

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
FEBRUARY 12, 2009**

CALL TO ORDER

Mr. Stabile, Board President, opened the February 12, 2009 Work Session at 7:10 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. Barbara Curto Ms. Tracey Janowski Ms. Diane Margolin Ms. Karri Sienna-Reyes Mr. Russell Uhrig	Absent: Mr. Kenneth Polakowski
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Also present were: Mr. Kemp, Mr. Melitsky, and Ms. Roszkowski.
 Community: Four community and/or staff members were present.

COMMUNICATIONS

Ms. Roszkowski read the following correspondence:

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| 1. Letter from the Mansfield Education Association Negotiating Team indicating the Team was prepared to begin the negotiation process for the upcoming process. | MEA PREPARED
TO NEGOTIATE |
| 2. Ms. Heather L. Townsend's request for an unpaid maternity disability leave of absence beginning April 20, 2009, followed by a four-week disability leave, and a 12-week FMLA leave to commence at the conclusion of the disability period. | H. TOWNSEND
LOA |
| 3. Assemblywoman Karrow's letter congratulating the Mansfield Township School District for joining with Hackettstown, Independence, and Mansfield to participate in and receiving a feasibility study grant for document management current practices and equipment and future management practices. | ASSEMBLYWOMAN
KARROW |

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| 4. | Mr. Bernard E. Piaia, Director of Office of School Facilities, advising the district that a ROD Grant had been awarded to the district for windows replacement. Their preliminary eligible cost estimate for the total project was \$415,375. The local share would be \$249,225, and the state would contribute \$166,150 toward the cost to replace the windows. | ROD GRANT
AWARD
WINDOW
REPLACEMENT |
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ADMINISTRATIVE REPORT

Mr. Kemp reported on the following:

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| 1. | The window company came in and replaced balancers in some of the windows. | PANORAMIC
WINDOW |
| 2. | The Professional Development Plan was put together by staff under the direction of Mr. Melitsky and is ready for submission. | PROFESSIONAL
DEVELOPMENT
PLAN |
| 3. | We received six laptops with the program preloaded for a trial. We are in the process of piloting the program so see how user friendly it is. Due to the economy, the quote for the program was reduced by \$12,000. | SUCCESS MAKER |

CONSENT AGENDA

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| 1 | <i>MOTION by Mr. Bell, second by Ms. Reyes</i> and carried by unanimous vote that the Board approve the minutes of the following meeting: | Minutes |
| | <ul style="list-style-type: none"> • January 22, 2009, Regular Meeting. | |

APPROVAL AGENDA PERSONNEL

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| 1. | <i>MOTION by Mr. Young, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Patricia Titus as a substitute nurse (criminal history check completed), as recommended by the Superintendent. | P. Titus
Sub Nurse |
| 2. | <i>MOTION by Mr. Young, second by Mr. Bell</i> and carried by unanimous vote that the Board approve Heather L. Townsend's request for the following leaves: | H. Townsend
LOA |
| | <ul style="list-style-type: none"> • Unpaid maternity disability leave of beginning April 20, 2009; | |

- Four-week disability leave following the birth of her children (due on or before June 16, 2009);
 - Twelve-week FMLA leave to commence at the conclusion of the disability period.
3. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Megan Kries as maternity leave replacement effective on or about March 31, 2009, through June 30, 2009, Step BA1, at a pro-rated salary of \$43,490 (criminal history check complete), as recommended by the Superintendent. **M. Kries
Maternity Leave
Replacement**
 4. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Bret Castner as maternity leave replacement effective on or about April 9, 2009, through June 30, 2009, Step BA1, at a pro-rated salary of \$43,490 (criminal history check complete), as recommended by the Superintendent. **B. Castner
Maternity Leave
Replacement**
 5. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board increase the substitute nurse pay to \$125 per diem as recommended by the Superintendent. **Nurse Sub Pay**

**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITIES**

1. ***MOTION by Ms. Curto, second by Mr. Bell*** and carried by unanimous vote that the Board approve revisions to the following policies:
 - 1100 – *Communicating with the Public*;
 - 3220/3230 – *State Funds; Federal Funds*;
 - 3326 – *Payment for Goods and Services*;
 - 3327 – *Relations with Vendors*;
 - 5142 – *Pupil Safety*.
2. ***MOTION by Ms. Curto, second by Mr. Bell*** and carried by unanimous vote that the Board approve the submission of the Mansfield Township School District Professional Development Plan for the 2009-10 school year to the County Office of Education for review.

