



Mansfield Township School District

Board of Education Monthly Meeting Agenda

January 3, 2023

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	_____	Adwoah Adomako	_____
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. 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.

III. Correspondence

IV. Committee Updates

Fiscal and Facilities, Policy and Personnel, Curriculum and Diversity

V. Approval of Minutes, Enrollment, Suspensions and HIB

1. Resolve to approve the [December 12, 2022](#) BOE Meeting Minutes.
2. Enrollment as of 12/20/2022:

Grade	Enrollment	Sections	Average per class
Kindergarten	61 (Special Education: 5; 1 of which are self contained)	3	20.00 1 SC
1 st Grade	78 (Special Education: 4; 1 of which is self contained)	4	19.25 1 SC
2 nd Grade	74 (Special Education: 14; 3 of which are self contained)	4	17.75 3 SC

January 3, 2023

3 rd Grade	81 (Special Education: 15; 1 of which are self contained)	4	20.00 1 SC
4 th Grade	67 (Special Education: 15; 1 of which are self contained)	3	22.00 1 SC
5 th Grade	74 (Special Education: 10; 4 of which are self contained)	4	17.50 4 SC
6 th Grade	79 (Special Education: 19)	3	26.33 0 SC
Total: 514			
Preschool Disabled:			
PSD/Half & Full Day:	2 - PK3 Disabled Half Day Students, 9 - PK4 Disabled Full Day Students 24 - PK4 Full Day General Education Students		
	Total: 35		
Out of District Placement:			
BCSSSD:	1-Kindergarten		
Riverbank Charter School:	6: 1 - Kindergartener, 2 - 1st grader, 1 - 2nd grader, 2 - 3rd grader		
	Total: 7		
Total students in and out of district: 556			

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

VI. Superintendent's Recommendations

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

January 3, 2023

A. Contracts

No contracts at this time.

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

B. Personnel and Administration

1. Resolve to approve the substitute aide/substitute secretary minimum hourly rate of the State of New Jersey mandated increased minimum wage to \$14.13.
2. Resolve to approve Laura Young as a per diem substitute teacher for MTSD until March 6, 2023.

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

C. Policies and Procedures

1. Resolve to approve the job description for a [Lead Custodian](#).

Motion to Move Items

Moved by: _____

Seconded by: _____

January 3, 2023

Stephen Thomas	_____	Andrea Melton	_____
Emily Green	_____	Adwoah Adomako	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains	_____		

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>
Amy Rivera	3/13/23	NJCEC's Annual Spring Conference	Embracing the Whole Child	\$160.00		\$84.60	\$244.60
Stacy Cullari	1/25-27	NJASA.net Techspo 23	Expand knowledge of new/upcoming tech	\$515.00	\$256.28	\$56.87	\$828.15
Kelly Gamez	1/25-27	NJASA.net Techspo 23	Expand knowledge of new/upcoming tech	\$515.00	\$256.28	\$56.87	\$828.15

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas	_____	Andrea Melton	_____
Emily Green	_____	Adwoah Adomako	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains	_____		

January 3, 2023

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 Planning Session	4/5/23	7:00-9:30	MTES MEDIA CENTER
CHAS	1st Grade Fun Night	Apr 28, 2023	6:30-9:00	MTES GYM
CHAS	Staff Appreciation Luncheons	5/2/23	10:30-2:00	STAFF LOUNGES MTES & JHES
CHAS	4th Grade Luau	5/12/23	6:15-9:00	MTES CAFE
CHAS	CHAS Executive/Membership Meeting	May 17, 2023	7:00-9:30	MTES MEDIA CENTER
CHAS	6th Grade Breakfast (9am-10am)	Jun 8, 2023	8:40-10:15	MTES CAFE
Hildebrandt & Janney	Winter Concert	Jan 12, 2023	5:00-8:30	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:	<u>12/21/22 2:07pm</u>	<u>12/23/22 9:58 am</u>
Type of Drill	<u>Fire</u>	<u>Bomb Threat</u>
Duration of Drill	<u>2 minutes</u>	<u>3 minutes</u>
Weather Conditions	<u>Sunny & cool</u>	<u>Rainy & Cold</u>
Participants of Drill	<u>300</u>	<u>300</u>
	<u>Fire drill was conducted with the entire school. All went well</u>	<u>Shelter in Place was conducted with the entire school. All went well</u>

January 3, 2023

Brief Description of What Type of Drill was Conducted		
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

JOHN HYDOCK ELEMENTARY SCHOOL		
Date/Time:	<u>12/21/22</u>	<u>12/22/22</u>
Type of Drill	<u>Fire</u>	<u>Lockdown</u>
Duration of Drill	<u>Approximately 4 minutes</u>	<u>Approximately 5 minutes</u>
Weather Conditions	<u>Cloudy/Cold</u>	<u>Cold/Rainy</u>
Participants of Drill	<u>Entire student body and staff</u>	<u>Entire student body and staff</u>
Brief Description of What Type of Drill was Conducted	<u>Fire Drill was conducted without incident.</u>	<u>Lockdown drill was conducted without incident.</u>
Person(s) overseeing Fire Drill: S. Cullari Person(s) overseeing Security Drill: S. Cullari		

3. Resolve to approve the donation of 2 Fender guitars and 2 First Act guitars from Mrs.Elizabeth Janney.
4. Resolve to approve the 2nd grade trip to Mansfield Township Elementary School in January, 2023.

Motion to Move Items

Moved by: _____

Seconded by: _____

January 3, 2023

Stephen Thomas	_____	Andrea Melton	_____
Emily Green	_____	Adwoah Adomako	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains			

F. Finance and Budget

1. Resolve to approve the January, 2023 Bills List.

[Batch 51](#)

[Batch 52](#)

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 November, 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 November, 2022 [Board Secretary's Report for November, 2022](#)

3. Resolve to approve Payroll amounts for December 15, 2022 (\$461,070.86) and December 31, 2022 (\$375,011.38).
4. Resolve to approve the monthly transfers for the month of [January, 2023](#).
5. Resolve to approve the open purchase order report for the month of [January, 2023](#).
6. Resolve to approve the increase of MTSD annual preschool tuition to \$7,000.

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas	_____	Andrea Melton	_____
Emily Green	_____	Adwoah Adomako	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains	_____		

VII. Good of the Order

January 3, 2023

VIII. Public Comment

IX. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 3rd day of January, 2023;

THEREFORE, BE IT RESOLVED, that the January, 2023 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 _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____