

October 28, 2010

**Mansfield Township Board of Education  
Minutes Regular Meeting  
October 28, 2010**

**Call to Order**

Mr. Bell opened the October 28, 2010, Regular Meeting of the Mansfield Township Board of Education at 7:38 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<br>Mr. Tim Barlow<br>Dr. Clancy<br>Ms. Tracey Janowski<br>Ms. Karri Sienna-Reyes<br>Mr. Jeff Stabile<br>Mr. Russell Uhrig<br>Mr. Richard Young | Absent: Ms. Barbara Curto |
|---|---------------------------|

Also Present: Mr. Kemp, Mr. Melitsky, Ms. Roszkowski

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

**Executive Session**

1. **MOTION by Ms. Reyes, second by Ms. Janowski** 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. (7:40 p.m.)

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2. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board return to Regular Session. (8:14 p.m.).

**Reconvene to Public Session**

### **Special Presentation**

Mr. Jim Finn of Grinspec Consulting gave a presentation on the health benefits insurance quotes received, explained the process, and the differences between the plans being considered.

**Health Benefits**

### **Public Participation**

After his presentation, Mr. Finn took questions from the floor and responded to each.

**Health Benefits**

### **Communications**

The following were read:

1. Mr. Herbert Felker's request for a 12-week unpaid leave of absence under FMLA, effective October 1, 2010, because he is undergoing a hip replacement operation at the end of October followed by several weeks of physical therapy.
2. Ms. Heather Townsend's request for an unpaid leave of absence for two weeks due to the illness of her children, effective October 18 through October 29.

**H. Felker  
FMLA LOA**

**H. Townsend  
Unpaid LOA  
Request**

### **Report on Violence and Vandalism**

Mr. Kemp reported the following:

"This evening I am delivering the annual Violence and Vandalism Report for the Mansfield Township School District in compliance with the state requirement that this report be shared with the community and Board of Education yearly."

"I'll begin by sharing the measures that we are employing to keep our school community safe. We continue our high expectations for school conduct and discipline. Our code of conduct is reviewed yearly, revised as necessary, and distributed yearly to all parents and staff. We yearly evaluate our Harassment, Intimidation, and Bullying Policy and have attended state sponsored workshops addressing the policy requirements and prevention strategies. Students are taught respect for themselves and

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others on a daily basis as well as through programs such as Big Buddies which is run by our social worker Leslie Cook. Sixth grade students demonstrate respect for our school building by having jobs that keep our school clean and functioning efficiently. Students and faculty members alike are rewarded with “Caught You Being Good” certificates whenever they are observed doing something helpful or respectful.”

“We continue to work closely with local law enforcement. We will have a new DARE officer this year whose goal will be to revitalize the fifth grade program to address the need for drug resistance. In addition to the DARE program, we cooperate with law enforcement through the Memorandum of Agreement and through meetings, as necessary, to address and improve any violence, vandalism, or safety concerns. The Mansfield Police have worked jointly with us to develop our emergency procedures. They also provide a regular visual presence by conducting building walk-throughs and assist with our practice of lock down drills. Mr. Kemp and Mr. Melitsky have participated in the Mandatory Gang Awareness Training Seminar and this summer attended training on the new School Security Drill Law.”

“Administration and Guidance work closely together to address any disciplinary concerns before they become large problems. Our peer mediation program utilizes trained mediators to help students cordially solve disagreements. Our mediators also make weekly announcements promoting the character trait of the month. Mrs. Favreau is overseeing our “Ride with Character Program” promoting positive bus conduct and safety.”

“Our proactive approach has resulted in a safe school environment. We had only one reported incident of violence last year and no reported incidents of vandalism.”

