

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
AUGUST 13, 2009**

CALL TO ORDER

Mr. Stabile opened the August 13, 2009 Work Session Meeting of the Mansfield Township Board of Education at 7:04 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, and July 11, 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. Richard Young Mr. John Bell Ms. Tracey Janowski Mr. Kenneth Polakowski Mr. Russell Uhrig	Absent: Dr. Clancy Ms. Barbara Curto Ms. Karri Sienna-Reyes
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Also present were: Mr. Kemp, Mr. Melitsky, and Ms. Roszkowski.
Community: No community and/or staff members were present.

**PUBLIC HEARING ON
SUPERINTENDENT’S &
BUSINESS ADMINISTRATOR’S
CONTRACTS**

PUBLIC COMMENT

None

COMMUNICATIONS

Ms. Roszkowski read the following correspondence:

- | | |
|---|--|
| 1. Dr. Kevin Brennan’s approval of the Superintendent’s contract as presented. | ESC APPROVES
SUPT. CONTRACT |
| 2. Dr. Kevin Breannan’s approval of the Business Administrator’s contract as presented. | ESC APPROVES
BA’S CONTRACT |

- | | | |
|----|---|---|
| 3. | Letter from NJ State, Department of Facilities, advising of updated windows project number and updated cost estimate and grant entitlement. | WINDOWS
PROJECT –
PHASE II |
| 4. | Mr. David Kolb’s resignation effective June 29, 2009. | D. KOLB
RESIGNATION |

ADMINISTRATIVE REPORT

Mr. Kemp reported the following:

- | | | |
|----|--|---|
| 1. | The building is ready. The custodians did a great job – every room is complete. Teachers are already coming in. | GREAT JOB ON
CLEANING THE
BUILDING |
| 2. | We are looking into getting a consultant to file for E-rate. There is a possibility of getting a 40% discount on telephone and internet services. | E-RATE |
| 3. | The H1N1 virus is on parents’ minds as we receive emails every day asking us what our plans are if we had a pandemic flu outbreak. Mr. Melitsky will be attending a workshop at the end of the month to train should we have a pandemic flu outbreak. Currently we have a rough draft of what to do procedurally should we have an outbreak. We will be finalizing this plan and will bring it to the next Board of Education Meeting. | H1N1 UPDATE |
| 4. | The Summer Recreation Program was a huge success. Everyone liked what was offered. People like how well it was organized and we hope to bring the program back next year. | SUMMER REC
PROGRAM -
A SUCCESS |

CONSENT AGENDA

MOTION by Mr. Bell, second by Mr. Polakowski and carried by majority vote [Ms. Janowski, abstaining on June 25, 2009 Regular and Executive Session Minutes; Mr. Uhrig abstaining on July 2, 2009, Special Meeting] that the Board approve the minutes of the following meeting:

Minutes

- June 25, 2009, Regular Meeting;
- June 25, 2009, Executive Session;
- July 2, 2009, Special Meeting

**APPROVAL AGENDA
PERSONNEL**

1. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Nancy Cretello as a substitute teacher (criminal history completed), as recommended by the Superintendent. **N. Cretello
Sub Roster**
2. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Toni Gelok as a substitute teacher (criminal history completed), as recommended by the Superintendent. **T. Gelok
Sub Roster**
3. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Guy Gorman as a substitute teacher (criminal history completed), as recommended by the Superintendent. **G. Gorman
Sub Roster**
4. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Cynthia Hennebry as a substitute teacher (criminal history completed), as recommended by the Superintendent. **C. Hennebry
Sub Roster**
5. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Valerie O'Connell as a substitute teacher (criminal history completed), as recommended by the Superintendent. **V. O'Connell
Sub Roster**
6. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve Lauren Vasko as a substitute teacher (criminal history completed), as recommended by the Superintendent. **L. Vasko
Sub Roster**
7. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve non-tenure contract for Megan Kries as a teacher effective September 1, 2009 to June 30, 2010, Step BA-1 at as salary of \$44,315 (criminal history check completed), as recommended by the Superintendent. **M. Kries
Non-tenure
Contract**
8. ***MOTION by Mr. Young, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve a non-tenure contract for MaryLou McGrath as a maternity leave replacement teacher effective September 1, 2009 to June 30, 2010, Step MA-1 at a salary of \$46,840 (criminal history check pending), as recommended by the Superintendent. **M. McGrath
Maternity Leave
Replacement**

9. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve Angela Rotola as a maternity leave replacement effective September 1, 2009 through December 23, 2009, Step BA-1 at a salary of \$44,315 (criminal history check completed), as recommended by the Superintendent. **A. Rotola
Maternity Leave
Replacement**
10. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve Amy Reed as a maternity leave replacement effective September 1, 2009 through December 23, 2009, Step BA-1 at a salary of \$44,315 (criminal history check completed), as recommended by the Superintendent. **A. Reed
Maternity Leave
Replacement**
11. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve Jessica Haydu as a maternity leave replacement effective September 1, 2009 through June 30, 2010, Step BA-1 at a salary of \$44,315 (criminal history check completed), as recommended by the Superintendent. **J. Haydu
Maternity Leave
Replacement**
12. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve tenured teacher salaries for the 2009/2010 school year as per attached Schedule A and as recommended by the Superintendent. **Tenured
Teacher Salaries**
13. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve non-tenured teacher salaries for the 2009/2010 school year as per attached Schedule B and as recommended by the Superintendent. **Non-tenured
Teacher Salaries**
14. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve support staff salaries for the 2009/2010 school year as per attached Schedule C and as recommended by the Superintendent. **Support Staff
Salaries**
15. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve to amend the Superintendent's contract/salary to \$119,600, effective July 1, 2009 to June 30, 2010. **Amend
Superintendent's
Contract**
16. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve the School Business Administrator's contract, effective July 1, 2009, to June 30, 2009, at a salary of \$90,720. **BA's Contract**
17. *MOTION by Mr. Young, second by Mr. Polakowski* and carried by unanimous vote that the Board approve Patricia Fitzsimmons as **P. Fitzsimmons
Sub Roster**

a substitute teacher for the 2009-2010 school year (criminal history completed), as recommended by the Superintendent.

- 18. **MOTION by Mr. Young, second by Mr. Polakowski** and carried by unanimous vote that the Board approve one day summer work for Lisa Foster-Clarke at a per diem rate of \$344.78 to evaluate a special education student, as recommended by the Superintendent. **L. Foster-Clarke Add'l Day**
- 19. **MOTION by Mr. Young, second by Mr. Polakowski** and carried by unanimous vote that the Board accept David Kolb's resignation effective June 29, 2009. **D. Kolb Resignation**

**APPROVAL AGENDA
CURRICULUM/POLICY/FACILITIES**

- 1. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve revisions to the following: **Policy Revisions**
 - Policy #9250: "Expenses and Reimbursements" (Travel Policy)
 - Regulation # 1330R: "Use of School Facilities."
- 2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board set lunch prices for the 2009/2010 school year as follows: **Lunch Prices Set**

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.

**APPROVAL AGENDA
FINANCE**

- 1 **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**
 - June 26, 2009, to June 30, 2009, in the amount of \$169,487.02;
 - July 1, 2009, to July 30, 2009, in the amount of \$257,416.07;

- August 1, 2009, to August 15, 2009, in the amount of \$298,642.57.

2. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve the Funds Transfer Report dated August 13, 2009, covering transfers from June 26, 2009 through June 30, 2009, as follows:

Funds Transfer

- Fund 10: \$113,571.32
- Fund 20: \$ 63,063.49
- Fund 60: \$ 3,360.00

3. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of June 30, 2009, with a balance of \$682,690.86.

Secretary’s & Treasurer’s Reports

4. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous roll call vote that the Board hereby 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 June 30, 2009, with a balance of \$682,690.86.

