

**Mansfield Township Board of Education
Minutes – Re-Organization/Regular Meeting
April 24, 2008**

Call to Order

Mrs. Roszkowski opened the April 24, 2008 Re-Organization Meeting of the Mansfield Township Board of Education at 7:30 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. John Bell
Ms. Tracey Janowski
Mr. Kenneth Polakowski
Ms. Karri Siena-Reyes
Mr. Jeff Stabile
Mr. Russell Uhrig
Mr. Richard Young

Absent: Ms. Barbara Curto
Ms. Diane Margolin

Dr. Rita Seipp, Mr. E. Kemp, Ms. Mary Roszkowski and approximately ten community and/or staff members were also present.

Results of the School Election

Mrs. Roszkowski shared the results of the April 15, 2008 School Election:

Member of the Board of Education, Three Year Term: Vote for THREE

- Tracey Janowski 270
- Russell Uhrig 252
- Richard Young 244

RESOLVED: That there shall be raised for General Funds \$4,469,733 for the ensuing School Year for the ensuing School Year 2007-2008

- Yes 207
- No 173

The newly elected Board Members were congratulated on being re-elected.

Board Organization

Mrs. Roszkowski called for nominations for Board President.

- 1. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that Mr. Stabile be nominated for Board President. **Nominations for Board President**

With no other nominations being made for Board Presidency, the members of the Board were invited to make a motion to elect Board President.

- 2. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that Mr. Stabile be appointed Board President. **Election of Board President**

- 3. Mr. Stabile called for nominations for the post of Board Vice President. **Nominations for Board Vice President**

MOTION by Mr. Bell, second by Ms. Siena-Reyes and carried by unanimous vote that Mr. Young be nominated for the Board Vice President.

With no other nominations being made for Board Vice Presidency, the members of the Board were invited to make a motion to elect the Board Vice President.

- 4. **MOTION by Mr. Bell, second by Ms. Siena-Reyes** and carried by unanimous vote that Mr. Young be appointed Board Vice President. **Election of Vice President**

- 5. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote to adopt and approve the policies and actions of the previous Mansfield Board of Education. **Policies & Actions Adopted**

- 6. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote to approve the attached curricula, textbooks and programs for 2008/2009. **Curricula, Textbooks, Programs**

- 7. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso & Kessler as Board Attorney for the 2008/2009 school year (Pay to Play Certificate on File) at the following rate schedule: **Board Attorney**

- Partners, Counsel, Sr. Associates: \$160.00 per hour;
- Jr. Associates: \$150.00 per hour;
- Paralegals & Law Clerks: \$110.00 per hour.

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| 8. | MOTION by Ms. Siena-Reyes, second by Mr. Bell and carried by unanimous vote that the Board appoint the audit firm of William M. Colantano, Jr. for the 2008/2009 school year, pending receipt of Pay to Play Certification. | Audit Firm |
| 9. | MOTION by Ms. Siena-Reyes, second by Mr. Bell and carried by unanimous vote that the Board appoint Dr. Gomes as School Physician for the 2008/2009 school year as recommended by the Superintendent. | Appointment of School Physician |
| 10. | MOTION by Ms. Siena-Reyes, second by Mr. Bell and carried by unanimous vote that the Board appoint Gianforcaro Architects, Engineers & Planners as District Architects of Record for the 2008/2009 school year as recommended by the Superintendent. | Architect of Record |
| 11. | MOTION by Ms. Siena-Reyes, second by Mr. Bell and carried by unanimous vote that the Board establish a Petty Cash Fund in the amount of \$250. | Petty Cash |
| 12. | MOTION by Ms. Janowski, second by Mr. Bell and carried by majority vote [with Ms. Siena-Reyes abstaining] that the Board approve Skylands Community Bank as Official Depository for the 2008/2009 school year with signatories as follows: | Official Depository |

Account	Signatory/(ies)
<ul style="list-style-type: none"> • General 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Payroll 	1 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Agency 	1 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Capital Reserve Acct 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President

