



Mansfield Township School District

Board of Education Monthly Meeting Agenda

October 13, 2020

I. Meeting to Start 6:30pm

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.

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 Members

Frank Armenante	_____	Ramy Reddy	_____
Abbey True Harris	_____	Lisa Willever	_____
Leila Davis	_____	Stephen Thomas	_____
Stacey Nicosia	_____	Jared Fantasia	_____
Radiah Gamble	_____		

Administrators

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

II. Presentations

Superintendent Presentations
JHES Student Spotlight - Drew Kopsaftis
MTES Student Spotlight - Paris Beckworth

III. 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.

IV. Correspondence

There is no correspondence to report.

V. Approval of Minutes, Enrollment, Suspensions and HIB

1. [September 14, 2020 Meeting Minutes](#)
2. Enrollment as of October 5, 2020:

Grade	Enrollment	Sections	Average per class
Kindergarten Opted Out: 19	53 (<i>Special Education: 7; 4 of which are self contained</i>)	4 1 SC Gr K-2	12.25 4
1 st Grade Opted Out: 1	84 (<i>Special Education: 3; 1 of which is self contained</i>)	4 1 SC Gr K-2	20.75 1
2 nd Grade Opted Out: 0	60 (<i>Special Education: 9; 2 of which are self contained</i>)	3 1 SC Gr K-2	19.33 2

3 rd Grade Opted Out: 1	70 (Special Education: 9; 4 of which are self contained)	3 1 SC Gr 3-4	22.00 4
4 th Grade Opted Out: 0	67 (Special Education: 15)	3 1 SC Gr 3-4	22.33 0
5 th Grade Opted Out: 1	77 (Special Education: 15; 5 of which are self contained)	4 1 SC Gr 5-6	18.00 5
6 th Grade Opted Out: 2	75 (Special Education: 14; 3 of which are self contained)	4 1 SC Gr 5-6	18.00 3
Total: 486			
Preschool Disabled:			
PSD Opted Out: 1	1- PK3 Disabled Half Day Students 5 - PK4 Disabled Full Day Students 10 - PK4 Full Day General Education Students		
	Total: 16		
Out of District Placement:			
BCSSSD, PASC: 6th	1		
Brookfield: 3rd Grader	1		
Riverbank Charter School: 1st grade	1		
	Total: 3		
Total students in and out of district: 505			
Opted Out: 25			

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

VI. Superintendent's Recommendations

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

A. Contracts

1. Resolve to approve the [Burlington County Special Services School District 2020-2021 School Year](#) contract for Student 6549022348.
2. Resolve to approve the [2020-2021 PaySchools](#) contract.

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

B. Personnel and Administration

1. Resolve to approve the below staff transfer effective retroactive to 10/1/2020.

Employee name	Position From	UPC Number	Position To	UPC Number
Beckworth, Monique	Extra IA-KC MD	AID.EXT.030.06	Gen Ed Aide-Gr 3	AID.GEN.040.01
Iqbal, Ghazala	not yet assigned	not yet assigned	Extra IA-KC MD	AID.EXT.030.06

2. Resolve to approve the list of requested telework from staff members within MTSD.

EE ID	Reason for Absence	Form Rec'd	Requested Time Out of School	Approximate Return Date
4771	Underlying medical/disabling condition	9/22/20	11/1/20	11/30/20
4833	Grandchild's child care unavailable	10/6/20	11/9/20	11/23/20
4338	Child's school closed/child care unavailable	9/29/20	11/1/20	11/30/20
4019	Child's school closed/child care unavailable	9/30/20	11/1/20	11/30/20
4157	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20
4862	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20

4722	Underlying medical/disabling cond of live in parent	10/1/20	11/1/20	11/29/20
4858	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20
4863	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20
4102	Child's school closed/child care unavailable	9/25/20	11/1/20	11/30/20
4826	Child's school closed/child care unavailable	10/1/20	11/1/20	11/30/20
4765	Child's underlying medical condition	10/7/20	11/1/20	11/30/20
4787	Underlying medical/disabling condition	10/6/20	11/1/20	11/30/20
4036	Child's school closed/child care unavailable	9/17/20	11/1/20	11/18/20
4202	Child's school closed/child care unavailable	10/5/20	11/1/20	11/30/20
4417	Child's school closed/child care unavailable	10/5/20	11/1/20	11/30/20
4300	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20
4834	Child's school closed/child care unavailable and Underlying medical/disabling condition	9/28/20	11/1/20	11/30/20
4228	Child's school closed/child care unavailable	9/25/20	11/1/20	11/30/20
4247	Child's school closed/child care unavailable	10/7/20	11/10/20	11/24/20*
4166	Child's school closed/child care unavailable	9/30/20	11/1/20	11/30/20
4616	Child's school closed/child care unavailable	9/28/20	11/1/20	11/27/20
4023	Child's school closed/child care unavailable	9/28/20	11/1/20	11/30/20

* denotes intermittent days

3. Resolve to approve the resignation of Kristen Sadlon Group Leader for the Mansfield Village Program effective September 28, 2020.
4. Resolve to approve extra compensation for the following employee(s).

