



Mansfield Township School District

Board of Education Monthly Meeting Agenda

February 6, 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
Emily Green
Abbey True Harris
James Sullivan
Simmer Bains

Andrea Melton
Adwoah Adomako
Ryan Ballard
Frank Armenante

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:

JHES Student of the Month:

December - Chaitanya Kashyap

January - Esther Adieze

MTES Student of the Month:

December - Aubrey Rivera

January - Connor Adams

2022-2023 TOY and ESP of the Year Recognition

Ryan Brydzinski, JHES Teacher of the Year

Shazia Tariq, JHES Educational Services Professional of the Year

Maureen Konopada, MTES Teacher of the Year

Kyra Price, MTES Educational Services Professional of the Year

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 239184_MTE_12072022.
3. Enrollment as of 1/26/2023:

Grade	Enrollment	Sections	Average per class
Kindergarten	61 (Special Education: 6; 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
3 rd Grade	80 (Special Education: 15; 1 of which are self contained)	4	19.75 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: 18)	3	26.33 0 SC
Total: 513			
Preschool Disabled:			
PSD/Half & Full Day:	3 - PK3 Disabled Half Day Students 10 - PK4 Disabled Full Day Students 24 - PK4 Full Day General Education Students		
	Total: 37		
Out of District Placement:			
BCSSSD:	1-Kindergarten		

Riverbank Charter School:	6: 1 - Kindergarten; 2 - 1st grader, 1 - 2nd grader, 2 - 3rd grader
	Total: 7
Total students in and out of district: 557	

Moved by: _____

Seconded by: _____

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

Andrea Melton _____
 Adwoah Adomako _____
 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 2022-2023 agreement with [NW Financial](#).
2. Resolve to approve the agreement between Mansfield Township School District and [Camden County Educational Services Commission](#).

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 Donald Haney as a substitute custodian for the 2022-2023 school year at MTSD at the substitute custodian rate of \$16/hr starting January 2, 2023.

2. Resolve to approve the following Long Term Substitute assignments:

Name	Position	Salary	Dates	Replacing
Young, Laura	Per Diem Substitute - TCH.GR4.040.04	Day 1-9 \$120.00 Day 10-20 \$130.00 Day 21+ \$271.81	11/28/22 - 03/08/23	OPEN
Young, Laura	Long Term Substitute BA Step 1-2 TCH.COM.040.01	\$54,361.00 Effective: 02/01/2023	03/09/2023 - 04/30/2023	4384
Rose-Grisham, Danielle	Per Diem Substitute	Day 1-9 \$120.00 Day 10-12 \$130.00 Day 21+ \$271.81	01/18/2023 - 03/08/2023	4384

3. Resolve to approve unpaid leave of absence of employee #4616 from February 16, 2023 through June 30, 2023.

4. Resolve to approve the transfer of the below employees:

Employee	Current UPC #	From Location	New UPC #	To Location	Effective
Rehman, Shereen	AID.EXT.040.03	MTES	AID.EXT.0 030.06	JHES	01/17/2023
Brown, Shannon	TCH.KIN.030.0 4	JHES	TCH.GR4. 040.04	MTES	03/06/2023

5. Resolve to approve the following Leave of Absences:

Employee	Paid Sick Leave	FMLA/NJFLA	Return to Work
4384	From: 01/17/2023 - To: 04/30/2023	From: 01/17/2023 - To: 04/30/2023	04/30/23

6. Resolve to approve the additional compensation.

Name	Title	# OF TEACHING HOURS	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
Meghan Patterson	1:1 IA Substitute	1hr; 6:30pm to 7:30pm;	\$14.13/hr	11-190-100-106-04-150-040

		Spring Concert		
Meghan Patterson	Substitute for Club		\$50/session	20-490-100-100-00-000

7. Approve the following teachers to serve as co-coordinators for the Girls on the Run program at Mansfield Township Elementary School.

Name	Title	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
Grace Porrini	Title IV Girls on the Run Teacher	\$50/hour Total not to exceed \$1,000	20-280-100-100-00-156
Sandra Place	Title IV Girls on the Run Teacher	\$50/hour Total not to exceed \$1,000	20-280-100-100-00-156

8. Resolve to approve Dennis Morolda, a Bordentown Regional High School senior, to intern within the Business Office at Mansfield Township School District effective February 6, 2023 through June, 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 first reading of the below [policies](#).

