

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
AUGUST 14, 2008**

CALL TO ORDER

Mr. Stabile, Board President, opened the August 14, 2008 Work Session at 7:06 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 (arrived 7:43 p.m.)
Ms. Barbara Curto
Ms. Tracey Janowski
Ms. Diane Margolin
Mr. Kenneth Polakowski
Ms. Karri Sienna-Reyes
Mr. Russell Uhrig

Absent: Mr. Richard Young

Also present were: Mr. Kemp and Ms. Roszkowski.
Community: Three community and/or staff members were present.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Mr. Kemp gave a status report on the Window Project.

**WINDOW
PROJECT**

EXECUTIVE SESSION

1. **MOTION** by Mr. Polakowski, second by Ms. Reyes and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) involving personnel and individual privacy the disclosure of which could constitute an unwarranted invasion of privacy; and

WHEREAS, the deliberation of such ~~contracts~~ ^{contracts} may be held in private under the provisions of the Open Public Meeting Act;

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session to discuss the above-mentioned ~~contract(s)~~ ^{contract(s)} to the exclusion of all others. If an action results, it will be taken following re-entry into regular session.

(Time: 7:07 p.m.)

2. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by **Reconvene to** unanimous vote that the Board ~~reconvene to~~ ^{Reconvene to} Regular Session. (7:42 p.m.) **Public Session**

CONSENT AGENDA

MOTION by Mr. Bell, second by Ms. Reyes and carried by **MINUTES** unanimous vote that the Board ~~approve~~ ^{Approve} the minutes of the **APPROVAL** following meetings:

- June 24, 2008 Regular Board Meeting.

APPROVAL AGENDA

PERSONNEL

1. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried **E. KEMP** by unanimous vote that the Board approve Mr. Edward S. Kemp **ACTING** as Acting Superintendent effective August 14, 2008 through **SUPERINTENDENT** August 31, 2008.

2. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried **J. D. MELITSKY** by unanimous vote that the Board ~~approve~~ ^{Approve} a non-tenure contract **PRINCIPAL** for John D. Melitsky to serve **Principal** effective on or about September 1, 2008 through June 30, 2009 at an annual prorated salary of \$87,500, as recommended by the Superintendent.

3. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried **S. HAHN** by unanimous vote that the Board approve S. Hahn as a **ESY SUB** substitute teacher for **TEACHERS** recreation programs at \$90 per day as recommended by the Superintendent.

4. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried **CONTRACT** by unanimous vote that the Board ~~approve~~ ^{Approve} corrected contracts as **CORRECTIONS** follows:

- Edward S. Kemp, Principal, effective July 1, 2008 through June 30, 2009, at a prorated salary of \$94,265, as recommended by the Superintendent.

- Catherine Brennan, CST Director, effective July 1, 2008 through June 30, 2009 (11 month position paid over 12
- months), at a prorated salary of \$104,498 as recommended by the Superintendent.

Note: Contracts were approved before we knew that Mr. Kemp was going to be appointed Superintendent and Mrs. Brennan was retiring. Therefore, the correction is the insertion of the word “prorated”.

5. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve Bret Castner as maternity leave replacement effective September 4, 2008 through November 21, 2008, Step BA1, at a pro-rated salary of \$43,490, (criminal history check pending), as recommended by the Superintendent.

**B. CASTNER
MATERNITY LEAVE
REPLACEMENT**
6. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve a non-tenure contract for Michele Zappulla as a Special Education/BSI teacher effective September 1, 2008 to June 30, 2009, Step BA-1, at a salary of \$43,490, (criminal history check pending), as recommended by the Superintendent.

**M. ZAPPULLA
SE/BSI TEACHER**
7. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve a non-tenure contract for Jennifer Borrmann as a Special Education teacher effective September 1, 2008 to June 30, 2009, Step MA-1, at a salary of \$46,015 (criminal history check pending), as recommended by the Superintendent.

**J. BORRMANN
SE TEACHER**
8. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve non-tenure contract for Virginia Cutler as a part-time (3-day per week or 60%) Sign Language Interpreter, effective September 1, 2008 to June 30, 2009, Step MA-1, at a pro-rated salary of \$46,015 (or \$27,609 based on 3 days per week) (criminal history check pending), as recommended by the Superintendent.

**V. CUTLER
SIGN LANGUAGE
INTERPRETER**
9. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve a non-tenure contract for Mary Schwarzenberger as a LD/TC effective September 1, 2008 to June 30, 2009, Step MA-12 at a salary of \$67,025 (criminal history check pending), as recommended by the Superintendent.

**M.
SCHWARZENBERGER
LD/TC**

10. **MOTION by Mr. Polakowski, second by Ms. Reyes** and carried by unanimous vote that the Board approve the following personnel to do assessments on one child over the summer as recommended by the Superintendent:

**CST
ADDITIONAL TIME**

- Patti-Jo Raiello, 1 day at \$340.39 per day
- Leslie Fulmer-Cook, 1 day at \$349.90 per day
- Patricia Cericola, 1 day at \$345.78 per day
- Lisa Foster-Clarke, 1 day at \$337.28 per day

**APPROVAL AGENDA
FINANCE**

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

Bills Lists

- July 1, 2008 to July 31, 2008 in the amount of \$399,615.91.
- August 1, 2008 to August 14, 2008 in the amount of \$104,379.50.

