

**MANSFIELD TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
AUGUST 11, 2011**

CALL TO ORDER

Mr. Uhrig opened the August 11, 2011 Work Session Meeting of the Mansfield Township Board of Education at 7:42 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: Mr. Russell Uhrig
Ms. Karri Sienna-Reyes
Mr. John Bell
Ms. Tracey Janowski
Mr. Jason Winch

Absent: Mr. Tim Barlow
Dr. Clancy
Ms. Barbara Curto
Mr. Jeff Stabile

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

COMMUNICATIONS

Ms. Roszkowski read the following letters:

- | | |
|---|---|
| 1. Robert J. Cicchino, Director from the Office of Fiscal Accountability and Compliance reviewed the American Recovery and Reinvestment Act (ARRA) corrective action plan and approved same. | ARRA
CORRECTIVE
ACTION PLAN
APPROVED |
| 2. Frank C. Dragotta, County Superintendent of Schools, acknowledged receipt of the district's 2011-2012 Professional Development Plan and reviewed same. He found the plan to be complete; therefore, approved the plan. | PROFESSIONAL
DEVELOPMENT
PLAN APPROVED |
| 3. Dr. Rosalie S. Lamonte, Executive County Superintendent, reviewed the Superintendent's contract and has "determined that the provisions of the contract are in compliance with the regulations" | CONTRACT
APPROVED |

and, therefore, approved the contract for the period July 1, 2011, through June 30, 2016.

ADMINISTRATIVE REPORT

Mr. Kemp's report to the Board/Community included the following items:

- | | | |
|----|---|--|
| 1. | The county approved our Professional Development Plan for 2011-2012. Congratulations to Amy Richardi, Diane Hogan, Jennifer Borrmann, Jennifer Santa, Kathy Jacoby, and Terri Lucas on this excellent plan. | PROFESSIONAL
PLAN APPROVED |
| 2. | The NJ Department of Education Office of Special Education Programs has reviewed our district's special education program and deemed that it meets requirements. Congratulations to Patti-Jo Raiello and the entire special education staff. | SPECIAL
EDUCATION
PROGRAM |
| 3. | Our current enrollment stands at 698. Our Kindergarten class has 104 students. The largest Kindergarten class to date. | ENROLLMENT |
| 4. | Our Corrective Action Plan for Title I has been approved by the State. | TITLE I CAP
APPROVED |
| 5. | We promoted 91 sixth graders last year. No one was denied promotion. | PROMOTION |
| 6. | Attended the Department of Education Summer Leadership Institute on July 11 and July 12. The focus was: Performance, Evaluation, and Accountability. | LEADERSHIP
INSTITUTE |
| 7. | Builders are seeking to amend an approval for an age-restricted development on Route 57 in Mansfield to a development with no age restrictions. They are proposing 159 units. Although the builders are claiming that the district will be able to handle the increased enrollment, there will be an impact on our facility. A meeting seeking approval from the Planning Board will be held on August 15, at 7:30 p.m. at the Mansfield Town Hall. | DEVELOPMENT |
| 8. | Lighting upgrades for the fifth and sixth grade classrooms and the exterior of the building are in process. Paperwork has been submitted for rebates. We need that approval before we can purchase the lights and have them installed. | LIGHTING
UPGRADES |
| 9. | The PTA purchased a projector and screen along with replacing the amplifiers and speakers in the Multi-Purpose room. We are currently waiting for installation. | PTA GIFT |

- | | |
|--|-----------------------------|
| 10. The building preparation for the start of the new school year is proceeding on schedule. | BUILDING PREP |
| 11. We officially received additional state aid in the amount of \$86,210.50. We recommend that the money be used in next year's budget as we did the approximate \$119,000 of job fund monies from last year. | ADDITIONAL STATE AID |
| 12. We rebid a bus route with Warren Hills and saved \$4,300. | BUS ROUTE |
| 13. The biometric program and readers have recently been upgraded/replaced. | BIOMETRIC READERS |

CONSENT AGENDA

MOTION by Mr. Winch, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meetings: **Minutes**

