



Mansfield Township School District

Board of Education Monthly Meeting Agenda

February 16, 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, 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 Members

Jared Fantasia	_____	Lisa Willever	_____
Stephen Thomas	_____	Allyson Johnston	_____
Leila Davis	_____	Omar Coley	_____
Abbey True Harris	_____	Frank Armenante	_____
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. Presentations (Estimated Time: 1 hour)

Superintendent Presentations
 JHES Student Spotlight December - Maggie Militch
 JHES Student Spotlight January - Emma Pouliot
 MTES Student Spotlight December - Liam Cooney
 JHES Student Spotlight January -Rebecca Kearns
 School Nurses - Grace Porrini and Tara Kowalczyk
 Tenure Celebration - Hillary Lovenduski
 MTES Teacher of the Year: Jessica Winters
 JHES Teacher of the Year: Megan Gallagher
 Educational Services Professional: Amy Rivera
 Audit Review - Holt McNally & Associates - Dave McNally

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. Oath of New Board Member

Swearing in of Emily Green

V. Correspondence

There is no correspondence to report.

VI. Committee Updates

VII. Approval of Minutes, Enrollment, Suspensions and HIB

1. [January 6, 2021 Reorg Meeting](#)
2. [January 6, 2021 Regular Meeting](#)
3. [January 11, 2021 Special Meeting](#)
4. Enrollment as of February 4, 2021:

Grade	Enrollment	Sections	Average per class
Kindergarten Opted Out: 4	53 (<i>Special Education: 7; 4 of which are self contained</i>)	4 1 SC Gr K-2	12.00 4
1 st Grade Opted Out: 10	85 (<i>Special Education: 3; 1 of which is self contained</i>)	4 1 SC Gr K-2	21.00 1
2 nd Grade Opted Out: 8	60 (<i>Special Education: 9; 2 of which are self contained</i>)	3 1 SC Gr K-2	19.00 2
3 rd Grade Opted Out: 8	71 (<i>Special Education: 9; 4 of which are self contained</i>)	3 1 SC Gr 3-4	21.67 4
4 th Grade Opted Out: 6	66 (<i>Special Education: 15</i>)	3 1 SC Gr 3-4	21.67 0
5 th Grade Opted Out: 13	77 (<i>Special Education: 14; 5 of which are self contained</i>)	4 1 SC Gr 5-6	18.25 5
6 th Grade Opted Out: 11	75 (<i>Special Education: 14; 3 of which are self contained</i>)	4 1 SC Gr 5-6	18.25 3
Opted Out Total: 142	Total: 482		
Preschool Disabled:			
PSD Opted Out: 0	8 - PK4 Disabled Full Day Students 10 - PK4 Full Day General Education Students		
	Total: 18		
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: 503 Opted Out: 142	

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

VIII. Superintendent's Recommendations

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

A. Contracts

No Contracts at this Time

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

B. Personnel and Administration

1. Resolve to approve the horizontal movement on guide for the 2021/2022 school year for the following:

Employee Name	From:	To:
Hildebrandt, Michelle	BA +18	MA *
Johnson, Stephanie	BA + 18	MA *

Kowalczyk, Tara	BA + 9	BA + 18 *
Strusz, Janet	BA + 27	MA *

** Pending submission of documents listing completed degree or credits.*

2. Resolve to approve the following employees for telework:

EE ID	Requested Time Out of School	Return to Work
4331	01/19/2021 - 02/19/2021	02/22/2021
4201	01/01/2021 - 02/26/2021	03/01/2021 *
4834	02/01/2021 - 02/26/2021	03/01/2021

** Employee to provide combination of telework and in-person instruction.*

3. Resolve to rescind the donation of sick days for the Employee #4877. At this time, the employee will not be taking any sick time.
4. Resolve to approve the following Substitute Teacher for the 2020/2021 school year at a rate of \$100/day- *Pending completion of all paperwork.*

