



# Mansfield Township School District

## Board of Education Monthly Meeting Agenda September 12, 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	_____	James Kozachek	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains	_____		

## Administrators

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

## II. Presentations (Estimated Time: 30 minutes)

Superintendent Presentations

## 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 three 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

## V. Committee Updates

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

1. Resolve to approve the [August 8, 2022](#) BOE Meeting Minutes.
2. Resolve to approve the [August 30, 2022](#) BOE Meeting Minutes.
3. Enrollment as of 9/2/2022:

Grade	Enrollment	Sections	Average per class
Kindergarten	60 (Special Education: 4; 0 of which are self contained)	3	20.00 0 SC
1 <sup>st</sup> Grade	80 (Special Education: 3; 1 of which is self contained)	4	19.75 1 SC

2 <sup>nd</sup> Grade	72 (Special Education: 11; 3 of which are self contained)	4	17.25 3 SC
3 <sup>rd</sup> Grade	80 (Special Education: 13; 1 of which are self contained)	4	19.75 1 SC
4 <sup>th</sup> Grade	66 (Special Education: 13; 1 of which are self contained)	3	21.66 1 SC
5 <sup>th</sup> Grade	74 (Special Education: 11; 5 of which are self contained)	4	17.25 5 SC
6 <sup>th</sup> Grade	78 (Special Education: 17)	3	26.00 0 SC
<b>Total: 510</b>			
<b>Preschool Disabled:</b>			
PSD/Half & Full Day:	1 - PK3 Disabled Half Day Students 9 - PK4 Disabled Full Day Students 22 - PK4 Full Day General Education Students		
	<b>Total: 32</b>		
<b>Out of District Placement:</b>			
BCSSSD: 1- 1st grade	1		
Riverbank Charter School: 1 - Kindergartener 1 - 1st grader 1 - 2nd grader 2 - 3rd grader	5		
	<b>Total: 6</b>		
<b>Total students in and out of district: 548</b>			

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

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

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

Andrea Melton \_\_\_\_\_  
James Kozachek \_\_\_\_\_  
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 amendment to the [Benecard](#) 2022-2023 contract. (*Shows the 24 month renewal with the current rates and a no higher than +4% increase in 2023-24.*)
2. Resolve to approve the [CM3 Building Solutions](#) proposal for supply and installation of Glycol into the geothermal system.

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

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

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

Andrea Melton \_\_\_\_\_  
James Kozachek \_\_\_\_\_  
Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

### B. Personnel and Administration

1. Resolve to approve the following Substitute Nurse for the 2023/2023 school year at a rate of \$150/day. *Pending completion of all paperwork.*

Name
Price, Lisa
Morfin, Jessica

2. Resolve to approve the following Substitute Secretary for the 2022/2023 school year.

Name
Deborah Regi
Michelle Mastrosimone
Theresa Casto

3. Resolve to approve the extra compensation for MVP summer hours for the below employee.

Name	Title	ACCOUNT NUMBER	Teacher/Related Service # OF WORKING HOURS @ \$40/hr	MAX TOTAL COMPENSATION
Bifulco, Anthony	MVP Supervisor	71-900-320-100-00-102	8 hours @ \$40/hr	\$320
Parzyck, Kimberly	MVP Coordinator	71-900-320-100-00-102	20 hours @ \$30/hr	\$600

**Motion to Move Items**

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

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

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

Andrea Melton \_\_\_\_\_  
 James Kozachek \_\_\_\_\_  
 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

**C. Policies and Procedures**

1. Resolve to approve the second reading of [Policy 4125.2 - Employment of Substitute Support Staff Members](#).

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
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 James Sullivan \_\_\_\_\_  
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 James Kozachek \_\_\_\_\_  
 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/ 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>
Tiffany Moutis	9/27/2022	Strauss Esmay Assoc	HIB Training	\$145.00	-	\$15.51	\$160.51
Glenn Kershner	9/27/2022	Strauss Esmay Assoc	HIB Training	\$145.00	-	\$15.51	\$160.51
Stacy Cullari	9/27/2022	Strauss Esmay Assoc	HIB Training	\$145.00		\$15.98	\$160.98
Jason Shainline	01/17/23	BCSSSD Workshop	School Law Update 2023, Intervention, School Safety, Student Mental Health SE and HIB	\$0.00	-	\$11.46	\$11.46
Karen Bressler	09/20-22/2022	Wilson	Advanced Strategies for MSL group	\$650.00	-	-	\$650.00
Christine Wemple	10/05/2022	Foundations	Level 3 Virtual launch Workshop	\$325.00	-	-	\$325.00
Crystal Miller	10/05/2022	Foundations	Level 3 Virtual launch Workshop	\$325.00	-	-	\$325.00
Karen Omiatek	10/20/22	Association of Mathematic Teacher of New Jersey	AMTNJ Fall Conference Teaching Matters	\$179.00	-	\$22.09	\$201.09
Angela Stewart	10/20-21/2022	Autisum NJ Annual Conference	Autisum Conference Harrah AC	\$500.00	-	\$118.44	\$618.44
Julie Katz	09/30/22	The Role of The School Climate	Virtual Founations Bullying	\$0.00			\$0.00
Johanna Sobon	09/30/22	The Role of The School Climate	Virtual Founations Bullying	\$0.00			\$0.00