- July 25, 2011, Special Meeting;
- July 25, 2011, Executive Session

APPROVAL AGENDA PERSONNEL

- | | |
|--|---------------------------------|
| 1. <i>MOTION by Mr. Bell, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the following personnel to work as summer Tech Aides, effective July 25, 2011, through August 30, 2011, at an hourly rate of \$10.04, as recommended by the Superintendent: | Summer Tech Aides |
| <ul style="list-style-type: none"> • Kristin Baker • Jennifer Borrmann • Colleen Hurley • Robin Iaione | |
| 2. <i>MOTION by Mr. Bell, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve S. Hahn to work as a summer custodian at an hourly rate of \$10.04, as recommended by the Superintendent. | Summer Custodian |
| 3. <i>MOTION by Mr. Bell, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve Georgianne Tomkins as a personal aide for student #847427895 for six days commencing on or about July 13, 2011, to August 11, 2011, at a daily rate of \$45.00, as recommended by the Superintendent. | G. Tomkins Personal Aide |

4. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a non-tenure contract with Georgianne Tomkins, personal aide for student #3847427895, in the amount of \$12,227.00, effective September 1, 2011, through June 30, 2011, (criminal history check completed), as recommended by the Superintendent. **G. Tomkins
Personal Aide**
5. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a non-tenure contract with Yamir Vitale, special education aide, in the amount of \$12,227.00, effective September 1, 2011, through June 30, 2011, (criminal history check completed), as recommended by the Superintendent. **Y. Vitale
SE Aide**
6. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent. **J. Melitsky
Anti-Bullying
Coordinator**
7. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent. **L. Favreau
Anti-Bullying
Specialist**
8. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the addition of thirty-eight (38) hours to Lauri Favreau's schedule, thereby adjusting her contract from \$60,572 to \$62,683 for the 2011/2012 school year, as recommended by the Superintendent. **L. Favreau
Salary
Adjustment**
9. ***MOTION by Mr. Bell, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the following people to the School Safety Team: **School Safety
Team
Appointments**
 - John Melitsky
 - Lauri Favreau (Chair)
 - Corin Francisco (Teacher)
 - Nancy Harasymchuk (Parent)
 - Colleen Hurley (Other Staff)

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

- 1 **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the second reading of the following policy: **Second Reading Policy 9111**
- Policy 9111, “*Qualifications and Requirements of Board Members*”.
2. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the following revised policies: **Revised Policies**
- Policy 1100, “Communicating With the Public ”
 - Policy 1120, “*Board of Education Meetings* ”
 - Policy 5113, “Attendance, Absences and Excuses ”
 - Policy 5020, “Role of Parents/Guardians ”
 - Policy 5114, “Suspension and Expulsion ”
 - Policy 5125, “Student Records ”
 - Policy 5131, “Conduct/Discipline ”
 - Policy 5131.1, “Harassment, Intimidation, Bullying ”
 - Policy 5131.5, “Vandalism/Violence ”
 - Policy 5131.6, “Drugs, Alcohol, Steroids, Tobacco ”
 - Policy 5131.7, “Weapons and Dangerous Instruments ”
 - Policy 5131R, “Conduct/Discipline ”
 - Policy 5145.11, “*Questioning and Apprehension* ”
 - Policy 9200, “Orientation and Training of Board Members ”
 - Mansfield Twp. Elementary School Code of Conduct.
3. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the 2011-2012 Professional Development Plan. **Professional Development Plan**
4. **MOTION by Ms. Janowski, second by Mr. Bell** and carried by unanimous vote that the Board approve the attached revised school calendar. **Revised School Calendar**

Note: Revision due to miscount of days. Removed a day from June.

**APPROVAL AGENDA
FINANCE**

- | | | |
|----|---|--|
| 1. | <p><i>MOTION by Ms. Reyes, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the following bills lists:</p> <ul style="list-style-type: none"> • July 26 2011, to July 31, 2011, in the amount of \$43,338.29; • August 1, 2011, to August 11, 2011, in the amount of \$115,798.05. | Bills Lists |
| 2. | <p><i>MOTION by Ms. Reyes, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the Funds Transfer Report dated August 11, 2011, covering transfers from July 1, 2010, through June 30, 2011, as follows:</p> <ul style="list-style-type: none"> • Fund 10: \$826,765.54 • Fund 20: \$84,766.46 • Fund 60: \$1,710.00 <p>And approve the Funds Transfer Report dated August 11, 2011, covering transfers from July 26, 2011, through August 11, 2011, as follows:</p> <ul style="list-style-type: none"> • Fund 10: \$200 | Funds Transfers |
| 3. | <p><i>MOTION by Ms. Reyes, second by Ms. Janowski</i> and carried by unanimous vote that the Board approve the Treasurer's and Secretary's monthly financial reports as of June 30, 2011, with a balance of \$370,916.81.</p> | Secretary/
Treasurer's
Report |
| 4. | <p><i>MOTION by Ms. Reyes, second by Ms. Janowski</i> and carried by unanimous roll call vote that the Board adopt the following resolution:</p> <p>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 June 30, 2011, with a balance of \$370,916.81.</p> | Certification |
| 5. | <p><i>MOTION by Ms. Reyes, second by Ms. Janowski</i> and carried by unanimous roll call vote that the Board approve bus contracts as listed below for the 2011/2012 school year with an increase of</p> | Transportation
Contracts |