Certification

5. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous roll call vote that the Board approve bus contracts as listed below for the 2009/2010 school year with an increase of 3.34% over the 2008/2009 contract (*Notes: The older contracts were bid on a per annum basis, while the newer contracts were bid on a per diem basis and are reflected as such.*)

Bus Contracts

<u>Carrier/Routes</u>	<u>2008/2009 Contract \$</u>	<u>2009/2010 Renewal #</u>	<u>2009/2010 Contract \$</u>
<u>Laidlaw Routes</u>			
B	\$22,706.34	10	\$23,465.00
O	\$21,788.67	16	\$22,516.37
<u>Laidlaw (Multi L-1)</u>			
N	\$128.28/day	6	\$132.55/day
R	\$109.44/day	6	\$113.09/day
WH29/I	\$231.85/day	6	\$239.58/day
<u>Snyder (Multi S-1)</u>			
F	\$123.56/day	6	\$127.67/day
M	\$121.21/day	6	\$125/25/day

Snyder (Multi S-2)

SN 1 05	\$136.92/day	4	\$141.48/day
SN 2 05	\$136.92/day	4	\$141.48/day

Snyder (Multi)

WH40	\$126/68/day	3	\$130.90/day*
Wa	\$126/68/day	3	\$130.90/day

***Warren Hills will be reimbursing
Mansfield Twp BOE
A total of \$23,562**

6. ***MOTION by Mr. Uhrig, second by Mr. Bell*** and carried by unanimous vote that the Board accept a special education tuition student from the Hopatcong School District effective September 1, 2009, through June 30, 2010, at the following tuition rate: **Tuition Student Received – Lake Hopatcong**

- Base Tuition \$18,500
- Speech: 80 minutes/week 2,944
- OT: 30 minutes/week (indiv) 1,095
- PT: 60 minutes/week 3,740

Total Tuition from Hopatcong District \$26,279

7. ***MOTION by Mr. Uhrig, second by Mr. Bell*** and carried by unanimous vote that the Board accept a special education tuition student from the Hope School District effective September 1, 2009, through June 30, 2010, at the following tuition rate: **Tuition Student Received - Hope**

- Base Tuition \$18,500
- Speech: 90 minutes/week 3,081
- OT: 60 minutes/week 2,190
- Nursing: 75 minutes/week 2,252

Total Tuition from Hope District \$26,023

8. ***MOTION by Mr. Uhrig, second by Mr. Bell*** and carried by unanimous vote that the Board approve a first year contract with Dowling Food Service Management Company which shall begin on September 1, 2009, and terminate on June 30, 2010, (Year 1 of contract) as follows: **Dowling Contract**

- Management fee of \$8,734.40;

- Administrative fee of \$4,000; and
- A guaranteed profit of \$6,853.36 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2008-2009 levels; USDA donated commodities offered are at least equal to 2008-2009 levels; the proposal staffing schedules are adopted; equipment repairs and purchases will be paid by the Local Education Agency; enrollment and average daily attendance will be at least equal to 2008-2009 levels; Dowling Food Service Management Inc. will be held harmless in the event of a work stoppage within the district; The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits; The proposal sample menu or similar is utilized. There will be no limitations on the sale of a la carte items, except that they meet State and District Nutrition Policies; Cost of food and supplies based on April 2009, CPI. If the cost of goods rises above this percentage, Dowling reserves the right to negotiate a mutually acceptable solution to Dowling and the District.

9. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve placement of a special education student MD at Stepping Stone School effective September 1, 2009 through June 30, 2010 at a tuition of \$46,505.70 per year (\$221.47 per day).

**Special Ed
Outside
Placement**

10. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve placement of a special education students as follows:

**Special Ed
Outside
Placements**

- ES – PJ Chambers School, effective July 1, 2008, through June 30, 2009, (including Extended Year Programming), at a tuition of \$56,322.00 (\$268.20 per day). Transportation not included.;
- TR – Celebrate the Children, effective July 1, 2008, through June 30, 2009, (excluding Extended Year Programming) at a tuition of \$49,536 (275.20 per day). Transportation not included.

