

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Minutes

March 13, 2017

CALL TO ORDER The regular meeting of the Mansfield Board of Education was held in the Media Center at the Mansfield Township Elementary School, 200 Mansfield Road East, Columbus, New Jersey on Monday,. The meeting was called to order at 6:30 pm by Mrs. Perrone, Board President.

The secretary recorded the roll and announced a quorum present.

- Members present: Mrs. Alison Perrone, Board President
- Mr. Jared Fantasia, Vice President
- Mrs. Abbey True-Harris - arrived at 7:15 pm
- Mr. Lou Klein – Arrived at 6:32 pm
- Mrs. Stacey Nicosia
- Mr. Ramy Reddy
- Mr. Scott Shumway
- Mrs. Villegas

Members absent: Mr. Joseph Broski

- Others present: Mrs. Tiffany Moutis, Superintendent
- Mrs. Joyce A. Goode, Business Administrator/Board Secretary

Mrs. Perrone led the Board and the public in the flag salute.

Mrs. Perrone read the Open Public Meetings statement as follows:

STATEMENT OF NOTICE OF THE OPEN PUBLIC MEETING

- A. 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 on December 16, 2016 and the Trenton Times on December 12, 2016.

Presentation:

- B. Tiffany Moutis - Superintendent’s Update
- C. Spotlight Student: MTES Student, Ashley Schroeder
- D. Joyce A. Goode - 2017/2018 Budget

CONSENT AGENDA

Motion by Mr. Fantasia, second by Mr. Shumway to approve the February Regular and Executive session minutes.

MINUTES

February 13, 2017 Regular session minutes

February 13, 2017 Executive session minutes

Voice vote: Unanimously carried by voice vote.

Motion by Mr. Fantasia, second by Mrs. Nicosia to approve the March Regular and Executive session minutes.

- March 6, 2017 Regular session minutes
- March 6, 2017 Executive session minute
- Mrs. Nicosia abstained on the March minutes.

Voice vote: Unanimously carried by voice vote.

PUBLIC COMMENT - None

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.

*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.*

SUPERINTENDENT’S REPORT

A. REVIEW OF THE FOLLOWING REPORTS :

1. HIB: Approval to affirm the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying: MTES 8, 9, 10, 11 and JHES 1
2. MTES Fire Drill: 2/8/2017
3. MTES Lockdown: 2/27/2017
4. JHES Fire Drill: 2/8/2017
5. JHES Shelter In Place: 2/28/2017

Motion by Mrs. Nicosia, second by Mr. Fantasia to approve the Superintendent’s Action items.

Action Items

Resolve to accept, with regret, the resignation of MTES Teacher, Robert Zimmer; effective as of April 21, 2017 or sooner date to be determined.

Resolve to accept, with regret, the resignation of MTES Food Service Employee, Kristen Sadlon; effective February 21, 2017.

Resolve to approve Kristen Sadlon for the position of MVP Group Leader at the rate of \$15.00 per hour; effective February 27, 2017.

Resolve to approve CPR Trainer, Corey Towner, to conduct 3 classes (CPR, AED and First Aid) for 5 hours each with seven MVP staff members attending each class. Cost of \$77.50 per staff member, not to exceed \$1,627.50. Date of training to be determined.

Resolve to approve Leanne Myers and Bonnie Hope to provide up to a total of 10 hours per week of Home Instruction, as needed, for a 5<sup>th</sup> grade student for the 2016-2017 school year at a rate of \$40.00 per hour per the MTSD negotiated agreement.

Resolve to approve Ryan Brydzinski for the position of full time JHES Special Education Aide at the rate of \$16.00 per hour as per the MTSD negotiated agreement; effective March 1, 2017.

Resolve to approve Ryan Brydzinski for the position of JHES MVP Group Leader at the rate of \$15.00 per hour; effective March 15, 2017.

Please resolve to approve Shannon Feeley, Basic Skills at JHES at an annual salary of \$51,746, Step 3; effective September 1, 2017.

Please resolve to approve Alisa Palazzi, Basic Skills/ELA Coach at an annual salary of \$64,312; pending Master’s degree completion May 2017; effective September 1, 2017.

Please resolve to approve Karen Omiatek , Basic Skills/Math Coach at an annual salary of \$77,357 plus longevity Step 15; effective September 1, 2017 school year, per the MTSD negotiated agreement.

Please resolve to approve Danielle Morolda, Administrative Assistant for Professional Development, Payroll & Maintenance at an annual salary of \$52,500, effective July 1, 2017.

Resolve to approve Erin Casey for the position of full time MTSD Leave of Absence Teacher effective April 10, 2017 per Policy #4121.

Resolve to approve the following individuals as substitute for the remainder of the 2016-2017 fiscal school year:

NAME	POSITION
Kristen Sadlon	Substitute for Food Service Employee
Diane Matey	Substitute for Food Service Employee

Resolve to approve the following Facilities Use Applications:

Name of Organization	Facility	Date(s)	Time
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Columbus Cub Scout Pack 72	MTES Lobby	Friday, March 17, 2017	6:00 PM – 9:30 PM
Meadows at Mansfield HOA	MTES Library	Wednesday, March 29, 2017	7:30 PM – 8:30 PM
Northern Burlington Lacrosse Club	MTES Athletic Fields	March – June: Tuesday, Wednesday and Thursdays	5:30 PM – 8:00 PM
The Vipers Traveling Basketball Team	MTES Gym	March 20 – May 26, 2017 Tuesday's and Thursdays'	6:15 pm – 9:00 PM