1.23% over the 2010/2011 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>2010/2011 Contract \$</u>	<u>2011/2012 Renewal #</u>	<u>2011/2012 Contract \$</u>
<u>First Student Routes</u>			
O	\$22,516.37	19	\$22,793.32
<u>First Student (Multi L-1)</u>			
WH29/I	\$239.58/day	8	\$242.52/day*
<i>*Warren Hills will be reimbursing Mansfield Twp BOE A total of \$21,826.80</i>			
<u>Snyder (Multi S-1)</u>			
M	\$125.25/day	8	\$126.78/day
<u>Snyder (Multi S-2)</u>			
SN 1 05	\$141.48/day	6	\$143.21/day
SN 2 05	\$141.48/day	6	\$143.21/day
<u>Snyder (Multi S-3)</u>			
WH13	\$18,050	2	\$18,272.02*
A-1	\$18,050	2	\$18,272.02
WH9	\$18,050	2	\$18,272.02*
X-1	\$18,050	2	\$18,272.02
WH26	\$18,050	2	\$18,272.02*
J-1	\$18,050	2	\$18,272.02
WH7	\$18,050	2	\$18,272.02*
K-1	\$18,050	2	\$18,272.02
WH20	\$18,050	2	\$18,272.02*
E-1	\$18,050	2	\$18,272.02
WH6	\$18,050	2	\$18,272.02*
Y-1	\$18,050	2	\$18,272.02

****Warren Hills will be reimbursing
Mansfield Twp BOE
A total of
\$109,632.12***

6. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve a 2011-2012 Joint Transportation Agreement with Warren Hills Regional High School to transport our combined student population as follows:

WH Jointure

Route	WH Cost
WH29	\$21,826.80
WH13	\$18,272.02
WH9	\$18,272.02
WH26	\$18,272.02
WH7	\$18,272.02
WH20	\$18,272.02
WH6	\$18,272.02
Totals	<u>\$131,458.92*</u>

*This is the amount the Board will be reimbursed by Warren Hills for transporting their students.

7. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous roll call vote that the Board approve a 2011-2012 Joint Transportation Agreement with Franklin Township School to transport our combined student population as follows:

**Franklin Twp.
Jointure**

Route	Mansfield Cost
F-1	\$17,625.66
N-1	\$17,625.66
R-1	\$17,625.66
W-1	\$17,625.66
Totals	\$70,501.64*

*This is the amount the Board will be reimbursing Franklin Township for transporting its students.

8. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board approve 2011-2012 Joint Transportation Agreement with the Allamuchy School district to transport student #8474278955, from July 6, 2011, to August 11, 2011, at a cost of \$506.00.

**Jointure
w/Allamuchy
School**

9. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board approve an Agreement with Warren County Special Services School District to provide an aide (J. Giordano) for student #8474278955, for three hours per day, effective July 6, 2011, to August 4, 2011, at a cost of \$998.40. **WCSSSD Aide**
10. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board approve a Shared Services Agreement between the Oxford Township School District and the Franklin Township School District, Mansfield Township School District, Warren Hills Regional School District, and the Washington Borough School District for the sharing of a Behavioral Therapist for the 2011-2012 school year with Oxford as the host LEA. Said services shall be billed at \$100 per hour. **Shared Services Agreement**
11. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board approve Travel/Workshops per the August 11, 2011, Workshop Request. **Travel/Workshops**
12. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board acknowledge that bids to transport Warren Hills Regional High School Students and Mansfield Township School students were received from three vendors per Attachment 1; **Bids – New Jointure**

Be It Resolved that after review and comparison of the bids received to current contracts held for each of the routes found on Attachment 1, that:

- The Board hereby reject bids from Snyder Bus Company and GST for tiered Route WH10/Shuttle 1/B-1;
- The Board hereby accept/award First Student Bus Company's bid on tiered Route WH10/Shuttle 1/B-1 for a Bulk Bid total of \$38,876.25 (\$42,256.80 less 8% bulk bid = \$38,876.25);
- The Board accept/award Snyder Bus Company's bid on Route 33sp.

