

**Mansfield Township Board of Education
Minutes Regular Meeting
June 24, 2008**

Call to Order

Mr. Stabile opened the June 24, 2008 Regular Meeting of the Mansfield Township Board of Education at 7:05 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, June 21, 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. Richard Young
Mr. John Bell
Ms. Barbara Curto
Ms. Tracey Janowski
Ms. Diane Margolin
Mr. Kenneth Polakowski
Ms. Kari Reyes
Mr. Russell Uhrig

Absent:

Dr. Rita Seipp, Mr. Kemp, Ms. Roszkowski and three community and/or staff members were present.

Communications

None

Administrative Report

Dr. Seipp's report included the following:

- | | |
|---|------------------------------|
| 1. Thank you for coming to graduation. | Graduation |
| 2. Ninety-seven children are registered for kindergarten. At the end of the school year, twenty-eight transferred out. | Enrollment |
| 3. A pre-construction meeting was held with the contractor and architect. The architect ran a great meeting. Workers will be on site on July 7 with a completion date on or before August 15. | Windows Project |
| 4. There is a motion on the agenda to authorize payment to the contractor for supplies and materials delivered to the site. | Payment to Contractor |

Public Participation

None

Consent Agenda

- 1. **MOTION by Mr. Bell, second by Ms. Curto** (with abstentions noted) and carried by majority vote that the Board of Education approve the minutes of the following meeting:

**Minutes
Approval**

- June 12, 2008 Work Session Meeting [with Mr. Polakowski abstaining];
- June 12, 2008 Executive Session [with Mr. Polakowski abstaining].

**Approval Agenda
Personnel**

- 1. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the following summer recreation personnel for the Summer Recreation Program to run 4 hours per day from July 7, to August 1, 2008, as recommended by the Superintendent:

SUMMER REC

- Sue Ellyn Huizing, \$30/hr.
- Eric Morgan, \$30/hr.
- Laurie Sullivan, \$30/hr.
- Heather Gilmartin (3 weeks), \$30/hr.

- 2. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the following personnel for summer time cleaning and summertime projects at a rate of \$10.04 per hour starting on or about June 23, 2008 through August 30, 2008, as recommended by the Superintendent:

**SUMMER
EMPLOYEES**

- Heather Gilmartin (Receiver)
- Denise Heyman (Clerical Sub)
- Peggy McDonough (Cleaning)
- Andrew Noel (Cleaning)
- Sadie Szucs (Cleaning)

- 3. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve support staff appointments and salaries as per Attachment A, effective July 1, 2008 through June 30, 2009 unless otherwise noted, as recommended by the Superintendent.

**SUPPORT
STAFF
APPOINTMENT**

4. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the following salary adjustments (due to longevity adjustment) for the 2007/2008 school year as recommended by the Superintendent:

**LONGEVITY
ADJUSTMENTS**

- P. Booser: \$500
- C. Gouger: \$250
- S. Taylor: \$250
- P. Thatcher: \$250
- E. Yaremczak: \$250
- J. Zarillo: \$250

Note: The Mansfield Education Association and the Board Office staff worked collaboratively, under the direction of the Superintendent, on a project to correct/update personnel files to correctly reflect years credited toward longevity and/or guide placement. The study mainly affected employees hired before 1997.

5. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the following salary adjustments for the 2008/2009 school year as recommended by the Superintendent:

**CONTRACT
ADJUSTMENTS
DUE TO
LONGEVITY**

- P. Booser: Longevity should be \$2,200, not \$1,700, for a 2008/09 contract total of \$73,680;
- M. Collazo: Longevity should be \$1,450, not \$500, for a 2008/09 contract total of \$70,405;
- C. Gouger: Longevity should be \$500, not \$0, for a 2008/09 contract total of \$69,455;
- D. Hogan: Longevity should be \$500, not \$1,450, for a 2008/09 contract total of \$73,825;
- B. Mika: Longevity should be \$2,200, not \$1,700, for a 2008/09 contract total of \$73,680;
- M. Mika: Longevity should be \$2,200, not \$1,700, for a contract total of \$71,155;
- S. Taylor: Longevity should be \$500, not \$250, for a 2008/09 contract total of \$69,455;
- P. Thatcher: Longevity should be \$500, not \$0, for a 2008/09 contract total of \$69,455;

- E. Yaremczak: Longevity should be \$1,700, not \$1,450, for a 2008/09 contract total of \$72,130;
- J. Zarillo: Longevity should be \$500, not \$250, for a 2008/09 contract total of \$71,980.

Note: The Mansfield Education Association and the Board Office staff worked collaboratively, under the direction of the Superintendent, on a project to correct/update personnel files to correctly reflect years credited toward longevity and/or guide placement. The study mainly affected employees hired before 1997.

