

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
NOVEMBER 17, 2011**

**CALL TO ORDER**

Ms. Reyes opened the November 17, 2011, Regular Meeting of the Mansfield Township Board of Education at 7:37 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 20, 2011, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Ms. Karri Reyes  
Mr. Jeff Stabile  
Mr. Tim Barlow  
Dr. Clancy  
Ms. Barbara Curto  
Ms. Tracey Janowski  
Mr. Jason Winch

Absent: Mr. John Bell

Also present were: Mr. Kemp, Mr. Melitsky and Ms. Roszkowski.  
Community: One community and/or staff member was present.

**Communications**

None

**ADMINISTRATIVE REPORT**

Mr. Kemp reported the following:

1. Many parents visited the school during American Education Week. **AMERICAN EDUCATION WEEK**
2. The District received extra Federal Job Funds in the amount of \$3,732. A motion to accept the funds is on the agenda. **JOBS FUNDS**
3. Mr. Melitsky addressed last month's Bus A concerns. Mr. Melitsky said that he saw the video of the bus ride in question and expected to see outrageous behavior, but was pleasantly surprised instead. Generally, most students did not have a regard for the bus driver, students had feet in the aisle talking to someone 12 **BUS A UPDATE**

seats down. There were a few behaviors that were unreasonable. A meeting was held with Bus A students to address the problems seen on the bus ride video. Since that meeting, things have been better.

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| 4.   | We received some of the documents from the State. After going through the packet addressing the areas of Instruction and Program, Fiscal Management, Governance, Personnel and Operations, we feel that we are doing the things that we are supposed to be doing. Our goal is to have all the documents ready for the December 15, 2011 meeting for Board approval. | <b>QSAC</b>                       |
| The facilities walk-through is scheduled for tomorrow afternoon. QSAC and Statement of Assurance must be submitted by January 9, 2012. |   |                                   |
| 5.   | Crisis Prevention Institute (CPI) training will be held tomorrow for key staff members. Staff members will learn how to restrain students that may get out of hand.   | <b>CPI TRAINING</b>               |
| 6.   | The next Planning Board Meeting on housing development will be held on Monday, November 21.   | <b>PLANNING BOARD MEETING</b>     |
| 7.   | A Course Designation Meeting will be held on November 22. This meeting is in preparation for the NJ Smart submission which will attempt to track testing results and tie it to the teacher.   | <b>COURSE DESIGNATION MEETING</b> |
| 8.   | The Band will be performing at the ShopRite on December 9, 2011, at 5 p.m. and the Winter Concert is scheduled for December 13 at 7 p.m.  | <b>BAND PERFORMANCES</b>          |
| 9.   | One allegation was investigated involving two perpetrators and one victim. The incident was found to be HIB on behalf of both individuals. Both individuals received appropriate consequences for their actions. Mr. Melitsky reinforced remedial measures, and Mrs. Favreau will conduct a follow-up with the victim to insure that the problem is not ongoing.    | <b>HIB REPORT</b>                 |
| 10.  | A Job Descriptions packet was sent out to Board Members for review. These will be on the December agenda for approval. The files were updated to include the same format and to include approval dates.   | <b>JOB DESCRIPTIONS</b>           |

## SPECIAL PRESENTATION: TEST RESULTS – MR. MELITSKY

Mr. Melitsky gave a detailed report on student achievement as measured by the tests given last spring. Questions were answered.

### PUBLIC PARTICIPATION

None

### CONSENT AGENDA

***MOTION by Mr. Winch, second by Ms. Janowski*** and carried by majority vote [with Ms. Clancy abstaining] that the Board approve the minutes of the following meeting: **Minutes**

- October 27, 2011, Regular Session

### APPROVAL AGENDA

#### PERSONAL

1. ***MOTION by Dr. Clancy, second by Mr. Barlow*** and carried by unanimous vote that the Board approve Mildred Josephson as a substitute teacher (Criminal History check completed) as recommended by the Superintendent. **M. Josephson  
Sub Roster**

### APPROVAL AGENDA

#### FINANCE

1. ***MOTION by Ms. Janowski, second by Mr. Barlow*** and carried by unanimous vote that the Board approve the following bills list: **Bills List**
  - October 28, 2011, to October 31, 2011, in the amount of \$289,925.04; and
  - November 1 to 17, 2011, bills list in the amount of \$494,616.15.
2. ***MOTION by Ms. Janowski, second by Mr. Barlow*** and carried by unanimous vote that the Board approve the transfers on the Transfer Report dated November 17, 2011, as follows: **Funds Transfer**
  - Fund 10: \$123,390.00
3. ***MOTION by Ms. Janowski, second by Mr. Barlow*** and carried by unanimous vote that the Board accept a donation from ShopRite in the amount of \$25 to help defray costs of purchasing materials for the Science Lab. **ShopRite  
Donation**

- 4. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the November 17, 2011, Travel Requests.