Be it further resolved that the Board approve the following additional joint routes to the 2011-2012 Joint Transportation Agreements with Warren Hills Regional High School:

Route	Total Cost	WH Cost	Mansfield Cost
WH10/Shuttle 1/B-1	<u>\$38,876.25</u>	<u>\$19,438.12</u>	<u>\$19,438.13</u>
Totals	<u>\$38,876.25</u>	<u>\$19,438.12*</u>	<u>\$19,438.13</u>
33sp	Bus: \$30/day Aide: \$ 8/day	Bus: \$30/day* Aide: \$ 8/day* (For a possible total of \$6,840.)	Bus: 0 Aide: 0

*This is the amount the Board will be reimbursed by Warren Hills for transporting their students.

PUBLIC PARTICIPATION

Mr. Roy Smith suggested that Board Policy be amended to include a dress code stating that proper footwear be worn.

**Policy
Suggestion**

EXECUTIVE SESSION

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

WHEREAS, the Board must consider matter(s) concerning personnel, 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. (8:19 p.m.)

2. **MOTION** by Ms. Reyes, second by Mr. Bell and carried by unanimous vote that the Board return to Regular Session. (8:47 p.m.).

**Reconvene to
Public Session**

DISCUSSION AGENDA

1. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board adopt the following Resolution: **Settlement Agreement 1**

BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Mansfield Township Board of Education hereby approves the Settlement Agreement and Release in the matter docketed before the Office of Administrative Law as Tanya L. Slate v. Mansfield Bd. of Ed., Docket No., OAL EDU 11336-2010N and Agency Reference No. 407-8/10 and authorizes the Board President and Business Administrator/Board Secretary to sign same on behalf of the Board, and the Administration to take all necessary and appropriate steps to implement the aforesaid Settlement Agreement.

2. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board adopt the following Resolution: **Settlement Agreement 2**

BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Mansfield Township Board of Education hereby approves the Settlement Agreement and Release in the matter docketed before the Office of Administrative Law as Elizabeth M. Corcoran v. Bd. of Ed of the Twp. of Mansfield, OAL Docket No., EDU 11157-2010N and Agency Reference No. 264-8/10 and authorizes the Board President and Business Administrator/Board Secretary to sign on behalf of the board and the Administration to take all necessary and appropriate steps to implement the aforesaid Settlement Agreement.

3. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board approve amended salaries as listed on Attachment 2 and as recommended by the Superintendent. **Amended Salaries**

4. ***MOTION by Ms. Reyes, second by Ms. Janowski*** and carried by unanimous vote that the Board approve the Paraprofessional Standard Benefits/Longevity/Benefits as recommended by the Superintendent and as follows: **Paraprofessional Longevity Benefits**

Paraprofessional Benefits

STANDARD BENEFITS:

- Health
- Sick Days (10 days if start date on 9/1 – otherwise pro-rated)

- Family Illness (4 days if start date on 9/1 – otherwise pro-rated)
- Personal days (3 days if start date on 9/1 – otherwise pro-rated)
- Funeral Leave (5 for immediate family, 3 for other family members as defined in teacher's contract.)

RETIREMENT/LONGEVITY BENEFITS**10-MONTH PARAPROFESSIONAL***

- **Retirement Benefit:** \$125/year of service* in the Mansfield Township School District and \$25/day for every unused day of accumulated sick leave.

- **Longevity:**
 - a. During the 13th and 14th years of service* in the Mansfield Township School District, the annual longevity payment shall be \$250;
 - b. During the 15th through 19th years*, the annual longevity payment shall be \$500;
 - c. During the 20th through 24th years* of service, the annual longevity payment shall be \$750;
 - d. During the 25th through 29th years* of service, the annual longevity payment shall be \$1,000;
 - e. During the 30th through the 34th years* of service, the annual longevity payment shall be \$1,500;
 - f. During the 35th year and beyond*, the annual longevity payment shall be \$2,000.

****A 10-month paraprofessional must work 90 days to receive credit for year.***

ADJOURNMENT

With no further business to discuss, the August 11, 2011 Work Session ended at 8:51 p.m. on *motion by Mr. Bell, seconded by Ms. Janowski* and carried by unanimous vote.

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
Vice President