

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Minutes

September 28, 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, September 28, 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
Mr. Jared Fantasia
Mrs. Stacey Nicosia
Mrs. Alison Perrone
Mr. Ramy Reddy
Mrs. Deborah Regi
Mr. Scott Shumway

Members absent: Mrs. Beverly Pencak

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.

CONSENT AGENDA

Motion by Mrs. Regi, second by Mr. Shumway to approve the Regular and Executive Session minutes.

MINUTES

August 17, 2015 Regular session minutes
August 17, 2015 Executive session minutes

Voice vote: Unanimously carried by voice vote.

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 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.

COLUMBUS HOME AND SCHOOL REPORT

Report included in Board Packet

SUPERINTENDENT’S REPORT

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

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

REVIEW OF THE FOLLOWING REPORTS

- Manager of Facilities Report
- Food Service Coordinator’s Report
- JHES Principal’s Report
- MTES Principal’s Report
- Director of Curriculum and Instruction Report
- Supervisor of Student Service’s Report

VOICE vote: Unanimously carried by voice vote.

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

Action Items

Resolve to approve Louise Brookes Rolston as the Title I Coordinator for the 2015-2016 school year. The \$1,246 stipend will be funded through the Title I NCLB grant.

Resolve to approve Jessica Marcinkowski as Music Teacher for the remainder of the 2015-2016 school year. The tenure track position requires 13 of 54 classes be taught in the 6-day cycle (24% FTE) Salary: \$12,884.88 (represents 24% of Step 1MA: \$53,687.00)

Resolve to approve the first reading of Policy 9322 Public and Executive Sessions.

Resolve to approve the 2015 Memorandum of Agreement between the Education and Law Enforcement Officials.

Resolve to approve the Pemberton Township Schools Sub-Finder Agreement at the rate of \$25.00 per teacher for fiscal year 2015-2016.

Resolve to approve the Mansfield School District Self-Assessment for fiscal year 2014-2015.

Resolve to approve the revised job descriptions for the following positions:

- a.) Confidential Administrative Assistant to the Superintendent/Transportation Coordinator
- b.) Business Office Clerk
- c.) Payroll/Human Resources Specialist/Public Relations officer
- d.) Office Clerical Assistant
- e.) School Secretary
- f.) Confidential Secretary to the Business Administrator & Director of Facilities

Resolve to approve Bryan Henderson as Part Time (10-month) Custodian for the 2015-2016 school year. Hourly rate: \$14.69 per current approved negotiated agreement.

Resolve to rescind previously approved MVP employee, Ethan Winn who resigned prior to starting Assistant Group Leader position.

Resolve to accept, with regrets, resignation of Kathleen Lunetta, Instructional Aide effective August 18, 2015.

Resolve to rescind previously approved Instructional Aide, Brittany Sachs who resigned prior to starting full time position.

Resolve to approve Evan Craft as Part Time (10-month) Custodian for the 2015-2016 school year. Hourly rate: \$14.69 per current approved negotiated agreement.

Resolve to approve Jennifer Dileo as Substitute Teacher for the 2015-2016 school year. Daily rate: \$80.00.

Resolve to increase part time hours of James Partyka from 2.0 hours to 2.5 hours per day.

Resolve to approve Diane Matey as Part Time Instructional Aide for the 2015-2016 school year. Hourly rate: \$11.74 per current approved negotiated agreement.

Resolve to approve Jared DeBrizzi as 6th Grade Tenure-Track Teacher for the 2015-2016 school year. Annual salary of \$53,687.00 represents Step I MA on the currently approved negotiated agreement.

Resolve to approve Margaret Potter as Part Time, 12-month Accounts Payable Clerk for the 2015-2016 school year. Hour rate: \$11.74 per current approved negotiated agreement.

Resolve to approve Jenna Farmer as Part Time Instructional Aide for the 2015-2016 school year. Hourly rate: \$11.99 per current approved negotiated agreement.

Resolve to approve Heather Porrini as Part Time Clerical Aide for the main office at MTES. Hourly rate: \$12.24 per current approved negotiated agreement.

Resolve to approve Louise Brooks Rolston as School Library-Media Specialist (Tenure-Track Teacher) for the 2015-2016 school year. Annual salary of \$53,439.44: representing 83.3% of \$53,687.00 for Step I MA on the currently approved negotiated agreement.

