



# Mansfield Township School District

## Board of Education Monthly Meeting Agenda November 16, 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: 1 hour)**

Superintendent Presentations

MTES Student of the Month - Emma Pouliot  
JHES Student of the Month - Benjamin Parker  
Preschool Update

**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. Executive Session (Estimated Time: 45 minutes)**

**Motion to Open 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 \_\_\_\_\_

November 16, 2022

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) #3 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:

3. Invasion of individual privacy
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 \_\_\_\_\_

**V. Correspondence**

**VI. Committee Updates**

Fiscal and Facilities, Policy and Personnel, Curriculum and Diversity

November 16, 2022

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

1. Resolve to approve the [October 11, 2022](#) BOE Meeting Minutes.
2. Enrollment as of 11/04/2022:

Grade	Enrollment	Sections	Average per class
Kindergarten	61 (Special Education: 5; 1 of which are self contained)	3	20.00 1 SC
1 <sup>st</sup> Grade	79 (Special Education: 4; 1 of which is self contained)	4	19.50 1 SC
2 <sup>nd</sup> Grade	72 (Special Education: 14; 3 of which are self contained)	4	17.25 3 SC
3 <sup>rd</sup> Grade	82 (Special Education: 15; 1 of which are self contained)	4	20.25 1 SC
4 <sup>th</sup> Grade	67 (Special Education: 15; 1 of which are self contained)	3	22.00 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	79 (Special Education: 19)	3	26.33 0 SC
	<b>Total: 514</b>		
<b>Preschool Disabled:</b>			
PSD/Half & Full Day:	2 - PK3 Disabled Half Day Students, 9 - PK4 Disabled Full Day Students 24 - PK4 Full Day General Education Students		
	<b>Total: 35</b>		
<b>Out of District Placement:</b>			
BCSSSD:	1-1st grade		
Riverbank Charter School:	5: 1 - Kindergartener, 1 - 1st grader, 1 - 2nd grader, 2 - 3rd grader		
	<b>Total: 6</b>		
<b>Total students in and out of district: 555</b>			

November 16, 2022

---

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

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

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

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

### VIII. Superintendent's Recommendations

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

#### A. Contracts

1. Resolve to approve the renewal of the [Design Collaborative Standard Form of Agreement Between Owner and Architect](#).
2. Resolve to approve the [Design Collaborative 2022 Referendum Contract](#).
3. Resolve to approve the [Transportation Contract with Northern Burlington Regional School District](#) for the 2022-2023 school year.
4. Resolve to approve the [1:1 Agreement with Burlington County Special Services School District](#) for student 5195425981 the 2022-2023 school year.

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 Elizabeth Arellano-Santana as a full time 1:1 special education aide, AID.EXT.030.03, effective October 17, 2022.

INSTRUCTIONAL ASSISTANTS

Last Name	First Name	F/T or P/T	Hourly Rate	Salary
Arellano-Santana	Elizabeth	F/T	\$16.06 *	\$20,432.34

\* Includes additional \$1.00 per hour for Associate Degree

2. Resolve to approve Lisa Perez as an Afterschool program volunteer for MTES for the 2022-2023 school year.
3. Resolve to approve the below staff members and compensation for the 2022-2023 school year.

Name	Title	# OF TEACHING HOURS	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
Kyra Price	MTES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Jill Fitzpatrick	MTES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Sandra Place	MTES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Mallory DelMauro	MTES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Ryan Brydzinski	JHES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Kristina Papero	JHES After School Club Teacher	14 sessions each @ \$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000

		teaching/\$25prep per day)		
Elizabeth Janney	JHES After School Club Teacher	14 sessions each @\$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000
Hillary Levanduski	JHES After School Club Teacher	14 sessions each @\$75/hour (\$50 teaching/\$25prep per day)	\$1,050	20-490-100-100-00-000

4. Resolve to approve the employment and salary adjustments of the following staff for the 2022/2023 school year.

<b>TEACHERS</b>				
<b>2022/2023 Salaries</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>22/23 Step</b>	<b>Salary</b>
Bifulco	Anthony	Teacher BA	17	\$89,986.00 **
Hope	Bonnie	Teacher MA	14	\$80,411.00 *
Rowan	Gail	Teacher MA	14	\$80,411.00 *
Stout	Trenna	Teacher BA	Off Guide	\$62,750.00
Tellefsen	Kelley	Teacher MA	17	\$92,486.00 **
Wiesenecker	Sarah	Teacher BA +9	11-12	\$70,486.00 *

*\* Includes \$1,300 for Longevity*

*\*\* Includes \$2,500 for Longevity*

5. Resolve to approve the below leave of absence.

<b>Employee #</b>	<b>Paid Sick Leave</b>	<b>FMLA</b>	<b>Unpaid Leave</b>
4832	11/03/2022-11/09/2022		11/10/2022-12/04/2022

November 16, 2022

6. Resolve to approve the below leave of absence.

Employee #	Paid Sick Leave	FMLA	Unpaid Leave
4616	11/07/2022-12/12/2022	12/13/2022-02/15/2023	

