

# Mansfield Township School District

## Board of Education Monthly Meeting Minutes

December 13, 2021

### I. Meeting Started 6:47pm

#### Open Public Meeting Statement

*The New Jersey Open Public Meetings Law enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Mansfield Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof communicated to the Burlington County Times, and under the emergency regulations by providing electronic notice in lieu of the traditional "adequate notice" of notifying the newspaper.*

*At times, it may appear to members of our audience that the board of education takes action with very little, if any, comment and, in many cases, a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter and is satisfied that it is ready to be presented to the board of education. The matter may have been previously discussed at the work session meeting. Board members preview the agenda items and discuss questionable items with the Superintendent or Business Administrator so that when they attend the meeting, there is usually no further need to question the issue. Only then is it voted upon as an action item at a public meeting.*

#### Salute to the Flag

#### Roll Call of Board Member

Stephen Thomas	Present	Andrea Melton	Present
Leila Davis	Present	Allyson Johnston	Present
Abbey True Harris	Absent	Omar Coley	Present
Emily Green	Present	Frank Armenante	Present
Lisa Willever	Absent		

## **Administrators**

Tiffany Moutis, Superintendent	<i>Present</i>	Glenn Kershner, MTES Principal	<i>Present</i>
Danielle Dolci, Business Adm/Bd Sec	<i>Present</i>	Stacy Cullari, JHES Principal	<i>Present</i>
Fred Knaak, Facilities Manager	<i>Present</i>	Kelly Gamez, Curr. & Inst. Supervisor	<i>Present</i>
Jason Shainline, Sup. of Special Services	<i>Present</i>		

## **II. Public Comment**

The Board of Education recognizes the value of public comment on educational issues and the importance of providing an opportunity to the public to express themselves on school-related matters of concern to the residents of Mansfield Township. To allow for a fair and orderly public comment period and in accordance with Board Policy no. 1120, individual comments are limited to two minutes and the total time for the public comment session will be thirty minutes. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

***Motion made by Allyson Johnston with a second by Stephen Thomas to allow for three minutes for public comment and for the participation of remote attendees for public comment.***

*Aaron Zelins, 15 Hickory Drive, Mr. Zelins provided current information about Covid 19 and the spread of the virus including Dr. Fauci's comments. He mentioned attending the BOE meeting at Northern Burlington Regional High School and incidents happening there involving COVID 19. Asking Board to reconsider the mandate on Covid-19 procedures.*

*Victoria Marcheski, 2841 Dolittle Drive, McGuire Air Force Base, Mentioned a threat at Northern Burlington Regional High School and the lack of communication about this incident to the parents.*

## **III. Presentations (Estimated Time: 30 Minutes)**

Superintendent Presentation  
John Hydock Elementary School Star Student - Jeremy Teal  
Mansfield Township Elementary School Star Student - Kathryn Sprys  
Swearing in of New Board Member, Andrea Melton  
Recognition of Board Member - Omar Coley, Lisa Willever, and Leila Davis  
Tenure Celebration: Jackie Cuccia and Angela Stewart

## **IV. Executive Session (Estimated Time: 30 minutes)**

**Motion to Open Executive Session at 7:23**

Moved by: Allyson Johnston

Seconded by: Stephen Thomas

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. Items forbidden by specific legal action
2. Right to receive federal funds
3. Invasion of individual privacy
4. Collective bargaining negotiations
5. Purchase/lease/acquisition of real property
6. Items where immediate disclosure would impair public safety
7. Any matter anticipating litigation or contract negotiation
8. Terms and conditions of employment/personnel matters
9. Penalty or loss of license to an individual
10. Board attorney interviews

The President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item(s) #3 and #8** as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution. The subject to be discussed is as follows:

3. Invasion of individual privacy
8. Terms and conditions of employment/personnel matters

**Motion to Adjourn Executive Session at 7:55pm**

Moved by: Allyson Johnston

Seconded by: Andrea Melton

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**V. Correspondence**

There is no correspondence to report.

