

**Mansfield Township Board of Education  
Minutes – Re-Organization/Regular Meeting  
April 30, 2009**

**Call to Order**

Mrs. Roszkowski opened the April 30, 2009 Re-Organization Meeting of the Mansfield Township Board of Education at 7:35 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. John Bell	Absent:
	Dr. Terry Clancy	
	Ms. Barbara Curto	
	Ms. Tracey Janowski	
	Mr. Kenneth Polakowski	
	Ms. Karri Reyes	
	Mr. Jeff Stabile	
	Mr. Russell Uhrig	
	Mr. Richard Young	

Mr. E. Kemp, Mr. Melitsky 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 21, 2009 School Election:

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

- Terry Clancy 254
- Barbara Curto 251
- Jeff Stabile 219

**RESOLVED:** That there shall be raised for General Funds \$4,469,733 for the ensuing School Year for the ensuing School Year 2009-2010

- Yes 196
- No 193

The newly elected Board Members gave oath of office and were congratulated on being elected/re-elected.

## Board Organization

Mrs. Roszkowski called for nominations for Board President.

1. Nominations for Board President were as follows:

**Nominations  
for Board  
President**

- Mr. Uhrig nominated Mr. Bell
- Mr. Young nominated Mr. Stabile

The following vote was taken:

- Mr. Bell: Mr. Bell
- Dr. Clancy: Mr. Bell
- Mr. Uhrig: Mr. Bell
- Ms. Curto: Mr. Stabile
- Ms. Janowski: Mr. Stabile
- Mr. Polakowski: Mr. Stabile
- Ms. Reyes: Mr. Stabile
- Mr. Young: Mr. Stabile
- Mr. Stabile: Mr. Stabile

2. **MOTION** by Mr. Polakowski, second by Mr. Young and carried by majority 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. Polakowski, second by Ms. Reyes and carried by majority vote [Abstain: Mr. Bell] 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. Polakowski, second by Ms. Reyes and carried by majority vote [Abstain: Mr. Bell] that Mr. Young be appointed Board Vice President.

**Election of  
Vice President**

- |  |   |
|--|---|
| <p>5. <b>MOTION by Ms. Reyes, second by Mr. Bell</b> and carried by majority vote [Abstain: Dr. Clancy] to adopt and approve the policies and actions of the previous Mansfield Board of Education.</p>  | <p><b>Policies &amp; Actions Adopted</b></p>  |
| <p>6. <b>MOTION by Ms. Reyes, second by Mr. Bell</b> and carried by majority vote [Abstain: Dr. Clancy] to approve the attached curricula, textbooks and programs for 2009/2010.</p>   | <p><b>Curricula, Textbooks, Programs</b></p>  |
| <p>7. <b>MOTION by Mr. Polakowski, second by Mr. Bell</b> and carried by unanimous vote that the Board appoint Nathanya G. Simon of Schwartz, Simon, Edelstein, Celso &amp; Kessler as Board Attorney for the 2009/2010 school year (Pay to Play Certificate on File) at the following rate schedule:</p> <ul style="list-style-type: none"> <li>• Partners, Counsel, Sr. Associates: \$160.00 per hour;</li> <li>• Jr. Associates: \$150.00 per hour;</li> <li>• Paralegals &amp; Law Clerks: \$110.00 per hour.</li> </ul> <p>Discussion: Same rates as last year.</p> | <p><b>Board Attorney</b></p>                  |
| <p>8. <b>MOTION by Ms. Reyes, second by Mr. Bell</b> and carried by unanimous vote that the Board appoint the audit firm of William M. Colantano, Jr. for the 2009/2010 school year, pending receipt of Pay to Play Certification.</p>   | <p><b>Audit Firm</b></p>                      |
| <p>9. <b>MOTION by Ms. Reyes, second by Mr. Bell</b> and carried by unanimous vote that the Board appoint Dr. Gomes as School Physician for the 2009/2010 school year as recommended by the Superintendent.</p>  | <p><b>Appointment of School Physician</b></p> |
| <p>10. <b>MOTION by Ms. Reyes, second by Mr. Bell</b> and carried by majority vote [Abstain: Mr. Stabile] that the Board appoint Gianforcaro Architects, Engineers &amp; Planners as District Architects of Record for the 2009/2010 school year as recommended by the Superintendent.</p> <p>Discussion: Mr. Gianforcaro has re-filed the application for the windows project with no additional cost to the Board due to miscalculation of the entire cost of the project.</p>   | <p><b>Architect of Record</b></p>             |
| <p>11. <b>MOTION by Ms. Curto, second by Mr. Bell</b> and carried by unanimous vote that the Board establish a Petty Cash Fund in the amount of \$250.</p>   | <p><b>Petty Cash</b></p>                      |
| <p>12. <b>MOTION by Ms. Curto, second by Mr. Bell</b> and carried by majority vote [with Ms. Reyes abstaining] that the Board approve Skylands Community Bank as Official Depository for the 2009/2010 school year with signatories as follows:</p>  | <p><b>Official Depository</b></p>             |