- School Business Administrator
 - Treasurer
 - Cafeteria 1 of the following four:
 - President
 - Vice President
 - School Business Administrator
 - Treasurer
 - Student Activity 1 of the following:
 - School Business Administrator
 - Superintendent
 - UCI 1 of the following:
 - School Business Administrator
 - Treasurer
13. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve The Bank of New York and New Jersey ARM as other official depositories for the 2008/2009 school. **Official Depository - Other**
14. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2008/2009 school year, as recommended by the Superintendent. **Appointment of BA/Board Secretary**
15. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board designate the Star-Gazette and the Express-Times as the official newspapers of the Board. **Official Newspapers**
16. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board adopt the Public Meeting Schedule as per attached. **Public Meeting Schedule**
17. **MOTION by Mr. Bell, second by Ms. Siena-Reyes** and carried by unanimous vote that the Board approve the following Tax Shelter Annuity Companies: **Tax Shelter Annuity Companies**
- AXA Equitable
 - Lincoln Investment Planning, Inc.
 - Siracusa Benefits Programs
18. **MOTION by Mr. Bell, second by Ms. Siena-Reyes** and carried by unanimous vote that the Board appoint T. L. Groseclose as the Student Accident Insurance provider for the 2008/2009 school year. **T. L. Groseclose**

19. **MOTION by Mr. Bell, second by Ms. Siena-Reyes** and carried by unanimous vote that the Board appoint Brown & Brown as Broker of Record for property and general liability insurances for 2008/2009 with Sharon Cooper serving as Broker of Record, pending receipt of Pay to Play Certification. **Brown & Brown**
20. **MOTION by Mr. Bell, second by Ms. Siena-Reyes** and carried by majority vote [with Mr. Young abstaining and Mr. Stabile voting “No”] that the Board appoint Grinspec Consulting of New Providence, NJ as the Broker of Record for Delta Dental program, the BeneCard program and the Oxford Health Care Program (pending receipt of Pay to Play Certification on file). **Broker of Record Health Programs**
21. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Mr. Uhrig as NJSBA/WCSBA Delegate. **NJSBA, WCSBA Delegate**
22. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board adopt the District’s Chart of Accounts. **Chart of Accounts**
23. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as the District Qualified Purchasing Agent according to State Statutes 18A:18A-2,-3,-37(c), NJSA18A:18A, NJAC 5:34:-5 et seq as recommended by the Superintendent. **Qualified Purchasing Agent**
24. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Mary E. Roszkowski as School Funds Investor for the 2008/2009 School year as recommended by the Superintendent. **School Funds Investor**
25. **MOTION by Mr. Bell, second by Mr. Young** and carried by unanimous vote that the Board appoint E. Kemp Affirmative Action Officer and 504 Officer for the 2008/2009 school year as recommended by the Superintendent. **Affirmative Action/504 Officer**
26. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint R. Wanous the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2008/2009 school year as recommended by the Superintendent. **RTK, AHERA, Indoor Air Quality, Integrated Pest Management, Chemical Hygiene**
- Note: These are areas Randy has handled for the district over the years with the newest this year being Indoor Air Quality.

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| <p>27. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board appoint C. Brennan as ADA Coordinator for the 2008/2009 school year as recommended by the Superintendent.</p> | <p>ADA
Coordinator</p> |
| <p>28. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board appoint L. Favreau as Substance Awareness Coordinator as recommended by the Superintendent.</p> | <p>Substance
Awareness
Coordinator</p> |
| <p>29. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board allow the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.</p> | <p>Travel &
Workshops</p> |
| <p>30. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting.</p> | <p>Transfer of
Funds Between
Meeting Dates</p> |
| <p>31. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board authorize the Superintendent and Business Administrator to implement the 2008/2009 budget pursuant with local and State policies and regulations.</p> | <p>Authorization
to Implement
Budget</p> |
| <p>32. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board adopt New Jersey School Board Member Code of Ethics as follows:</p> <ol style="list-style-type: none"> 1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures. 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing. 3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them. 4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements. | <p>NJ SBA
Code of Ethics</p> |

5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
 6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
 7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
 8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
 9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
 10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
 11. I will support and protect school personnel in proper performance of their duties.
 12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.
33. **MOTION** by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board approve the procurement of goods and services through State agencies (state contract). **State Contract Purchases**

Public Participation

1. Ms. Richardi asked if other insurance brokers had been considered.
2. Ms. Kearney requested a copy of Schedules A and B.

