



Mansfield Township School District

Board of Education Monthly Meeting Agenda September 13, 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 _____
 Danielle Dolci, Business Adm/Bd Sec _____
 Fred Knaak, Facilities Manager _____
 Jason Shainline, Sup. of Special Services _____

Glenn Kershner, MTES Principal _____
 Stacy Cullari, JHES Principal _____
 Kelly Gamez, Curr. & Inst. Supervisor _____

II. Presentations (Estimated Time: 1 hour)

Superintendent Presentation

Strategic Plan Presentation

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. Committee Updates

VI. Approval of Minutes, Enrollment, Suspensions and HIB

1. Resolve to approve the [August 9, 2021 Minutes](#).
2. Resolve to approve the [August 23, 2021 Minutes](#).
3. Enrollment as of 9/2/2021:

Grade	Enrollment	Sections	Average per class
Kindergarten	78 (Special Education: 3; 2 of which are self contained)	4	19.00 2 SC

1 st Grade	63 (Special Education: 5; 4 of which is self contained)	4	14.75 4 SC
2 nd Grade	77 (Special Education: 6; 1 of which are self contained)	4	19.00 1 SC
3 rd Grade	64 (Special Education: 11; 3 of which are self contained)	3	20.33 3 SC
4 th Grade	69 (Special Education: 9; 4 of which are self contained)	3	21.66 4 SC
5 th Grade	69 (Special Education: 16)	3	23.00 0 SC
6 th Grade	81 (Special Education: 16; 5 of which are self contained)	4	19.00 5 SC
	Total: 501		
Preschool Disabled:			
PSD/Half & Full Day:	5 - PK3 Disabled Half Day Students 2 - PK4 Disabled Full Day Students 13 - PK4 Full Day General Education Students		
	Total: 20		
Out of District Placement:			
BCSSSD: PreK and Kindergarten	2		
Brookfield: 4th Grader	1		
Riverbank Charter School: 2nd grade	1		
	Total: 4		
Total students in and out of district: 525			

Moved by: _____

Seconded by: _____

				\$0.50/hr for Associates	166 days
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3. Resolve to approve the following individual for employment for the 2021-2022 school year.

Name	Replacement/ New Position	Position/ Location	UPC Number	Effective Date	Salary	FTE
Ahmed, Nosheen	Vacant	Lunch/Recess Aide - MTES	AID.LUN.040.02	09/09/2021	\$6,014.25 Step 1 \$14.58/hr	0.35 2.5 hrs/day for 165 days

4. Resolve to approve the following revised salaries for the 2021/2022 school year. These salaries are being adjusted as a result of the changes made to the school calendar at the August 23, 2021 Board Meeting.

INSTRUCTIONAL ASSISTANTS				
2021/22 Salaries				
Last Name	First Name	F/T or P/T	Hourly Rate	Salary
Abuissa	Aseel	P/T	\$15.63	\$14,934.47
Akhtar	Errum	F/T	\$16.13**	\$20,521.39
Beckworth	Monique	P/T	\$16.13**	\$15,412.22
Carty-Pettit	Donna	F/T	\$17.47*	\$22,226.21
Conner	Patricia	F/T	\$15.58**	19,821.66
Deck	Teresa	F/T	\$14.58	\$18,549.41
DiPietro	Cynthia	P/T	\$20.31	\$19,406.21
Greer	Laura	P/T	\$14.58	\$13,406.21
Hamdi	Fouzia	P/T	\$15.58**	\$14,886.69#
Howard	Sandra	F/T	\$17.58***	\$22,366.16
Jeffreys	Collette	P/T	\$17.58***	\$16,797.69
Kashif	Salwa	P/T	\$14.58	\$14,886.69
Kelly	Meghan	F/T	\$16.63**	\$21,157.52
Khan	Sharmeen	P/T	\$15.58**	\$14,886.69
Koon	Laurie	F/T	\$15.13	\$19,249.14
Nelson	Caitlin	F/T	\$15.58**	\$19,821.66
Ott	Kimberly	P/T	\$14.58	\$13,931.19#

Patterson	Megan	P/T	\$14.58	\$13,931.19
Price	Kyra	F/T	\$17.80	\$22,646.05
Shaheen	Nuzhat	P/T	\$16.63**	\$15,889.97
Stinglen	Helen	P/T	\$17.08*	\$16,319.94
Skrzenta	Donna	P/T	\$14.58	\$13,931.19
Szecker	Elise	F/T	\$16.58	\$21,093.91