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

13. **MOTION** by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the Star Gazette and Express Times as official newspapers of the district.

**Official  
Newspapers**

- |  |  |
|--|--|
| 14. <b>MOTION</b> by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board appoint Mary E. Roszkowski as Business Administrator/Board Secretary for the 2009/2010 school year, as recommended by the Superintendent.  | <b>Appointment of BA/Board Secretary</b> |
| 15. <b>MOTION</b> by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board adopt the Public Meeting Schedule as per attached.   | <b>Public Meeting Schedule</b>           |
| 16. <b>MOTION</b> by Ms. Curto, second by Mr. Bell and carried by unanimous vote that the Board approve the following Tax Shelter Annuity Companies: <ul style="list-style-type: none"> <li>• AXA Equitable</li> <li>• Lincoln Investment Planning, Inc.</li> <li>• Siracusa Benefits Programs</li> </ul>                              | <b>Tax Shelter Annuity Companies</b>     |
| 17. <b>MOTION</b> by Mr. Bell, second by Ms. Reyes and carried by unanimous vote that the Board appoint T. L. Groseclose as the Student Accident Insurance provider for the 2009/2010 school year.   | <b>T. L. Groseclose</b>                  |
| 18. <b>MOTION</b> by Mr. Bell, second by Ms. Reyes and carried by majority [Abstain: Dr. Clancy] vote that the Board appoint Brown & Brown as Broker of Record for property and general liability insurances for 2009/2010 with Sharon Cooper serving as Broker of Record, pending receipt of Pay to Play Certification.               | <b>Brown &amp; Brown</b>                 |
| 19. <b>MOTION</b> by Mr. Bell, second by Ms. Reyes and carried by majority vote [with Mr. Young abstaining] 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). | <b>Broker of Record Health Programs</b>  |
| 20. <i>Upon nomination by Ms. Janowski, a MOTION was entered by Mr. Bell, seconded by Ms. Reyes,</i> and carried by unanimous vote that the Board appoint Dr. Clancy as NJSBA/WCSBA Delegate.  | <b>NJSBA, WCSBA Delegate</b>             |
| 21. <b>MOTION</b> by Mr. Bell, second by Ms. Reyes and carried by unanimous vote that the Board adopt the District's Chart of Accounts.  | <b>Chart of Accounts</b>                 |
| 22. <b>MOTION</b> 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.                                     | <b>Qualified Purchasing Agent</b>        |

