

June 25, 2009

**Mansfield Township Board of Education
Minutes Regular Meeting
June 25, 2009**

Call to Order

Mr. Stabile opened the June 25, 2009 Regular Meeting of the Mansfield Township Board of Education at 7:08 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. John Bell
Ms. Barbara Curto
Mr. Kenneth Polakowski
Ms. Kari Reyes
Mr. Russell Uhrig
Mr. Richard Young

Absent: Dr. Clancy
Ms. Tracey Janowski

Mr. Kemp, Mr. Melitsky, Ms. Roszkowski and approximately three community and/or staff members were present.

Executive Session

1. **MOTION** by Mr. Young, second by Ms. Curto and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) involving personnel and individual privacy 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.
(7:08 p.m.)

2. **MOTION** by Mr. Young, second by Ms. Curto and carried by unanimous vote that the Board return to Regular Session.
(7:34 p.m.)

**Reconvene to
Public Session**

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Administrative Report

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| 1. Mr. Kemp introduced Ms. Baker who gave a special presentation to the Board and audience this evening. Her class created a video presentation on “What is GT?” highlighting the work done in GT classes in the district. | What is GT?
Presentation |
| 2. It was reported by Mr. Kemp that we had wonderful end of the year celebrations including graduation. All Board Members who attended graduation were thanked for their attendance. The traditional “clap out” in celebration of the sixth grade graduates was held – dry eyes were hard to find among the crowd. | End of Year |
| 3. Mr. Melitsky was presented with a flag and a plaque thanking the students of Mansfield for writing to troops stationed in Iraq. We learned that a number of students had written to troops over the year and that the troops enjoyed receiving the letters quite a bit. | Thank You
Students from
Troops in Iraq |

Communications

The following letters were read by Ms. Roszkowski:

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| 1. Ms. Summitt requesting that she be placed on child rearing leave through June 30, 2010 and advising the Board of her intent to return to duties on September 1, 2010. | R. Summitt
Child Rearing
Leave |
| 2. Although not a letter, the Board was informed that Brown and Brown, Inc. (our insurance broker) asked us to sign a “Notice and Acknowledgement of Carrier Financial Status” which stated that “Benecard Services, Inc., insured by Heartland Fidelity Insurance Company is currently rated B++ by A.M. Best Company.” | Notice and
Acknowledgement of Carrier
Financial Status |
| <p>This notification came because of the current financial crisis in the economy and, specifically, certain insurance companies.</p> <p>It was felt that this would have no impact on the Board and its insured. The signed Acknowledgement would be returned to the Company once the Board was advised as a matter of business.</p> | |
| 3. Ms. Roszkowski advised that a letter of “Certification of Implementation of Corrective Action Plan for the Fiscal Year Ended June 30, 2008” will be sent to the NJ Department of Education stating that all corrective action in the Corrective Action Plan 2008 had been implemented. | Certification of
Implementation |

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Public Participation

None

Consent Agenda

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| 1. MOTION by Mr. Bell, second by Ms. Curto and carried by majority vote that the Board of Education approve the minutes of the following meeting: | Minutes
Approval |
| <ul style="list-style-type: none"> • June 11, 2009, Work Session Meeting [Abstain: Ms. Reyes] • June 11, 2009, Executive Session [Abstain: Ms. Reyes] | |

**Approval Agenda
Personnel**

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| 1. MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the 2009-2012 Agreement between the Mansfield Education Association and Mansfield Township Board of Education. | MEA/BOE
2009-2012
AGREEMENT |
| 2. MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the following summer recreation personnel for the Summer Recreation Program 4 hours per day from June 29, to July 24, 2009, as recommended by the Superintendent: | SUMMER REC
PROGRAM
STAFFING |
| <ul style="list-style-type: none"> • Sue Ellyn Huizing, \$30/hr. • Eric Morgan, \$30/hr. • Laurie O'Brien, \$30/hr. • Heather Gilmartin, \$30/hr. • Dana Tarnowski, \$30/hr | |
| 3. MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the following personnel for summer time cleaning and summertime projects at a rate of \$10.04 per hour starting on or about June 22, 2009, through August 30, 2009, as recommended by the Superintendent: | SUMMER
CLEANING
STAFF |
| <ul style="list-style-type: none"> • Rita Riotto (Receiver) • Peggy McDonough (Cleaning) • Sadie Szucs (Cleaning) • Corin Melchoir (Cleaning) | |