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| 6. | <p>MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board approve a tenured contract for Robin Iaione, teacher, Step B4, at a salary of \$43,790, effective September 1, 2008 through June 30, 2009, as recommended by the Superintendent.</p> | <p>TENURED
CONTRACT
R. IAIONE</p> |
| 7. | <p>MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board appoint Mrs. Lizette Quinones to our 0.5 Shared Services English as a Second Language vacancy (individual to be shared with Washington Borough School District using the WEA Guide, BA15, Step L of \$48,800 plus benefits), the total cost to each district will be \$28,573.50, effective September 1, 2008 to June 30, 2009, as recommended by the Superintendent.</p> | <p>SHARED
SERVICES
AGREEMENT</p> |
| 8. | <p>MOTION by Mr. Young, second by Mr. Bell and carried by unanimous vote that the Board approve the following personnel to do assessments on three children over the summer as recommended by the superintendent:</p> <ul style="list-style-type: none"> • Patti-Jo Raiello, 3 days at \$340.39 per day • Leslie Fulmer-Cook, 2 days at \$349.90 per day • Michelle Lee, 1 day at \$338.83 • Patricia Cericola, 2 days at \$345.78 • Lisa Foster-Clarke, 1 day at \$337.28 • Deborah Stenvall, 1 day at \$329.60 | <p>SUMMER
ASSESSMENTS
CST</p> |

**Approval Agenda
Curriculum/Policy/Facilities**

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|----|--|---|
| 1. | <p>MOTION by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the three-year ESL Plan as recommended by the Superintendent.</p> | <p>ESL PLAN</p> |
| 2. | <p>MOTION by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the three-year Mentoring Plan as recommended by the Superintendent.</p> | <p>3-YR
MENTORING
PLAN</p> |

Approval Agenda Finance

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|---|--|
| <p>1. MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board approve the monthly financial reports as of April 30, 2008 with a balance of \$1,396,552.48.</p> | Secretary
Treasurer's
Reports |
| <p>2. MOTION by Ms. Reyes, 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, this Board of Education certifies that no major account or fund has been over expended in violation of NJAC 6A:23-2.11(c)3 for the month of April 30, 2008 with a balance of \$1,396,552.48.</p> | Certification |
| <p>3. MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board approve Funds Transfers as per the report dated June 24, 2008 in the following amount/(s):</p> <ul style="list-style-type: none"> • Fund 10 \$66,490.89 | Transfers |
| <p>4. MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board approve the following bills list:</p> <ul style="list-style-type: none"> • June 13, 2008 to June 24, 2008 in the amount of \$690,335.05; • March 31, 2008, Check #N0332, entry to record Bank of America Bank Charge of \$135.99, • April 30, 2008, Check #N0430 to record Bank of America Charge of \$610.73. | Bills Lists |
| <p>5. MOTION by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board acknowledge that the Board of Education requested quotes from four transportation vendors for Summer School Special Education transportation, Bus #1 and Bus #2; that vendors responded as follows:</p> <ul style="list-style-type: none"> • First Student: Did not submit a quote • Laidlaw: Did not submit a quote; • Scott Bus: No response • Snyder Bus: Bus 1 - \$144/day; Bus 2 - \$144/day | SE Summer
Transporta-
tion |

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.

- 6. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve 1st installment payment to Panoramic Window & Door Systems, Inc., contingent upon receipt of certification from Gianforcaro Architects, and not to cost of material delivered to construction site. **Panoramic Window Payment Approval**

- 7. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the payment of bills to close out the 2007/2008 fiscal year and the transfer of funds as needed for the 2007/2008 school year. **Payment of Bills & Transfers**

- 8. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the following meal prices: **New Meal Prices**
 - Student Lunch - \$2.25
 - Student Breakfast - \$1.50
 - Adult Lunch - \$4.00
 - Milk - .50

Note: Due to increased food costs which are being passed on to the Board, it is recommended that the lunch price be adjusted by 25 cents.

- 9. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board set the tuition rate for the Autism Program at \$18,500.00 for the 2008/2009 school year. **Autism Program Tuition**

- 10. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board accept JS into the Special Ed Extended Year Program which runs from June 30, 2008 (off July 4) through July 25, from Hope Township School at a tuition of \$950. **Accept Tuition Student**

- 11. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board adopt the following resolution: **Transfer of Surplus to Cap Reserve**

Resolution - Transfer of Current Year Surplus to Reserve

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 into a Capital Reserve account at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$25,000 is available for such purpose of transfer;

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.

- 12. **MOTION** by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board accept a mini-grant from Wal-Mart in the amount of \$500.

**Wal-Mart
Mini Grant**

Public Participation

None

Discussion

- 1. Mrs. Roszkowski reported that the County Office has advised us that, in the spirit of transparency, a Public Hearing on the Business Administrator’s Contract should be held even if a 3-year contract was granted last year.