Communications

Mrs. Roszkowski read the following correspondence:

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| 1. | An April 11, 2008 letter from Celebrate the children advising that the school is currently in negotiations to move to a new building in Wharton, NJ. | Celebrate the Children Move |
| 2. | A March 14, 2008 letter from Celebrate The Children advising the district of a 10 percent increase in tuition for the 2007/2008 school year. | Celebrate the Children Tuition |
| 3. | An April 15, 2008 letter from Klara E. Tarsi that "it is with deep regret for personal reasons" she is tendering her resignation as Treasurer of School Monies effective May 15, 2008; however, would extend her last day to May 31, 2008 for the purpose of reconciling accounts for May. | Klara Tarsi Resignation |
| 4. | An April 21, 2008 letter from Sara Kimble tendering her resignation as teacher. | Sara Kimble Resignation |

Administrative Report

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| 1. | Dr. Seipp congratulated Mr. Uhrig on his appointment to the Board and welcomed Mr. Young and Ms. Janowski back. | Welcome to the BOE |
| 2. | The PTA did another great job in helping pass the budget this year according to Dr. Seipp. Thank you everyone for supporting the budget during the recent vote on budget. | Budget |
| 3. | We had approximately 200 children absent today for Take Your Child to Work Day. | Take Your Child to Work Day |

Consent Agenda

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| 1. | MOTION by Mr. Bell, second by Ms. Siena-Reyes and carried by majority vote [with Mr. Stabile abstaining] that the Board of Education approve the minutes of the following meeting: | Minutes Approval |
| | <ul style="list-style-type: none"> • March 19, 2008 Public Hearing on the Budget/Regular Meeting. | |

Approval Agenda Personnel

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| 1. | MOTION by Mr. Young, second by Mr. Bell and carried by majority vote [with Mr. Uhrig abstaining] that the Board of Education accept S. Kimble's resignation from her teaching position. | S. Kimble Resignation |
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2. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education accept Klara Tarsi's resignation as Treasurer of School Monies effective May 31, 2008. **K. Tarsi
Resignation**
3. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the salaries and longevity of tenured and non-tenured staff members for the 2008/2009 school year, as per the attached Schedules A and B, respectively, and as recommended by the Superintendent. **Tenured &
Non Tenured
Staff
Appointments**
4. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education appoint Andrew Coppola as Treasurer of School Monies effective June 1, 2008 through June 30, 2009 as recommended by the Superintendent. **Treasurer
Appointed**
5. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve J. Finkle for a Warren County Substitute Certificate (Criminal History check completed) as recommended by the Superintendent. **J. Finkle
WC
Sub Certificate**
6. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve E. Gibson for a Warren County Substitute Certificate (Criminal History check completed) as recommended by the Superintendent. **E. Gibson
WC
Sub Certificate**
7. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve a tenured contract for a tenured contract for Christina Birmingham, teacher, Step B4, at a salary of \$43,790, effective September 1, 2008 through June 30, 2009, as recommended by the Superintendent. **Tenure
Contract
C.
Birmingham**
8. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve a tenured contract for Eric Morgan, teacher, Step B4, at a salary of \$43,790, effective September 1, 2008 through June 30, 2009, as recommended by the Superintendent. **Tenure
Contract
E. Morgan**
9. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve a tenured contract for Pam Schiesl, teacher, Step B15-5, at a salary of \$44,565, effective September 1, 2008 through June 30, 2009, as recommended by the Superintendent. **Tenure
Contract
P. Schiesl**
10. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve a tenured teaching contract for a tenured contract for Marc Tyson, teacher, Step M13, at a salary of \$71,480, **Tenure
Contract
M. Tyson**

effective September 1, 2008 through June 30, 2009, as recommended by the Superintendent.

- 11. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve appointment of the following individuals as recommended by the Superintendent:

**E. Kemp
C. Brennan
Appointments**

- Edward Kemp, Principal, effective July 1, 2008 through June 30, 2009;
- Catherine Brennan, CST Director/LDTC, effective July 1, 2008 through June 30, 2009.

