



# Mansfield Township School District

## Board of Education Monthly Meeting Agenda

January 6, 2021

### 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	_____	Lisa Willever	_____
Stephen Thomas	_____	Allyson Johnston	_____
Leila Davis	_____	Omar Coley	_____
Abbey True Harris	_____	Jared Fantasia	_____
Emily Green	_____		

## 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. Superintendent of Schools – Public Presentations

### III. Public Comment 1

*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 and Enrollment

- [December 14, 2020 Minutes](#)
- Enrollment as of December 23, 2020:

Grade	Enrollment	Sections	Average per class
Kindergarten Opted Out: 12	50 (Special Education: 5; 4 of which are self contained)	4 1 SC Gr K-2	11.50 4
1 st Grade Opted Out: 27	85 (Special Education: 5; 1 of which is self contained)	4 1 SC Gr K-2	21.00 1
2 nd Grade Opted Out: 17	57 (Special Education: 9; 2 of which are self contained)	3 1 SC Gr K-2	19.00 2
3 rd Grade Opted Out: 25	69 (Special Education: 9; 4 of which are self contained)	3 1 SC Gr 3-4	21.67 4

4 th Grade Opted Out: 17	66 (Special Education: 14)	3 1 SC Gr 3-4	22.00 0
5 th Grade Opted Out: 24	79 (Special Education: 16; 5 of which are self contained)	4 1 SC Gr 5-6	18.50 5
6 th Grade Opted Out: 29	76 (Special Education: 14; 3 of which are self contained)	4 1 SC Gr 5-6	18.25 3
<b>Opted Out Total: 151</b>	<b>Total Enrollment: 482</b>		
<b>Preschool Disabled:</b>			
PSD/Half & Full Day Opted Out: 0	2 - PK3 Disabled Half Day Student 7 - PK4 Disabled Full Day Students 10- PK4 Full Day General Education Students		
<b>Opted out Total: 0</b>	<b>Total Enrollment: 19</b>		
<b>Out of District Placement:</b>			
BCSSSD, PASC: 6th grader	1		
Brookfield: 3rd grader	1		
Riverbank Charter School: 1st grader	1		
	<b>Total: 3</b>		
<b>Total students Opted Out: 151</b>			
<b>Total students enrolled in and out of district: 504</b>			

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
Stephen Thomas \_\_\_\_\_  
Leila Davis \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
Emily Green \_\_\_\_\_

Lisa Willever \_\_\_\_\_  
Allyson Johnston \_\_\_\_\_  
Omar Coley \_\_\_\_\_  
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 2021-2022 contract for [Ed Data Services, Inc.](#)
2. Resolve to approve the 2020-2021 amendment to the [Benecard Contract.](#)
3. Resolve to approve the 2020-2021 [Strategic 3D Planning Model agreement with NJSBA.](#)

**Motion to Move Items**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
 Stephen Thomas \_\_\_\_\_  
 Leila Davis \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 Emily Green \_\_\_\_\_

Lisa Willever \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Omar Coley \_\_\_\_\_  
 Jared Fantasia \_\_\_\_\_

**B. Personnel and Administration**

1. Resolve to approve the below transfers to be effective January 4, 2021.

Staff Member	Position From	UPC Number	Position To	UPC Number
Goos, Joslyn	FFCRA	FFCRA	Extraordinary Aide EO LB RC - MTES	AID.EXT.040.04
Shaheen, Nuzhat	Extraordinary Aide EO LB RC - MTES	AID.EXT.040.04	Gen Ed Aide - Grade 4	AID.GEN.040.04

2. Resolve to approve the following staff member for additional compensation for 2.5 hours on December 10, 2020.

Name	Title	Account Number	Total Additional Hours	Additional Hours Not to Exceed
Addiego, Debra	Lunch Aide	11-000-262-107-04-103-040	2.5 hrs @ \$15.57/hour	\$38.93

3. Resolve to approve the following employee for Paid Leave Families First Corona Response Act:

EE ID	Effective Dates
4166	12/16/20 - 12/31/20 +

+ First two weeks of Extended Family Leave - Use of Sick Days - Not to exceed 2 weeks

4. Resolve to approve the following unpaid leave:

Name	Position	Location	Unpaid Leave Dates	Return to Work
4862	Gen Ed Aide - Grade 3	MTES	01/04/2021 - 02/26/2021	03/01/2021
4826	Instructional Aide - Resource Room	MTES	01/04/2021 - 02/26/2021	03/01/2021
4838	Gen Ed Aide - Grade 3	MTES	01/04/2021 - 02/26/2021	03/01/2021

5. Resolve to amend the new hire information for the following employee to:

Name	Position	FTE	Salary (prorated)	Start Date
Rudek, Adrienne	Art Teacher	1.00	\$64,168.00 BA Step 11	01/07/2021

**Motion to Move Items**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
 Stephen Thomas \_\_\_\_\_  
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 Abbey True Harris \_\_\_\_\_  
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 Allyson Johnston \_\_\_\_\_  
 Omar Coley \_\_\_\_\_  
 Jared Fantasia \_\_\_\_\_

**C. Policies and Procedures**

1. Resolve to approve the second reading of the below policies and regulations for the Mansfield Township School District.