**Public Hearing
BA and
Superintendent’s
Contracts**

Mr. Stabile indicated that the Personnel Committee will be meeting after the July 4 holiday to discuss the new superintendent’s contract. Both public hearings could be done the same evening to save advertising dollars. A date will be set after said meeting with the new superintendent.

- 2. Mr. Stabile asked the Board Members who have not handed in their Superintendent’s Evaluation to do so as soon as possible.

**Superintendent’s
Evaluation**

- 3. Mr. Stabile said that Board Self Evaluation will be discussed at one of the August meetings.

**Board Self
Evaluation**

- 4. Per Mrs. Roszkowski: We have been invited to join with the Township of Mansfield and four other municipalities to participate in a grant application (our 10% matching share would be approximately \$61) which would pay for a survey of existing records/documents storage and retrieval practices, identification of personnel and equipment needs and any funding that may be available through PARIS, SHARE or other resources, preparation of a records/document management plan

**Participation in
PARIS or
SHARE**

subsequent to any PARIS funded projects, and determination of savings available through sharing of resources.

Currently, this district stores documents in an area that is not fireproof. The Minutes Books and other permanent records are not on microfiche or any other electronic device should the storage room be compromised.

I have made inquiries with various firms from time to time to come out and do such a study and provide their recommendations. The least expensive “look and make recommendations” as to how to proceed, would cost \$4,500 – therefore, I never mentioned it before. The \$61 price tag is an attractive one to at least give us an idea as to how we should proceed and the associated costs.

If the Board wants to participate in the study, a resolution would need to be adopted to become participants in the study.

After a short discussion on methods of storage and questions were answered, on **motion by Mr. Young, seconded by Mr. Bell** and unanimous vote, the following resolution was adopted:

RESOLUTION TO APPLY FOR A FEASIBILITY STUDY GRANT

WHEREAS, the Governing Body of the Township of Mansfield and the Town of Hackettstown, the Township of Independence, the Borough of Washington, and the Township of Washington have agreed to apply for a *SHARE* (Sharing Available Resources Efficiently) Feasibility Study Grant through the State of New Jersey Local *SHARE* Program in the amount of \$3,690.96; and,

WHEREAS, the Township of Mansfield has agreed to be the lead agency in this endeavor; and

WHEREAS, the State of New Jersey has made *SHARE* grants available to assist local units study, develop and implement new shared and regional services; and

WHEREAS, the purpose of this grant is to promote shared services between our local units through the Warren-Morris Council of Governments Records/Document Storage and Retrieval feasibility study that would be beneficial to all local units;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of Mansfield Township Board of Education does hereby join with the Town of Hackettstown, the Township of Independence, the Township of Mansfield, the Borough of Washington, and the Township of

Washington in applying for a grant for the purposes of conducting a survey of existing records/documents storage and retrieval practices, identification of personnel and equipment needs and funding available through PARIS, SHARE or other resources, preparation of a records/document management plan subsequent to any PARIS funded projects, and determination of savings available through sharing of resources; and

BE IT FURTHER RESOLVED that the Mansfield Township Board of Education agrees to provide its agreed share of the required local matching funds or other resources in the amount of \$61.52 as its contribution to the study’s costs.

- 5. Mr. Uhrig reported to the Board his findings on alternate power generation. There are many resources available depending on which way the Board wants to proceed. Some companies will lease the equipment to an entity and will be solely responsible for the equipment – other companies will sell the equipment and the entity is responsible for the equipment. Several vendors have indicated their willingness to come out and address the Board on the subject. Mr. Uhrig would be willing to contact the vendors to set up a time for a presentation at a future board meeting.

Clean Power

Also, it was noted that there are grant dollars available to schools to this type of work; whereas, the grant dollars are not available to a homeowner.

Mr. Uhrig emailed Senator Robert Mendez, an advocate for clean power.

More information will be forthcoming at the next meeting.

- 6. Ms. Margolin inquired about the website and whether everything is up to date now with Board Minutes postings. She was advised that due to a personnel vacuum in the web administrator position and subsequent “catch up” work once a new person was appointed, there had indeed been a lag. All minutes are current now.

Website

- 7. Ms. Margolin gave an update on the park project by the Township. The Park Committee approved \$450,000 for trails. The plans for said trails are almost complete. Just less than 2 miles of trails have been approved. A walkway will attach to the school. The work should be done within a year. The park project needs public support.

Park Project

June 24, 2008

1822

Adjournment

MOTION by Ms. Curto, seconded by Mr. Bell and carried by all ayes that the June 24, 2008 Regular Meeting be adjourned. (8:16 p.m.)

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Rich Young
Vice President