23. **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 2009/2010 School year as recommended by the Superintendent. **School Funds Investor**
24. **MOTION by Mr. Bell, second by Mr. Young** and carried by unanimous vote that the Board appoint L. Favreau Affirmative Action Coordinator, 504 Officer, and Substance Awareness Coordinator for the 2009/2010 school year as recommended by the Superintendent. **Affirmative Action/504 Officer/Substance Awareness**
25. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Marc Tyson, Michele Zappulla, Dawn Drescher and Colleen Hurley to the Affirmative Action Committee. **Affirmative Action Committee**
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, Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2009/2010 school year as recommended by the Superintendent. **RTK, AHERA, Indoor Air Quality, Integrated Pest Management, Chemical Hygiene**
- Discussion: It was understood that these projects all require training and that these duties were accumulated over time. A question was posed as to whether any one on staff is trained in any of these areas.
27. **MOTION by Mr. Polakowski, second by Mr. Bell** and carried by unanimous vote that the Board appoint Patti Jo Raiello as ADA Coordinator for the 2009/2010 school year as recommended by the Superintendent. **ADA Coordinator**
28. **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. **Travel & Workshops**
29. **MOTION by Mr. Uhrig, 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. **Transfer of Funds Between Meeting Dates**
30. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board authorize the Superintendent and Business Administrator to implement the 2009/2010 budget pursuant with local and State policies and regulations. **Authorization to Implement Budget**

31. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board adopt New Jersey School Board Member Code of Ethics as follows:

**NJ SBA  
Code of Ethics**

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.
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.

Discussion: Mr. Kemp explained to the audience and Board that as a requirement of the QSAC process, we are required to hold a discussion on the Code of Ethics and invited commentary and/or questions.

Mr. Stabile remarked that we have not had any issues over the years that he has been made aware of.

Mr. Young shared that his personal favorite is number twelve (12). Over the years, he has found that it is best to refer concerns or complaints from the constituency to the principal as he believes that the principal is best qualified to handle parental concerns. He believes that administration has done an outstanding job in this area as there is very little, if at all, that comes to the table for Board review.

- 32. **MOTION by Mr. Uhrig, 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**
- 33. **MOTION by Mr. Uhrig, second by Mr. Bell** and carried by unanimous vote that the Board approve Andrew Coppola, Treasurer of School Monies, effective July 1, 2009, through June 30, 2010, as recommended by the Superintendent. **Treasurer Appointed**
- 34. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board appoint the following personnel to the I&RS Team (The I&RS Team will be responsible for implementing Policy No. 6164.1.): **I&RS Team**
  - John Melitsky, Principal
  - Lauri Favreque, Guidance Counselor
  - Mary Schwarzenberger, LD/TC

- Karen Pezzola, Reading Specialist
- Colleen Hurley, School Nurse

35. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board approve the Guidance and Counseling program in accordance to Policy No. 6164.2.

**Guidance and Counseling Program**

Discussion: Mr. Kemp advised the Board that, as a result of QSAC, we must approve this program annually.

**Public Participation**

None

A 10-minute break was called at 8:12 p.m. The Board re-convened the meeting at 8:22 p.m.

**Communications**

Mrs. Roszkowski read the following correspondence:

Mrs. Pamela Schiesl’s request for a disability leave of absence to commence on or about June 8, 2009, using ten (10) accumulated sick days, followed by a twelve (12)-week FMLA leave to commence on September 1, 2009.

**P. Schiesl  
LOA Request**

**Administrative Report**

1. Mr. Kemp read a letter from Lucille E. Davy, Commissioner of Education, advising the district that, having undergone the Quality Single Accountability Continuum (QSAC) performance review, and, further, based on that district performance review (DPR), the district placements are as follows:

**QSAC Results**

<u>DPR Area</u>	<u>Placement on Continuum</u>
• Instruction and Program . . . .	91%
• Fiscal Management . . . . .	97%
• Operations . . . . .	98%
• Personnel . . . . .	90%
• Governance . . . . .	89%

Ms. Davy further noted that the “district satisfied at least 80% of the weighted indicators in each of the five areas of the QSAC review process. Therefore, I am pleased to designate your district as a ‘high performing district’.”

Mr. Stabile thanked Mr. Kemp on the wonderful job he has done in his first year as Superintendent and, especially, for taking the leadership role in QSAC.

Mr. Kemp thanked Mr. Stabile and the Board for their comments. He said that everyone on the team did a great job and that the process had been a learning experience for all involved. Mr. Kemp thanked the entire QSAC Committee for their work and commitment.

