

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Minutes

October 19, 2015

CALL TO ORDER The regular meeting of the Mansfield Board of Education was held in the Media Center at the Mansfield Township Elementary School, 200 Mansfield Road East, Columbus, New Jersey on Monday, October 19, 2015. The meeting was called to order by Mr. Mojena, Board President.

The secretary recorded the roll and announced a quorum present.

Members present: Mr. Marcial Mojena, Board President  
Mr. Joseph Broski, Vice President

Mrs. Stacey Nicosia  
Mrs. Alison Perrone  
Mrs. Beverly Pencak  
Mr. Scott Shumway

Members absent:  
Mr. Jared Fantasia  
Mr. Ramy Reddy  
Mrs. Deborah Regi

Others present: Mrs. Tiffany Moutis, Superintendent  
Mrs. Joyce A. Goode, Business Administrator/Board Secretary

Mr. Mojena led the board and the public in the flag salute.

Mr. Mojena read the Open Public Meetings statement as follows

STATEMENT OF NOTICE OF THE OPEN PUBLIC MEETING

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 on September 11, 2015 and the Trenton Times on September 11, 2015.

Presentation – Marcial Mojena

- a.) Andrew Heil, JHES Student, Student Spotlight for the month of October 2015,
- b.) Marlene Walls, Certification of Appreciation for 20 years of dedicate service
- c.) Sarah Wiesenecker, Establishment of the function of Life Skill room.

*CONSENT AGENDA*

Motion by Mr. Broski, second by Mr. Shumway to approve the Regular and Executive Session Minutes.

MINUTES

September 28, 2015 Regular session minutes

September 28, 2015 Executive session minutes

Voice Vote: Unanimously carried by voice vote.

- PUBLIC COMMENT - None

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 two 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.

*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.*

1. SUPERINTENDENT’S REPORT

Mrs. Moutis presented the District Goals in a PowerPoint presentation.

Motion by Mr. Broski, second by Mrs. Nicosia to approve the following Board Reports.

REVIEW OF THE FOLLOWING REPORTS

- JHES Principal’s Report
- MTES Principal’s Report
- JHES Nurse’s Report
- MTES Nurse’s Report
- Director of Curriculum and Instruction Report
- Interim Supervisor of Student Service’s Report
- Manager of Facilities Report
- Food Service Coordinator’s Report
- JHES Fire Drill – 9/11/2015
- JHES Security Drill – 9/18/2015 & 10/8/2015
- MTES Fire Drill – 9/16/2015
- MTES Security Drill - 9/18/2015 & 10/8/2015

VOICE VOTE: Unanimously carried by voice vote.

Motion by Mr. Broski, second by Mr. Shumway to approve the Bullying Report.

- Bullying Report

The Vote:	Mr. Broski	Yes	Mr. Fantasia	Absent	Mr. Mojena	Abstain
	Mrs. Nicosia	Yes	Mrs. Pencak	Abstain`	Mrs. Perrone	Yes
	Mr. Reddy	Absent	Mrs. Regi	Absent	Mr. Shumway	Yes

Action Items

Motion by Mr. Broski, second by Mr. Shumway to approve Action Items 1-19.

- Resolve to approve the second reading of Policy 9322 Public and Executive Sessions.
- Resolve to approve the submission of the NJQSAC District Performance Review – School Year 2015-2016.
- Resolve to approve the Nursing Service Plan for school year 2015-2016 for JHES and MTES.
- Resolve to approve the Mansfield Township School District Organizational Chart.
- Resolve to approve Delainey Armstrong as Substitute Teacher for the balance of the 2015-2016 school year. Daily rate: \$80.00
- Resolve to approve James Mulcahy as a Substitute Teacher for the balance of the 2015-2016 school year. Daily rate: \$80.00
- Resolved, to approve the adjusted medical disability leave of absence for Kristine Perro, 2<sup>nd</sup> Grade Teacher, from previously approved September 16, 2015 through October 13, 2015 to September 16, 2015 through October 23, 2015.
- Resolved, to approve the NJ and Federal Family Leave for Kristine Perro, 2<sup>nd</sup> Grade Teacher, from previously approved October 14, 2015 through January 6, 2016 to October 26, 2015 through January 18, 2016. Return to work: January 19, 2016.
- Resolve to approve Donna Bouchelle as Substitute Teacher and Substitute Instructional Aide for the balance of the 2015-2016 school year. Sub Teacher daily rate: \$80.00, Substitute Instructional Aide hourly rate: \$9.50.
- Resolve to approve the following teachers for participation in the creation of a Grades K-6 HIB curriculum guide. Compensation for each individual will be \$40 per hour not to exceed 5 hours.