## **Administrative Report**

Mr. Kemp reported on the status of the following items:

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|----|--|--------------------------------------|
| 1. | State auditors will be coming in on November 16, 17, and 18, to audit all of our federal funds which include ARRA funds, Title I, Title II-A, D, Title III, IDEA.  | <b>State Audit of<br/>ARRA Funds</b> |
| 2. | A computer virus was introduced via a jump drive. Thane Young took all the computers off line and spent very long evenings working with our virus protection software company and others to eliminate the virus. We lost no data. A new policy was issued with regard to the use of jump drives. | <b>Computer Virus</b>                |

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| 3. | Per Mrs. Clancy's suggestion, I reached out to the state with regard to school choice analysis of the program's successes or failures. Nothing was found other than what we had reported previously. A school in Warren County with a declining population has benefitted because they are receiving students from a neighboring school district. Other districts have not been so fortunate. Our recommendation is not to become a Choice School. | <b>Choice School</b> |
| 4. | We will be looking at our phone and internet services to see if there can be any savings made by switching providers.  | <b>Phone Savings</b> |

### Consent Agenda

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|----|--|----------------|
| 1. | <b>MOTION by Mr. Barlow, second by Ms. Reyes</b> and carried by unanimous vote that the Board of Education approve the minutes of the following meeting:   | <b>Minutes</b> |
|    | <ul style="list-style-type: none"> <li>• September 23, 2010, Regular Meeting, with the following correction: Page 2082, Item 1, Personnel, "Kathleen Mattison, Title I ARRA" should be Kathleen Mattison, Title I.</li> <li>• September 23, 2010, Executive Session</li> </ul> |                |

### Approval Agenda

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|----|---|---------------------------------------|
| 1. | <b>MOTION by Mr. Barlow, second by Ms. Reyes</b> and carried by unanimous vote that the Board of Education approve the submission of the updated M-1 report projecting 2011/2012 maintenance requirements.  | <b>M-1</b>                            |
| 2. | <b>MOTION by Mr. Barlow, second by Ms. Reyes</b> and carried by unanimous vote that the Board of Education approve the School Nursing Plan as presented and its submission to the Department of Education.  | <b>School Nursing Plan</b>            |
| 3. | <b>MOTION by Mr. Barlow, second by Ms. Reyes</b> and carried by unanimous vote that the Board of Education adopt the following resolution:  | <b>Comprehensive Maintenance Plan</b> |
|    | <p><b>Whereas</b>, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and</p> <p><b>Whereas</b>, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and</p> |                                       |

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**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

**Be It Further Resolved** that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

4. **MOTION by Mr. Barlow, second by Ms. Reyes** and carried by unanimous vote that the Board of Education certify that the Mansfield School District has numerous projects identified in its 2005-2010 Five Year Long Range Facility Plan that have not yet been initiated or advanced. These projects have an *estimated* total cost over the five-year period of \$1,076,500. It is *estimated* that the district may be eligible for state debt service or EDA grant funds for these projects in the amount of \$430,600. Accordingly, the estimated local share of these projects is \$645,900. The local share amount of \$645,900 represents the maximum amount the Mansfield School District may have on deposit in its capital reserve fund for the 2010-2011 school year.

**Maximum  
Allowable in  
Capital Reserve  
Fund**

### **Approval Agenda Personnel**

1. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve Meredith Feci as a substitute teacher (Criminal History check completed), as recommended by the Superintendent.
2. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve Herbert Felker's request for a 12-week unpaid leave of absence under FMLA, effective October 1, 2010, due to hip replacement operation followed by several weeks of physical therapy.
3. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve Heather Townsend's request for an unpaid leave of absence for two weeks due to the illness of her children, effective October 18, 2010, through October 29, 2010.
4. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve Shannon Crane as a substitute

**M. Feci  
Sub Roster**

**H. Felker  
FMLA Leave**

**H. Townsend  
Unpaid LOA**

**S. Crane  
Sub Roster**

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teacher (Criminal History check completed) as recommended by the Superintendent.

5. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education rescind Deboranne Marley's non-tenure contract dated 12 August 2010, effective September 1, 2010, to June 30, 2011, Step MA-12/MA-13 at a pro-rated salary of \$54,786.00.