Policies for the following (Strauss Esmay Alert 221):

- 5330.05 Seizure Action Plan
- 7510 Use of School Facilities

Regulations for the following (Strauss Esmay Alert 221):

- 2431.1 Emergency Procedures for Sports & Other Athletic Activity
- 5330.05 Seizure Action Plan

2. Resolve to approve Mansfield Township School District's [Restart and Recovery Plan](#) with the updated appendix E on page 169.

**Motion to Move Items**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
 Stephen Thomas \_\_\_\_\_  
 Leila Davis \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
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 Allyson Johnston \_\_\_\_\_  
 Omar Coley \_\_\_\_\_  
 Jared Fantasia \_\_\_\_\_

**D. Facilities/Security & Transportation**

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

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	12/07/20 Cohort A 12/09/20 Cohort B	12/16/20 Cohort A 12/18/20 Cohort B
Type of Drill	Fire	Shelter in Place
Duration of Drill	Approximately 1 minute	Approximately 5 minutes
Weather Conditions	Cloudy/Cold	Cloudy/Cold

Participants of Drill	Entire student body and staff Approximately 127 people	Entire student body and staff Approximately 127 people
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted per NJDOE guidelines. Students were instructed in the procedures in their classrooms and practiced evacuating one class at a time at a scheduled time. The fire alarm was later sounded for all students to hear what it sounds like.	Shelter in place scenario was a medical emergency in the 2nd-grade hallway. The drill was conducted without incident.
Person(s) overseeing Fire Drill: S Cullari Person(s) overseeing Security Drill: S Cullari		

<b>MANSFIELD TOWNSHIP ELEMENTARY SCHOOL</b>		
Date/Time:	12/16/20	12/22/20
Type of Drill	Shelter In Place	Fire
Duration of Drill	1 MIN	1 MIN 30 SECONDS
Weather Conditions	Cloudy and Cold	Cool and Partly Sunny
Participants of Drill	147	145
Brief Description of What Type of Drill was Conducted	Drill was conducted with no incidents	Drill was conducted with no incidents
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

**Motion to Move Items**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
 Stephen Thomas \_\_\_\_\_  
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 Jared Fantasia \_\_\_\_\_

### E. Finance and Budget

1. Resolve to approve [Bills List](#) for January, 2021.

#### [Batch 50](#)

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

#### [Batch 51](#)

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	\$149,123.39				\$149,123.39
Fund 10	TOTAL	\$150,451.39				\$150,451.39
20	20	\$8,045.95				\$8,045.95
63	63	\$15,005.34				\$15,005.34
GRAND	TOTAL	\$173,502.68	\$0.00	\$0.00	\$0.00	\$173,502.68

#### [Batch 52](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$457.14				\$457.14
GRAND	TOTAL	\$457.14	\$0.00	\$0.00	\$0.00	\$457.14



[Batch 79, 80](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$33,906.02	\$33,906.02
10	11			\$16,631.91		\$16,631.91
Fund 10	TOTAL			\$16,631.91	\$33,906.02	\$50,537.93
71	71			\$242.51		\$242.51
GRAND	TOTAL	\$0.00	\$0.00	\$16,874.42	\$33,906.02	\$50,780.44

- Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for November, 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 November 2020](#)

[Board Secretary Report for November 2020](#)

- Resolve to approve Payroll amounts for December 13, 2020 (\$409,789.98) and December 20, 2020 (\$345,307.65).
- Resolve to approve the transfer of funds for the month of [December, 2020](#).

**Motion to Move Items**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
 Stephen Thomas \_\_\_\_\_  
 Leila Davis \_\_\_\_\_  
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 Allyson Johnston \_\_\_\_\_  
 Omar Coley \_\_\_\_\_  
 Jared Fantasia \_\_\_\_\_

**VII. Good of the Order**

**IX. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 6th day of January, 2021; now, therefore, be it  
 THEREFORE, BE IT RESOLVED, that the January, 2021 meeting of the Mansfield Township Board of Education be and is hereby adjourned at \_\_\_\_pm.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Frank Armenante \_\_\_\_\_  
Stephen Thomas \_\_\_\_\_  
Leila Davis \_\_\_\_\_  
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