

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
APRIL 2, 2009**

**CALL TO ORDER**

Mr. Stabile, Board President, opened the April 2, 2009 Work Session 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 and March 26, 2009 (Star-Gazette), was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**ROLL CALL**

Present:	Mr. Jeff Stabile	Absent:
	Mr. Richard Young	
	Mr. John Bell	
	Ms. Barbara Curto	
	Ms. Tracey Janowski	
	Ms. Diane Margolin	
	Mr. Kenneth Polakowski	
	Ms. Karri Sienna-Reyes	
	Mr. Russell Uhrig	

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

**Public Hearing on Budget**

Mr. Kemp opened the discussion/presentation on the proposed budget going to the voters on Tuesday, April 21, 2009.

Ms. Roszkowski presented the Revenues and Appropriations for the Proposed 2009/2010 Budget.

**Public Participation**

Miss Richardi thanked the Board of Education and administration for adding additional staff members to the proposed budget.

**Thank You**

**COMMUNICATIONS**

Ms. Roszkowski read the following correspondence:

1. A letter from the Department of Education stating that State Aid will be reduced by one-half the budgeted PERS payment due on April 30, 2009. The letter offered a payment deferral option whereby the Board of Education could elect to defer one-half of the PERS payment, said payment could be made over a five year period, at an interest rate of 8%. **PERS PAYMENT**
  
2. Ms. Ann Margolin requested the following leaves: **A. MARGOLIN  
REQUEST FOR  
LOA**
  - Disability leave of absence to commence on or about April 20, 2009, utilizing 10 sick days;
  - Four-week disability leave of absence following the birth of her child; followed by a
  - 12-week FMLA leave.
  
3. Notification was received from the Department of Education, Department of Facilities, outlining Final Eligible Costs for the now approved Windows project. The State would give the district 40% of the final eligible costs upon completion of the windows project. **FINAL ELIGIBLE  
COSTS -  
WINDOWS**

**ADMINISTRATIVE REPORT**

Mr. Kemp reported on the following:

1. Staff training was recently held on the Study Island Program. **STUDY ISLAND**
  
2. Administration from the Warren Hills cluster will be training/working with State Police and other emergency response teams this summer. **TRAINING**

**CONSENT AGENDA**

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

**Minutes**

- March 16, 2009, Regular Meeting [with Mr. Bell abstaining];
- March 16, 2009, Executive Session [with Mr. Bell abstaining].

**APPROVAL AGENDA  
PERSONNEL**

1. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Caitlin Biermer as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **C. Biermer  
Sub Roster**
2. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Sherry Hodapp as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **S. Hodapp  
Sub Roster**
3. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Valerie O'Connell as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **V. O'Connell  
Sub Roster**
4. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Laura Rowe as a substitute teacher (criminal history check completed), as recommended by the Superintendent. **L. Rowe  
Sub Roster**
5. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Lexie McKeivitt as a substitute school nurse (criminal history check completed), as recommended by the Superintendent. **L. McKeivitt  
Sub Roster**
6. ***MOTION by Mr. Young, second by Mr. Bell*** and carried by unanimous vote that the Board approve Ann Margolin's request for the following leaves: **A. Margolin  
LOA**
  - Disability leave of absence to commence on or about April 20, 2009, utilizing 10 sick days;
  - Four-week disability leave of absence following the birth of her child; followed by a
  - 12-week FMLA leave.

**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITIES**

- |    |   |                                      |
|----|---|--------------------------------------|
| 1. | <i><b>MOTION by Ms. Curto, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve revisions to the following policies:         | <b>Policy</b>                        |
|    | <ul style="list-style-type: none"> <li>• 6171.4 – Special Education</li> <li>• 6171.4 – Special Education Exhibit</li> </ul>                            |                                      |
| 2. | <i><b>MOTION by Ms. Curto, second by Mr. Bell</b></i> and carried by unanimous vote that the Board approve the 2009-2010 Professional Development Plan. | <b>Professional Development Plan</b> |