Name	Title	Account Number	Total Additional Hours @ \$47/hr	Additional Hours Not to Exceed
Hendershot, Jill	Teacher - IEP Summer Meeting	11-000-219-110-05-104-000	1	\$47.00

5. Resolve to approve the requested a combination of telework and in-person instruction for employee #4201. Effective 10/01/2020 through 12/31/2020.
6. Resolve to approve telework for employee #4834 from 12/01/20 through 12/31/2020.
7. Resolve to approve the below staff transfer.

Staff Member	Position From	UPC Number	Position To	UPC Number
Cindy DiPietro	Kindergarten Instructional Aide	AID.GEN.030.01	1st Grade Instructional Aide	AID.GEN.030.03

8. Resolve to approve the Paid Leave Families First Corona Response Act for the following employees.

EE ID	Reason for Absence	Form Rec'd	Requested Time Out of School	Approximate Return Date
4338	Child's school closed/child care unavailable	10/7/20	12/1/20	12/31/20
4019	Child's school closed/child care unavailable	9/30/20	12/1/20	12/31/20*
4862	Child's school closed/child care unavailable	10/8/20	12/01/20	12/31/20
4858	Child's school closed/child care unavailable	9/30/20	12/01/20	12/31/20
4863	Child's school closed/child care unavailable	10/13/20	12/01/20	12/31/20*
4226	Childcare needs	10/7/20	12/01/20	12/31/20*

* denotes intermittent leave

Motion to Move Items

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

C. Curriculum

1. Resolve to approve below travel and professional development related expenses.

EMPLOYEE/ TITLE	TRAVEL DATES/LOC ATION	SPONSORING ENTITY/ACCOUNT	EVENT DESCRIPTION	REGISTRATION FEE	TOTAL
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Christa Edolo	Webinar	Damian Petino	Strategies for engagement and adjust to practice related to COVID	\$35.00	\$35.00
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Motion to Move Items

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

D. Policies and Procedures

1. Resolve to approve the [Comprehensive Equity Plan State of Assurance for 2020-2021](#).
2. Resolve to approve the updated [2020-2021 MTSD School Calendar](#).
3. Resolve to approve the 2020-2021 Nursing Plan for MTSD.

[IHES Nursing Service Plan 2020-2021](#)
[IHES Nursing Service Plan Data 2020-2021](#)
[MTES Nursing Service Plan 2020-2021](#)
[MTES Nursing Service Plan Data 2020-2021](#)

4. Resolve to approve the first reading of the below policies for the Mansfield Township School District.

[2464- Gifted and Talented Students](#)
[0155 - Board Committees](#)
[0144 - Board Member Orientation and Training](#)
[Quarantining Staff-Revision Appendix E](#)
[Transportation - Revision Appendix C](#)
[Scheduling of Students - Revision Appendix N](#)

5. Resolve to approve the below 2020-2021 goals for the Mansfield Township Board of Education.
 - a. The Board will ensure that a Mansfield New Board Member Orientation including a mentorship will be conducted within two months (preferably prior to the reorganization meeting), as new board leaders have been elected to the Mansfield Township Board of Education.

- b. The Board will develop a year-long plan for professional development to support the decisions we will make as a board during 2020 and beyond. (Each board member will strive to attend three)
- c. The Board will make measurable progress in diversity and equity. The board will create a board diversity equity commission (Members: Leila Davis, Radiah Gamble, Lisa Willever)

Motion to Move Items

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

E. Facilities/Security & Transportation

- 1. Resolve to approve the below facility and/or grounds usage.

ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY
CHAS	Johnsons Farm Wrist Band Pick-up	10/6/20	4:00pm to 6:00pm	MTES Parking Lot
CHAS	CHAS Membership Meeting	10/14/20	7:30pm-9:30pm	MTES Library
CHAS	Trunk-or-Treat	10/30/20	5:30pm-8:30pm	MTES Parking Lot
CHAS	Holiday Toy Drive	11/18/20 to 12/10/20	NA	JHES &MTES Lobby
CHAS	A&M Holiday Dessert Fundraiser Order Pick Up	11/24/20	3:00pm-7:00pm	MTES Parking Lot
CHAS	Holiday Toy Drive Gift Wrapping	12/11/20	6:30pm-9:30pm	MTES Art Room
CHAS	CHAS Membership Meeting	2/10/21	7:30pm-9:30pm	MTES Library
CHAS	Scholastic All-for-Books Collection	3/1/21 to 3/5/21	8:30am-6:30pm	MTES Lobby
CHAS	Scholastic Book Fair Set-up	3/4/21	4:00pm-8:00pm	MTES Library
CHAS	Scholastic Book Fair Blast Off	3/5/21	4:00pm-8:00pm	MTES Library
CHAS	CHAS Planning Session	3/10/21	6:30pm-9:30pm	MTES Library

