

**Mansfield Township Board of Education  
Minutes Regular Meeting  
November 13, 2008**

**Call to Order**

Mr. Stabile opened the November 13, 2008 Regular Meeting of the Mansfield Township Board of Education at 7:32 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. John Bell  
Ms. Barbara Curto  
Ms. Tracey Janowski  
Ms. Diane Margolin  
Ms. Kari Reyes  
Mr. Russell Uhrig

Absent: Mr. Richard Young  
Mr. Kenneth Polakowski

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

**Communications**

Ms. Roszkowski read the following:

A letter from Ms. Lisa Addison dated November 10, 2008 requesting:

- A paid leave of absence to commence on or about January 24, 2009, to February 20, 2009, utilizing 20 sick days, and
- Immediately following this period, placement on a 12-week Family Leave, with anticipated
- Return to school on May 26, 2009, barring any unforeseen circumstances.

**L. Addison  
Maternity LOA**

**Administrative Report**

1. Mr. Kemp reported that while he was away on business, Mansfield experienced an unanticipated snow day. Mr. Melitsky was given the floor to give a report.

**October  
Snow Day**

Mr. Melitsky reported that on the recent snow day, the staff stepped up to the plate and everybody rose to the occasion. The Red Cross used the

building as a shelter. The Police, Fire Department, Rescue Squad, and Red Cross officials were here all night. Mr. Wanous went above and beyond that night – he stayed all night and the next day.

Mr. Kemp commended Mr. Melitsky for the fabulous job of taking over.

2. Two buses were involved in a fender bender in the parking lot. The school nurse examined all the children. No one was hurt. Some of the children were not even aware that the bus was hit. Letters went home to parents informing them of the bus incident. **Bus Accident**

3. We received good news from the State: The district achieved Annual Yearly Progress. We did not pass the previous year. **AYP Achieved**

4. Mr. Kemp reported that after self-evaluation, it became apparent that there are a few areas that need to be corrected and are as follows: **QSAC**

- **Curriculum:** All curriculums were not updated to be specifically aligned with the 2004 New Jersey Core Content Curriculum Standards (“NJCCCS”).

- **Rationale:** Mansfield has been working in conjunction with the members of the Warren Hills cluster to develop in-common curriculums to provide a more cohesive educational experience for all students entering the Warren Hills District, regardless of the sending district from which they are coming. The focus was on math and social studies in 2006-2007 and on science and language arts in 2007-2008. The science curriculum was recently completed and the first draft of the language arts curriculum has been received.

- **Action Plan:** All curriculums will be aligned to the 2004 NJCCCS and presented to the board for adoption on December 11, 2008.

- **Future Plans:**

**November** – Begin developing Pacing Guides for each curriculum to be completed by the end of December.

**January** – Add list of instructional materials for each curriculum to be completed by the end of February.

- **Highly Qualified:** Teachers in the fifth and sixth grade do not meet the standard of highly qualified in a departmentalized setting as defined by No Child Left Behind (“NCLB”). This problem

must be rectified by next year.

- **Rationale:** In the past, teachers had been advised to fill out the House Matrix (used to establish Highly Qualified) as elementary generalists since Mansfield is a K-6 district (elementary). If teaching less than three core academic subjects, teachers must now meet the criteria established for a content specialist even if they are teaching in an elementary setting. It is the administration's belief that most, if not all, of our teachers do meet the criteria established for a content specialist under the House Matrix, but we are not allowed to correct those documents. This is the reason for the high number of teachers no longer meeting Highly Qualified status.
- **Action Plan:**
  - June 2008:** Teachers alerted of the need to be Highly Qualified by the 2009/2010 school year or face restructuring or reassignment.
  - September 2, 2008:** Met with 5<sup>th</sup> and 6<sup>th</sup> grade teachers about pursuing the Praxis test to become highly qualified in the content areas that they are currently teaching. The district will pay for the first test in any subject area that they are currently teaching.
  - October 13, 2008:** Met with 5<sup>th</sup> and 6<sup>th</sup> grade teachers to supply dates and locations for the Praxis and to share study materials.
  - November 2008 to June 2009:** Teachers take Praxis. If a teacher chooses not to take the test, offer opportunity to lower grade teacher interested in moving up.
  - September 2009:** Open school with Highly Qualified teacher in place. Future hires will have to meet Highly Qualified standards.
- **Affirmative Action:** We have an affirmative action officer but not a committee.
  - **Rationale:** We were not aware of the need for a committee.

- **Action Plan:**

**November 9, 2008:** An email was sent out to staff asking for volunteers for the Affirmative Action Committee.

**December 11, 2008:** Present Affirmative Action Committee to the Board for approval.

5. Ms. Roszkowski handed out copies of the 2007/08 Audit Report, Corrective Action Plan (“CAP”) as well as the Audit Synopsis and the Auditors Management Report on Administrative Findings, Financial, Compliance and Performance for the Year ended June 30, 2008 to each of the Board Members. Copies of the materials were made available to the public as handouts with the agenda. A formal, in-depth presentation will be made by the Auditor at the next meeting. The Board Members were asked to review the audit report and have their questions ready for the auditor.

**Audit**

Ms. Roszkowski covered the highlights of the audit which included the following:

- Undesignated surplus is at the maximum allowed or \$256,803. This figure represents the amount of money the district is allowed to keep in the bank for emergency purposes. This does not even meet one payroll.
- Excess surplus (the amount in excess of allowable percentage to be kept on hand) is \$74,489. This amount will be used as tax relief in the next budget cycle.
- The two audit recommendations along with the method of implementation, found on the CAP were discussed.