Dr. Seipp stated that the financial situation in schools is getting tighter and tighter. The cluster is looking into either consolidating and/or sharing positions. As a result of cluster meetings, Mansfield’s ESL position is now being shared with Washington Borough. The cluster is currently studying individual district CST caseloads, how to even out the workload and how it could consolidate those services. A lot of research has been done and is continuing at the cluster level.

**Consolidation
of Services**

**Approval Agenda
Finance**

- 1. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board Sussex County Co-op at a 4% administrative fee to provide transportation for Mansfield Township Special Education students for the 2008/2009 school year.

**Sussex County
Co-op**

- 2. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board adopt the following resolution:

Tax Levy

Resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2008 through June 30, 2009 is \$4,626,544 for General Current Expense and \$347,102 for debt service to be received as follows:

- Current Expense: Twelve payments of \$385,545.33 on the fifteenth (15th) of every month commencing July 15, 2008 for a total of \$4,626,544.
- Debt Service: Two payments of \$173,551.00 payable on August 15, 2008 and February 15, 2009 for a total of \$347,102.

- 3. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board approve workshop and travel

**Workshop/
Travel Reim-
bursement**

reimbursements per the April 2008 request as recommended by the Superintendent.

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| <p>4. MOTION by Mr. Polakowski, second by Bell and carried by unanimous vote that the Board approve the Transfers Report effective from March 1, 2008 to March 31, 2008 as follows:</p> <ul style="list-style-type: none"> • Fund 10 \$34,650.00 | <p>Transfers</p> |
| <p>5. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of February 28, 2008 with a balance of \$1,452,751.32</p> | <p>Secretary & Treasurer’s Reports</p> |
| <p>6. MOTION by Mr. Polakowski, second by Mr. Bell 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, 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 February 28, 2008 with a balance of \$1,452,751.32.</p> | <p>Certification</p> |
| <p>7. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board approve the attached bills list:</p> <ul style="list-style-type: none"> • April 1, 2008 to April 24, 2008 in the amount of \$517,342.90. | <p>Bills Lists</p> |
| <p>8. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board approve the following special ed extended year programming (pending receipt of Pay to Play Certification):</p> <ul style="list-style-type: none"> • TR, CTC Center, LLC from July 9 to August 5, 2008 and Celebrate the Children from August 11, 2008 to August 22, 2008 at a cost of \$7,209 plus transportation; and • ES, P.G. Chambers School from July 7 to August 15, 2008 at a cost of \$8,046 plus transportation; and • MD, Stepping Stone School, July 7 to August 15, 2008 at a cost of \$6,435.30 plus transportation. | <p>SE Placements
Summer Programs</p> |
| <p>9. MOTION by Mr. Polakowski, second by Mr. Bell and carried by unanimous vote that the Board approve a contract with Children’s Therapy</p> | <p>Children’s Therapy Contract</p> |

Services, Inc. to provide physical therapy services to the children of Mansfield at a cost of \$99.51 per hour, Pay to Play Certificate on file.

- 10. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by majority vote [with Ms. Reyes abstaining] that the Board approve a monthly preschool tuition rate of \$200 per month for a five-day per week program for the 2008/09 school year.

**Preschool
Inclusion
Tuition Set**

Discussion Agenda

- 1. Mr. Bell inquired if the district was going to raise the price for food in the cafeteria.

**Cafeteria
Pricing**

Ms. Roszkowski stated that Dr. Seipp and she had briefly discussed this area as food prices have risen significantly. It is something that we should consider.

- 2. Ms. Janowski wanted to know why there were different rates for the election workers.

**Election
Workers**

Ms. Roszkowski stated that certain workers work longer hours as they are designated to take the sealed ballot box to Belvidere.

Public Participation

- 1. Ms. Kearney wanted to know what a Pay to Play Certificate is.

**What is a Pay to
Play Certificate?**

Ms. Kearney was shown what a Pay to Play Certificate is and also told that it is a form that vendors have to fill out listing their political contributions.

Adjournment

MOTION by Ms. Siena-Reyes, seconded by Mr. Bell and carried by all ayes that the April 24, 2008 Reorganization/Regular Meeting be adjourned. (8:25 p.m.)

Respectfully submitted,

Mary E. Roszkowski
Business Administrator/Board Secretary

Rich Young
Vice President