CHAS	Scholsatic Book Fair Student Shopping	3/8/21 to 3/12/21	8:30am - 3:00pm	MTES Library
CHAS	Scholastic All-for-Books Collection	4/19/21 to 4/23/21	8:30am - 6:30pm	JHES Lobby
CHAS	Scholastic Book Fair Set-up	4/22/21	4:00pm - 8:00pm	JHES Library
CHAS	Scholastic Book Fair Blast Off	4/23/20	4:00pm - 8:00pm	JHES Library
CHAS	Scholastic Book Fair	4/26/21 to 4/30/21	8:30am -3:00pm	JHES Library
CHAS	CHAS Membership Meeting	5/12/21	7:30pm-9:30pm	MTES Library

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

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	September 14, 2020	September 30, 2020
Type of Drill	Emergency Drill	Fire Drill
Duration of Drill	Approximately 2 minutes	4 minutes
Weather Conditions	Sunny	Sunny
Participants of Drill	12 month employees	30 staff members
Brief Description of What Type of Drill was Conducted	A communication drill was conducted.	Fire Drill was conducted without incident.
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

JOHN HYDOCK ELEMENTARY SCHOOL

Date/Time:	9/24/20 1:04	9/14/20-11:00
Type of Drill	Fire	Communication System Drill
Duration of Drill	Approximately 3 minutes	Approximately 2 minutes
Weather Conditions	Sunny	Sunny
Participants of Drill	5 staff members	Fred Knaak, Stacy Cullari. Krissy Patton Authorities were notified via Blackboard, can there was a call to non-emergency PD prior to drill
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	A communication drill was conducted with one minor incident. The situation is currently being worked on.
Person(s) overseeing Fire Drill: S Cullari Person(s) overseeing Security Drill: S Cullari Person(s) overseeing Bus Drills: Christine Flasser, Janet Strusz, Cindy DiPietro, Stacy Cullari		

Motion to Move Items

Moved by: _____

Seconded by: _____

Frank Armenante _____
 Abbey True Harris _____
 Leila Davis _____
 Stacey Nicosia _____
 Radiah Gamble _____

Ramy Reddy _____
 Lisa Willever _____
 Stephen Thomas _____
 Jared Fantasia _____

F. Finance and Budget

1. Resolve to approve October, 2020 Bills List.

[Batch 51](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$847.00				\$847.00
GRAND	TOTAL	\$847.00	\$0.00	\$0.00	\$0.00	\$847.00

[Batch 52](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$1,328.00				\$1,328.00
10	11	\$401,757.25				\$401,757.25
10	12	\$6,767.00				\$6,767.00
Fund 10	TOTAL	\$409,852.25				\$409,852.25
20	20	\$18,646.77				\$18,646.77
63	63	\$46.20				\$46.20
GRAND	TOTAL	\$428,545.22	\$0.00	\$0.00	\$0.00	\$428,545.22

[Batch 53](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
40	40			\$1,149,700.00		\$1,149,700.00
GRAND	TOTAL	\$0.00	\$0.00	\$1,149,700.00	\$0.00	\$1,149,700.00

[Batch 54](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$101.46				\$101.46
GRAND	TOTAL	\$101.46	\$0.00	\$0.00	\$0.00	\$101.46

[Batch 79 and 80](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$11,930.06		\$11,930.06
GRAND	TOTAL	\$0.00	\$0.00	\$11,930.06	\$0.00	\$11,930.06

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 August, 2020 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 August 2020](#) [Board Secretary's Report for August 2020](#)

3. Resolve to approve Payroll amounts for September 15, 2020 (\$337,408.03) and September 31, 2020 (\$332,825.99).
4. Resolve to approve the monthly transfers for the month of [October, 2020](#).
5. Resolve to approve [Form 326 Procurement Procedures for School Food Authorities](#) for the School Nutrition Programs.
6. Resolve to approve the 2021-2022 Budget Calendar for the Mansfield Township School District.

**MTSD Budget Calendar
2021-2022 School Year**

November	Review current accounts, discuss budget with administrators. Assist administrators with budget input in Systems 3000.
December	Data entry for salaries for existing staff contracts and other District expenses
January	Review information with administrators; calculate estimated State Aid and tax levy
February	Discuss tentative budget with Finance Committee or brief presentation to the board
March 8	Adopt Tentative Budget to send to County Office for review
March 19	Last day to send budget to County Office
May 3	Public Hearing on the budget
May 4	Budget statement certification completed in the budget software, on the County Review and Approval tab
May 7	Post User Friendly budget on district website

Motion to Move Items

Moved by: _____

Seconded by: _____

Frank Armenante _____
Abbey True Harris _____
Leila Davis _____
Stacey Nicosia _____
Radiah Gamble _____

Ramy Reddy _____
Lisa Willever _____
Stephen Thomas _____
Jared Fantasia _____

VII. Good of the Order

VIII. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 13th day of October, 2020; now, therefore, be it
THEREFORE, BE IT RESOLVED, that the October, 2020 meeting of the Mansfield Township Board of Education be and is hereby adjourned at ____pm.

Moved by: _____

Seconded by: _____

Frank Armenante _____
Abbey True Harris _____
Leila Davis _____
Stacey Nicosia _____
Radiah Gamble _____

Ramy Reddy _____
Lisa Willever _____
Stephen Thomas _____
Jared Fantasia _____