Resolve to approve Jacqueline Cuccia as a Student Teacher from The College of New Jersey from September 8, 2015 through December 15, 2015.

Resolve to approve the following previously approved Instructional Aides from part time status to full time status:

Lauren Bryant Dawn Kuster

Resolve to approve Michelle Kovac as a Substitute Cafeteria Aide for the 2015-2016 school year. Hourly rate: \$9.50 per current approved negotiated agreement.

Resolve to approve Noah Craft as an MVP Group Leader, pending successful completion of criminal history review process. Hourly rate: \$15.00 per current approved negotiated agreement.

Resolve to approve Margaret Traino as an MVP Group Leader. Hourly rate: \$15.00 per current approved negotiated agreement.

Resolve to approve Paul Kovac as volunteer for the MVP program for the remainder of the 2015-2016 school year.

Resolved, to approve the adjusted medical disability leave of absence for Kristine Perro, 2nd Grade Teacher, from previously approved September 29, 2015 through October 26, 2015 to September 16, 2015 through October 13, 2015.

Resolved, to approve the NJ and Federal Family Leave for Kristine Perro, 2nd Grade Teacher, from previously approved October 27, 2015 through January 19, 2016 (RTW 01/20/2016) to October 14, 2015 through January 6, 2016 (RTW 01/07/2016.)

Resolve to accept, with regrets, the resignation of Marlene M. Walls, Human Resource Specialist/Public Relations Officer, effective: October 23, 2015.

Resolve to approve the following staff member's to collaboratively revise the existing report card to reflect district curriculum and the CCSS. Compensation for each individual will be \$40 per hour not to exceed 3 hours.

Debra Hart (K)
Megan Grosse (grade 1)
Maureen Konopada (grade 2)
Patti McGillen (grade 3)
Jessica Winters (grade 4)
Karen Omiatek (grade 5)
Judith Shapiro (grade 6)
Trenna Stout (Basic Skills)

Resolve to approve Diane D’Amico, Grade 6 Teacher, for the vacant position on the Science Committee to facilitate the writing of curriculum aligned to the new standards.

Resolve to approve Ashley Nyul to meet twice a month with the special education staff to plan curriculum and integrated preschool activities at the rate of \$40.00 per hour not to exceed 12 hours for fiscal year 2015-2016.

Resolve to approve the following staff members to serve as members of the Principal’s Advisory Committee which will meet one half day-four times throughout the school year: No cost to the district.

Principal’s Advisory Committee:

Jessica Winters
Sharon Dixon
Karen Omiatek
Robert Stinson

Resolve to approve the following staff members to serve as members of the School Improvement Panel which will meet one half day-four times throughout the school year:

School Improvement Panel (SciP):

Jessica Winters
Nicole Gaspari
Ashley Logan
Leanne Myers

Resolve to approve the following Professional Visitation Applications:

Workshop/Seminar	Attendee	Date(s)	Cost
Next Generation Science Standards	Keira Scussa, Denise Yockey, Robert Zimmer, Diane D’Amico	10/20/2015, 12/15/2015, 2/26/2016, 5/20/2016	\$250 Per Team
West Jersey Reading Council Fall Conference	Leanne Myers Nicole Gaspari	10/21/2015	\$50.00 Per Person
Science Standards, NSTA Conference	Keira Scussa, Denise Yockey	11/13/2015	\$165.00 Per Person
Techspo 2016	Tiffany Moutis	1/28 – 29/2016	\$300.00
Deborah School Nurses Forum	Grace Porrini Alisa Ventre	10/12/2015	\$-0-
Tenure Laws Promises & Pitfalls	Tiffany Moutis	1/11/2016	\$95.00
School of Law Boot Camp	Tiffany Moutis	4/28 – 29/2016	\$300.00
Purchasing’s Key to Procurement & Unlocking Individual Employment	Joyce A. Goode	9/29/2015	\$-0-
NJ School Nutrition Conference	Kim Parzyck	11/5-6/2015	\$99.00
Financial Accounting Training Systems 3000	Diane Buckley	10/7/2015	-0-
Burlington County School	Sharon Dixon	9/30, 12/4/2015,	-0-

