

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
FEBRUARY 18, 2010**

**CALL TO ORDER**

Mr. Stabile opened the February 18, 2010 Work Session Meeting of the Mansfield Township Board of Education at 7:07 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 6, 2009, and February 12, 2010, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**ROLL CALL**

Present: Mr. Jeff Stabile Ms. Barbara Curto Ms. Tracey Janowski Mr. Kenneth Polakowski Ms. Karri Sienna-Reyes Mr. Russell Uhrig	Absent: Mr. John Bell Dr. Clancy Mr. Richard Young
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Also present were: Mr. Kemp, Ms. Roszkowski.

Community: One community and/or staff member was present.

**COMMUNICATIONS**

The following was read:

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| 1. A letter from D. Marley, ½ time special education teacher, resigning effective February 26, 2010.   | <b>D. MARLEY<br/>RESIGNATION</b>              |
| 2. A February 11, 2010 memo from Bret Schundler, Acting Commissioner, regarding Executive Order No. 14, which declares a fiscal emergency in the State of New Jersey. The appeal process was outlined in the letter. | <b>NJ'S FISCAL<br/>STATE OF<br/>EMERGENCY</b> |

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

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|---|--------------------------------------|
| 1. \$70,946 will be withheld from current year state aid. The best we can determine is that the State is withholding 25% of free fund balance, 25% of Capital Reserve, and 25% of Maintenance | <b>\$70,946 WILL BE<br/>WITHHELD</b> |
|---|--------------------------------------|

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| Reserve. A recommendation is being made to appeal this as all these monies are necessary for the district to continue with its plans to replace windows. | <b>FROM THIS<br/>YEAR'S<br/>REVENUES</b> |
| 2. We have been informed that State Auditors will be coming in March to audit how ARRA funding is being spent.   | <b>ARRA STATE<br/>AUDIT</b>              |
| 3. Kindergarten registration has begun. There are current 52 registrants which is in line with last year's number of registrants.                        | <b>KINDERGARTEN<br/>REGISTRATION</b>     |

### PUBLIC PARTICIPATION

Mr. Roy Smith of Slope Drive commented that he was very impressed with the financial responsibilities and outcomes of the district as presented by the auditor at the last meeting. He shared that he came in with the presumption that finances were not in order and walked away with a different view – which exceeded his expectations.	<b>MR. ROY SMITH PRAISES DISTRICT</b>
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Mr. Smith also stated that his wife is a teacher in Flemington. He has a student in the second grade in Mansfield – his wife told him that the education their child is receiving is almost at a third grade level. Mr. Smith stated that he is impressed with the level of excellence in the school and would like to somehow contribute to make sure that we continue these levels of excellence and go beyond current levels.

### CONSENT AGENDA

<i><b>MOTION by Ms. Curto, second by Ms. Reyes</b></i> and carried by unanimous vote that the Board approve the minutes of the following meeting:	<b>Minutes</b>
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- January 14, 2010, Regular Meeting;
- January 14, 2010, Executive Session.

### APPROVAL AGENDA PERSONNEL

- |   |                                    |
|---|------------------------------------|
| 1. <i><b>MOTION by Mr. Polakowski, second by Ms. Reyes</b></i> and carried by unanimous vote that the Board approve Amy Alpaugh as a substitute custodian (Criminal History check completed), as recommended by the Superintendent. | <b>A. Alpaugh<br/>Sub Roster</b>   |
| 2. <i><b>MOTION by Mr. Polakowski, second by Ms. Reyes</b></i> and carried by unanimous vote that the Board approve Michele Wilkinson as a  | <b>M. Wilkinson<br/>Sub Roster</b> |

substitute teacher (Criminal History check completed), as recommended by the Superintendent.

3. ***MOTION by Mr. Polakowski, second by Ms. Reyes*** and carried by unanimous vote that the Board approve Cheryl Eskola as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **C. Eskola  
Sub Roster**
4. ***MOTION by Mr. Polakowski, second by Ms. Reyes*** and carried by unanimous vote that the Board approve Erin Merritt as Maternity Replacement for American Sign Language teacher, effective February 4, 2010, through on or about March 29, 2010, Step B-1, at a prorated salary of \$44,315, as recommended by the Superintendent. **E. Merritt  
Maternity  
Replacement**
5. ***MOTION by Mr. Polakowski, second by Ms. Reyes*** and carried by unanimous vote that the Board approve D. Marley's resignation as half-time special education teacher effective February 26, 2010. **D. Marley  
Resignation**
6. ***MOTION by Mr. Polakowski, second by Ms. Reyes*** and carried by unanimous vote that the Board approve a non-tenure contract for C. Eskola, ½ time special education teacher, effective March 1, 2010, to June 30, 2010, Step BA+30-2, at a pro-rated salary of \$45,890, as recommended by the Superintendent. **C. Eskola  
Non-Tenure  
Contract**
7. ***MOTION by Mr. Polakowski, second by Ms. Reyes*** and carried by unanimous vote that the Board approve Angela Cecere as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **A. Cecere  
Sub Roster**