**Public Participation**

Ms. Kearney stated that NJEA is looking at the Highly Qualified issue because a lot of teachers are being affected by it. The State never gave a firm set of rules to follow.

**Highly Qualified Teachers**

**Consent Agenda**

1. **MOTION** by Mr. Bell, second by Ms. Reyes and carried by majority vote that the Board of Education approve the minutes of the following meeting:

**Minutes Approval**

- October 23, 2008, Regular Meeting [Abstain: Ms. Margolin].

**Approval Agenda  
Personnel**

1. **MOTION by Mr. Bell, second by Ms. Reyes** and carried by unanimous vote that the Board approve Kathy Koch an as a regular sub, cafeteria sub and a Child Study Team sub aide (criminal history check completed), as recommended by the Superintendent. **K. KOCH AN  
SUBSTITUTE**

2. **MOTION by Mr. Bell, second by Ms. Reyes** and carried by unanimous vote that the Board approve Lisa Addison’s request for the following leaves: **L. ADDISON  
LOA**

- Paid leave of absence utilizing 20 sick days to commence on January 24, 2009 and ending February 20, 2009.
- Twelve-week Family Leave of Absence commencing February 21, 2009 through May 26, 2009.

Note: This request is in keeping with Federal and State laws as well as contract language. Availability of sick time has been verified.

3. **MOTION by Mr. Bell, second by Ms. Reyes** and carried by unanimous vote that the Board adjust M. Fontana’s contractual salary from B-3 (\$43,690) to a prorated B15-3 (\$44,365) effective November 30, 2008, to June 30, 2009, as recommended by the Superintendent. **M. FONTANA  
SALARY  
ADJUSTMENT**

**Approval Agenda  
Curriculum/Policy/Facilities**

1. **MOTION by Ms. Janowski, second by Ms. Reyes** and carried by unanimous vote that the Board adopt the following: **QSAC**

**RESOLUTION  
To Submit DPR and Statement of Assurances  
New Jersey Quality Single Accountability Continuum**

**Whereas**, the Mansfield Township Board of Education in the County of Warren is undergoing evaluation under NJ QSAC for the 2008-2009 school year, and

**Whereas**, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district’s DPR responses and the Statement of Assurance with respect to this process, and

**Whereas**, the Mansfield Township Board of Education in the County of Warren has reviewed the districts DPR responses and Statement of Assurance and hereby approves these documents.

**Now Therefore Be It Resolved**, that the Mansfield Township Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR and Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

- 2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the Mobile Dentists/Smile Program to operate their program in the school district during the 2008/2009 school year at no cost to the district as recommended by the Superintendent.

**NJ Smile Program**

Note: The program provides the following (excerpted from “The Mobile Dentists/Smile Program” flyer):

- All children are eligible – PreK-8<sup>th</sup> grade. Program serves children in all grades in every district.
- No child is turned away based on ability to pay.
- Grants are readily given with a parent’s signature.
- Grants are private, ongoing and never run out.
- Provide and completes all paperwork for state mandated requirement of dental exam.
- Provide permission forms and letters to the parent for every child (Forms are also available in Spanish).
- Teams are made up of a licensed dentist and two staff including registered dental hygienist.
- Every child receives a “report card” to take home.
- If additional dental work is needed, dental referrals are provided.
- Copy of the dental exam is left with the school for the child’s school file.
- OSHA compliant.
- HIPPA compliant.
- Adhere to CDC Guidelines for Infection Control; Practical Infection Control for Dental Sealant Programs in a Portable Dental Care Environment as presented at the National Public Health Dental Sealant Conference.

**Approval Agenda  
Finance**

- 1. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the following bills list:

**Bills List**

- October 24, 2008, to October 31, 2008, in the amount of \$281,855.80;
  - November 1, to 15, 2008, in the amount of \$425,556.50 [with Mr. Uhrig abstaining on check #20898].
2. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous roll call vote that the Board approve the November 13, 2008, Travel Report. **Travel**
3. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the September transfers as listed on the November 13, 2008 Transfer Report. **Transfers**
4. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board accept FY 2009 IDEA-B grant award in the following amounts: **Accept IDEA-B Funds**
- Basic \$165,827
  - Preschool \$ 7,070
- For the grant year beginning September 1, 2008, through August 31, 2009.
- Note: In the past, the Business Office was accustomed to placing this on the agenda for acceptance almost hand-in-hand with the submittal of the application. We are now required to receive notification that the Grant was approved before the Board can accept funding; therefore, this item is being placed on the agenda again as the Grant was just approved a few days ago.
5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board accept the 2007/2008 Audit and Management Report with the following recommendations: **Accept Audit**
- The monthly financial reports of the Board Secretary and the Treasurer of School Monies are to be reconciled on a monthly basis.
  - No expenditure of student activity funds should be made unless supported by a properly completed and detailed payment voucher.
6. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the 2007/2008 Audit Corrective Action Plan as follows: **Approve Audit CAP**

- The monthly financial reports of the Board Secretary and the Treasurer of School Monies are to be reconciled on a monthly basis.
  - No expenditure of student activity funds should be made unless supported by a properly completed and detailed payment voucher.
7. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve a tuition contract with Great Meadows Regional School District to receive three students in to our Pre-School Initiative Program for the 2009/2010 school year at a tuition rate of \$11,256.00 per child, as recommended by the Superintendent.

**Tuition Contract – PS Initiative**

Note: We will be receiving students; therefore collecting tuition for these students to attend our program.

**Public Participation**

None

**Discussion**

None

**Adjournment**

**MOTION by Ms. Curto, seconded by Mr. Bell** and carried by all ayes that the November 13, 2008 Regular Meeting be adjourned. (8:14 p.m.)

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Rich Young  
Vice President