



# Mansfield Township School District

## Board of Education Monthly Meeting Agenda

January 5, 2022

### 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 Member

|                   |       |                  |       |
|-------------------|-------|------------------|-------|
| Stephen Thomas    | _____ | Andrea Melton    | _____ |
| Emily Green       | _____ | Allyson Johnston | _____ |
| Abbey True Harris | _____ | Ryan Ballard     | _____ |
| James Sullivan    | _____ | Frank Armenante  | _____ |

## Administrators

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

## II. 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.

## III. Presentations (Estimated Time: 30 Minutes)

Superintendent Presentation

## IV. Correspondence

There is no correspondence to report.

## V. Committee Updates

## VI. Approval of Minutes, Enrollment, Suspensions and HIB

1. Resolve to approve the [December 13, 2021 Minutes](#).
2. Resolve to approve HIB Case 225515\_MTE\_11302021.
3. Enrollment as of 12/21/2021:

| Grade                 | Enrollment   | Sections | Average per class |
|-----------------------|--|----------|-------------------|
| Kindergarten          | 73 (Special Education: 2; 1 of which are self contained) | 4        | 18.00<br>1 SC     |
| 1 <sup>st</sup> Grade | 68 (Special Education: 5; 4 of which is self contained)  | 4        | 16.00<br>4 SC     |
| 2 <sup>nd</sup> Grade | 78 (Special Education: 7; 1 of which are self contained) | 4        | 19.25<br>1 SC     |

|  |  |   |               |
|--|--|---|---------------|
| 3 <sup>rd</sup> Grade                                    | 64 (Special Education: 10; 2 of which are self contained)  | 3 | 20.66<br>2 SC |
| 4 <sup>th</sup> Grade                                    | 71 (Special Education: 9; 4 of which are self contained)   | 3 | 22.33<br>4 SC |
| 5 <sup>th</sup> Grade                                    | 69 (Special Education: 15)   | 3 | 23,00<br>0 SC |
| 6 <sup>th</sup> Grade                                    | 80 (Special Education: 17; 5 of which are self contained)  | 4 | 18.75<br>5 SC |
| <b>Total: 503</b>  |  |   |               |
| <b>Preschool Disabled:</b>                               |  |   |               |
| PSD/Half & Full Day:                                     | 8 - PK3 Disabled Half Day Students<br>5 - PK4 Disabled Full Day Students<br>12 - PK4 Full Day General Education Students |   |               |
|  | <b>Total: 25</b>   |   |               |
| <b>Out of District Placement:</b>                        |  |   |               |
| BCSSSD:<br>1- PreK; 1-Kindergarten                       | 2  |   |               |
| Brookfield:<br>1-4th grade                               | 1  |   |               |
| Riverbank Charter School:<br>2-Kindergarten; 1-2nd grade | 3  |   |               |
|  | <b>Total: 6</b>  |   |               |
| <b>Total students in and out of district: 534</b>        |  |   |               |

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
Allyson Johnston \_\_\_\_\_  
Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

## VII. Superintendent's Recommendations

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

### A. Contracts

1. Resolve to approve the agreement with Eastern Armored Services through June, 2022.

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

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

Stephen Thomas \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

### B. Personnel and Administration

1. Resolve to approve the following Long Term Substitute Teacher assignment.

| Name                   | Position             | Location | Dates                                 | Replacing       |
|------------------------|----------------------|----------|---------------------------------------|-----------------|
| Rose-Grisham, Danielle | Kindergarten Teacher | JHES     | 01/06/2022 - approximately 01/31/2022 | Employee # 4089 |

2. Resolve to approve the following Substitute Custodian for the remainder of the 2021/2022 school year at a rate of \$13.75 per hour. *Pending completion of all paperwork.*

| Name           |
|----------------|
| Dadura, Thomas |

3. Resolve to approve the following hire for the remainder of the 2021/2022 school year.

| Name              | Position                  | Location    | Start Date                          | FTE        | Salary (prorated)  |
|-------------------|---------------------------|-------------|-------------------------------------|------------|--------------------|
| <u>Sonya Hart</u> | <u>Guidance Counselor</u> | <u>JHES</u> | <u>Pending Paperwork Completion</u> | <u>.41</u> | <u>\$25,153.50</u> |

