

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
JANUARY 8, 2009**

**CALL TO ORDER**

Mr. Stabile, Board President, opened the January 8, 2009 Work Session at 7:07 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, April 26, 2008, 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. Diane Margolin  
Mr. Kenneth Polakowski  
Ms. Karri Sienna-Reyes

Absent: Ms. Barbara Curto  
Ms. Tracey Janowski  
Mr. Russell Uhrig

Also present were: Mr. Kemp and Ms. Roszkowski.  
Community: One community and/or staff member was present.

**COMMUNICATIONS**

Ms. Roszkowski read a December 12, 2008 letter from John Ruth, Jr., Supervising Affirmative Action Assistant, from the State of New Jersey Equal Employment Opportunity Compliance Division advising the Board that a review of Board records on November 26, 2008 revealed that the Board was in compliance with the mandates of NJSA 10:5-31 et seq.

**AFFIRMATIVE  
ACTION  
COMPLIANCE  
REVIEW**

**ADMINISTRATIVE REPORT**

Mr. Kemp reported on the following:

1. Education Foundation information was given out. The first meeting with interested parties will be held on January 14, 2009.
2. The Honeywell Instant Alert System is operational. This system will allow the school to instantly alert families of school closings, emergency situations, transportation delays, upcoming events, etc. Parents' home phone numbers are already in the system. Parents will automatically receive an alert at the number that is currently in

**EDUCATION  
FOUNDATION  
  
HONEYWELL  
INSTANT ALERT  
SYSTEM**

the system. A letter to parents along with instructions on how to add more contacts to the parents' account will be sent home. An informational meeting on the instant alert system will be held on January 20, 2009, in the computer lab at 7 p.m.

- 3. We believe that the State is considering our window project for approval as they have been asking for additional information. **WINDOW PROJECT**

**CONSENT AGENDA**

- 1 **MOTION by Mr. Bell, second by Ms. Reyes** and carried by unanimous vote that the Board approve the minutes of the following meeting [with Messrs Stabile and Polakowski, and Ms. Reyes abstaining]: **Minutes**
  - December 11, 2008 Regular Meeting.

**APPROVAL AGENDA  
PERSONNEL**

- 1. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board approve Mary Ann Williams as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **M. Williams  
Sub**
- 2. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board approve Corin Melchior as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **C. Melchior  
Sub**
- 3. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board approve Corin Melchior as maternity leave replacement effective January 9, 2009 through May 31, 2009, Step BA1, at a pro-rated salary of \$43,490, (criminal history check completed), as recommended by the Superintendent. **C. Melchior  
Maternity Leave  
Replacement**

**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**

- December 12, 2008, to December 31, 2008, in the amount of \$593,004.90; and
- January 1, 2009 to January 8, 2009, in the amount of \$154,846.93.

2. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of November 30, 2008, with a balance of \$1,237,965.33. **Secretary/Treasurer’s Report**
  
3. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous roll call vote that the Board resolve 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 month of November 30, 2008, with a balance of \$1,237,965.33. **Certification**
  
4. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the January 8, 2009, Funds Transfer Report as follows: **Funds Transfer**
  - Fund 10: \$5339.00
  - Fund 20: \$9,181.00
  
5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the January 8, 2009, Travel Report. **Travel Request**
  
6. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the bus contract listed below for the 2008/2009 school year with an increase of 2.89% over the 2007/2008 contract. **Route WH40/Wa**

<u>Carrier/Routes</u>	<u>2007/2008 Contract \$</u>	<u>2008/2009 Renewal #</u>	<u>2008/2009 Contract \$</u>
<b><u>Snyder (Multi)</u></b>			
WH40	\$123.12/day	2	\$126.68/day
Wa	\$123.12/day	2	\$126.68/day

Note: This is not a new bus contract. The County Office requested that we break out the route per each destination. WH40 and Wa are the same bus . . . it is the bus we share with Warren Hills under a jointer agreement.

**PUBLIC PARTICIPATION**

None

**DISCUSSION**

1. Mr. Kemp informed the Board that one snow day was left. **Snow Days**
2. Mr. Stabile called for a budget committee meeting with the Superintendent and Business Administrator. Discussion was had with regard to the dire economic situation. Layoffs in various industries as they pertain to the community, suspension of contributions to 401(k)'s, declining local tax revenues and its affect on the community were discussed. An attempt to hold the line on the budget will be made. **Budget Committee Meeting**

The Board was informed of the possibility that the State may withhold its 19<sup>th</sup> State Aid payment in addition to the 20<sup>th</sup> currently being withheld. **State Aid Payments**

If that occurs, the Board will have to consider going out for a loan as it won't be able to meet the last payroll.

**ADJOURNMENT**

With nothing further business to discuss, the January 8, 2009 Work Session ended at 7:30 p.m. on *motion by Mr. Bell, seconded by Ms. Reyes* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Mr. Young  
Vice President