**APPROVAL AGENDA
FINANCE**

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| 1 | <p><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 December 31, 2008, with a balance of \$1,323,623.73.</p> | Secretary/
Treasurer's
Report |
| 2. | <p><i>MOTION by Ms. Reyes, second by Mr. Bell</i> 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 December 31, 2008, with a balance of \$1,323,623.73.</p> | Certification |
| 3. | <p><i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by unanimous vote that the Board approve the February 12, 2009, Funds Transfer Report as follows:</p> <ul style="list-style-type: none"> • Fund 10: \$98,000.00 | Funds Transfer |
| 4. | <p><i>MOTION by Ms. Reyes, second by Mr. Bell</i> and carried by unanimous vote that the Board adopt the following resolution:
Whereas, the Mansfield Township Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereafter referred to as "Fund"; and</p> <p>Whereas, said renewal membership terminates as of July 1, 2008 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and</p> <p>Whereas, the Educational Facility is afforded the following types of coverages:</p> <ul style="list-style-type: none"> • Workers' Compensation; • Foreign Travel Liability; • Package – Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability; • Excess Liability (AL/GL); • School Leaders Professional Liability; • Excess Liability (SLPL); • Student Accident; • Foreign Travel Liability; | SAIF
Membership |

- Student Accident;
- Supplemental Indemnity – Workers’ Compensation
- Security Guard Liability

Whereas, the Education Facility desires to renew said membership;

Now Therefore, Be It Resolved as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2008, and ending July 1, 2011 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility’s Business Official, Mary E. Roszkowski, is hereby appointed as the Educational Facility’s Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility’s renewal of its membership.

5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board adopt the following resolution:

SAIF

Whereas, the Mansfield Township Board of Education (“Educational Facility”) has resolved to join the School Alliance Insurance Fund (“SAIF”) following a detailed analysis; and

Whereas, the bylaws of SAIF require that each educational facility designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

Whereas, the bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established by SAIF;

Now Therefore, Be It Resolved that the Mansfield Township Board of Education, does hereby appoint Sharon Cooper as its Risk Management Consultant in accordance with the Fund’s Bylaws.

NOTE: The Board approved SAIF at its Reorganization Meeting last spring; however, they need all the approvals in this format because their Insurance Auditors are coming in . . . and they require this format.

6. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board accept FY 2009 NCLB (No Child Left Behind) Grant as follows (grant period September 01, 2008, to August 31, 2009):

NCLB

• Title I – Part A	\$70,271
• Title II – Part A	32,259
• Title II – Part D	585
• Title III	11,740
• Title IV	1,896

7. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board adopt the following resolution:

ROD GRANT

Whereas the Mansfield Township Board of Education submitted an application for a school facilities project pursuant to Section 5 of the Education Facilities Construction and Financing Act, PL 2000, c. 72 (“EFCFA” or “Act” and the New Jersey Department of Education regulations at NJAC 6A:26-1 et seq.;

Whereas the Mansfield Board of Education has received a letter dated January 15, 2009 from the New Jersey Department of Education advising the Board that the project application, State Project #2970-050-09-1001 (“Project”), has been deemed complete;

Whereas the cost of the window replacement/rehabilitation project has a projected total cost of \$415,375;

Whereas the State share has been determined to be \$166,150 and the local share of the project cost has been determined to be \$249,225;

Now therefore, the Mansfield Township Board of Education authorizes the following with regard to said Project :

- District accepts and agrees to locally fund any excess (space) costs;
- District will construct school facilities project;
- District elects to receive State funding support in the form of a Grant; and the

- District elects to accept Preliminary Eligibility
- Costs (PEC) as the Final Eligibility Cost (FEC) and will not appeal PEC.

PUBLIC PARTICIPATION

None

DISCUSSION

1. Mr. Bell said that he heard many positive comments about the school's Honeywell Instant Alert system. Other board members remarked that they also heard positive commentary on the system. **Honeywell Instant Alert**
2. Mr. Bell said that PSE&G has a new program out to fund solar energy. He asked if the board would like him to call and get information. The board was agreeable to receiving more information. **Solar Panels**
3. An update was given on the mobile dental visit. The first visit will take place on February 23, 2009. **Mobile Dentist**
4. Ms. Janowski asked for a status on the Praxis testing. Mr. Kemp reported that six were taken and six passed. It has been nerve racking for the teachers, but their persistence is paying off. **Praxis Testing**
5. Ms. Margolin announced that there will be a sporting goods swap at the school on March 7, 2009. She left a poster to be displayed to announce the event. **Sporting Goods Swap**

ADJOURNMENT

With nothing further business to discuss, the February 12, 2009 Work Session ended at 7:45 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