Cheryl Strickland  
Sharon Dixon

- Resolve to approve Antonia Christiani as a Substitute Cafeteria Aide for the balance of the 2015-2016 school year. Hourly rate: \$9.50.
- Resolve to approve the following staff members for the JHES Title I After-School Program:

Rhonda Marcantonio, Teacher  
Meghan Grosse, Teacher  
Gail Rowan, Substitute Teacher

Hourly rate of \$40.00 will be paid for a maximum of 20 teaching hours and 10 prep hours not too exceed \$1,010.00 per position. To be paid from Title I Funds account number 20.235.100.101.00.

- Resolve to approve Public Relation Office job description and stipend.
- Resolve to approve the revised job description, Human Resource Specialist / Payroll.

- Resolve to approve M.P., Payroll/Human Resources Specialist/, effective October 19, 2015 – June 30, 2016 at the prorated annual salary, \$55,000.
- Resolve to approve two full days of professional development for all 3<sup>rd</sup> through 6<sup>th</sup> grade educators at a total cost of \$3,000.00 as follows:

NJ Teachers to Teachers – Literacy Workshop  
 NJ Teachers to Teachers – Math Workshop

- Resolve to approve the following Professional Visitation Applications:

Workshop/Seminar	Attendee	Date(s)	Cost
Techspo 2016	Keira Scussa	1/28-29/2016	\$420
Techspo 2016	Tiffany Moutis	1/28-29/2016	\$420 Correct cost
USDA Foods Conference	Kim Parzyck or Joyce Goode	1/21/2016	\$-0-

- Resolve to approve the following Facility Use Applications:

Name of Organization	Facility	Date (s)	Time
CHAS	MTES	11/13/2015	6:15 pm-8:30 pm
		11/18/2015	6:15 pm-9:30 pm
CHAS	JHES	12/4/2015	6:15 pm-7:30 pm
CHAS	JHES	12/8/2015	7:00 pm-9:30 pm
CHAS	MTES	12/8/2015	7:00 pm-9:30 pm
		12/9-11/2015	8:30 am – 3:00 pm
		12/11/2015	6:15 pm-9:30 pm
		12/12/2015	6:00 am-12:00 pm
		1/15/2016	3:30 pm-9:30 pm
		1/20/2016	6:15 pm – 9:30 pm
		1/22/2016	6:15 pm -8:30 pm
		1/29/2016	6:15 pm – 8:30 pm
		2/5/2016	6:15 pm – 8:30 pm
		2/19/2016	6:15 pm – 8:30 pm
		2/24/2016, 3/2/2016 3/9/2016	6:15 pm – 8:30 pm
Girl Scouts – Multiple troops	MTES	1/8/2016	6:15 pm -9:00 pm
Tiger Den Pack 72	MTES	10/6,10/20, 11/3, 11,17, 12/1, 12/15/2015, 1/5, 1/19, 2/2, 2/16, 3/1, 3/15, 4/5, 4/19, 5/3, 5/17, 6/7/2016	6:45 pm – 7:45 pm
CHAS	MTES	10/21/2015	6:00 pm – 9:00 pm
Daisy Troop 25801	JHES	10/29, 11/12, 11/19, 12/10, 12/17/2015, 1/14, 1/28, 2/11, 2/25, 3/10, 4/7, 4/21, 5/12, 5/26, 6/9/2016	6:15 pm – 7:30 pm
CHAS	MTES	10/30/2015	3:45 pm- 10:00 pm
HMC Elite Travel Basketball Team	MTES	10/20, 10/22, 10/29, 10/30/2015	6:15 pm – 9:30 pm
CHAS	MTES	10/26/2015	7:00 pm – 9:00 pm

