3, 2010 letter requesting an extension of her child rearing leave from September 1, 2010 to December 23, 2010. | M. NAVAS
CHILD REARING
LEAVE |
| 2. Hunterdon County Executive County Superintendent, Gerald J. Vernotica, advised that he reviewed Mrs. Roszkowski’s employment contract and determined that the provisions of the contract are in compliance with the regulations and, therefore, approved the contract. | CONTRACT
APPROVED |
| 3. Patricia A. Moore: Expressed disappointment and concern with regard to budgetary cuts – specifically personnel reductions. | BUDGET CUTS |

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

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| 1. | The county has approved the district's Professional Development Plan for 2010-2011. Congratulations to Amy Richardi, Diane Hogan, Jennifer Borrmann, Jennifer Santa, Paula Thatcher, and John Melitsky on putting together an excellent plan. | PROFESSIONAL
DEVELOPMENT
PLAN APPROVED |
| 2. | The NJ Department of Education Office of Special Education Programs has reviewed the district's special education program and deemed that it meets requirements. The next review will occur in July 2011. Congratulations to Patti-Jo Raiello and the entire special education staff. | SPECIAL ED
PROGRAM MEETS
REQUIREMENTS |
| 3. | The gym lighting project is complete. | GYM LIGHTS |
| 4. | The window shipment expected delivery date is August 23, 2010. All four sections will be completed this summer. | WINDOWS |
| 5. | As requested, the Race to the Top letter was drafted and sent out. No response had been received. | RTTT |
| 6. | A letter was submitted to the President of the Board advising that a one-year salary freeze had been taken which is reflected in the salary being voted on tonight. | SUPERINTENDENT
TAKES SALARY
FREEZE |
| 7. | The district has no QSAC (Quality Single Accountability Continuum) requirements for this school year. | QSAC |
| 8. | All NJ school leaders are required to complete 12 hours of training in school law, ethics and governance by June 30, 2013. "I have completed this requirement as a result of attending and completing the course work for Legal One during the past school year. | SCHOOL LEADER
REQUIREMENTS |
| 9. | The audit has been completed and went well. We are waiting for a formal report. Congratulations to Mary Roszkowski and Annette Stankavish for their dedicated work. | AUDIT COMPLETE |
| 10. | The Book Loft is donating four to seven bookshelves to the school. | BOOK LOFT |
| 11. | The free energy audit has been completed. We will be meeting with the company to go over their findings. | ENERGY AUDIT |

12. There is a new security drill responsibility starting with this school year. We are no longer required to have two fire drills per month. Starting in November, there will be one fire drill and one security drill per month. All full-time staff must receive training on school safety and security and drills within one year. **DRILLS**

“Mr. Melitsky and I will be attending training on new procedures on Tuesday, August 17, 2010.”

13. The NJ treasurer says that schools will be receiving the same level of funding in 2011. A 2% cap is in place for the next budget cycle. **2% CAP**
13. New Jersey is expected to receive \$268 million through the federal economic stimulus program. If the Governor doesn't accept the money, then the funds will all go to Title I districts. **STIMULUS \$**

CONSENT AGENDA

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

- June 24, 2010, Regular Meeting.

APPROVAL AGENDA PERSONNEL

1. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve a non-tenure contract for Deboranne Marley to serve as a 4/5 LD/TC (Learning Disabled/Teacher Consultant) effective September 1, 2010 to June 30, 2011, Step MA-12/MA-13 at a pro-rated salary of \$54,786.00 (criminal history check completed), as recommended by the Superintendent. **D. Marley
Non-tenure
Contract**
2. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve Monica Navas's request for an extension to her child rearing leave, effective September 1, 2010, through December 31, 2010, as recommended by the Superintendent. **M. Navas
Child Rearing
Leave**
3. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve Aimee Voss as a child-rearing leave replacement effective September 1, 2010, through December 23, 2010, Step B-1 at a prorated salary of \$44,315.00 **A. Voss
Replacement
Teacher**

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

4. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve the Superintendent's 2010/2011 contract/salary of \$119,600. **Superintendent's Salary Set**

(Note: The Superintendent took a voluntary one-year salary freeze due to the economic conditions.)

5. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve the School Business Administrator's contract, effective July 1, 2010, to June 30, 2011, at a salary of \$92,081, as recommended by the Superintendent. **School Business Administrator's Contract**

6. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve amendments to the following 2010/2011 contracts, as recommended by the Superintendent: **Contract Amendments**

- Marlene Fontana, M4, \$47,258 (no longevity);
- Bruce Mika, M13, \$75,192.50 (includes \$2,700 longevity);
- Maryangela Mika, B13, \$72,667.50 (includes \$2,700 longevity);

7. **MOTION by Mr. Uhrig, second by Ms. Janowski** and carried by unanimous vote that the Board approve an amendment to Leslie Fulmer Cook's per diem rate for summer CST evaluation work to \$361.95, as recommended by the Superintendent. **Per Diem Rate Amended**

**APPROVAL AGENDA
POLICY/CURRICULUM/FACILITIES**

1. **MOTION by Ms. Curto, second by Ms. Janowski** and carried by unanimous vote that the Board approve the 2010-2011 Professional Development Plan. **Professional Development Plan**

2. **MOTION by Ms. Curto, second by Ms. Janowski** and carried by unanimous vote that the Board Set lunch prices for the 2010/2011 school year as follows: **Lunch Prices**

Program	Full Price	Reduced Price
Lunch	\$2.25	\$0.40
Breakfast	\$1.35	\$0.30

After School Snack	\$0.60	\$0.15
Adult	\$4.00	N/A

Note: Prices recommended reflect no increase over previous year.

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| <p>3. MOTION by Ms. Curto, second by Ms. Janowski and carried by unanimous vote that the Board approve Mansfield Elementary to hold a Vaccination Clinic, sponsored by Novartis, for the public on October 5, 2010.</p> | <p>Vaccination
Clinic Approved</p> |
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**APPROVAL AGENDA
FINANCE**

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| <p>1 MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Board approve the following bills lists:</p> | <p>Bills List</p> |
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- June 25 2010, to June 30, 2010, in the amount of \$390,883.78;
- July 1, 2010, to July 30, 2010, in the amount of \$365,600.24;
- August 1, 2010, to August 12, 2010, in the amount of \$331,356.34.

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| <p>2. MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Board approve the Funds Transfer Report dated August 12, 2010, covering transfers from July 1, 2009, through June 30, 2010, as follows:</p> | <p>Transfers</p> |
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- Fund 10: \$1,267,293.80
- Fund 20: \$31,572.58
- Fund 60: \$6,665.80

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| <p>3. MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of June 30, 2010, with a balance of \$558,729.72.</p> | <p>Secretary/
Treasurer’s
Reports</p> |
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| <p>4. MOTION by Ms. Janowski, second by Mr. Barlow and carried by unanimous roll call vote that the Board adopt the following resolution: That after review of the Secretary’s Monthly Financial Report (appropriations section) and consultation of the appropriate district officials, the 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 June 30, 2010, with a balance of \$558,729.72.</p> | <p>Certification</p> |
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5. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous roll call vote that the Board approve bus contracts as listed below for the 2010/2011 school year with an increase of 0% over the 2009/2010 contract (*Notes: The older contracts were bid*

Bus Contracts

on a per annum basis, while the newer contracts were bid on a per diem basis and are reflected as such.)

<u>Carrier/Routes</u>	<u>2009/2010 Contract \$</u>	<u>2010/2011 Renewal #</u>	<u>2010/2011 Contract \$</u>
<u>First Student Routes</u>			
B	\$23,465.00	11	\$23,465.00
O	\$22,516.37	18	\$22,516.37
<u>First Student (Multi L-1)</u>			
WH29/I	\$239.58/day	7	\$239.58/day*
*Warren Hills will be reimbursing Mansfield Twp BOE A total of \$20,818.70			
<u>Snyder (Multi S-1)</u>			
M	\$125.25/day	7	\$125.25/day
<u>Snyder (Multi S-2)</u>			
SN 1 05	\$141.48/day	5	\$141.48/day
SN 2 05	\$141.48/day	5	\$141.48/day
<u>Snyder (Multi S-3)</u>			
WH13	\$18,050	1	\$18,050*
A-1	\$18,050	1	\$18,050
WH9	\$18,050	1	\$18,050*
X-1	\$18,050	1	\$18,050
WH26	\$18,050	1	\$18,050*
J-1	\$18,050	1	\$18,050
WH7	\$18,050	1	\$18,050*
K-1	\$18,050	1	\$18,050
WH20	\$18,050	1	\$18,050*
E-1	\$18,050	1	\$18,050
WH6	\$18,050	1	\$18,050*
Y-1	\$18,050	1	\$18,050

***Warren Hills will be reimbursing Mansfield Twp BOE A total of \$108,300**

6. **MOTION by Ms. Janowski, second by Mr. Uhrig** and carried by unanimous roll call vote that the Board approve 2010-2011 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

WH Jointure

Route	WH Cost
WH29	\$20,818.70
WH13	\$ 18,050.00
WH9	\$ 18,050.00
WH26	\$ 18,050.00
WH7	\$ 18,050.00
WH20	\$ 18,050.00
WH6	\$ <u>18,050.00</u>
Totals	\$<u>129,118.70</u>*

*This is the amount the Board will be reimbursed by Warren Hills for transporting their students.