Christa Edolo	09/30/22	The Role of The School Climate	Virtual Founations Bullying	\$0.00			\$0.00
Johanna Sobon	09/30/22	NJPSA Section 504 Explained	opportunity to learn more as a 504 Coordinator	\$150.00			\$150.00

2. Resolve to approve the below **2022-2023** appointments of staff and rates for extra compensation.

Description	Name	Title	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
ARP-ESSER Evidence Based Comprehensive Beyond the School Day Activities Grant (Morning Band MTES)	Michelle Hildebrandt	Morning Band Co-Director	63 sessions (1 hour) @\$50/hour Not to exceed: \$3,150	20-490-100-100-00-000
	Elizabeth Janney	Morning Band Co-Director	63 sessions (1 hour) @\$50/hour Not to exceed: \$3,150	

3. Resolve to approve the below Curriculum documents.

Subject/Content Area	Grade Band	Original Approval Date	Document
Comprehensive Health and Physical Education	K-6	September 2022	Kindergarten- Sixth Grade  Live Links Shared previously with BOE members  Available to the community following BOE approval
Comprehensive Health and Physical Education	K-6	September 2022	
Social Studies	K-6	September 2022	
Computer Science and Design Thinking	K-6	September 2022	
Science	K-6	September 2022	
Visual and Performing Arts	K-6	September 2022	
English Language Arts	K-6	September 2022	

**Motion to Move Items**

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

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**E. Facilities/Security & Transportation**

1. Resolve to approve the below facility use for Mansfield Township School District.

ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY
Mansfield Rec	Basketball	Nov 21, 2022 - March 15, 2023	6:15-7:30 pm Mon-Fri - Saturday 9am - 2pm	JHES Gym
Mansfield Rec	Basketball	Nov 21, 2022 - March 15, 2023	6:15-7:30 pm Mon-Fri - Saturday 9am - 2pm	MTES Gym/Cafe
Town & Country Girl Scouts	Monthly Leaders Meeting	9/8, 10/13, 11/10, 12/8/22, 1/12, 2/9, 3/9, 4/13, 5/11/23	7:30-9:00 pm	MTES Media Center
Town & Country Girl Scouts	Service Project Meeting with Burl Twp GS	10/5 & 10/19	6:00-7:30	MTES Media Center
Town & Country Girl Scouts	Bridging and Court Ceremony	June 8, 2023	6:15-9:30 pm	MTES Gym & Lobby
Girl Scouts Troop 28736	Meetings	Every other Friday starting 9/23-22-6/23-23	6:15-7:30	MTES Cafe
CHAS	Parent Meeting	Sept 19, 2022	7:30-9:30 pm	MTES Media Center



CHAS	Back to School Night	Sept 21,2022	6:30-8:00 pm	MTES Lobby
CHAS	Back to School Night	Sept 28, 2022	6:30-8:00 pm	JHES Lobby
CHAS	Scholastic All-for-Books Coin Colection	Oct 17-21-2022		JHES Lobby
CHAS	CHAS Planning Session	10/19/2022	7:00-9:30 pm	MTES Media Center
CHAS	5th Grade Halloween Party	10/21/2022	3:30-9:00pm	MTES Hall & Cafe
CHAS	Scholastic book Fair Delivery & Set-up	10/20/2022	3:00-4:00	JHES Media Center
CHAS	Scholastic Book Fair Blast Off	10/21/2022	4:00-8:00 pm	JHES Media Center
CHAS	Scholastic Book Fair	10/24-10/28/2022	8:30-3:00 pm	JHES Media Center
CHAS	Truck or Treat & Outdoor Movie Night	10/29/2022	5:00-9:00 pm	MTES Parking Lot

2. Resolve to approve the MTSD Emergency Crisis Response Plan for 2022-2023 school year.

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
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September 12, 2022

**F. Finance and Budget**

- 1. Resolve to approve the September, 2022 Bills List.

[Batch 51-52](#)

[Batch 53](#)

[Batch 79,80](#)

- 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, 2022 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, 2022](#)    [Board Secretary’s Report for July, 2022](#)

- 3. Resolve to approve Payroll amounts for August 15, 2022 (\$133,571.24) and August 31, 2022 (\$78,196.97).
- 4. Resolve to approve the monthly transfers for the month of [September, 2022](#).

**Motion to Move Items**

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
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Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

**VIII. Good of the Order**

**IX. Public Comment**

**X. Executive Session (Estimated Time: 30 minutes)**

**Motion to Open Executive Session**

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
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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 exists which warrants a closed executive session under **item(s) #7 and 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:

7. Any matter anticipating litigation or contract negotiation
8. Terms and conditions of employment/personnel matters

**Motion to Adjourn Executive Session**

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
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Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

**XI. Contracts**

- 1. Resolve to approve the [MOA](#) for the MTEA for the school years 2022 through 2025.

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
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Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_

**XII. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 12th day of September 12, 2022;  
THEREFORE, BE IT RESOLVED, that the September, 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 \_\_\_\_\_  
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