## VI. Committee Updates

## VII. Approval of Minutes, Enrollment, Suspensions and HIB

1. Resolve to approve the November 8, 2021 Minutes.
2. Resolve to approve the one day suspension of student 13980605 at MTES.
3. Resolve to approve the two day suspension of student 15541224 at MTES.
4. Resolve to approve the two day suspension of student 15208021 at MTES.
5. Resolve to approve the HIB Case 224165\_JHE\_10282021.
6. Enrollment as of 12/2/2021:

Grade	Enrollment	Sections	Average per class
Kindergarten	72 (Special Education: 2; 1 of which are self contained)	4	17.75 1 SC
1 <sup>st</sup> Grade	68 (Special Education: 6; 4 of which is self contained)	4	16.00 4 SC
2 <sup>nd</sup> Grade	78 (Special Education: 7; 1 of which are self contained)	4	19.25 1 SC
3 <sup>rd</sup> Grade	64 (Special Education: 10; 2 of which are self contained)	3	20.66 2 SC
4 <sup>th</sup> Grade	71 (Special Education: 9; 4 of which are self contained)	3	22.33 4 SC
5 <sup>th</sup> Grade	69 (Special Education: 15)	3	23.00 0 SC
6 <sup>th</sup> Grade	80 (Special Education: 17; 5 of which are self contained)	4	18.75 5 SC
	<b>Total: 502</b>		
<b>Preschool Disabled:</b>			
PSD/Half & Full Day:	9 - PK3 Disabled Half Day Students 3 - PK4 Disabled Full Day Students 12 - PK4 Full Day General Education Students		
	<b>Total: 24</b>		
<b>Out of District Placement:</b>			

BCSSSD: 1- PreK; 1-Kindergarten	2
Brookfield: 1-4th grade	1
Riverbank Charter School: 2-Kindergarten; 1-2nd grade	3
	<b>Total: 6</b>
<b>Total students in and out of district: 532</b>	

Moved by: Stephen Thomas

Seconded by: Allyson Johnston

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Abstain 1 &amp; 5, Aye</i>
Leila Davis	<i>Abstain 1 &amp; 5, Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

### VIII. Superintendent's Recommendations

The following items are presented for approval as recommendations by the Superintendent of Schools.

#### A. Contracts

1. Resolve to approve the Transportation Agreement between Northern Burlington Regional High School and Mansfield Township School District for the 2021-2022 school year.
2. Resolve to approve the Cooperatice Pricing System Agreement with the New Jersey School Boards Association who choose to participate in the ACES (NJSBA) Cooperative Pricing System.
3. Resolve to approve the continued contract with Rowan Medicine for the 2021-2022 school year.
4. Resolve to approve the Amerihealth Garden State Plan rates from 01/01/2022 - 06/30/2022 (mandated by Chapter 44, P.L. 2020).

Moved by: Stephen Thomas

Seconded by: Leila Davis

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**B. Personnel and Administration**

1. Resolve to approve the paid administrative leave of 14 calendar days (11/11/2021 - 11/24/2021) and subsequent termination on 11/24/2021 of Employee #4910.
2. Resolve to approve the paid administrative leave of 14 working days (11/12/2021 - 12/03/2021) and subsequent termination on 12/03/2021 of Employee #4897.
3. Resolve to approve the transfer for the following employee.

Name	Former Position	Former UPC Number	Former Salary	New Position	New UPC Number	New Salary	Effective Date
Fantasia, Heidi (replacing T.Deck)	General Ed Aide - P/T - JHES	AID.GEN.030.04	\$14,886.69 (\$14.58/hr + \$1.00/hr for Bachelors) FTE: 0.76 5.5 hrs/day for 165 days + 3.0 hrs/day for 16 days	Extraordinary Aide - F/T - JHES	AID.EXT.030.03	\$19,821.66 (\$14.58/hr + \$1.00/hr for Bachelors) FTE: 1.00 7.25 hs/day for 165 days + 4.75 hrs/day for 16 days	11/17/21

4. Resolve to approve the following Substitute Teacher for the remainder of the 2021/2022 school year at a rate of \$100/day. *Pending completion of all paperwork.*

Name
Undersin, Jiana

5. Resolve to approve the below service and compensation through the use of NJTSS Mental Health Support Staffing funds (ends June 16, 2022):

Name	Position	Effective Dates	Rate of Pay	Account Code
Guidance Counselor	Valerie Meslin	Guidance Services Beginning January 3, 2022	Rate of pay \$44.39/hour 23 weeks X 4.5hrs = 103.50 total hours (not to exceed \$4,700)	NJTSS Mental Health Support Staffing Account

6. Resolve to approve the following individual for employment for the remainder of the 2021-2022 school year:

Name	Replacement/ New Position	Position/ Location	UPC Number	Effective Date	Salary	FTE
Powell, Jessica	New Position	JHES/MTES	AID.SUB.000.01	on or after	\$14,408.94	0.76

