



# Mansfield Township School District

## Board of Education Monthly Meeting Agenda December 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: 1 hour)**

Superintendent Presentations

MTES Student of the Month - Emma Pouliot for October and Grace Lopez for November  
JHES Student of the Month - Elaina Lampmann

Tenure Celebration - Christine Carney

Long Term Facilities Plan Presentation

Preschool Presentation

**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**

Fiscal and Facilities, Policy and Personnel, Curriculum and Diversity

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

1. Resolve to approve the [November 16, 2022](#) BOE Meeting Minutes.
2. Resolve to approve the HIB case 236181\_MTE\_10142022.
3. Resolve to approve the HIB case 236174\_MTE\_10142022.
4. Resolve to approve the HIB case 237418\_MTE\_11022022.
5. Enrollment as of 12/2/2022:

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	78 (Special Education: 4; 1 of which is self contained)	4	19.25 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	81 (Special Education: 15; 1 of which are self contained)	4	20.00 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	73 (Special Education: 10; 4 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: 511</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>		

**Total students in and out of district: 552**

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 2022 agreement with [Kroll](#) to provide an updated fixed asset accounting record for in accounting control and financial reporting as of June 20, 2022.
- 2. Resolve to approve the 2022 agreement with the [Alliance For Competitive Energy Services \(ACES\)](#).
- 3. Resovle to approve the 2022-2023 agreement with [Rutgers University](#) for post pandemic building implementation.

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 updated information for the JHES After School Clubs.

<b>Name</b>	<b>Title</b>	<b># OF TEACHING HOURS</b>	<b>MAX TOTAL COMPENSATION</b>	<b>ACCOUNT NUMBER</b>
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
<del>Kristina Papero</del>	<del>JHES After School Club Teacher</del>	<del>14 sessions each @\$75/hour (\$50 teaching/\$25prep per day)</del>	<del>\$1,050</del>	<del>20-490-100-100-00-000</del>
Debra Hart and Kristen Spieler	JHES After School Club Teacher	14 sessions each @\$75/hour (\$50 teaching/\$25prep per day) - time and compensation will be divided equally for each teacher	\$525 per teacher \$1,050 Total	20-490-100-100-00-000
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

2. Resolve to approve the unpaid leave for the below employee.

<b>Employee Number</b>	<b>Type of Leave</b>	<b>Dates of Leave</b>	<b>Return to Work Date</b>
#4933	Unpaid	January 2, 2023 to January 9, 2023	January 10, 2023

3. Resolve to approve the unpaid leave for the below employee.

Employee Number	Type of Leave	Dates of Leave	Return to Work Date
#4527	Unpaid	December 28, 2022	December 29, 2022

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

Area	Name	Position	Rate of Pay	Account Line
ELA Curriculum Writing	Kristine Perro	Third Grade Teacher	20hrs @ \$50/hr	11-000-221-110-06-105-000

**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 [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 second reading of [Policy 5512, Harassment, Intimidation or Bullying](#).

**Motion to Move Items**

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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>
Christa Edolo	3/13/23	NJCEC's Annual Spring Conference	Embracing the Whole Child	\$160.00		\$84.60	\$244.60
Elizabeth Alexander	1/12/23	BCPDI	Restorative Practices in the Classroom	\$0.00		\$8.46	\$8.46
Johanna Sobon	1/12/23	BCPDI	Restorative Practices in the Classroom	\$0.00		\$8.46	\$8.46

**Motion to Move Items**

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

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

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

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

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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
MTSD Literacy Coach	MTES Battle of the Books	April 27, 2023	8:00-3:30pm	MTES Gym
CHAS	John Marshall Weather Assemblies	April 26, 2023	8:00am - 12:00pm (9 - 10, 10:15 - 11:15)	MTES Gym
CHAS	John Marshall Weather Assembly	April 26, 2023	12:15pm - 3:00pm	JHES Gym
CHAS	Family fundraising event	March 24, 2023	5-9:30	MTES Gym
CHAS	Sweetheart Dance	Feb 10, 2023	6:15-9:30	MTES Gym
CHAS	Planning Session	Feb 15, 2023	7:00-9:30	MTES Media Center
CHAS	3rd Grade Fun Night	Feb 24, 2023	6:30-9:00	MTES Gym
CHAS	Scholastic All-for-Book Coin Collection	Feb 27- Mar 3, 2023		MTES Lobby
CHAS	Scholastic Book Fair Delivery	March 2, 2023	3:00-4:00	MTES Media Center
CHAS	Scholastic Book Fair Blast Off	March 2, 2023	4:00-8:00	MTES Media Center
CHAS	Scholastic Book Fair	March 6-11, 2023	8:30-3:00	MTES Media Center
CHAS	Planning Session	March 15, 2023	7:00-9:30	MTES Media Center
CHAS	2nd Grad Fun Night	March 31, 2023	6:30-9:00	MTES Gym

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

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	11/7/22 10:42am	11/30/22 11:00am

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Type of Drill	Fire	Shelter in Place
Duration of Drill	6 minutes	4 minutes
Weather Conditions	Warm & Sunny	Rainy & Cold
Participants of Drill	300	300
Brief Description of What Type of Drill was Conducted	Fire drill was conducted with the entire school. All went well	Shelter in Place was conducted with the entire school. All went well
<p>Person(s) overseeing Fire Drill: G. Kershner  Person(s) overseeing Security Drill: G. Kershner</p>		

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
Date/Time:	11/28/22	11/30/22
Type of Drill	Fire	Shelter in Place
Duration of Drill	Approximately 6 minutes	Approximately 4 minutes
Weather Conditions	Sunny/Cold	Rainy/Cold
Participants of Drill	Entire student body and staff	Entire student body and staff

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Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Shelter in place was conducted without incident.
<p style="text-align: center;">Person(s) overseeing Fire Drill: S. Cullari  Person(s) overseeing Security Drill: S. Cullari</p>		

3. Resolve to approve the 2nd grade visit to MTES for the Winter Concert taking place in January, 2023.

**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 October, 2022 Bills List.

[Batch 50](#)  
[Batch 51](#)  
[Batch 52](#)  
[Batch 54](#)  
[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 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.

3. Resolve to approve Payroll amounts for November 15, 2022 (\$387,651.58) and November 31, 2022 (\$377,923.97).
4. Resolve to approve the monthly transfers for the month of [December, 2022](#).
5. Resolve to approve the open purchase order report for the month of [December, 2022](#).
6. [Resolution of the Board of Education of the Township of Mansfield in the County of Burlington, NJ, confirming the issuance, sale and award of the school district's bonds; setting forth certain covenants as to the use of the proceeds of said bonds; and taking certain actions related thereto.](#)

**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: 15 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                       \_\_\_\_\_

December 12, 2022

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) #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:

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. Adjournment**

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 12th day of December, 2022;  
 THEREFORE, BE IT RESOLVED, that the December, 2022 meeting of the Mansfield Township Board of Education be and is hereby adjourned at \_\_\_\_pm.

December 12, 2022

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

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

Stephen Thomas \_\_\_\_\_  
Emily Green \_\_\_\_\_  
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James Sullivan \_\_\_\_\_  
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