

**Mansfield Township Board of Education  
Minutes Work Session Meeting  
January 10, 2008**

**Call to Order**

Mr. Stabile opened the January 10, 2008 Regular Meeting of the Mansfield Township Board of Education at 7:11 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 3, 2007 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  
Mr. Kevin Moore  
Mr. Kenneth Polakowski  
Ms. Kari Reyes

Absent: Ms. Diane Margolin

Dr. Rita Seipp, Mr. Kemp, Mr. Colantanno, Jr. and Ms. Mary Roszkowski were present; no community and/or staff members were present.

**Special Presentation  
William Colantanno, Jr., CPA**

Mr. Colantanno complimented the Board and Administration for “finding a perfect balance of providing a quality education while keeping the taxes reasonable as compared to other school districts.” A 10-year analysis of taxes shows that Mansfield School District taxes went up approximately 36% compared to other districts in the state whose taxes went up by as much as 150%.

It was suggested by Mr. Colantanno that senior citizens could fill out a tax rebate form once a year. Once the form is filed, taxes are frozen at the base level first reported. Senior citizens receive a rebate for the difference between the base line tax reported and the new tax levy.

An overview of the various funds’ revenues and expenses was given. The definition of free fund balance was given. The audit recommendation with regard to the Student Activity account was discussed.

There were no questions.

**Communications**

None

**Administrative Report**

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| 1. | Kudos to the business office for an outstanding audit. We had one audit recommendation which had nothing to do with the business office.  | <b>Audit</b>                                   |
| 2. | The Music Department was recognized for a wonderful job in putting on the winter program.   | <b>Music Department</b>                        |
| 3. | The school's Debate Team won first place at the County Debate. Sally Weiner won first place.  | <b>Debate Team</b>                             |
| 4. | The school held its annual geography bee. J. General won first place in the competition.  | <b>Geography Bee</b>                           |
| 5. | Home Depot gave the district a \$250 window shade grant. Shades have to be installed for security reasons.  | <b>Home Depot</b>                              |
| 6. | Picatinny Arsenal via Rich Havrisko has been incredibly generous to the school district. We have received donations of computer equipment and have now again been invited to pick up more computers. All this equipment is in great shape and will be used in the school. Dan will be picking up more equipment this coming Thursday. Thank you, Rich Havrisko and Picatinny Arsenal. | <b>Donations from Picatinny Arsenal</b>        |
| 7. | The fourth grade is working on a special project and has asked if they can appear before the Board on February 28, 2008 to use techniques learned with regard to persuasive argument.   | <b>4<sup>th</sup> Grade Appearance Request</b> |
| 8. | The cluster curriculum coordinator is wrapping up the social studies and math segments. The cluster participants are pleased with the results. Science and Language Arts will be addressed next.  | <b>Curriculum Coordinator</b>                  |

**Public Participation**

None

**Consent Agenda**

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| 1. | <b>MOTION by Mr. Bell, second by Mr. Moore</b> (with abstentions noted) and carried by majority vote that the Board of Education approve the minutes of the following meeting: | <b>Minutes Approval</b> |
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- November 15, 2007 Regular Meeting [with Ms. Reyes and Mr. Polakowski abstaining]; and
- November 15, 2007 Executive Session [with Ms. Reyes and Mr. Polakowski abstaining].

Note: December's Board Meeting was cancelled due to inclement weather.