Note: When doing a self-audit, we found that these had not been approved. We have one year to correct same.

11. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve placement of a special education students as follows:

**Special Ed
Outside
Placements**

- ES – PJ Chambers School, effective July 1, 2009, through June 30, 2010 (including Extended Year Programming), at a daily rate of \$306.55 per day or \$64,375.50 for a 210 day program (transportation not included);
- TR – Celebrate the Children, effective July 1, 2009, through June 30, 2010, at a daily rate of \$327.46 for a total of \$58,944 for a 180 day program (transportation not included).

12. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve a contract with EarthSpec LLC to provide transportation services for the 2009/2010 school year at a cost of \$8,658.00. **EarthSpec LLC**
13. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve a contract with Applied Behavioral Consulting, LLC, for the 2009-2010 School year at a fee of \$100 per hour, not to exceed 7 hours per month. **Applied Behavioral Consulting Contract**
14. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve a contract with Warren County Special Services Commission for the 2009-2010 school year to provide Physical Therapy Services at an hourly rate of \$85/hour. **WC SSC – PT Services**
15. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve an emergency repair to a heating coil in Room 32 by Vail at a cost of \$7,200. **Emergency Repair**
16. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve the installation of lighting in 17 classrooms by J. F. Young Electrical at a cost of \$24,735.51. **New Lighting**

Note: Request for quotes were sent out to the following three electricians with results as noted:

- Powerhouse Electric, Belvidere, NJ: Not interested;
- Kenneth Hyman Electrical Contractors, Ledgewood, NJ: \$38,580;
- J. F. Young Electrical, Port Murray, NJ: \$24,735.51.

NOTE: The school received notification that it qualified for a rebate from the NJ Clean Energy Program in the amount of \$1,620.

After discussing the project, the Board authorized the Business

Administrator to use the anticipated rebate to update another classroom while the electrician was on site.

17. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board adopt the following resolution.

**Windows
Project –
Phase II**

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 June 24, 2009 from the New Jersey Department of Education advising the Board that the project application, original State Project #2970-050-09-1001 (“Project”) and revised to State Project #2970-050-09-1002, has been deemed complete;

Whereas the cost of the window replacement/rehabilitation project has a projected total cost of \$592,250.00;

Whereas the State share has been determined to be \$236,500 and the local share of the project cost has been determined to be \$354,750.00;

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.

It was noted that the original application was underestimated by \$108,000 by the architect. The architect then re-submitted the application (at no charge to the Board) to correct the error. This is the updated application and approval for the windows project.

18. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve the August 13, 2009 Travel/Workshop Request.

PUBLIC PARTICIPATION

None

DISCUSSION

Mr. Kemp said that letters went out to staff welcoming them back to a new school year. New family orientation is scheduled for Thursday, August 27, 2009, at 10 a.m. with a tour of the building to take place.

The doors of the school will be open to all families on Wednesday, September 2, 2009, from 2 to 3 p.m. for any students feeling anxious about finding their new classroom on the first day of school. This will allow students to familiarize themselves with their new surroundings.

New teacher orientation will be held on Wednesday, August, 26, 2009. We are welcoming Corin Melchoir and Megan Kries to the 4th grade; Mary Lou McGrath to the sixth grade; Jessica Haydu to the first grade for Heather Townsend's full year maternity leave; Angelo Rotola to the first grade for Pam Schiesl's maternity leave; and Amy Reed to the third grade for Anne Margolin's maternity leave. Robin Florentine joins the fifth grade team, teaching science; Pam Booser joins BSI; Kate Mattison will be working three days a week as the Science Lab Coordinator; Liz Gensheimer joins the sixth grade in-class support; and Michele Zappulla will be full-time in-class support in the fifth grade.

**School Opening,
Family
Orientation,
New Teacher
Orientation,
Assignments**

ADJOURNMENT

With nothing further business to discuss, the August 13, 2009 Work Session ended at 7:41 p.m. on *motion by Mr. Bell, seconded by Mr. Polakowski* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Mr. Young
Vice President