7. Resolve to approve Meghan Patterson as a Substitute Secretary for the 2022-2023 school year at the sub rate.
8. Resolve to approve Ryan Brydzinski as a MVP Substitute at the substitute rate for the 2022-2023 school year.
9. Resolve to approve the resignation of McKenna Rouse, TCH.SUB.000.01, effective November 18, 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 \_\_\_\_\_

**C. Policies and Procedures**

1. Resolve to approve the first reading of [Alert 228](#) that includes below.

0163 QUORUM  
 1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY  
 2415 EVERY STUDENT SUCCEEDS ACT  
 3270 PROFESSIONAL RESPONSIBILITIES  
 5513 CARE OF SCHOOL PROPERTY

2. Resolve to approve the first reading of [Policy 5512, Harassment, Intimidation or Bullying](#).
3. Resolve to approve the [MOA between Education and Law Enforcement](#) for the 2022-2023 school year.
4. Resolve to approve the [Live Streaming Supplement](#) for the 2022-2023 school year.

**Motion to Move Items**

November 16, 2022



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

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

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

Andrea Melton \_\_\_\_\_  
 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</i>	<i>EVENT DESCRIP.</i>	<i>REGISTRATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE / TOLLS/ PARKING</i>	<i>TOTAL</i>
Angela Stewart	12/2/22	NJASP Winter Conference	Support Students social/emotional/behavioral development	\$180.00	-	\$18.61	\$198.71
Jason Shainline	11/18/22	NJPSA	Directors Toolkit	\$149.00	-		\$149.00

2. Resolve to approve the below curriculum for the 2022-2023 school year.

Comprehensive Health and Physical Education	K-6	October 2022	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade
---	-----	--------------	--

**Motion to Move Items**

November 16, 2022

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

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

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

Andrea Melton \_\_\_\_\_  
James Kozachek \_\_\_\_\_  
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
CHAS	CHAS meeting	January 18, 2023	7:00-9:30	MTES Media Center
CHAS	PreSchool & Kindergarten Fun Night	1/20/23	6:30-9:00	MTES Gym
CHAS	Pasta Dinner	Jan 27, 2023	3:30-9:30	MTES Cafe & Lobby
MTSD	After School Clubs	11/21 - 1/18/23 Mon/Wed	3:35-4:35	MTES GYM, Cafe, Art Room
CHAS	Christmas Ornaments	November 29, 2022	6:30-9:00 PM	MTES Art Room

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

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	0/26/22 11:00am	10/27/22 11:00am
Type of Drill	Lockdown Drill	Fire Drill
	5 minutes	7 minutes

Duration of Drill		
Weather Conditions	cloudy, warm, misty	sunny and cool
Participants of Drill	300	300
Brief Description of What Type of Drill was Conducted	Lockdown drill was conducted with the entire school. All went well.	Fire drill was conducted with the entire school. All went well
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	10/28/22	10/27/22
Type of Drill	Fire	Lockdown Drill
Duration of Drill	7 mins	Approximately 3 minutes
Weather Conditions	Sunny/Warm	Sunny/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, C. Edolo

3. Resolve to approve the [Comprehensive Maintenance Plans](#) and [M-1 Form](#) for the 2022-2023 school year.
4. Resolve to approve the 3rd grade trip to Adventure Aquarium in Camden, New Jersey in the month of December.
5. Resolve to approve the 5th grade trip to the Franklin Institute in Philadelphia, Pennsylvania in the month of June.
6. Resolve to approve the bus drills for [Mansfield Township Elementary School](#) and [John Hydock Elementary School](#).

**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 \_\_\_\_\_

**F. Finance and Budget**

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

[Batch 50](#)  
[Batch 51](#)  
[Batch 52](#)  
[Batch 53](#)

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 October, 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 September, 2022](#)    [Board Secretary’s Report for September, 2022](#)

3. Resolve to approve Payroll amounts for October 15, 2022 (\$360,176.12) and October 31, 2022 (\$356,343.41).
4. Resolve to approve the monthly transfers for the month of [November, 2022](#).
5. Resolve to approve the open purchase order report for the month of [November, 2022](#).
6. [Resolution](#) of the Board of Education of the township of Mansfield, in the county of Burlington, New Jersey, authorizing the issuance and sale of bonds of the school district in the aggregate principal amount of up to \$2,231,000; making the certain covenants to maintain the exemption of interest on said bonds from federal income taxation; and authorizing such further actions and making such determinations as may be necessary or appropriate to effect the issuance and sale of said bonds.

**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 \_\_\_\_\_

**IX. Good of the Order**

**X. Public Comment**

**XI. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 16th day of November, 2022;

THEREFORE, BE IT RESOLVED, that the November, 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 \_\_\_\_\_

November 16, 2022

Simmer Bains  
Andrea Melton  
James Kozachek

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ryan Ballard  
Frank Armenante

\_\_\_\_\_  
\_\_\_\_\_