**Approval Agenda  
Personnel**

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| 1. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve a \$15/day stipend to be paid on an as-needed basis to D. Heyman for clerical duties performed above and beyond her regular work day, as recommended by the Superintendent. | <b>D. Heymann<br/>Clerical Aide</b>          |
| 2. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve Sadie Szucs as an addition to the 2007/2008 substitute custodian roster, criminal history check completed, as recommended by the Superintendent.                            | <b>S. Szucs<br/>Substitute<br/>Custodian</b> |
| 3. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve J. Ackerman as a practicum student from Centenary College from January 21 through May 18, 2008, Criminal History Check not required, as recommended by the Superintendent.  | <b>J. Ackerman<br/>Student<br/>Teacher</b>   |
| 4. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve C. Melda as a practicum student from Centenary College from January 21 through May 18, 2008, Criminal History Check not required, as recommended by the Superintendent.     | <b>C. Melda<br/>Student<br/>Teacher</b>      |
| 5. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve C. Melchior as a student teacher from Centenary College from January 21 through May 18, 2008, Criminal History Check not required, as recommended by the Superintendent.    | <b>C. Melchior<br/>Student<br/>Teacher</b>   |
| 6. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve M. Leonard as a substitute teacher, Criminal History Check completed, as recommended by the Superintendent.   | <b>M. Leonard<br/>Substitute</b>             |
| 7. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve C. Koch removal from the substitute list, as recommended by the Superintendent.   | <b>C. Koch<br/>Remove from<br/>Sub List</b>  |
| 8. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve D. Hernandez-O'Hagan as a   | <b>D. Hernandez-<br/>O'Hagan</b>             |

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| <p>substitute teacher, Criminal History Check completed, as recommended by the Superintendent.</p>  | <p><b>Substitute</b></p>                      |
| <p>9. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve A. Motzer as a substitute teacher, Criminal History Check completed, as recommended by the Superintendent.</p>   | <p><b>A. Motzer<br/>Substitute</b></p>        |
| <p>10. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board approve J. Kieter as a substitute teacher, Criminal History Check completed, as recommended by the Superintendent.</p>  | <p><b>J. Kieter<br/>Substitute</b></p>        |
| <p>11. <b>MOTION by Mr. Young, second by Mr. Moore</b> and carried by unanimous vote that the Board appoint Linda Hughes as long term substitute teacher for Mrs. Thatcher effective January 11, 2008 until approximately February 11, 2008, criminal history check completed, as recommended by the Superintendent</p> | <p><b>L. Hughes<br/>Long Term<br/>Sub</b></p> |

**Approval Agenda  
Curriculum/Policy/Facilities**

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| <p>1. <b>MOTION by Ms. Curto, second by Mr. Moore</b> and carried by unanimous vote that the Board approve the Integrated Pest Management Plan for the period September 1, 2007 through August 31, 2008 as presented.</p> | <p><b>Integrated Pest<br/>Management</b></p> |
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**Approval Agenda  
Finance**

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| <p>1. <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous vote that the Board approve the following bills list:</p> <ul style="list-style-type: none"> <li>• January 1, 2008 to January 10, 2008 in the amount of 196.91;</li> <li>• December 1, 2007 to December 31, 2007 in the amount of \$773,352.61; and</li> <li>• November 16, 2007 to November 30, 2007 in the amount of \$278,550.21.</li> </ul> | <p><b>Bills List</b></p>                            |
| <p>2. <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by majority vote that the Board approve the monthly financial reports as of October 30, 2007 with a balance of \$999,949.71.</p>   | <p><b>Secretary<br/>Treasurer's<br/>Reports</b></p> |
| <p>3. <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous roll call vote that the Board hereby resolve that after review of the</p>   | <p><b>Certification</b></p>                         |

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 of October 30, 2007 with a balance of \$999,949.71.

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| 4. | <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous roll call vote that the Board the January 10, 2008 Funds Transfer Report as follows: | <b>Funds Transfer</b> |
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- Fund 10: \$264,650.00
- Fund 20: \$182,651.00

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| 5. | <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous vote that the Board approve the December/January Travel Report. | <b>Travel Report</b> |
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| 6. | <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous vote that the Board approve the following emergency repairs of two separate boilers as follows: | <b>Boiler Repair Approvals</b> |
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- Carlin 802 oil burner for Pacific Boiler, Hobbie Heat & Power, Inc. \$7,324. (Results of RFQ: Jolar Systems, \$7,800; Link & Son, could not do the work.)
- Replace a bad flame safeguard control on Clever Brooks #2 boiler, Hobbie Heat & Power Inc. \$3,382.98.

The district has three boilers – two of which were not operating due to the problems noted above.