				12/14/2021	Step 1 \$14.58/hr + \$0.50/hr for Associates	5.5 hrs for 165 days +3 hrs for 16 days
Ragnacci, Aurelia	Fantasia (who was transferred)	JHES	AID.GEN.030.04	on or after 12/14/2021	\$13,931.19 Step 1 \$14.58/hr	0.76 5.5 hrs for 165 days +3 hrs for 16 days

7. Resolve to approve the resignation of the following employees.

Name	Position	Location	UPC Number	Effective Date	FTE
Lavery, Madeline	Preschool Aide	JHES	AID.PSD.030.03	12/23/2021	0.34 2.5 hrs for 181 days
<u>Melsin, Valerie</u>	<u>School Guidance Counselor</u>	<u>JHES</u>	<u>REL.GUI.030.02</u>	<u>02/10/2022</u>	<u>0.41</u> <u>15 hrs per week</u>

8. Resolve to approve the following leave of absence using a combination of sick, personal, and dock days.

Employee Number	Position	Location	Effective Date	Anticipated Return to Work	Reason
4863	Extraordinary Aide	MTES	12/10/2021	Approximately 4 to 6 weeks	Medical

9. Resolve to approve the following leave.

Employee #	Position	Location	Paid Leave Dates	FMLA Dates	Anticipated Return to Work	Reason
4089	Kindergarten Teacher	JHES	01/06/2022 - 01/12/2022 (5 sick days)	01/13/2022 - approximately 01/31/2022	approximately 02/01/2022	Medical

**Motion to Move Items**

Moved by: Allyson Johnston

Seconded by: Stephen Thomas

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Abstain 2, Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**C. Policies and Procedures**

1. Resolve to approve the second reading of the following policies.
  - 0164.6 Remote Public Board Meetings During a Declared Emergency
  - 0167 Public Comments at Board Meetings
  - 7510 Use of School Facilities
2. Resolve to approve the first reading of the following policies and regulations.
  - Comprehensive Health & Physical Education - Policy 2422
  - Surrogate Parents & Resource Family Parents - Policy 2467
  - Eligibility of Resident/Nonresident Students - Policy 5111
  - Education of Homeless Children - Policy 5116
  - Federal Awards/Funds Internal Controls - Allowability of Costs - Policy 6115.01
  - Federal Awards/Funds Internal Controls - Mandatory Disclosures - Policy 6115.02
  - Federal Awards/Funds Internal Controls - Conflict of Interest - Policy 6115.03
  - Contracts for Goods or Services Funded by Federal Grants - Policy 6311
  - Eye Protection - Policy 7432
  - Emergency & Crisis Situations - Policy 8420
  - School Nutrition Programs - Policy 8540
  - Meal Charges/Outstanding Food Service Bill - Policy 8550
  - Student Transportation - Policy 8600
  - Fire & Fire Drills - Reg 8420.1
  - Sexual Harassment of Students - Policy 5751
  - Sexual Harassment of Students - Reg 5751
  - Eye Protection - Reg 7432
  - Transportation of Special Needs Students - Policy 8670

**Motion to Move Items**

Moved by: Allyson Johnston

Seconded by: Andrea Melton

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Absent</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**D. Curriculum**

1. Resolve to approve the below professional development and travel for the stated MTSD employee.

<i>EMPLOYEE</i>	<i>TRAVEL DATES/ LOCATION</i>	<i>SPONSORING ENTITY</i>	<i>EVENT DESCRIPTION</i>	<i>REGISTR ATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE/ TOLLS/ PARKING</i>	<i>TOTAL</i>
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Gail Rowan	2/1/22,2/15/2 2,3/1/22	BCPDI	Helping Behaviorally Challenging Students (Book Study)	\$0.00	-	-	\$0.00
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**Motion to Move Items**

Moved by: Allyson Johnston

Seconded by: Stephen Thomas

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**E. Facilities/Security & Transportation**

1. Resolve to approve the below usage of Mansfield Township School District facilities.

ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY
Girl Scouts	Cookie Rally	1/7/2022	6:15pm-9:00pm	MTES Cafeteria

2. Resolve to approve the monthly drills at John Hydock Elementary School and Mansfield Township School District.

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	11/9/21	11/9/21
Type of Drill	Shelter in Place	Fire
Duration of Drill	20 Min	3 min
Weather Conditions	Sunny & Warm	Sunny & Warm
Participants of Drill	349	338

