



# 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	_____	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. 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 [January 3, 2023](#) BOE Reorg Meeting Minutes.
2. Resolve to approve the [January 3, 2023](#) BOE Regular Meeting Minutes.
3. Resolve to approve the HIB case 239184\_MTE\_12072022.
4. 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 <sup>st</sup> Grade	78 (Special Education: 4; 1 of which is self contained)	4	19.25 1 SC
2 <sup>nd</sup> Grade	74 (Special Education: 14; 3 of which are self contained)	4	17.75 3 SC
3 <sup>rd</sup> Grade	80 (Special Education: 15; 1 of which are self contained)	4	19.75 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: 10; 4 of which are self contained)	4	17.50 4 SC
6 <sup>th</sup> Grade	79 (Special Education: 18)	3	26.33 0 SC
	<b>Total: 513</b>		
<b>Preschool Disabled:</b>			
PSD/Half & Full Day:	3 - PK3 Disabled Half Day Students 10 - PK4 Disabled Full Day Students 24 - PK4 Full Day General Education Students		
	<b>Total: 37</b>		
<b>Out of District Placement:</b>			
BCSSSD:	1-Kindergarten		

February 6, 2023

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

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](#).
3. Resolve to approve the amended contract from [Burlington County Special Services School District](#) for student State ID #5195425981.

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.  
February 6, 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; Spring Concert	\$14.13/hr	11-190-100-106-04-150-040
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.
9. Resolve to approve the below program and compensation.

Name	Title	MAX TOTAL COMPENSATION	ACCOUNT NUMBER
<u>Grace Porrini</u>	<u>Safe Sitter</u>	<u>\$50/hour</u> <u>Total not to exceed \$500</u>	<u>11-401-100-101-02-000-040</u>

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

February 6, 2023

**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 ABA	\$250.00			\$250.00

**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

February 6, 2023



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		

<b>JOHN HYDOCK ELEMENTARY SCHOOL</b>		
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**

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 \_\_\_\_\_  
 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:

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: \_\_\_\_\_

February 6, 2023

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

Andrea Melton \_\_\_\_\_  
Adwoah Adomako \_\_\_\_\_  
Ryan Ballard \_\_\_\_\_  
Frank Armenante \_\_\_\_\_