## APPROVAL AGENDA FINANCE

1. ***MOTION by Ms. Reyes, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve the following bills lists: **Bills List**
  - January 15, 2010, to January 31, 2010, in the amount of \$742,994.64; and
  - February 1, 2010, to February 18, 2010, in the amount of \$448,125.95.
2. ***MOTION by Ms. Reyes, second by Mr. Polakowski*** and carried by unanimous vote that the Board approve the February 18, 2010, Funds Transfer Report as follows: **Transfers**

- Fund 10: \$63,314
- Fund 20: \$122.50

3. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by majority [Mr. Uhrig abstaining on his requests] vote that the Board approve the following Travel Requests: **Travel**

- January 28, 2010, and
- February 18, 2010.

Discussion: Mr. Uhrig stated that he did not put in for mileage and does not intend to utilize same. Mrs. Roszkowski explained that she put him in for mileage to make that option available.

4. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of December 31, 2009, with a balance of \$1,458,305.59. **Secretary/  
Treasurer's  
Reports**

5. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous 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 6A:23-2.11(b) for the month of December 31, 2009, with a balance of \$1,458,305.59. **Certification**

6. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board accept a donation of a clarinet worth \$275.00 and an alto sax worth \$495.00 from Katie Larson. **Donation –  
Clarinet &  
Alto Sax**

7. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board approve the purchase of a Savin copy machine, Model #9070, under State Contract #A-51464 from Atlantic Tomorrow's Office at a cost of \$14,701. **Copy Machine  
Purchase**

Note: The copy machine currently in the visitors' center has 4 million copies on it. It has been at death's door several times, but we managed to pull it back. We were recently advised that the company no longer makes parts for the machine. We are planning on retiring this machine, and moving the faculty room copy machine to the visitors' center.

8. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board approve the disposal of the following Savin Copy Machines: **Disposal of  
Equipment**

- Model #2575, Equipment ID #G7858 with a book value of \$0;
  - Model 4075, Equipment ID #K4655200137 with a book value of \$0.
9. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board accept a donation of a copy machine, Model #8055, Equipment ID #G12667, from Atlantic business Products. **Accept Donation Copy Machine**
10. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board approve Wednesday, March 10, 2010, 12 noon, as the date and time for the drawing of ballot positions for the April 20, 2010, election. **Drawing of Ballot Position**
11. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board authorize execution and delivery of the Grant Agreement (SDA #2970-050-09-00BN). **Authorization to Execute Contract**
12. **MOTION by Ms. Reyes, second by Mr. Bell** and carried by unanimous vote that the Board delegate authority to the School Business Administrator for the supervision of the School Facilities Project. **SBA to Supervise School Facilities Project**
13. **MOTION by Ms. Reyes, second by Mr. Polakowski** and carried by unanimous vote that the Board authorize the Superintendent to file a Request for Adjustment of Surplus and Reserve Amounts with the County Superintendent with regard to the State's intent to reduce current year state aid by \$70,946. **Authorization to Appeal**

## PUBLIC PARTICIPATION

None

## DISCUSSION

1. Mr. Uhrig commented that he attended a workshop which demonstrated NJ School Boards' online Superintendent evaluation tool. He thought the tool was valuable and suggested that the Board consider its utilization. **NJSBA Online Superintendent Evaluation Tool**
2. Mr. Kemp said that Policy 5131 was sent out earlier this week to give the Board a head start on reviewing same as it was quite lengthy. The companion piece, "The Code of Conduct" will be sent out as well. Mr. Kemp noted that Mr. Melitsky and Eileen Bozzuffi attended a meeting where the policy was reviewed by Rutgers. The **Policy Homework**

policy being proposed was found to meet the requirements established.

3. Mr. Stabile asked Mrs. Roszkowski to read the draft of appeal letter to be submitted to the County Superintendent.

**Appeal Letter  
Read**

### **ADJOURNMENT**

With no further business to discuss, the February 18, 2010 Work Session ended at 7:54 p.m. on *motion by Ms. Curto, seconded by Ms. Reyes* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Mr. Stabile  
President