7. **MOTION by Ms. Janowski, second by Mr. Uhrig** and carried by unanimous roll call vote that the Board approve a 2010-2011 Joint Transportation Agreement with Franklin Township School to transport our student population as follows:

Franklin Twp. Jointure

Route	Mansfield Cost
F-1	\$17,411.50
N-1	\$17,411.50
R-1	\$17,411.50
W-1	\$ <u>17,411.50</u>
Totals	\$69,646.00*

*This is the amount the Board will be reimbursing Franklin Township for transporting the district's students.

8. **MOTION by Ms. Janowski, second by Mr. Uhrig** and carried by unanimous vote that the Board approve Parental Transportation Contract #0710-1, effective July 1, 2010, to June 30, 2011, at a per diem rate of \$9.10 for an annual total of \$1,638.00.

Transportation Contract w/Parent

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| <p>9. <i>MOTION by Ms. Janowski, second by Mr. Uhrig</i> and carried by unanimous roll call vote that the Board approve placement of a special education students as follows:</p> <ul style="list-style-type: none"> • ES – PJ Chambers School, effective September 1, 2010, through June 30, 2011 (including Extended Year Programming), at a daily rate of \$303.19 per day or \$63,669.90 for a 180 day program (transportation not included); • TR – Celebrate the Children, effective September 1, 2010, through June 30, 2011 at a daily rate of \$360.20 for a total of \$64,836.00 for a 180 day program (transportation not included). • DM – The Children’s Home – Mary A. Dobbins School, effective September 1, 2010, through June 30, 2011, at a daily rate of \$288.98 for a total of \$60,685.80 for a 180 day program (transportation not included). • LG – Warren County Special Services, effective September 1, 2010, through June 30, 2011 at a daily rate of \$197.22 for a total of \$35,500.00 for a 180 day program (transportation not included). | <p>SE Outside Tuition Student Placements</p> |
| <p>10. <i>MOTION by Ms. Janowski, second by Mr. Uhrig</i> and carried by unanimous vote that the Board approve a Shared Services Agreement between the Oxford Township School District and the Franklin Township School District, Mansfield Township School District, Warren Hills Regional School District, and the Washington Borough School District for the sharing of a Behavioral Therapist for the 2010-2011 school year with Oxford as the host LEA. Said services shall be billed at \$100 per hour.</p> | <p>Shared Services Agreement – Behavioral Consultant</p> |
| <p>11. <i>MOTION by Ms. Janowski, second by Mr. Uhrig</i> and carried by unanimous vote that the Board approve the August 12, 2010, Travel/Workshop Request.</p> | <p>Travel/Workshop Requests</p> |
| <p>12. <i>MOTION by Ms. Janowski, second by Mr. Uhrig</i> and carried by unanimous roll call vote that the Board ratify/acknowledge award of contract to Panoramic Window & Door Systems, Inc. in the amount of \$451,000 consisting of a base bid of \$125,000, Alternate #1 (Rooms 31, 33 and 35 on the East Side of Wing D) in the amount of \$85,000.00, Alternate #2 (Rooms 30, 32 and 34 on the East Side of Wing D), and Alternate #3 (Rooms 11, 13, 15 and 17 on the East Side of Wing B and the Nurse’s Room) in the amount of \$158,000.</p> | <p>Windows Project</p> |

- 13. **MOTION by Ms. Janowski, second by Mr. Uhrig** and carried by unanimous vote that the Board approve Payment #1, in the amount of \$146,110.00, to Panoramic Window & Door Systems, Inc., contingent upon receipt of signed copy of Architect’s Certificate for Payment.

- 14. **MOTION by Ms. Janowski, second by Mr. Uhrig** and carried by unanimous vote that the Board approve notification to be given to Central Jersey Instructional Media Service/Sussex-Warren AVA Commission of the Board’s intent to withdraw membership effective the first date possible due to budgetary reasons.

**Payment #1
Approval**

**Sussex/Warren
AVA
Commission
Withdrawal**

DISCUSSION AGENDA

None

PUBLIC PARTICIPATION

None

Executive Session

- 1. **MOTION by Mr. Barlow, second by Mr. Uhrig** and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) involving pending or anticipated litigation, 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. No action will be taken. (8:23 p.m.)

- 2. **MOTION by Mr. Barlow, second by Ms. Curto** and carried by unanimous vote that the Board return to Regular Session. (8:45 p.m.).

**Reconvene to
Public Session**

ADJOURNMENT

With no further business to discuss, the August 12, 2010 Work Session ended at 8:45 p.m. on *motion by Ms. Curto, seconded by Ms. Janowski* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

John O. Bell
President