Brief Description of What Type of Drill was Conducted	Evacuation Drill was conducted with no incidents. Student behavior in hallway across from the gym	Fire Drill was conducted with no incidents
<p>Person(s) overseeing Fire Drill: G. Kershner          Person(s) overseeing Security Drill: G. Kershner</p>		

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	11/29/2021	11/18/2021
Type of Drill	Fire	Evacuation Drill
Duration of Drill	Approximately 5 minutes	Approximately 16 minutes to evacuate and walk to the church  Approximately 27 minutes TOTAL
Weather Conditions	Cold/Cloudy	Sunny/Warm
Participants of Drill	Entire student body and staff Approximately	Entire student body and staff Approximately 235 participants
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Conducted a full evacuation drill to the church.
<p>Person(s) overseeing Fire Drill: S. Cullari          Person(s) overseeing Security Drill: S. Cullari/ F. Knaak</p>		

- Resolve to approve the 5th grade field trip to the Franklin Institute in June, 2022.

**Motion to Move Items**

Moved by: Allyson Johnston

Seconded by: Andrea Melton

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

## F. Finance and Budget

### 1. Resolve to approve the December, 2021 Bills List

#### Batch 50

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$1,271.48		\$100.00		\$1,371.48
GRAND	TOTAL	\$1,271.48	\$0.00	\$100.00	\$0.00	\$1,371.48

#### Batch 51

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$1,102.28				\$1,102.28
20	P2	\$77.32				\$77.32
63	63	\$27.70				\$27.70
GRAND	TOTAL	\$1,207.30	\$0.00	\$0.00	\$0.00	\$1,207.30

#### Batch 52

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$1,546.74				\$1,546.74
GRAND	TOTAL	\$1,546.74	\$0.00	\$0.00	\$0.00	\$1,546.74

#### Batch 79,80

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$35,133.16	\$35,133.16
10	11			\$13,481.39		\$13,481.39
Fund 10	TOTAL			\$13,481.39	\$35,133.16	\$48,614.55
71	71			\$767.58		\$767.58
GRAND	TOTAL	\$0.00	\$0.00	\$14,248.97	\$35,133.16	\$49,382.13

2. Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for October, 2021 which are in agreement be accepted and that pursuant to NJAC 6A:23A 16.10 (c) 4 certify that after consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Treasurer's Report for October, 2021    Board Secretary's Report for October, 2021

3. Resolve to approve Payroll amounts for November 15, 2021 (\$360,206.66) and November 30, 2021 (\$360,764.66).
4. Resolve to approve the monthly transfers for the month of December, 2021.
5. Resolve to approve the transfer of \$100,000 from Fund 10 to the Fund 82 account for the Unemployment Trust Reserve.

**Motion to Move Items**

Moved by: Stephen Thomas

Seconded by: Allyson Johnston

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

**IX. Good of the Order**

Update on the BOE Election Candidate  
Discussion on 2022 BOE Committees

**X. Public Comment**

No Public Comment

**XI. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 13th day of December, 2021; now, therefore, be it  
THEREFORE, BE IT RESOLVED, that the December, 2021 meeting of the Mansfield Township Board of Education be and is hereby adjourned at 8:43pm.

Moved by: Allyson Johnston

Seconded by: Leila Davis

Stephen Thomas	<i>Aye</i>	Andrea Melton	<i>Aye</i>
Leila Davis	<i>Aye</i>	Allyson Johnston	<i>Aye</i>
Abbey True Harris	<i>Absent</i>	Omar Coley	<i>Aye</i>
Emily Green	<i>Aye</i>	Frank Armenante	<i>Aye</i>
Lisa Willever	<i>Absent</i>		

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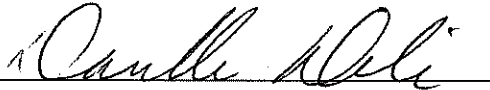
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Frank Armenante, President



Danielle Dolci  
Secretary to the Board

{OFFICIAL SEAL}

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CERTIFICATION OF THE BOARD SECRETARY

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**Public in Attendance:**

Donna Giampietro  
Hithere  
Bonnie Hope  
Amy  
Janice  
Ryan Ballard  
Shannon Feeley  
Justine R  
iPhone  
Nancy  
Elizabeth Janney  
Amy Parker  
Jill Ballard  
1-202-253-0245

