



Mansfield Township School District

Board of Education Monthly Meeting Agenda

November 8, 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

Vacant	_____	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 Dolci, 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: 30 Minutes)

Superintendent Presentation

John Hydock Elementary School Star Student - Abby Stieber

Mansfield Township Elementary School Star Student - Michael Militch

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 [October 12, 2021 Minutes](#).
2. Resolve to approve the one full day in school suspension of student 6189298096 at Mansfield Township Elementary School.
3. Resolve to approve the one full day in school suspension of student 6882719596 at Mansfield Township Elementary School.
4. Resolve to approve the five day out of school suspension of student 15362094 at John Hydock Elementary School.

5. Resolve to approve the one day out of school suspension of student 15362094 at John Hydock Elementary School.
6. Resolve to approve the one full day out of school suspension of student 15375554 at John Hydock Elementary School.
7. Resolve to approve the one full day out of school suspension of student 15315410 at John Hydock Elementary School.
8. Resolve to approve the two full day out of school suspension of student 14205715 at John Hydock Elementary School.
9. Enrollment as of 10/29/2021:

Grade	Enrollment	Sections	Average per class
Kindergarten	72 (Special Education: 2; 1 of which are self contained)	4	17.75 1 SC
1 st Grade	65 (Special Education: 5; 4 of which is self contained)	4	15.25 4 SC
2 nd Grade	77 (Special Education: 7; 1 of which are self contained)	4	19.00 1 SC
3 rd Grade	63 (Special Education: 10; 2 of which are self contained)	3	20.33 2 SC
4 th Grade	70 (Special Education: 9; 4 of which are self contained)	3	22.00 4 SC
5 th Grade	67 (Special Education: 15)	3	22.33 0 SC
6 th Grade	80 (Special Education: 17; 5 of which are self contained)	4	18.75 5 SC
	Total: 494		
Preschool Disabled:			
PSD/Half & Full Day:	7 - PK3 Disabled Half Day Students 2 - PK4 Disabled Full Day Students 13 - PK4 Full Day General Education Students		
	Total: 22		
Out of District Placement:			

BCSSSD: 1- PreK; 1-Kindergarten	2
Brookfield: 1-4th grade	1
Riverbank Charter School: 2-Kindergarten; 1-2nd grade	3
	Total: 6
Total students in and out of district: 522	

Moved by: _____

Seconded by: _____

Vacant	_____	Lisa Willever	_____
Stephen Thomas	_____	Allyson Johnston	_____
Leila Davis	_____	Omar Coley	_____
Abbey True Harris	_____	Frank Armenante	_____
Emily Green	_____		

VII. Superintendent's Recommendations

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

A. Contracts

None at this time

B. Personnel and Administration

1. Resolve to approve the following MVP Staff for the remainder of the 2021/2022 school year. Employment for the MVP staff is contingent upon the continued operation of the program. If, for any period of time, the MVP program closes for any reason, employment for the MVP staff members listed below will be rescinded. MVP employment will resume upon the reinstatement of the program.

From Substitute Staff to Permanent Staff		
Name	Position	Hourly Rate of Pay

Porrini, Grace	Nurse	\$35.00
Carty-Pettit, Donna	Group Leader	\$15.00
Matey, Diane	Group Leader	\$15.00
Sholes, Karen	Group Leader	\$15.00

- Resolve to approve the amended unpaid leave for the following employee. Formerly approved on the December 14, 2020, March 15, 2021, and April 12, 2021 agendas.

Name	Position	Location	Unpaid Leave Dates	Return to Work
Johnson, Stephanie	Resource Room Teacher - K - 2	JHES	<i>From:</i> 11/24/2021 - 11/30/2021 <i>To:</i> 11/24/2021 - 02/04/2022	02/07/2022

- Resolve to approve the following amended Long Term Substitute Teacher assignment. Formerly approved on the June 14, 2021 agenda.

Name	Position	Location	Dates	Replacing
Santos, Monica	Resource Room Teacher - Grade 2	JHES	<i>From:</i> 09/01/2021 - 12/03/2021 <i>To:</i> 09/01/2021 - 02/10/2022	Johnson

- Resolve to approve the [Teacher Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [Special Services Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [Administrative Assistants/Secretaries/Clerks Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [Aide Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [Facility Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [MVP Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the [Misc Job Descriptions](#) for the Mansfield Township School District.
- Resolve to approve the allowance of the donation/transfer of up to sixty (60) sick days to Employee #4331 in accordance with the Sick Day Donation Procedure.
- Resolve to approve the below 2021-2022 appointments of staff and rates for extra compensation per the recommendation of the Curriculum and Instruction Director (ends June 21, 2021)