Mansfield Township Recreation Department	MTEA & JHES	11/9/2015 – 3/22/2016 Monday – Saturday	6:15 pm – 9:30 pm Monday – Friday 9:00 am – 3: pm Saturdays
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- Resolve to approve the following Field trips:

Destination of Trip	Grade	Date (s)	Cost
Johnson’s Corner Farm	Pre K / K	10/21/2015	\$117.00

The Vote:      Mr. Broski      Yes                      Mr. Fantasia      Absent                      Mr. Mojena      Yes  
                      Mrs. Nicosia      Yes                      Mrs. Pencak      Yes                      Mrs. Perrone      Yes  
                      Mr. Reddy      Absent                      Mrs. Regi      Absent                      Mr. Shumway      Yes  
 Board voted no on the Payroll/Human Resources Specialist position.

Motion by Mr. Broski second by Mrs. Pencak to approve the Business Administrator’s Report.

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

A. ACTION ITEMS

- Resolve, to approve the Board Secretary’s Monthly Certification of Line Item Status and the Board of Education’s Monthly Certification of Budgetary Major Account funds Status:
  - a. Board Secretary’s Monthly Certification Budgetary Line Item Status: Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of September 2015, no budgetary line item account has encumbrances and expenditures, which in total, exceed the line item appropriation in violation of N.J.A.C. A: 23-11(a).
  - b. Board of Education’s Monthly Certification of Budgetary Major Account/Fund Status: Pursuance to N.J.A.C. 6A:23-2.11(c)4, we certify that as of September 2015 the review of the secretary’s and treasurer’s monthly financial reports, in the minutes of the board each month, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b).
- Resolve to approve the October 2015 Bills and Claims.
  - a. Batch: 50      \$12,972.14
  - b. Batch: 55      \$238,385.00
- Motion to approve Schillinger Educational Consultants, to provide an additional 1 full day of consulting services with teachers in grades Kindergarten June 13, 2016, not to exceed \$900 travel expenses included.

The Vote:      Mr. Broski      Yes                      Mr. Fantasia      Absent                      Mr. Mojena      Yes  
                      Mrs. Nicosia      Yes                      Mrs. Pencak      Yes                      Mrs. Perrone      Yes  
                      Mr. Reddy      Absent                      Mrs. Regi      Absent                      Mr. Shumway      Yes

- Old Business: Board members Mission Statement (Board Goal). Board Self Evaluation. Paperless Board meeting.

- New Business: Snacks in the classroom.
- Public comment: None
- Executive session

Motion by, Mr. Broski, second by Mr. Shumway to recess to Excess to Executive Session. The Board convened to Executive Session at 7:01 pm

The Vote: Unanimously carried by voice vote.

- Motion for closed session:

CLOSED SESSION RESOLUTION

WHEREAS, the Board of Education of Mansfield (“Board of Education”) has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session;

NOW, THEREFORE, BE IT RESOLVED THAT THE Board of Education will go into closed session for the following reasons outlined in N.J.S.A. 10:4-12:

Personnel, Legal and Bullying

BE IT FURTHER RESOLVED that the Board of Education hereby declares that the discussion of the aforementioned subjects may be made public at a time when the Board of Education Attorney advised the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

Motion by Mr. Broski, second by Mrs. Nicosia to close Executive Session and reconvene to open session at 8:25 pm.

The Vote: Unanimously carried by voice vote.

Motion by Mrs. Pencak, second by Mr. Broski to adjourn the meeting at 8:47 pm.

The Vote: Unanimously carried by voice vote.

Voice vote