

MANSFIELD TOWNSHIP SCHOOL DISTRICT  
Board of Education

January 4, 2016

Minutes

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, January 4, 2016 at 6:30 p.m. The meeting was called to order by Mrs. Joyce A. Goode, Board Secretary/Business Administrator.

The secretary recorded the roll and announced a quorum present.

Members present: Mrs. Alison Perrone, Board President  
Mr. Jared Fantasia, Vice President  
Mr. Joseph Broski  
Mrs. Stacey Nicosia  
Mr. Ramy Reddy  
Mrs. Deborah Regi  
Mr. Scott Shumway

Members absent: Lou Klein

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

Mrs. Goode led the board and the public in the flag salute.

Mrs. Goode 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 December 18, 2015 and the Trenton Times on December 18, 2015.

ADMINISTRATION OF OATH

Alison Perrone – three year term  
Scott Shumway - three year term  
Lou Klein – three year term

Mrs. Goode called for the nominations for the position of Board President.

1. NOMINATION AND ELECTION OF PRESIDENT

Motion by Mr. Reddy, second by Mr. Broski to nominate Mrs. Perrone for Board President.

The vote: Yes 7 No 0 Abstention 0

Mrs. Perrone assumed the chair of the meeting at this time.

Mrs. Perrone call for the nomination for the position of Board Vice President.

Motion by Mr. Broski, second by Mrs. Nicosia to nominate Mr. Fantasia for Board Vice President.

NOMINATION AND ELECTION OF VICE PRESIDENT

The vote: Yes 7 No 0 Abstention 0

Motion by Mr. Broski, second by Mr. Shumway to approve resolutions 3 – 8.

ADOPTION OF POLICIES AND BYLAWS OF THE BOARD

RESOLVED, that the board approve the following board policies series for the 2015/2016 school year:

- a. Series 1000 – Community Relations
- b. Series 2000 - Administration
- c. Series 3000 – Business and Non-instructional Operations
- d. Series 4000 – Instructional and Support Personnel
- e. Series 5000 - Pupils
- f. Series 6000 - Instruction
- g. Series 9000 – Bylaws of the Board

2. NJ SCHOOL BOARD MEMBER CODE OF ETHICS

RESOLVED, that the Code of Ethics be affirmed as read by the Board Secretary of the Board of Education. (As per Title 18A; 12-24.1, each board member is required to sign an acknowledgement of receipt of the code.)

5. DESIGNATION OF DEPOSITORIES

RESOLVED, that 1<sup>st</sup> Constitution Bank and TD Bank be designated as official depositories for the school funds.

RESOLVED, that authorization be granted to the Board Secretary to invest funds of the board with 1<sup>st</sup> Constitution Bank and TD Bank as designated depositories of the Mansfield Township School District from time to time, and that the authorizations to invest and discontinue investments be signed by the Secretary to the Board and be reported to the Board of Education on the Secretary’s Monthly Report.

6. DESIGNATION OF NEWSPAPERS

RESOLVED, that the Mansfield Township School District designates use of newspapers as follows:

- Legal Advertisements: *Burlington County Times*
- Bid Advertisements: *Burlington County Times and/or The Times*
- Meeting Notices: *Burlington County Times and The Times*

7. SCHEDULE OF BOARD MEETING DATES FOR 2016-2017

WORK SESSIONS

REGULAR MEETING

WORK SESSION

REGULAR MEETING

March 7, 2016	January 4, 2016 January 13, 2016 meeting time 6:00 pm February 8, 2016 March 14, 2016 April 11, 2016 May 9, 2016 June 13, 2016 July 18, 2016 August 22, 2016 September 12, 2016 October 10, 2016 November 14, 2016 December 12, 2016
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8. INTERNAL APPOINTMENTS EFFECTIVE 1/4/16 TO 1/2/2017

RESOLVED, that the board approve the following appointments effective 1/4/16 to 1/2/2017:

- A. Secretary of the Board – Joyce A. Goode
- B. Affirmative Action Officer to uphold the regulations pertaining to N.J.S.A. 18A:36-20, 10:5, N.J.A.C. 6:4, Titles VI and VII of the Civil Rights Act of 1964 – Joyce A. Goode & Glenn Kershner
- C. Custodian of Government Records – Joyce A. Goode
- D. Public Agency Compliance Officer – Joyce A. Goode
- E. Qualified Purchasing Agent – Joyce A. Goode
- F. Coordinator for Integrated Pest Management, Asbestos Hazard Emergency Response, Indoor Air Quality/Environmental Regulations, Hazard Communication/Right to Know under the Public Employees Occupational Safety and Health Program Hazard Communication Standard (N.J.A.C. 12:100-7) – Fred Knaak
- G. Liaison for the Education of Homeless Children under Students at Risk of Not Receiving a Public Education (N.J.A.C. 6A:17-2.5) – Joyce A. Goode
- H. Coordinator for Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Individuals with Disabilities Education Act of 1977 – Dori Levy
- I. Anti-Bullying Specialist pursuant to P.L. 2010, Chapter 122, the Anti-bullying Bill of Rights - Sharon Dixon – Mansfield Township Elementary School, Cheryl Strickland – John Hydock Elementary School
- J. Anti-Bullying Coordinator pursuant to P.L. 2010, Chapter 122, the Anti-bullying Bill of Rights – Dori Levy

The vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Klein	Absent
	Mrs. Nicosia	Yes	Mrs. Perrone	Yes	Mr. Reddy	Yes
	Mrs. Regi	Yes	Mr. Shumway	Yes		

Motion by Mr. Fantasia, second by Mr. Reddy to approve the following resolutions.

BOARD LIAISON ASSIGNMENTS

- A. Delegate to the New Jersey School Boards Association  
Name: Stacey Nicosia
- B. Alternate Delegate to the New Jersey School Boards Association  
Name: Ramy Reddy
- C. Delegate to the Burlington County School Boards Association  
Name: Jared Fantasia
- D. Negotiation Committee  
Name: Ramy Reddy  
Name: Stacey Nicosia  
Name: Joseph Broski  
Alternate: Jared Fantasia

10. SCHOOL DISTRICT ORGANIZATION

The board approves the organization of the Mansfield Township Schools in the following manner:

<u>School</u>	<u>Grades</u>
John Hydock Elementary School	K-2
Mansfield Township Elementary School	Pre-K, 3-6

11. ANNUAL RESOLUTIONS

- A. Public Access to Government Records:

WHEREAS, the Open Public Records Act expands the publics’ right of access to government records, and

WHEREAS, the Mansfield Township School District must appoint a custodian of government records to comply with the law,

**NOW, THEREFORE BE IT RESOLVED** by the Mansfield Township Board of Education as follows:

That the Mansfield Township Board of Education appoints the Board Secretary as its custodian of government records.

During the absence or inability to act or during a vacancy, the Superintendent shall be the acting custodian of government records.

B. Travel

WHEREAS, N.J.S.A. 18A:11-12 Public Law 2007 Chapter 53 requires the board to annually establish a maximum travel expenditure amount for the budget year; and

WHEREAS, the regulations reference four types of travel events:

- a) Training and seminars
- b) Conventions and conferences
- c) Regular District Business
- d) Retreats

WHEREAS, travel expenditures include, but are not limited to all costs for transportation, meals, lodging, registration or conference fees to and from the travel event; and

WHEREAS, travel expenditures include costs for all required training and all authorized travel in existing contracts and policies; and

WHEREAS, the 2015-2016 maximum amount established was \$8,600 of which \$4,501.66 has been encumbered and expended to date; and

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education hereby establishes the travel maximum for the 2016-2017 school year at the sum of \$9,500; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

C. Resolution to Establish Bid Threshold

WHEREAS, the Public Schools contracts Law gives the Board of Education the ability to establish their bid threshold at \$40,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits a bid threshold of \$40,000 if a Qualified Purchasing Agent is appointed and also grants the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.S.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agenda; and

WHEREAS, Joyce A. Goode possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Mansfield Township Board of Education desires to establish the bid threshold at \$40,000 as provided in N.J.S.A. 18A:18A-3, now therefore, be it,

RESOLVED, that the governing body of the Mansfield Township Board of Education in the County of Burlington, in the State of New Jersey, hereby establishes its bid threshold at \$40,000.

D. Resolution for Professional Services

WHEREAS, during the fiscal year 2016-2017, there exists a need for such professional services as school board attorney's, district architects, and medical physicians;

WHEREAS, funds are available for this purpose;

WHEREAS, the Public School contracts Law (N.J.S.A. 18A:19A-5) requires a resolution authorizing the award of contracts/agreements for “professional services” without competitive bids;

WHEREAS, the district has received, where applicable, political contribution disclosure forms ten days prior to contract award pursuant to Chapter 271 of the laws of 2005:

**NOW**, THEREFORE BE IT RESOLVED that these contracts/agreements are awarded without competitive bidding as “professional services” under the provisions of the Public School Contracts Law because such services are to be performed by a person or persons authorized by law to practice a recognized professional that is regulated by law;

BE IT FURTHER RESOLVED by the Mansfield Township Board of Education that the Superintendent of Schools and the Board Secretary are authorized to execute contracts and/or agreements for the term of January 5, 2016 to January 11, 2017 with the following:

**General**

Name	Service	Rates
Faridy Veisz Fraytak	Architect	Hourly Rate Schedule attached
Barre & Company	Auditor	\$19,100
Integrity Consulting Group	Dental Benefits consultant	No cost
Schenck, Price, Smith & King, LLP	Labor Relations	Not to exceed \$10,000
Parker McCay	Legal -General and Special Counsel	\$175/hour for all associates
McManimon, Scotland & Baumann	Bond Attorney	\$175 per hour

E. Curricula Adoption

RESOLVED, to approve the following curriculum and all novels in alignment with the 2009 New Jersey Core Curriculum Content Standards and the Common Core State Standards.