Name	Position	Effective Dates	Rate of Pay	Account Code
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Christine Carney	Title 1 Teacher	November 16, 2021 through June 21, 2022	Rate of pay \$44.11/hour 135 student teaching days X 1.75 hrs/day = 236.25 total hours (not to exceed \$10, 422)	20-231-200-100-00- 151
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Motion to Move Items

Moved by: _____

Seconded by: _____

Vacant _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

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

C. Policies and Procedures

1. Resolve to approve the updated [Safe Return Plan 2021-2022](#) for Mansfield Township School District.
2. Resolve to approve the [NJ Single Accountability Continuum \(NIQSAC\) District Performance Review - School Year 2021-2022](#) for Mansfield Township School District.
3. Resolve to approve the [New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act](#) for Mansfield Township School District.
4. Resolve to approve the first reading of the following policies.
[8670 Transportation of Special Needs Students](#)
[0164.6 Remote Public Board Meetings During a Declared Emergency](#)
[0167 Public Comments at Board Meetings](#)
[7510 Use of School Facilities](#)

Motion to Move Items

Moved by: _____

Seconded by: _____

Vacant _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

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

D. Curriculum

1. 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>REGIST RATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE/ TOLLS/ PARKING</i>	<i>TOTAL</i>
Tiffany Moutis	1/26, 1/27, 1/28	NJASA	Techspo 2022	\$490.00	\$403.52	\$47.39	\$940.91
Kelly Gamez	1/26, 1/27, 1/28	NJASA	Techspo 2022	\$490.00	\$403.52	\$47.39	\$940.91
Danielle Dolci	1/26, 1/27, 1/28	NJASA	Techspo 2022	\$490.00	\$403.52	\$47.39	\$940.91
Stacy Cullari	1/26, 1/27, 1/28	NJASA	Techspo 2022	\$490.00	\$403.52	\$47.39	\$940.91
Tiffany Moutis	3/23-3/25	NJPSA/FEA	"CELEBRATE" 2022	\$370.00	\$290.00	\$164.76	\$824.76
Nicole Miller	11/30/2021	BCPDI	Applied Behavior Analysis 101	\$0.00	\$0.00	\$0.00	\$0.00

Motion to Move Items

Moved by: _____

Seconded by: _____

Vacant _____
 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
Girl Scouts	Daisy Troop #28549	11/9,11/23,12/7,12/21,1/7,1/18, 2/1,2/15,3/1,3/15,3/29,4/12,4/2	6:15pm-7:15pm	JHES Cafeteria

		6,5/10,5/24,6/7		
Girl Scouts	Brownie Troop#28736	11/16,11/30,12/14,1/11,1/25,2/8,2/23,3/8,3/22,4/5,5/3,5/17,6/1,6/14	6:15pm-7:30pm	JHES Cafeteria
Girl Scouts	Troup #21436	11/10,11/17,12/1,12/15,1/12,1/26,2/9,2/23,3/9,3/23,4/6,4/13,5/11,5/25,6/8	6:15pm - 8:00pm	MTES B-122

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

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	10/7/21	10/28/21
Type of Drill	Evacuation Drill	Fire
Duration of Drill	20 Min	3 min
Weather Conditions	Sunny & Warm	Sunny & Cool
Participants of Drill	340	349
Brief Description of What Type of Drill was Conducted	Evacuation Drill was conducted with no incidents. Whole school evacuation drill walking around the entire building.	Fire 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:	10/28/21	10/18/2021

Type of Drill	Fire	Shelter in Place
Duration of Drill	7 mins	Approximately 6 minutes
Weather Conditions	Sunny/Warm	Cloudy/Chilly
Participants of Drill	Entire student body and staff Approximately 224 students and 51 staff.	Entire student body and staff Approximately 224 students and 51 staff.
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Security Drill was conducted without incident.
Person(s) overseeing Fire Drill: S. Cullari Person(s) overseeing Security Drill: S. Cullari		

Motion to Move Items

Moved by: _____

Seconded by: _____

Vacant _____
 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 November, 2021 Bills List.

[Batch 50](#)

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$375.00		\$100.00		\$475.00
82	82			\$268.50		\$268.50
GRAND	TOTAL	\$375.00	\$0.00	\$368.50	\$0.00	\$743.50

[Batch 52](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$511,689.88				\$511,689.88
20	20	\$14,794.06				\$14,794.06
63	63	\$25,362.70				\$25,362.70
GRAND	TOTAL	\$551,846.64	\$0.00	\$0.00	\$0.00	\$551,846.64

[Batch 53](#)

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
71	71	\$2,803.74				\$2,803.74
GRAND	TOTAL	\$2,803.74	\$0.00	\$0.00	\$0.00	\$2,803.74

[Batch 54](#)

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$14,856.82				\$14,856.82
GRAND	TOTAL	\$14,856.82	\$0.00	\$0.00	\$0.00	\$14,856.82