*Salaries based on calendar approved 08/23/2021 - 165 full days & 16 early days
F/T employees work: 7.25 hours each full day & 4.75 hours on early dismissal days
P/T employees work: 5.50 hours each full day & 3.00 hours on early dismissal days*

- * Includes additional \$0.50 per hour for Associate Degree
- ** Includes additional \$1.00 per hour for Bachelor Degree
- *** Includes additional \$3.00 per hour for Teaching Certificate

Indicates salary will be prorated based on employee's start date.

LUNCH/RECESS AIDES			
2021/22 Salaries			
Last Name	First Name	Hourly Rate	Salary
Addiego	Debra	16.11	\$6,645.38
Kotarski	Stephen	15.58 **	\$6,426.75
Ramos	Justine	\$14.58	\$6,014.25

*Salaries based on calendar approved 02/17/2021 - 166 full days
Lunch/Recess Aides work 2.50 hours per day*

- ** Includes additional \$1.00 per hour for Bachelor Degree

5. Resolve to approve the additional hours and compensation for the JHES school nurse due to the large number of student registrations and lateness of paperwork for the 2021/2022 school year. Formerly approved at the 05/03/2021 Board Meeting.

Description	Name	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
2021 Summer Hours	Kowalczk, Tara	<i>From:</i> 20 hrs @ \$50/hr - not to exceed \$1,000 <i>To:</i> 32 hrs @ \$50/hr - not to exceed \$1,600	11-000-213-100-04-001-030

- Resolve to approve extra compensation for the following school nurses for time spent outside of work hours responding to COVID-19 issues.

Name	Title	Account Number	Amount
Kowalczyk, Tara	Nurse	11-000-213-100-04-100-030	\$50/hour, as needed
Porrini, Grace	Nurse	11-000-213-100-04-100-040	\$50/hour, as needed

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. Policies and Procedures

- Resolve to approve the first and second reading of the below policy for the Mansfield Township School District.
[1648.13 New Vaccine Mandate](#)
- Resolve to approve the updated [Safe Return Plan 2021-2022](#) for Mansfield Township School District.

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. Curriculum

- 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/ACCT</i>	<i>EVENT DESCRIPTION</i>	<i>REGISTRATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE/ TOLLS/ PARKING</i>	<i>TOTAL</i>
Amanda James	10/6/2021	Creating Effective Goals	Webinar	\$0.00	-	-	\$0.00
Christine Wemple	10/6/2021	Creating Effective Goals	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 _____

E. Facilities/Security & Transportation

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

ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY
Recreation Basketball	Youth basketball	11/8/2021-3/15/2022	6:15pm-7:30pm	JHES
Recreation Basketball	Youth basketball	11/8/2021-3/15/2022	6:15pm-7:30pm Saturday 9am-3pm	MTES
Town & Country Service Unit	Monthly Girl Scout Leader Meetings	9/9, 10/14,11/11,12/9,1/13,2/ 10,3/10,4/14,5/12,6/9	7:30pm -9:00pm	MTES - Media Center
CHAS	Holiday Shop Set -Up	12/6/2021	7:00pm-9:00pm	JHES Library
CHAS	Holiday Shop Set -Up	12/6/2021	7:00pm-9:00pm	MTES Music Room
CHAS	Holiday Shop	12/7/2021-12/10/2021	8:30am- 3:00pm	JHES Library
CHAS	Holiday Shop	12/7/2021-12/10/2021	8:30am- 3:00pm	MTES Music Room
CHAS	Holiday Toy Drive Gift Wrapping	12/10/2021	6:30pm-9:30pm	MTES Art Room
CHAS	Santa Breakfast Set-Up	12/10/2021	6:15pm-9:30pm	MTES Cafeteria, Media