- 2. Mr. Kemp received a request from a parent requesting that the child finish out the school year. The child would be officially withdrawn at the end of this school year. A recommendation was made that the child continue as we are nearly at the end of the school year – the Board agreed.

**Parent Request**

**Consent Agenda**

- 1. **MOTION by Mr. Young, second by Mr. Bell** and carried by majority vote [with Dr. Clancy abstaining] that the Board of Education approve the minutes of the following meeting:

**Minutes Approval**

- April 2, 2009 Public Hearing on the Budget/Regular Meeting.

- 2. **MOTION by Mr. Young, second by Mr. Bell** and carried by majority vote [with Dr. Clancy abstaining] that the Board of Education approve the following correction to the March 16, 2009 Work Session Meeting Minutes:

**Minutes Correction**

- Page 1891, Motion 7: Margin note should read “A. Motzer Maternity Leave Replacement”.

**Approval Agenda Personnel**

- 1. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board of Education approve Pamela Schiesl’s request for the following leaves:

**P. Schiesl LOA**

- Disability leave of absence to commence on or about June 8, 2009 using 10 accumulated sick days
- 12-week FMLA leave to commence on September 1, 2009.

**Approval Agenda Finance**

- 1. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board of Education designate Sussex County Co-

**Sussex County Co-op**

operative at a 4% administrative fee to provide transportation for Mansfield Township Special Education students for the 2009/2010 school year.

- 2. **MOTION by Ms. Janowski, 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, 2009, through June 30, 2010, is \$4,626,544 for General Current Expense and \$212,565 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, 2009 for a total of \$4,626,544.
- Debt Service: Two payments of \$106,282.50 payable on August 15, 2009 and February 15, 2010 for a total of \$212,565.

- 3. **MOTION by Ms. Janowski, second by Bell** and carried by unanimous vote that the Board approve the Transfers Report dated April 30, 2009, as follows: **Transfers**

- Fund 10      \$5,000.00

- 4. **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, 2009 with a balance of \$816,175.45. **Secretary & Treasurer’s Reports**

- 5. **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, 2009 with a balance of \$816,175.45. **Certification**

- 6. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the attached bills list: **Bills Lists**

- April 1, 2009, to April 30, 2009, in the amount of \$754,878.98
- April 30, 2009, Check No. N0430, payable to PERS in the amount of \$52,679.00.

- 7. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve a monthly preschool tuition rate of \$200 per month for a five-day per week program for the 2009/10 school year.

**Preschool  
Inclusion  
Tuition Set**

**Public Participation**

- 1. Mrs. Hurley thanked the Board of Education for increasing the substitute nurse rate.
- 2. Mrs. Hurley informed the Board that Public Health did an audit of the sixth grade immunizations. We passed.

**Sub Nurse Rate**

**Audit – Public  
Health**

**Discussion Agenda**

Mr. Kemp recommended raising the cap for professional development/travel as the district is expecting to receive stimulus funds. A recommendation is being made that these funds be used for one-time only projects. It is felt that the best place to utilize the funds so that the children benefit would be in the area of professional development. He asked that the cap set at the last meeting be raised to \$50,000.

**MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous roll call vote that the Board adopt the following resolution:

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 09/10 school year.

**Maximum  
Travel and  
Workshop  
Allotment**

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 09/10 school year at the sum of \$50,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**Executive Session**

- 1. **MOTION by Mr. Young, second by Mr. Bell** 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. No Action will be taken.  
(8:47 p.m.)

2. **MOTION by Mr. Young, second by Mr. Bell** and carried by unanimous vote that the Board return to Regular Session.  
(9:15 p.m.)

**Reconvene to  
Public Session**

**Adjournment**

**MOTION by Ms. Curto, seconded by Mr. Bell** and carried by all ayes that the April 30, 2009 Reorganization/Regular Meeting be adjourned.  
(9:16 p.m.)

Respectfully submitted,

Mary E. Roszkowski  
Business Administrator/Board Secretary

Rich Young  
Vice President