Name
Dillon, Margaret

5. Resolve to approve the following unpaid leave:

Name	Position	Location	Unpaid Leave Dates	Anticipated Return to Work
4567	Lunch/Recess Aide	JHES	01/28/2021 - 02/26/2021	03/01/2021

6. Resolve to approve the retirement of the following employee.

Name	Position	Location	UPC Number	Effective Date	FTE
Bassett, Barry	Custodian	JHES	CUS.FUL.030.01	09/01/2021	1.00

** Remaining Vacation Days & Sick Days to be paid on the last payroll in August 2021.*

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

Name	Position	Location	UPC Number	Effective Date	FTE
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Gorman, Cathay	General Education Instructional Aide - Kindergarten	JHES	AID.GEN.030.04	02/02/2021	0.76 5.5 hrs/day for 165 days + 3 hrs/day for 16 day
Patton, Joanna	Extraordinary Aide - MD	JHES	AID.EXT.030.07	02/26/2021	0.34 2.5 hrs/day for 181 days

8. Resolve to approve the following Substitute Instructional Aide for the 2020/2021 school year at a rate of \$13/hour.

Name
Rose-Grisham, Danielle

Motion to Move Items

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

C. Curriculum

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

<i>EMPLOYEE</i>	<i>TRAVEL DATES/LOCATION</i>	<i>SPONSORING ENTITY/ACCOUNT</i>	<i>EVENT DESCRIPTION</i>	<i>REGISTRATION FEE</i>	<i>TOTAL</i>
Angela Stewart	Virtual	NASP	Virtual Convention	\$249.00	\$249.00
Tony Bifulco	Virtual	Organization and Administration of Physical Education Programs	Webinar	\$0.00	\$0.00
Ryan Brydzinski	Virtual	Organization and Administration of Physical Education Programs	Webinar	\$0.00	\$0.00

Motion to Move Items

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

D. Policies and Procedures

1. Resolve to approve the first and second reading of the below policy and regulation for the Mansfield Township School District.
[4151, 4251 Attendance Patterns Policy](#)
[4151, 4251 Attendance Regulation](#)
2. Resolve to approve the [Statement of Assurance Regarding the Use of Paraprofessional Staff](#) as defined in N.J.A.C. 6A:32-4.2 and N.J.A.C. 6A:23A-18.
3. Resolve to approve the [2021-2022 MTSD school calendar](#).

Motion to Move Items

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

E. Facilities/Security & Transportation

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

COHORT A

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	1/26/21	1/26/21
Type of Drill	Bomb Threat	Fire

Duration of Drill	2 MIN	2 MIN
Weather Conditions	Cloudy and Cold	Cloudy and Cold
Participants of Drill	145	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		

COHORT B

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	01/29/21	01/28/21
Type of Drill	Bomb Threat	Fire
Duration of Drill	1 Min	1 MIN
Weather Conditions		Cold and Sunny
Participants of Drill	139	139
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		

COHORT B - Month of December, 2020

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	12/18/2020	12/23/20
Type of Drill	Shelter In Place	Fire
Duration of Drill	1 Min	1 MIN
Weather Conditions	Cold and Snow on ground	Cold and Sunny
Participants of Drill	129	136
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		

JOHN HYDOCK ELEMENTARY SCHOOL		
Date/Time:	1/12/2021 Cohort A 1/13/2021 Cohort B	1/26/2021 Cohort A 1/27/2021 Cohort B
Type of Drill	Fire	Bomb Threat

Duration of Drill	Approximately 1 minute	Approximately 4 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.	Walked through the procedures with the office staff. As the situation was assessed, the staff were told to Shelter in Place and pull their outside shades.
Person(s) overseeing Fire Drill: S Cullari Person(s) overseeing Security Drill: S Cullari, K Gamez, J Shainline		

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

ORGANIZATION	DATE(S)	TIME	FACILITY
Northern Burlington Soccer Club	Sept thru December 2020	11am-6pm Sat/Sun for games and 5pm-9pm M-Fr for practice	MTES soccer fields