- |                        |  |
|------------------------|--|
| Art                    | Social Studies                           |
| Music                  | World Language                           |
| P.E./Health            | Technology                               |
| Language Arts Literacy | 21 <sup>st</sup> Century Life and Career |
| Math                   | Earlybird Preschool                      |
| Science                |  |
| Library/Media          |  |

F. Purchase Order signatures

RESOLVED, to approve vendor signatures not required on vouchers for purchase orders under \$2,500.

G. Routine Employment Appointments

RESOLVED, that the board authorize the Superintendent of Schools to approve routine employment

Appointment’s between board meetings, with the understanding that formal action will be taken at the next voting meeting of the board.

H. Tuition Rates

RESOLVED, that the board approve the following tuition rates for 2016-2017:

Integrated Preschool Program	\$ 3,500
Kindergarten	\$ 9,787
Grades 1-5	\$12,517
Grades 6	\$11,593
Autistic	\$ 7,757
MD Class	\$167,555
Special Ed. Pre-K Full-time	\$ 7,756
Pre-school Disabled	\$ 74 ,568

The vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Klein	Absent
	Mrs. Nicosia	Yes	Mrs. Perrone	Yes	Mr. Reddy	Yes
	Mrs. Regi	Yes	Mr. Shumway	Yes		

12. MINUTES TABLED until 1/13/2016 Board meeting

Regular Session Minutes December 14, 2015  
 Executive Session Minutes

Roll Call

CONSENT AGENDA

13. PUBLIC COMMENT - None

- A. 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.*

14. SUPERINTENDENT'S REPORT

- A. REVIEW OF THE FOLLOWING REPORTS:  
 Reports will be approved at the January 13, 2016 Board meeting.

Motion by Mr. Broski, second by Mr. Shumway to approve the following Action Items

B. ACTION ITEMS

Resolve to approve Maria Parry, CPA, PSA as Treasurer of School Monies at the rate of \$4,214 effective January 2016– December 2017.

Resolve to approve Karlee H. Thorpe as a full-time Special Education Instructional Aide effective January 4, 2016. Compensation will be in accordance with the negotiated MTEA Agreement.

Resolve to accept with regrets the resignation of Megan Zampino, Instructional Aide at MTEA, effective January 4, 2016.

Resolve to accept with regrets the resignation of Nosheen Rana, Instructional Aide at MTES, effective January 15, 2016.

Resolve to approve the following Professional Visitation Applications:

Workshop/Seminar	Attendee	Date(s)	Cost
Affordable Care Act	Christine LaMaine	1/11/2016	\$50.00
Negotiations Workshop	Joyce A. Goode	1/14/2016	\$50.00

The vote: Mr. Broski Yes Mr. Fantasia Yes Mr. Klein Absent  
 Mrs. Nicosia Yes Mrs. Perrone Yes Mr. Reddy Yes  
 Mrs. Regi Yes Mr. Shumway Yes

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

ACTION ITEM

Motion by Mr. Broski, second by Mr. Fantasia to approve the following Action Item.

Resolve, to approve the Business Administrator to transfer funds between account codes for the 2016 – 2017 calendar year.

The vote: Mr. Broski Yes Mr. Fantasia Yes Mr. Klein Absent  
 Mrs. Nicosia Yes Mrs. Perrone Yes Mr. Reddy Yes  
 Mrs. Regi Yes Mr. Shumway Yes

16. OLD BUSINESS:

Mr. Fantasia asked where we were with completing the Matrix. Joyce Goode stated that she has not worked on the Matrix and will start after the budget process.

Mr. Fantasia commented on the National Science Teachers Association. This is Group of Military personnel that works with school district on technology projects. Tiffany Moutis will look into this program.

17. NEW BUSINESS :

Open Board seat

18. PUBLIC COMMENT:

Tom Quinn questioned why tonight’s Board agenda has not been posted and why there are Minute’s that are not posted on the district website. Joyce Goode stated that she emails the minutes and agenda’s to Eines and will check the district website.

19. Executive Session None

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:

Discuss matters of Personnel

BE IT FURTHER RESOLVED that the Board of Education hereby declares that is 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.

20. ADJOURNMENT

Adjournment

*Voice vote*