Resolve to approve the following staff members to be compensated for TechShare '17:

NAME	TITLE	# OF TEACHING HOURS @ \$40 PER HOUR	MAX TOTAL COMPENSATION
Amy Weinstein	Teacher	1 hour	\$40 per session taught; \$20 per workshop title

Resolve to approve the following Professional Visitation Applications:

Workshop/Seminar	Attendee(s)	Date(s)	Cost
Administrative Assistant Program presented by NJASBO	Diane Buckley Joyce Goode	May 9, 2017	\$75.00 for Diane only
NJASBO Annual Conference Atlantic City, NJ	Joyce Goode	June 7-9, 2017	\$550.00
NJASA Spring Conference, Atlantic City, NJ	Tiffany Moutis Keira Scussa	May 17-19, 2017	\$600.00 per person

Resolve to approve the following Educational Field Trips:

Destination of Trip	Teacher	Grade	Date(s)	Cost
NBCRMS (no bus needed; walking)	Carol Manion	6 <sup>th</sup>	3/14/2017	\$-0-
NBCRMS; Walking	Judy Shapiro, Sarah Wiesenecker, Lisa Dolci, Ashley Logan, Diane D'Amico, Nicole Gaspari, Jared DeBrizzi	6th	3/24/2017	\$-0-
Franklin Institute	Karen Omiatek	5 <sup>th</sup>	6/5/2017	\$9.95 per student; \$0 per adult Total: \$1,054.70

Roll Call Vote: Mr. Broski Absent Mr. Fantasia Yes Mrs. True-Harris Yes  
 Mr. Klein Yes Mrs. Nicosia Yes Mrs. Perrone Yes  
 Mr. Reddy Yes Mr. Shumway Yes Mrs. Villegas Yes

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

ACTION ITEMS

Resolve, to approve the Board Secretary’s Monthly Certification of Line Item Status and the Board of Education’s Monthly Certification of Budgetary Major Account funds Status:

- a. Board Secretary’s Monthly Certification Budgetary Line Item Status: Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of January 2017, no budgetary line item account has encumbrances and expenditures, which in total, exceed the line item appropriation in violation of N.J.A.C. A: 23-11(a).
- b. Board of Education’s Monthly Certification of Budgetary Major Account/Fund Status: Pursuance to N.J.A.C. 6A:23-2.11(c)4, we certify that as of January 2017 the review of the Secretary’s monthly financial report, in the minutes of the board each month, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b).

Resolve to approve the March 2017 Bills and Claims.

- c. Batch: 50 \$14,177.50  
 Batch: 51 \$45,601.40  
 Batch: 52 \$304,461.37  
 Batch: 53 \$5,616.44

Resolve, to approve a tentative Annual Budget for the 2017-2018 School Year for submission to the Burlington County Department of Education as follows:

- d. WHEREAS, the Mansfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in

compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$27,115 for all staff and board members.

- e. BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

2017-2018 Budget	General Fund	Special Revenue	Debt Service
Taxes to be Raised	\$9,992,876	\$153,253	\$1,096,284
State Aid	\$570,632	\$-0-	\$31,347
Budget Fund Balance	\$922,939	\$-0-	\$ - 0

And to advertise said tentative budget in the Burlington County Times and the Trenton Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Mansfield Elementary School Media Center, 200 Mansfield Road East, Columbus, New Jersey on April 24, 2017 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2017 - 2018 School Year.

Resolve to approve the second reading of the revised Substitute Teacher Policy # 4121.

Resolve to approve the second reading of the revised Substitute Aides Policy # 4123.

<u>Roll Call Vote:</u>	Mr. Broski	Absent	Mr. Fantasia	Yes	Mrs. True-Harris	Yes
	Mr. Klein	Yes	Mrs. Nicosia	Yes	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mr. Shumway	Yes	Mrs. Villegas	Yes

Old Business:

Transportation – The Board requested information on the number of students that are currently being transported on the Northern Burlington route which they were transported on in 2015-2016. And the potential cost saving if this bus route was eliminated in 2017-18. The Business Administrator and Superintendent will meet with Northern Burlington Superintendent and Business Administrator and report to the board at the April meeting.

Cafeteria RFP – Superintendent discussed that she cancelled the RFP based on the advice of the Board attorney, due to a complaint received from a Food Service Management Company vendor that the questions/answers were not shared with all the Food Service Management companies. The BA stated that the Department of Agriculture informed her via email that the questions/answers could be shared with the vendors the Friday before the RFP was due. BA also stated that the Department of Agriculture advised to not cancel the RFP, to exercise the option to extend the RFP.

New Business:

Public comment:

Executive session

-Personnel

-HIB: Approve to review the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying; HIB: MTES 12

-Legal Update

Motion by Mrs. Villegas, second by Mrs. Nicosia to adjourn the Executive Session and return to public session at 8:17 pm.

Voice Vote: Unanimously carried by voice vote.

CLOSED SESSION RESOLUTION

WHEREAS, the Board of Education of Mansfield (“Board of Education”) has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session;

NOW, THEREFORE, BE IT RESOLVED THAT THE Board of Education will go into closed session for the following reasons outlined in N.J.S.A. 10:4-12:

BE IT FURTHER RESOLVED that the Board of Education hereby declares that the discussion of the aforementioned subjects may be made public at a time when the Board of Education Attorney advised the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

6. Adjournment

Voice vote