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| 7. | <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous vote that the Board approve Oxford Healthcare with the upgrade to the Freedom network at an estimated additional cost of \$50,000. | <b>Oxford Healthcare</b> |
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| 8. | <b>MOTION by Mr. Moore, second by Mr. Bell</b> and carried by unanimous vote that the Board approve a Joint Transportation Agreement with Warren Hills Regional for the following routes for the 2007/2008 school year: | <b>Joint Transportation Agreement</b> |
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- Multi Route WH40/W: 56 Warren Hills students with Warren Hills reimbursing Mansfield Township District \$22,161.60 (total cost of Jointer = \$44,323.20 or \$123.12 per day each district for a total of \$246.24/day);
- Route WH29/I: 44 Warren Hills students with Warren Hills reimbursing Mansfield Township District \$24,001.20 (total cost of Jointer = \$40,561.20 or \$225.34 per day).

9. **MOTION by Mr. Moore, second by Mr. Bell** and carried by unanimous vote that the Board accept FY 2008 NCLB (No Child Left Behind) Grant as follows (grant period September 01, 2007 to August 31, 2008): **NCLB Grant Accepted**

• Title I – Part A	\$59,900
• Title I – Part D	35,270
• Title II – Part A	33,213
• Title II – Part D	451
• Title III	10,519
• Title IV	2,529
• Title V	808

10. **MOTION by Mr. Moore, second by Mr. Bell** and carried by unanimous vote that the Board approve the **amended** FY 2007 IDEA Grant as follows (grant period September 01, 2006 to August 31, 2007) to include an additional carry over amount of \$5,992 in Account #100-500 Other Purchased Services for an amended total of \$155,383 and an amended grant total to \$163,383. **Amended FY IDEA Grant**

11. **MOTION by Mr. Moore, second by Mr. Bell** and carried by majority vote [with Mr. Bell voting “No” and Ms. Reyes abstaining] that the Board approve an agreement between Eastern Armored Services, Inc. and the Mansfield Township Board of Education, the cost for services to be billed to the bank. **Eastern Armored Services, Inc.**

12. **MOTION by Mr. Moore, second by Mr. Bell** and carried by unanimous vote that the Board approve an expenditure of \$4,360 for air handlers for the following areas: computer room, Uni-Vent #2, Uni-Vent #7, and for 3 additional hours of labor for testing, troubleshooting and fine-tuning existing Uni-Vent controllers by Carrier Commercial Services. **Uni-Vent Repairs**

**Discussion Agenda**

Ms. Roszkowski reported the following refunding results:

**Summary of Refunding Results**

- 1) \$2,540,000 of bonds needed to refund the outstanding callable Lease Purchase securities, and \$250,000 of bonds to finance the replacement of windows were sold through a competitive bidding process on November 28, 2007.
- 2) The interest cost for the refunding bonds will be 3.621%.
- 3) The Board achieved its goal of producing sufficient upfront funds in 2007-08 and 2008-09 to cover the debt service costs for the \$250,000 window project, after consideration of debt service aid.
- 4) There will be additional debt service savings in 2008-09 of approximately \$55,000, after consideration of debt service aid.
- 5) Savings on a net present value basis totaled \$95,047 or 4.32% of

the value of the bonds being refunded.

- 6) Market conditions leading up to the sale were quite volatile due to the credit crunch caused by the continued slump in the housing market, and repercussions from the sub-prime mortgage defaults. These events have had a chilling effect on the municipal bond market both with regard to investor interest and cost of insurance needed to gain an AAA rating, which typically is sought for New Jersey school bonds. Although the overall savings were somewhat less than originally projected, it was felt that the transaction went well given market conditions. The Board was able to generate sufficient debt service savings to provide for the window project and, in addition, achieved an overall savings level well above the 3% minimum required.

Discussion was had with regard to the Pit Program. Dr. Seipp informed the Board that the program is being re-worked.

**Pit Program**

### **Public Participation**

None

### **Adjournment**

**MOTION by Ms. Curto, seconded by Mr. Bell** and carried by all ayes that the January 10, 2008 Regular Meeting be adjourned. (8:26 p.m.)

Respectfully submitted,

Mary E. Roszkowski  
Business Administrator/Board Secretary

Rich Young  
Vice President