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4. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve the following personnel for special education summer work: **SPECIAL ED SUMMER WORK**
- Marion Collazo: 3 hours @ \$30/hour
 - Terry Lucas: 3 hours @ \$30/hour
 - Deb Shoremount: 6 hours @ \$30/hour
- Note: Additional time needed for additional planning time required to meet students' needs.
5. **MOTION by Mr. Young, second by Ms. Curto** and carried by unanimous vote that the Board of Education approve a "50/50" Shared Services Agreement with Washington Borough School District for English as a Second Language Services to be performed by Mrs. Lizette Quinones, using the 2008-2009 WEA Guide, Step I, 8-9 BA or \$25,462.40 plus benefits), the total cost to each district will be \$30,069.84, effective September 1, 2009 to June 30, 2010, as recommended by the Superintendent. **SHARED AGREEMENT**
- Note: Once Washington Borough School concludes negotiations, the amount above will adjust.
6. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve Rebecca Summitt's request for a child rearing leave through June 30, 2010 with anticipated return to duty on September 1, 2010, as recommended by the Superintendent. **R. SUMMIT LOA**
7. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Corin Melchior effective September 1, 2009, through June 30, 2010, Step BA-1, at a salary to be determined once the 2009-2012 salary guides are approved, (criminal history check completed), as recommended by the Superintendent. **C. MELCHIOR NON-TENURE CONTRACT**
8. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve an additional three days summer work for Patti Jo Raiello at \$362.62 per day to evaluate four newly-referred special education students, as recommended by the Superintendent. **CST SUMMER EVAL**
9. **MOTION by Mr. Young, second by Mr. Bell** and carried by majority vote [Ms. Reyes abstaining] that the Board of Education approve opening a Maintenance Reserve Account with Skylands Community Bank with three of the following four signatures on checks: President, Vice President, Treasurer, Business Administrator. **MAINTENANCE RESERVE ACCT**

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10. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve the purchase of proprietary software entitled "Successmaker" at a cost not to exceed \$40,000 under EUS (extraordinary unspecifiable services) provisions. **SUCCESSMAKER PROGRAM**

Mr. Kemp explained the value of this program to struggling students and teachers.

Approval Agenda Finance

1. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve the Treasurer's and Secretary's monthly financial report for the month of: **SECRETARY TREASURER'S REPORTS**

- April 2009, with a balance of \$960,120.42
- May 2009, with a balance of \$1,443,909.66

2. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous roll call vote that the Board of Education adopt the following resolution: **CERTIFICATION**

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 6:23-2.11(c)3 for the month of:

- April 2009, with a balance of \$960,120.42
- May 2009, with a balance of \$1,443,909.66

3. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve Funds Transfers as per the report dated June 25, 2009, in the following amounts: **FUND TRANSFERS**

- Fund 10: \$135,044.69

4. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve the following bills lists: **BILLS LISTS**

- June 12, 2009, to June 24, 2009, in the amount of \$630,877.35;
- April 8, 2009, Check No. N0408, in the amount of \$29,855.93 for the movement of money received on behalf of the Cafeteria to the Cafeteria account.

5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board of Education hereby acknowledges that quotes were requested from three transportation vendors for Summer School Special **SUMMER SE BUSES**

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Education transportation, Bus #1 and Bus #2; that vendors responded as follows:

- First Student: Did not submit a quote;
- Laidlaw: Did not submit a quote;
- Snyder Bus: Bus 1 - \$144/day; Bus 2 - \$144/day

Therefore, the Board hereby approves a quoted transportation contract with Snyder Bus Company for Summer School Special Education Routes #1 and #2 at a cost of \$144/day per bus at a total cost of \$5,472 for 19 days service.

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| 6. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the June Travel Report as presented. | TRAVEL |
| 7. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the payment of bills to close out the 2008/2009 fiscal year and the transfer of funds as needed for the 2008/2009 school year. | YEAR END
CLOSE |
| 8. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education approve a payment of \$2,000 to Celebrate The Children for an ESY program on behalf of IG as per agreement and as recommended by the Superintendent. | CELEBRATE
THE CHILDREN |
| 9. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education approve setting the tuition rate for the Autism Program at \$18,500.00 for the 2009/2010 school year. | AUTISM
PROGRAM
RATE |
| 10. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education approve the purchase of the following computers from Dell (State Contract No. 72727), as recommended by the Technology Committee: | DELL
COMPUTER
PURCHASE |
| | <ul style="list-style-type: none"> - 18 Desktop Computers: \$10,870.22 - 87 Laptop Computers: \$65,163.00 - 2 Servers: \$5,511.37 | |
| | <p>After a discussion was held, it was decided that 87 laptop computers should be purchased instead of the 77 originally proposed. Everyone agreed to the amendment.</p> | |
| 11. | MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board of Education adopt the following:

Resolution - Transfer of Current Year Surplus to Reserve | SURPLUS
TRANSFERS TO
RESERVE
ACCOUNTS |

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WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$411,900 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$200,000 is available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$645,900 – it does not necessarily mean that that much money will be going in to that account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

Public Participation

None

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Discussion

1. Mr. Kemp reported that Warrennet had been contacted that we are no longer running with them. The website has a link to our new website and has instructions on how to email staff.
2. The County and the State have been pushing school districts to go into transportation jointures where feasible. As a result of months of meetings, it has been determined that at least six bus routes can be jointed to

Technology Update

Transportation Efficiency Meetings

Adjournment

MOTION by Ms. Curto, seconded by Mr. Bell and carried by all ayes that the June 25, 2009, Regular Meeting be adjourned.

(8:44 p.m.)

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Rich Young
Vice President