- 2 **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the August 14, 2008 Funds transfer report in the following amount/(s):

Transfers

- Fund 10 \$98,154.30
- Fund 20 \$30,526.01
- Fund 60 \$ 2,670.00

- 3 **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial reports as of May 31, 2008 with a balance of \$1,102,192.56 and June 30, 2008 with a balance of \$1,115,159.58.

**Secretary/
Treasurer’s
Reports**

4. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous roll call vote that the Board resolves 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 months of May 31, 2008 with a balance of \$1,102,192.56 and June 30, 2008 with a balance of \$1,115,159.58.

Certification

5. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous roll call vote that the Board approve bus contracts as listed below for the 2008/2009 school year with an increase of

**Transportation
Contracts**

2.89% over the 2007/2008 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.*)

<u>Carrier/Routes</u>	<u>2007/2008 Contract \$</u>	<u>2008/2009 Renewal #</u>	<u>2008/2009 Contract \$</u>
<u>LaidLaw Routes</u>			
A	\$28,775.68	17	\$29,607.30
B	\$22,068.56	9	\$22,706.34
K	\$23,465.98	14	\$24,144.15
O	\$21,176.66	15	\$21,788.67
<u>Laidlaw (Multi L-1)</u>			
N	\$ 124.68/day	5	\$128.28/day
R	\$ 106.37/day	5	\$109.44/day
WH29/I	\$ 225.34/day	5	\$231.85/day
<u>Snyder (Multi S-1)</u>			
C	\$ 122.39/day	5	\$125.93/day
E	\$ 129.25/day	5	\$132.99/day
F	\$ 120.09/day	5	\$123.56/day
M	\$ 117.81/day	5	\$121.21/day
X	\$ 125.82/day	5	\$129.46/day
<u>Snyder (Multi S-2)</u>			
SN 1 05	\$ 133.07/day	3	\$136.92/day
SN 2 05	\$ 133.07/day	3	\$136.92/day
<u>Snyder (Multi)</u>			
WH40/Wa	\$246.24/day	2	\$253.36/day
<u>Snyder Route</u>			
Y	\$23,615.37	12	\$24,297.85
<u>Village Routes</u>			
J	\$25,904.31	16	\$26,652.94

6. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board rescind Motion 6, Finance, of the May 22, 2008 meeting appropriating \$45,000 from Fund Free Balance to Fund 30 to complete the windows project.

7. ***MOTION by Ms. Reyes, second by Mr. Bell*** and carried by unanimous vote that the Board approve Application No. 1 for payment to Panoramic Window & Door systems, Inc., as certified by Gianforcaro Architects, in the amount of \$173,901.25

Motion Rescinded

Panoramic Window Payment Approved

contingent upon receipt of payroll Certification for Public Works Projects, as recommended by the Superintendent.

8. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve an addendum to our contract with Dowling Food Service Management Company dated June 11, 2007 which shall begin on September 1, 2008 and terminate on June 30, 2009 as follows:

Dowling Food Service Contract

- Administrative fee of \$8,480; and
- A guaranteed profit of \$5,000 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2007-2008 levels; USDA donated commodities offered are at least equal to 2007-2008 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 2007-2008 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 February 2008 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 Ms. Reyes, 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, 2008 through June 30, 2009 at the following tuition rate:

SE Student Received

• Base Tuition	\$18,500
• Speech: 90 minutes/week	2,881
• OT: 60 minutes/week	1,968
• Nursing: 75 minutes/week	<u>1,679</u>
 Total Tuition from Hope District	 <u>\$25,028</u>

10. **MOTION by Ms. Reyes, 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

SE Student Sent

September 1, 2008 through June 30, 2009 at a tuition of \$45,047.10.

11. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve a contract with EarthSpec LLC to provide transportation services for the 2008/2009 school year at a cost of \$8,379. **EarthSpec LLC**
12. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by majority vote [with Mr. Uhrig abstaining] that the Board approve Mr. Uhrig's request to attend the required Board Member Orientation Workshop in Atlantic City in October, 2008. **Travel Request**

DISCUSSION

1. Mr. Kemp gave a presentation on the free program available from the State: Learnia Project. This assessment tool helps align instruction to testing. Once the children are tested, it shows the students weaknesses and strengths and then instruction in the classroom can be adjusted to address weaknesses. **Learnia Project**
2. The Sign Language Program was discussed. **Sign Language Program**
3. Mr. Uhrig reported that a meeting was set up for Friday, August 15, 2008 with Interactive Solutions Solar Energy. **Solar Energy**

EXECUTIVE SESSION

1. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board approve the following Resolution:

WHEREAS, the Board must consider matter(s) involving personnel and individual privacy the disclosure of which could constitute an unwarranted invasion of privacy; and

WHEREAS, the deliberation of such considerations may be held in private under the provisions of the Open Public Meeting Act;

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session to discuss the above-mentioned matter(s) to the exclusion of all others. If an action results, it will be taken following re-entry into regular session.

(Time: 8:29 p.m.)

2. **MOTION** by Ms. Reyes, second by Ms. Curto and carried by unanimous vote that the Board return to Regular Session. (8:45 p.m.) **Reconvene to Public Session**

PUBLIC PARTICIPATION

None

ADJOURNMENT

With nothing further business to discuss, the August 14, 2008 Work Session ended at 8:46 p.m. on *motion by Ms. Curto, seconded by Mr. Bell* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Mr. Young
Vice President