[Batch 79,80](#)

10	10				\$36,302.78	\$36,302.78
10	11			\$13,065.22		\$13,065.22
Fund 10	TOTAL			\$13,065.22	\$36,302.78	\$49,368.00
71	71			\$973.46		\$973.46
GRAND	TOTAL	\$0.00	\$0.00	\$14,038.68	\$36,302.78	\$50,341.46

- Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for September, 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 September, 2021](#) [Board Secretary's Report for September, 2021](#)

- Resolve to approve Payroll amounts for October 15, 2021 (\$357,771.43) and October 31, 2021 (\$369,299.34).
- Resolve to approve the monthly transfers for the month of [November, 2021](#).
- Resolve to approve the below carry over of ESEA funds for the 21-22 school year.

Title IA

Account Line	Description	Amount
100-100	Pay	\$2,402
100-600	Supplies	\$1,298
200-200	Support Services	\$797

Title IV

Account Line	Description	Amount
100-600	Supplies	\$2,270

6. Resolution of the Board of Education of the Township of Mansfield, in the County of Burlington, New Jersey, authorizing the appropriate school district officials and professional advisors to prepare and submit documentation to the appropriate state and local agencies in connection with a proposed capital improvement program.

WHEREAS, The Board of Education of the Township of Mansfield, in the County of Burlington, New Jersey ("Board" when referring to the governing body and "School District" when referring to the legal entity governed by the Board), has determined to undertake for lawful school purposes a capital improvement program consisting of various improvements and renovations to its facilities (collectively, the "Project"); and

WHEREAS, the Educational Facilities Construction and Financing Act ("Act") and other applicable law requires, as a condition precedent to undertaking the Project, the obtainment of various approvals by the School District; and

WHEREAS, the School District must issue its school bonds to finance the costs of the Project ("Bonds"); and

WHEREAS, the Project and the issuance of the Bonds must be approved by the voters of the School District ("Bond Referendum"); and

WHEREAS, it is the desire of the Board to authorize the appropriate School District officials and professional advisors to prepare and submit such applications and documents and to obtain such approvals as may be necessary to facilitate the Project and the Bond Referendum.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, AS FOLLOWS:

Section 1. In order to facilitate the Project and the Bond Referendum, the President of the Board, Vice President of the Board, Superintendent of Schools, Business Administrator/Board Secretary, other appropriate School District officials, together with the School District's Architect,

Consulting Engineer, Municipal Advisor, Solicitor, Bond Counsel and Auditor, are hereby authorized and directed to prepare and submit to the New Jersey Department of Education, the appropriate land use boards and any other governmental agency, such applications, filings and documentation with respect to the Project and the Bond Referendum including, but not limited to, any amendment/update to the School District's Long Range Facilities Plan, concept drawings and project applications, as may be required under the Act and other applicable laws, and to represent the School District in matters pertaining thereto.

Section 2. All actions heretofore taken and documents prepared or executed by or on behalf of the School District by the President of the Board, Vice President of the Board, Superintendent of Schools, Business Administrator/Board Secretary or by the School District's professional advisors in connection with the Project and the Bond Referendum or matters related thereto are hereby authorized, approved, ratified and confirmed.

Section 3. The President of the Board, Vice President of the Board, Superintendent of Schools and the Business Administrator/Board Secretary are each hereby authorized to determine all matters and execute all documents and instruments in connection with the preparation and filing of the documents described herein, and the signatures of the President of the Board, Vice President of the Board, Superintendent of Schools and the Business Administrator/Board Secretary on such documents or instruments shall be conclusive as to such determinations.

Section 4. All resolutions, or parts thereof, inconsistent herewith are hereby repealed and rescinded to the extent of any such inconsistency.

Section 5. This resolution shall become effective immediately upon adoption this 8th day of November, 2021.

Motion to Move Items

Moved by: _____

Seconded by: _____

Vacant _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

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

VIII. Good of the Order

Public Comment within the Google Form

IX. Executive Session (Estimated Time: 30 minutes)

Motion to Open Executive Session

Moved by: _____

Seconded by: _____

Vacant _____
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
11. Board Member Candidate interviews

The President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item(s) #3 and #11** 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:

11. Board Member Candidate Interviews
 3. Invasion of individual privacy

Motion to Adjourn Executive Session

Moved by: _____

Seconded by: _____

Vacant _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

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

X. Public Comment

XI. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 8th day of November, 2021; now, therefore, be it
THEREFORE, BE IT RESOLVED, that the November, 2021 meeting of the Mansfield Township Board of Education be and is hereby adjourned at ____pm.

Moved by: _____

Seconded by: _____

Vacant _____
Stephen Thomas _____
Leila Davis _____
Abbey True Harris _____
Emily Green _____

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