**D. Marley  
Rescind  
Contract**

Note: Contract is being rescinded because employee was not released from her previous district as early as had been anticipated.

6. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Deboranne Marley to serve as a 4/5 LD/TC (Learning Disabled/Teacher Consultant) **effective October 18, 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  
Re-issue  
Contract**

Note: Contract is being re-issued to memorialize start date in this district.

### **Approval Agenda Curriculum/Policy/Facilities**

1. **MOTION by Ms. Clancy, second by Mr. Barlow** and carried by unanimous roll call vote that the Board of Education approve a Memorandum of Agreement between the Mansfield Township Police Department and the Mansfield Township Board of Education.

**Memorandum  
of Agreement**

2. **MOTION by Ms. Clancy, second by Mr. Barlow** and carried by unanimous roll call vote that the Board of Education 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.

**School Choice**

3. **MOTION by Ms. Clancy, second by Mr. Barlow** and carried by unanimous roll call vote that the Board of Education approve the following 2010-2011 After School Club and their sponsors:

**Ski Club**

- Ski Club

Diane Hogan. Chaperones: Diane Hogan, Katie Larson, Eric Morgan, Amy Richardi, Tanya Slate, John Melitsky

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## Approval Agenda Finance

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|--|---|
| <p>1. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous vote that the Board of Education approve the following bills lists:</p> <ul style="list-style-type: none"> <li>• September 24 to 30, 2010, in the amount of \$265,510.72.</li> <li>• October 1, 2010, to October 14, 2010, in the amount of \$99,764.17.</li> <li>• October 14, 2010, to October 28, 2010, in the amount of \$352,201.24.</li> </ul> | <b>Bills List</b>                             |
| <p>2. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous vote that the Board of Education approve the October 28, 2010, Travel Requests.</p>  | <b>Travel</b>                                 |
| <p>3. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous vote that the Board of Education designate Warren County Special Services School District (WCSSSD) to provide transportation services to non-public, public, and special education students at pro-rated contract costs plus 4% administration fee.</p>  | <b>WC SSSD<br/>Transportation</b>             |
| <p>4. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous vote that the Board of Education designate Hunterdon County Educational Services Commission (Hunterdon ESC) to provide transportation services to non-public, public, and special education students at pro-rated contract costs plus 4% administration fee.</p>   | <b>HC ESC<br/>Transportation</b>              |
| <p>5. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous vote that the Board of Education approve the transfers on the Transfer Report dated October 28, 2010, as follows:</p> <ul style="list-style-type: none"> <li>• Fund 10: \$1,025.00</li> <li>• Fund 20: \$7,914.00</li> </ul>   | <b>Transfers</b>                              |
| <p>6. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous roll call vote that the Board of Education approve the Treasurer's and Secretary's monthly financial reports as of August 31, 2010, with a balance of \$989,270.10.</p>  | <b>Secretary/<br/>Treasurer's<br/>Reports</b> |
| <p>7. <b>MOTION by Ms. Reyes, second by Ms. Janowski</b> and carried by unanimous roll call vote that the Board of Education adopt the following resolution:</p>   | <b>Certification</b>                          |

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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 August 31, 2010, with a balance of \$989,270.10.

## Public Participation

Questions with regard to the health insurance plan were taken and answered.

### Health Insurance

Ms. Kearney commented on the process of receiving health insurance quotes.

### Discussion

**MOTION** by Mr. Barlow, second by Ms. Janowski and carried by unanimous vote that the Board of Education call an Emergency Meeting for Tuesday, November 2, 2010, to consider health insurance carrier change.

### Emergency Meeting

## Adjournment

**MOTION** by Ms. Clancy, seconded by Mr. Barlow and carried by all ayes that the October 28, 2010, Regular Meeting be adjourned.

(9:44 p.m.)

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Karri Reyes  
Vice President