- | | |
|------------|---|
| P 0152 | Board Officers (Revised) |
| P 0161 | Call, Adjournment, and Cancellation (Revised) |
| P 0162 | Notice of Board Meetings (Revised) |
| P & R 2423 | Bilingual and ESL Education (M) (Revised) |
| P 2425 | Emergency Virtual or Remote Instruction Program (M) (Revised) |
| R 2425 | Emergency Virtual or Remote Instruction Program (M) (New) |
| P & R 5200 | Attendance (M) (Revised) |

- P 8140 Student Enrollments (M) (Revised)
- R 8140 Enrollment Accounting (M) (Revised)
- P & R 8330 Student Records (M) (Revised)
- R 8420.2 Bomb Threats (M) (Revised)
- R 8420.7 Lockdown Procedures (M) (Revised)
- R 8420.10 Active Shooter (M) (Revised)

2. Resolve to approve the [2023-2024 MTSD calendar](#).

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	_____		

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 DESCRIPT.</i>	<i>REGISTRATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE/ TOLLS/ PARKING</i>	<i>TOTAL</i>
Kershner, Glenn	2-28-23 Hamilton Tech Center Auditorium	School Safety Speaker Series	Lecture and dialogue on current school safety practices	Free	\$0.00	\$9.40	\$9.40
Adrienne Rudek	2/17/23	Lumberton School	K-8 Art Best Practice	\$0.00		\$11.56	\$11.56
Tiffany Moutis	3/27-3/28/23	NJASA	Womens Leadership Conference	\$409.00	96 + hotel	\$36.57	\$690.00
Ashley Raywood	March 20 2023	BEHR	Increase your success as a special ed resource teacher	\$279.00			\$279.00
Sarah Wiesenecker	3/7-8th 2023	Eden Autism	Professional Training in	\$250.00			\$250.00

			ABA				
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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 _____

E. Facilities/Security & Transportation

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

ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY
Corey Jones Anti-Bullying Assembly	Anti Bullying	3/16/23	1:00-3:30	JHES/MTES Gym's

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

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	1/4/23 10:40am	1/30/23 9:47am
Type of Drill	Fire Drill	Lockdown Drill
Duration of Drill	6 minutes	4 minutes
Weather Conditions	Sunny and warm	Cold and sunny
Participants of Drill	300	300

Brief Description of What Type of Drill was Conducted	Fire drill conducted. All went well.	Lockdown drill conducted. All went well
Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner		

JOHN HYDOCK ELEMENTARY SCHOOL		
Date/Time:	1-26-23	1-30-23
Type of Drill	Fire	Non-fire Evacuation
Duration of Drill	Approximately 4 minute	Approximately 6 minutes
Weather Conditions	Windy and chilly	Cloudy/Warm
Participants of Drill	Entire student body and staff	Entire student body and staff
Brief Description of What Type of Drill was Conducted	Fire Drill occurred without incident.	Evacuation was conducted without incident.
Person(s) overseeing Fire Drill: S. Cullari Person(s) overseeing Security Drill: S. Cullari		

3. Resolve to approve the donation of percussion equipment worth \$400.
4. Resolve to approve the 6th grade field trip to Northern Burlington Regional Middle School in March, 2023.

Motion to Move Items

February 6, 2023

Moved by: _____

Seconded by: _____

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

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

F. Finance and Budget

- 1. Resolve to approve the February, 2023 Bills List.

[Batch 50](#)
[Batch 52](#)
[Batch 53](#)
[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 November and December, 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](#)
[Treasurer's Report for December, 2022](#) [Board Secretary's Report for December, 2022](#)

- 3. Resolve to approve Payroll amounts for January 15, 2023 (\$392,670.32) and January 31, 2023 (\$388,887.05).
- 4. Resolve to approve the monthly transfers for the month of [February, 2023](#).
- 5. Resolve to approve the open purchase order report for the month of [February, 2023](#).
- 6. Resolve to approve the acceptance of the FY23 Emergent and Capital Maintenance Grant II in the amount of \$11,571. Funds will be used to replace aging or damaged heat pumps.

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
February 6, 2023

Simmer Bains _____
Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____

Frank Armenante _____

VIII. Good of the Order

Financial Disclosure Statements

IX. Public Comment

X. Executive Session (Estimated Time: 90 minutes)

Motion to Open Executive Session

Moved by: _____

Seconded by: _____

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

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
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) #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:

February 6, 2023

- 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 _____
 Adwoah Adomako _____
 Ryan Ballard _____
 Frank Armenante _____

XI. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 6th day of February, 2023;

THEREFORE, BE IT RESOLVED, that the February, 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 _____