



# 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<br>0 SC     |
| 1 <sup>st</sup> Grade | 80 (Special Education: 3; 1 of which is self contained)  | 4        | 19.75<br>1 SC     |

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

September 12, 2022

## 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 \_\_\_\_\_  
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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 \_\_\_\_\_

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 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 \_\_\_\_\_  
 Emily Green \_\_\_\_\_  
 Abbey True Harris \_\_\_\_\_  
 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<br>Not to exceed: \$3,150 | 20-490-100-100-00-000 |
|   | Elizabeth Janney     | Morning Band Co-Director | 63 sessions (1 hour) @\$50/hour<br>Not to exceed: \$3,150 |                       |

3. Resolve to approve the below Curriculum documents.

| Subject/Content Area                                   | Grade Band     | Original Approval Date    | Document   |
|--|----------------|---------------------------|--|
| <del>Comprehensive Health and Physical Education</del> | <del>K-6</del> | <del>September 2022</del> | Kindergarten- Sixth Grade<br><br>Live Links<br>Shared previously with BOE members<br><br>Available to the community following BOE approval |
| <del>Comprehensive Health and Physical Education</del> | <del>K-6</del> | <del>September 2022</del> |  |
| 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**

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

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

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 Ryan Ballard \_\_\_\_\_  
 Frank Armenante \_\_\_\_\_

**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<br>Mon-Fri - Saturday<br>9am - 2pm | JHES Gym          |
| Mansfield Rec              | Basketball                               | Nov 21, 2022 - March 15, 2023                             | 6:15-7:30 pm<br>Mon-Fri - Saturday<br>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<br>Coin Colection | Oct 17-21-2022   |              | JHES Lobby           |
| CHAS | CHAS Planning Session                      | 10/19/2022       | 7:00-9:30 pm | MTES Media<br>Center |
| CHAS | 5th Grade Halloween<br>Party               | 10/21/2022       | 3:30-9:00pm  | MTES Hall &<br>Cafe  |
| CHAS | Scholastic book Fair<br>Delivery & Set-up  | 10/20/2022       | 3:00-4:00    | JHES Media<br>Center |
| CHAS | Scholastic Book Fair<br>Blast Off          | 10/21/2022       | 4:00-8:00 pm | JHES Media<br>Center |
| CHAS | Scholastic Book Fair                       | 10/24-10/28/2022 | 8:30-3:00 pm | JHES Media<br>Center |
| CHAS | Truck or Treat &<br>Outdoor Movie Night    | 10/29/2022       | 5:00-9:00 pm | MTES Parking<br>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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Frank Armenante \_\_\_\_\_

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 \_\_\_\_\_  
James Sullivan \_\_\_\_\_  
Simmer Bains \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
James Kozachek \_\_\_\_\_  
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 \_\_\_\_\_  
James Sullivan \_\_\_\_\_  
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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 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 \_\_\_\_\_  
James Sullivan \_\_\_\_\_  
Simmer Bains \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
James Kozachek \_\_\_\_\_  
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 \_\_\_\_\_  
Abbey True Harris \_\_\_\_\_  
James Sullivan \_\_\_\_\_  
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James Kozachek \_\_\_\_\_  
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 \_\_\_\_\_  
Simmer Bains \_\_\_\_\_

Andrea Melton \_\_\_\_\_  
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