**Travel/  
Workshops**

- 5. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the Treasurer’s and Secretary’s monthly financial report as of September 30, 2011, with a balance of \$1,482,661.82.

**Secretary’s/  
Treasurer’s  
Reports**

- 6. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous roll call vote that the Board adopt the following resolution:

**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(b) for the month ended September 30, 2011, with a balance of \$1,482,661.82.

- 7. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board accept the 2010/2011 Audit and Management Report with no recommendations and approve the Corrective Action Plan with the notation: “No Audit Recommendations.”

**Audit Report**

Discussion: Ms. Roszkowski told the Board that Mr. Colantano will be at a future board meeting to do the formal audit report and give a more in-depth review of the finances. The audit reports and other required attachments were given out to each Board Member before the meeting and they were encouraged to take the reports and materials home to study and develop questions for the auditor. Copies of the Audit Synopsis were available for the public.

The district got through a tough financial year due to the loss of state aid and having to prepare to “lend” the state approximately \$195,000 for the windows project. In addition, the State withheld the final two state aid payments, bringing the state “loan” total to \$506,438.64. These funds were deposited into our general account by the State in early July. Monies were then deposited into the Capital Reserve and Maintenance funds as per the Board’s motion in June.

We are very grateful for the guidance received from the County Office, Mr. Donohue of NJ Association of Business Officials, and Mr. Colantano throughout the past year.

The district did not have to borrow money to make it through June because we had enough money in the other accounts to cover the bills in the month of June. The Board was encouraged to maintain account balances in the capital reserve and maintenance accounts as this will not only help purchase the much needed heating and air conditioning upgrades for the 1963 portion of the building, but may also help defray costs for other much needed and/or emergent maintenance projects. Our last bond payment will be March 15, 2015.

The Cafeteria and Before/After Care Programs ran in the black with no contribution needed from the Board.

Although not an audit recommendation, the auditor has asked us to develop a plan with regard to the collection of monies for our grant funds. The state instituted a new way of paying out the grants a couple of years ago and has proven to be a challenge. Last year, the district's needs were overstated in some areas and understated in others. Going forward, the situation will be rectified to bring reimbursements in line with expenses.

- 8. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve joining NAIER at a cost of \$395.00 per year.

**NAIER  
Membership**

Ms. Roszkowski explained that this is a service that receives corporate donations of product overruns and then turns around to offer these products to non-profits. We have a \$200 coupon off the regular membership of \$595. It is felt that we should at the very least be able to receive \$395 worth of products.

- 9. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board approve the following cafeteria account expenditures:

**Cafeteria  
Expenditures**

- Emergency repair/replacement of kitchen freezer compressor: – Vail Energy Services in the amount of \$1,982 (Service Plus quoted this repair/replacement at \$2,310.00);
- Compressor switch – Service Plus in the amount of \$265.00;

- Refrigerator repair – Vail Energy Services in the amount of \$164.00.

10. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by majority vote [with Ms. Reyes abstaining] that the Board approve the establishment of a “Flexible Spending Account” bank account in conjunction with the Board’s required offering of same to employees.

**Flexible  
Spending  
Account**

11. **MOTION by Ms. Janowski, second by Mr. Barlow** and carried by unanimous vote that the Board accept additional Ed Jobs funding in the amount of \$3,732.00.

**Accept  
Additional  
Jobs Funding**

**EXECUTIVE SESSION**

1. **MOTION by Mr. Stabile, second by Dr. Clancy** and carried by unanimous vote that the Board approve the following Resolution:

**WHEREAS**, the Board must consider matter(s) concerning pending or anticipated litigation, 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. (8:26 p.m.)

2. **MOTION by Dr. Clancy, second by Mr. Barlow** and carried by unanimous vote that the Board return to Regular Session. (8:38 p.m.).

**Reconvene to  
Public Session**

**PUBLIC PARTICIPATION**

None

**DISCUSSION**

Mr. Winch was approached by a local bowling alley owner to see if there might be any interest in forming a student “bowling club” – more like an instructional league on Tuesday or Wednesday. Students would be offered bowling at a reduced price. Mr. Melitsky said that he would survey the staff to see if there was any interest.

**Bowling**

**ADJOURNMENT**

With no further business to discuss, the November 17, 2011, Work Session ended at 8:42 p.m. on *motion by Ms. Curto, seconded by Dr. Clancy and* carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski  
SBA/Board Secretary

Jeff Stabile  
Vice President