**APPROVAL AGENDA  
FINANCE**

- |    |  |                                       |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
|----|--|---------------------------------------|-----------------------------------|------------|---|------------------|-----------|---|----------------|---------|---|--------------------------|--------|---|--------------------------------|----------------|--|-----------------|--------------------|--|
| 1. | <i><b>MOTION by Ms. Reyes, second by Mr. Bell</b></i> and carried by unanimous vote that the Board accept 2009/2010 State Aid as follows:  | <b>Accept State Aid</b>               |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
|    | <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">•</td> <td style="width: 65%;">Categorical Special Education Aid</td> <td style="width: 30%; text-align: right;">\$ 351,837</td> </tr> <tr> <td>•</td> <td>Equalization Aid</td> <td style="text-align: right;">2,647,648</td> </tr> <tr> <td>•</td> <td>Adjustment Aid</td> <td style="text-align: right;">219,509</td> </tr> <tr> <td>•</td> <td>Categorical Security Aid</td> <td style="text-align: right;">65,252</td> </tr> <tr> <td>•</td> <td>Categorical Transportation Aid</td> <td style="text-align: right;"><u>310,056</u></td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Total State Aid</td> <td style="text-align: right;"><u>\$3,594,302</u></td> </tr> </table> | •                                     | Categorical Special Education Aid | \$ 351,837 | • | Equalization Aid | 2,647,648 | • | Adjustment Aid | 219,509 | • | Categorical Security Aid | 65,252 | • | Categorical Transportation Aid | <u>310,056</u> |  | Total State Aid | <u>\$3,594,302</u> |  |
| •  | Categorical Special Education Aid  | \$ 351,837                            |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
| •  | Equalization Aid   | 2,647,648                             |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
| •  | Adjustment Aid   | 219,509                               |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
| •  | Categorical Security Aid   | 65,252                                |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
| •  | Categorical Transportation Aid   | <u>310,056</u>                        |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
|    | Total State Aid  | <u>\$3,594,302</u>                    |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |
| 2. | The following <i><b>RESOLUTION</b></i> was adopted by unanimous roll call vote upon <i><b>motion by Ms. Reyes, second by Mr. Bell:</b></i>   | <b>Submission of Budget to Voters</b> |                                   |            |   |                  |           |   |                |         |   |                          |        |   |                                |                |  |                 |                    |  |

Resolved that the Mansfield Township Board of Education approve a 2009/2010 school district budget for submission to the voters as follows:

- |   |                      |                     |
|---|----------------------|---------------------|
| • | General Fund         | \$8,491,811         |
| • | Special Revenue Fund | 246,200             |
| • | Debt Service Fund    | 427,469             |
| • | Total Base Budget    | <u>\$9,294,705*</u> |

\*Included in the budget is a \$249,225 Capital Reserve Withdrawal for the purpose of replacing windows in additional classrooms.

**Be it Further Resolved** we hereby acknowledge that the budget as described above results in a General Fund tax levy of \$4,626,544 and a Debt Service tax levy of \$212,565.

- 3. 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.

**TRAVEL**

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 \$20,000 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.

Note: As of April 2, 2009 the mileage, workshop accounts have the following totals:

• Workshops	\$7,054.00	
• Mileage Reimbursement	<u>2,040.00</u>	
Total		\$9,094.00

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

**Bills List**

- March 1, 2009, to March 31, 2009, in the amount of \$772,820.43.

- 5. **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 January 31, 2009, with a balance of \$1,183,163.04.

**Secretary’s & Treasurer’s Reports**

- 6. The following **RESOLUTION** was adopted by unanimous roll call vote upon **motion by Ms. Reyes, second by Mr. Bell:**

**Certification**

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 months of January 31, 2009, with a balance of \$1,183,163.04.

- 7. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by majority [Mr. Bell voting, “No”] vote that the Board approve the hourly compensation of election workers at \$9.50 per hour the 2009 School Election. **Election Workers Compensation**
- 8. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board accept a \$1,000 donation from Wal-Mart. **Wal-Mart Donation**
- 9. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board authorize payment in full on the on the Public Employees’ Retirement System Annual Employer Appropriation Invoice in the amount of \$52,679.00. **PERS Payment In Full**

Note: We have been informed that the Governor will withhold ½ of the PERS payment from the 2008/2009 April state aid payment to close his budget gap. The district has the option to pay the bill in full or pay ½ of the amount owed. If the district chooses to defer the payment, it may do so with interest added.

- 10. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve the March 1, 2009, to March 31, 2009 Transfer Report as follows: **Transfers**
  - Fund 10: \$24,955.00
- 11. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board approve an additional \$129,225 to be withdrawn from capital reserve fund for a total of \$249,225 as noted in the Final Eligible Costs Determination letter dated February 26, 2009, and adjust the budget document to reflect same. **Capital Withdrawal/FEC**

**PUBLIC PARTICIPATION**

- 1. Mr. Bell reported that he will be giving a report on green technology in an upcoming meeting. **Green Technology**
- 2. Ms. Richardi reminded everyone about the Tricky Tray which will be held in the school. **Tricky Tray**

**DISCUSSION**

None

**ADJOURNMENT**

With nothing further business to discuss, the April 2, 2009 Public Hearing on Budget/Work Session Meeting ended at 8:06 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