### Motion to Move Items

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

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

Stephen Thomas \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

### C. Policies and Procedures

1. Resolve to approve the updated MTSD [Restart Plan](#). (Revisions are in red on page 3.)
2. Resolve to approve the second reading of the following policies and regulations.
  - Comprehensive Health & Physical Education - [Policy 2422](#)
  - Surrogate Parents & Resource Family Parents - [Policy 2467](#)
  - Eligibility of Resident/Nonresident Students - [Policy 5111](#)
  - Education of Homeless Children - [Policy 5116](#)
  - Federal Awards/Funds Internal Controls - Allowability of Costs - [Policy 6115.01](#)
  - Federal Awards/Funds Internal Controls - Mandatory Disclosures - [Policy 6115.02](#)
  - Federal Awards/Funds Internal Controls - Conflict of Interest - [Policy 6115.03](#)
  - Contracts for Goods or Services Funded by Federal Grants - [Policy 6311](#)
  - Eye Protection - [Policy 7432](#)
  - Emergency & Crisis Situations - [Policy 8420](#)
  - School Nutrition Programs - [Policy 8540](#)
  - Meal Charges/Outstanding Food Service Bill - [Policy 8550](#)
  - Student Transportation - [Policy 8600](#)
  - Fire & Fire Drills - [Reg 8420.1](#)
  - Sexual Harassment of Students - [Policy 5751](#)
  - Sexual Harassment of Students - [Reg 5751](#)
  - Eye Protection - [Reg 7432](#)
  - Transportation of Special Needs Students - [Policy 8670](#)

#### **Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 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/<br/>LOCATION</i> | <i>SPONSORING<br/>ENTITY/ACCT</i> | <i>EVENT<br/>DESCRIPTION</i>       | <i>REGIST<br/>RATION<br/>FEE</i> | <i>HOTEL AND<br/>MEALS</i> | <i>MILEAGE/<br/>TOLLS/<br/>PARKING</i> | <i>TOTAL</i> |
|-----------------|-----------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------|--|--------------|
| Tony Bifulco    | 1/14/2022 1:30-3:30               | Chesterfield Elementary School    | NB Regional Collaboration          | \$0.00                           | -                          | \$4.48                                 | \$4.48       |
| Jaime Szymanski | 1/14/2022 1:30-3:30               | Chesterfield Elementary School    | NB Regional Collaboration          | \$0.00                           | -                          | \$4.48                                 | \$4.48       |
| Ryan Brydzinski | 1/14/2022 1:30-3:30               | Chesterfield Elementary School    | NB Regional Collaboration          | \$0.00                           | -                          | \$4.48                                 | \$4.48       |
| Heather Phan    | 1/14/2022 1:30-3:30               | Chesterfield Elementary School    | NB Regional Collaboration          | \$0.00                           | -                          | \$4.48                                 | \$4.48       |
| Nicole Rivielo  | 1/21/2022                         | Learning Ally - Virtual           | Early Literacy and the Whole Child | \$69.00                          | -                          | -                                      | \$69.00      |

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

**E. Facilities/Security & Transportation**

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

| <b>MANSFIELD TOWNSHIP ELEMENTARY SCHOOL</b> |          |          |
|---|----------|----------|
| Date/Time:                                  | 12/14/21 | 12/22/21 |

|   |  |                                       |
|---|--|---------------------------------------|
| Type of Drill   | Fire                                       | Shelter In Place                      |
| Duration of Drill   | 4 min                                      | 3 min                                 |
| Weather Conditions  | Breezy & Cool                              | Sunny & Cold                          |
| Participants of Drill   | 329  | 325                                   |
| Brief Description of What Type of Drill was Conducted   | Fire Drill was conducted with no incidents | Drill was conducted with no incidents |
| <p>Person(s) overseeing Fire Drill: G. Kershner<br/> Person(s) overseeing Security Drill: G. Kershner</p> |  |                                       |