				Center & Lobby
CHAS	Santa Breakfast	12/11/2021	6:00am-12:00pm	MTES Cafeteria, Media Center & Lobby
CHAS	CHAS Planning Session	12/15/2021	7:00pm-9:30pm	MTES Media Center
CHAS	Fritz's Bakery Fundraiser Order Pick-Up	12/22/2021 or 12/23/2021	5:00pm-7:00pm	MTES Portico
CHAS	CHAS Executiv/ Membersip Meeting	1/19/2022	7:00pm-9:30pm	MTES Cafeteria
CHAS	Pasta Dinner	1/21/2022	3:30pm-9:30pm	MTES Lobby & Cafeteria
CHAS	Sweetheart Dance	2/11/2022	6:15pm-9:30pm	MTES Gym & Lobby
CHAS	CHAS Planning Session	2/16/2022	7:00pm-9:30pm	MTES Cafeteria
CHAS	3rd Grade Fun Night	3/4/2022	6:30pm-9:00pm	MTES Gym
CHAS	Scholastic Book Fair Set-Up and Blast Off (4pm-8pm) Case Delivery 3/4	3/4/2022	1:00pm-8:00pm	MTES Media Center
CHAS	Scholastic Book Fair	3/7/2022-3/11/2022	8:30am- 3:00pm	MTES Media Center
CHAS	6th Grade Glow Party	3/11/2022	6:15pm-9:30pm	MTES Cafeteria
CHAS	CHAS Planning Session	3/16/2022	7:00pm-9:30pm	MTES Cafeteria
CHAS	Kindergarten & Pre-School Fun Night	3/18/2022	6:30pm-9:00pm	MTES
CHAS	Performing Arts Show Rehearsals	3/23,3/30,4/6/2022	6:15pm-8:30pm	MTES

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 the September, 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	\$35,855.29				\$35,855.29
20	P2	\$2,216.88				\$2,216.88
GRAND	TOTAL	\$38,072.17	\$0.00	\$0.00	\$0.00	\$38,072.17

[Batch 51](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$38,002.67		\$300.00		\$38,302.67
20	20	\$463.90				\$463.90
GRAND	TOTAL	\$38,466.57	\$0.00	\$300.00	\$0.00	\$38,766.57

[Batch 52](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$7,938.00				\$7,938.00
10	11	\$423,841.71				\$423,841.71
Fund 10	TOTAL	\$431,779.71				\$431,779.71
20	20	\$37,884.01				\$37,884.01
63	63	\$1,062.17				\$1,062.17
GRAND	TOTAL	\$470,725.89	\$0.00	\$0.00	\$0.00	\$470,725.89

[Batch 53](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$101.60				\$101.60
GRAND	TOTAL	\$101.60	\$0.00	\$0.00	\$0.00	\$101.60

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 July, 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 July, 2021](#) [Board Secretary's Report for July, 2021](#)

3. Resolve to approve Payroll amounts for August 15, 2021 (\$93,623.86) and August 31, 2021 (\$81,844.47).

4. Resolve to approve the monthly transfers for the month of [September, 2021](#).

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 _____

VIII. Good of the Order

IX. Public Comment

X. 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
- 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) #7** 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:

- 7. Any matter anticipating litigation or contract negotiation

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 _____

XI. Personnel and Administration

- 1. **WHEREAS**, the Board of Education of the Township of Mansfield (“Board of Education”) and Tiffany Moutis (“Ms. Moutis”) have entered into a Contract of Employment whereby Ms. Moutis has accepted employment in the position of Superintendent of Schools for a period of July 1, 2021 through June 30, 2026; and

WHEREAS, the Board of Education and Ms. Moutis wish to enter into a new contract for the purposes of extending Ms. Moutis’s employment as Superintendent of Schools in the School District until June 30, 2026; and

WHEREAS, approval of the new contract is subject to compliance with the Accountability Regulations, but the Board of Education wishes to confirm its agreement to execute a new contract subject to such compliance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Mansfield as follows:

- 1. The Board of Education approves entering into a new contract with Ms. Moutis for a period commencing July 1, 2021 through June 30, 2026.
- 2. The new contract shall be subject to compliance with N.J.A.C. 6A:23A-3.1 (Accountability Regulations), including, but not limited to review and approval by the County Executive Superintendent of Schools, public notice and public hearing of said contract, and compliance with other applicable regulations.

3. The Board President and administration are directed to take action as is necessary to prepare a contract for approval by the County Executive Superintendent of Schools and for compliance with all other accountability regulations.

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 _____

XII. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 13th day of September, 2021; now, therefore, be it
THEREFORE, BE IT RESOLVED, that the September, 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 _____