Motion to Move Items

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

F. Finance and Budget

1. Resolve to approve February, 2021 Bills List.

[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	\$292,425.79				\$292,425.79
Fund 10	TOTAL	\$293,753.79				\$293,753.79
20	20	\$12,420.01				\$12,420.01
63	63	\$8,234.70				\$8,234.70
GRAND	TOTAL	\$314,408.50	\$0.00	\$0.00	\$0.00	\$314,408.50

[Batch 52](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$521.13				\$521.13
GRAND	TOTAL	\$521.13	\$0.00	\$0.00	\$0.00	\$521.13

[Batch 79 and 80](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$34,917.40	\$34,917.40
10	11			\$13,257.08		\$13,257.08
Fund 10	TOTAL			\$13,257.08	\$34,917.40	\$48,174.48
71	71			\$303.90		\$303.90
GRAND	TOTAL	\$0.00	\$0.00	<u>\$13,560.98</u>	\$34,917.40	\$48,478.38

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

3. Resolve to approve Payroll amounts for January 15, 2021 (\$358,836.37) and January 29, 2021 (\$337,763.54).
4. Resolve to approve the monthly transfers for the month of [January, 2020](#).
5. Resolve to approve the Special Education Medicaid Initiative. In accordance with NJAC 6A:23A-5.3 the Mansfield School District is requesting a waiver of compliance with participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 budget due to the district projecting having fewer than 30 Medicaid eligible classified students and authorizes the Superintendent to submit the waiver to the Executive County Superintendent of Schools.
6. Motion to accept the [Comprehensive Annual Financial Report, Auditor's Management Report](#), for the year ended June 30, 2020 with the below finding and recommendation and it's submission to the New Jersey Department of Education as per the requirements of N.J.S.A. 18A:23-3;

CORRECTIVE ACTION PLAN

Name of District:	Mansfield Township
Type of Audit:	General Purpose Financial Statements
Date of Meeting:	February 16, 2021
Contact Person:	Danielle Dolci, Business Administrator
Telephone Number:	(609) 298-2037 X2500
County:	Burlington

RECOMMENDATION NUMBER	FINDINGS & RECOMMENDATION	CORRECTIVE ACTION PLAN	RESPONSIBLE PERSON	COMPLETION DATE OF IMPLEMENTATION
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2020-001	<p>Finding 2020-001:</p> <p>The District did not properly record noncash state aid adjustments. An adjustment to record these items resulted in over- expenditures in the budget.</p>	<p>The district will ensure that all noncash entries are recorded prior to year-end.</p>	<p>Danielle Dolci, Business Administrator</p>	<p>June 30, 2021</p>
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7. Resolve to approve the Amerihealth New Jersey Educators Health Plan [rates](#) from January 1, 2021 - June 30, 2021. This health plan is required under P.L. 2020, Chapter 44.

Motion to Move Items

Moved by: _____

Seconded by: _____

Jared Fantasia _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

Lisa Willever _____
Allyson Johnston _____
Omar Coley _____
Frank Armenante _____

IX. Good of the Order

X. Public Comment

XI. Executive Session

Motion to Open Executive Session

Moved by: _____

Seconded by: _____

Jared Fantasia _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

Lisa Willever _____
Allyson Johnston _____
Omar Coley _____
Frank Armenante _____

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

The President of the Board of Education has determined that such a circumstance exist which warrants a closed executive session under **item(s) #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:

8. Terms and conditions of employment/personnel matters

Motion to Adjourn Executive Session

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____
 Emily Green _____

Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____
 Frank Armenante _____

XII. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 16th day of February, 2021; now, therefore, be it
 THEREFORE, BE IT RESOLVED, that the February, 2021 meeting of the Mansfield Township Board of Education be and is hereby adjourned at ____pm.

Moved by: _____

Seconded by: _____

Jared Fantasia _____
 Stephen Thomas _____
 Leila Davis _____
 Abbey True Harris _____

Emily Green _____
 Lisa Willever _____
 Allyson Johnston _____
 Omar Coley _____

Frank Armenante