| <b>JOHN HYDOCK ELEMENTARY SCHOOL</b>                  |   |   |
|---|---|---|
| Date/Time:  | 12/14/21  | 12/21/21  |
| Type of Drill   | Fire  | Shelter in Place  |
| Duration of Drill                                     | Approximately 6 minutes                                   | Approximately 6 minutes                                   |
| Weather Conditions                                    | Cloudy/Cold   | Cloudy/Cold   |
| Participants of Drill                                 | Entire student body and staff<br>Approximately 269 people | Entire student body and staff<br>Approximately 263 people |
| Brief Description of What Type of Drill was Conducted | Fire Drill was conducted without incident.                | Shelter in place drill was conducted without incident.    |

Person(s) overseeing Fire Drill: S. Cullari  
 Person(s) overseeing Security Drill: S. Cullari

2. Resolve to approve the donation of scrap metal from MTSD to the Hedding United Methodist Church Youth Group Mission Trip Fundraiser. Estimated total is \$40.00.

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
 Allyson Johnston \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

**F. Finance and Budget**

1. Resolve to approve the January, 2022 Bills List.

[Batch 51](#)

| Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
|---------------|----------|-----------------|------------------------|-------------|--------------------|--------------|
| 10            | 10       | \$22,733.00     |                        |             |                    | \$22,733.00  |
| 10            | 11       | \$335,461.59    |                        |             |                    | \$335,461.59 |
| Fund 10       | TOTAL    | \$358,194.59    |                        |             |                    | \$358,194.59 |
| 20            | 20       | \$4,651.14      |                        |             |                    | \$4,651.14   |
| 63            | 63       | \$17,649.46     |                        |             |                    | \$17,649.46  |
| GRAND         | TOTAL    | \$380,495.19    | \$0.00                 | \$0.00      | \$0.00             | \$380,495.19 |

[Batch 52](#)

| Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
|---------------|----------|-----------------|------------------------|-------------|--------------------|--------------|
| 71            | 71       | \$1,151.06      |                        |             |                    | \$1,151.06   |
| GRAND         | TOTAL    | \$1,151.06      | \$0.00                 | \$0.00      | \$0.00             | \$1,151.06   |

[Batch 79,80](#)



| Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks        | Hand Checks Non/AP | Total Checks |
|---------------|----------|-----------------|------------------------|--------------------|--------------------|--------------|
| 10            | 10       |                 |                        |                    | \$34,748.51        | \$34,748.51  |
| 10            | 11       |                 |                        | \$18,222.30        |                    | \$18,222.30  |
| Fund 10       | TOTAL    |                 |                        | \$18,222.30        | \$34,748.51        | \$52,970.81  |
| 71            | 71       |                 |                        | \$829.64           |                    | \$829.64     |
| GRAND         | TOTAL    | \$0.00          | \$0.00                 | <u>\$19,051.94</u> | \$34,748.51        | \$53,800.45  |

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

- Resolve to approve Payroll amounts for December 15, 2021 (\$360,206.66) and December 30, 2021 (\$360,764.66).
- Resolve to approve the monthly transfers for the month of [January, 2022](#).
- Resolve to approve the increase of MTSD preschool tuition from \$600 per month to \$625 per month, an annual increase of \$250, to start in the 2022 school year.

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
Allyson Johnston \_\_\_\_\_  
Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

**VIII. Good of the Order**

Board of Education Ethics Training Date

**IX. Public Comment**

**X. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 5th day of January, 2022; now, therefore, be it

THEREFORE, BE IT RESOLVED, that the January, 2022 meeting of the Mansfield Township Board of Education be and is hereby adjourned at \_\_\_\_pm.

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
James Sullivan \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
Allyson Johnston \_\_\_\_\_  
Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_