Response Crisis Team	Cheryl Strickland	1/27, 6/9/2016	
Fall Resource Seminar	Sharon Dixon Cheryl Strickland	10/16/2016	-0-

Resolve to approve the following Facility Use Applications:

Name of Organization	Facility	Date (s)	Time
Girl Scouts – multiple troops	MTES Cafeteria	11/13/2015	6:00pm-9:00 pm
Girl Scouts – multiple troops	MTES Gym	11/13/2015	6:15pm-8:00pm
Girl Scouts Troop 22257	MTES Art Room	9/21,10/5,10/19,11/2, 11/30, 12/14/2015 , 1/4/2016 1/25, 2/8, 2/22, 3/7, 3/21, 4/11/2016, 4/25, 5/9/2016	6:15pm – 7:45 pm
Cub Scouts	MTES Art Room	10/2/2015	6:45 pm–8:30 pm
Girl Scouts Troop 25800	MTES Art room	10/5, 10/19, 11/19,11/23, 12/7, 12/21/2015, 1/25, 2/8, 2/22, 3/7, 3/21, 4/4, 4/18, 5/9, 5/23, 6/6/2016	7:00pm-8:30pm pm
Girl Scouts Troop 22257	MTES Art Room	9/21, 10/5, 10/19, 11/2, 11/16, 11/30, 12/14/2015, 1/25, 2/8, 2/22, 3/7, 3/21, 4/11, 4/25, 5/9/2016	6:15pm-7:45pm
Girl Scouts Troop 23549	MTES Art Room	10/14, 11/18, 12/16/2015, 1/6, 2/10, 3/9, 4/12, 5/11/2016	6:15pm-8:00pm
Columbus Cub Scouts Pack 72	MTES Cafeteria	9/18, 12/18/2015, 1/22, 3/12, 4/15, 6/10/2016	6:30pm-8:30pm
CHAS	JHES Gym	10/2/2015	1:15pm-2:45pm
CHAS	JHES Gym	10/23/2015	9:30am-11:00am
CHAS	JHES Gym	11/20/2015	1:15pm-2:45pm
CHAS	JHES Gym	2/26/2016	12:00pm-3:00pm
CHAS	JHES Gym	5/6/2016	1:15pm-2:45pm
CHAS	MTES Gym	11/20/2015	9:15am-10:45am

CHAS	MTES Gym	10/23/2015	12:30pm- 3:00pm
CHAS	MTES	01/15/2016	1:15pm- 2:45pm

Resolve to approve the following Field trips:

Destination of Trip	Grade	Date (s)	Cost
Johnson’s Corner Farm	K	10/7/2015	\$975.00

Resolve to accept, approve and submit the 2015-2016 NCLB carryover entitlement and application submission as listed:

Title I carryover \$529.00

Resolved, to approve the following transportation routes for the 2015-2016 school year.

- MTES 01 JHES 01
- MTES 02 JHES 02
- MTES 03 JHES 03
- MTES 04 JHES 04
- MTES 05 JHES 05
- MTES 06 JHES 06
- MTES 07 AMK
- MTES 08 PMK
- MTES 09 Van #4
- MVP Van #6
- Van #13

Roll Call Vote: Mr. Broski Yes Mr. Fantasia Yes Mr. Mojena Yes
 Mrs. Nicosia Yes Mrs. Pencak absent Mrs. Perrone Yes
 Mr. Reddy Yes Mrs. Regi Yes Mr. Shumway Yes

Motion by Mr. Fantasia, second by Mr. Broski to approved the Business Administrators Report.

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

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 July 2015 and August 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 July 2015 August 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 RFP Solutions Inc. service – maintenance contract on the Alcatel-Lucent Omni PCX Telecommunication system for fiscal year 2015-2016 as listed:

- A. JHES \$2,170.80
- B. MTES \$1,701.15

Resolve to authorize Business Administrator to sell Solar Renewable Energy Credits (SRECs) on the open Spot Market fiscal year 2015-2016.

Motion to approve Schillinger Educational Consultants, to provide 7 full days of consulting services with teachers in grades Kindergarten through 6th, 2015-2016 school year, not to exceed \$11,000 travel expenses included.

Resolve to approve the 2015-2016 Purchasing Manual.

Resolve to approve the 2015-2016 Emergency Crisis Response Plan.

Resolve to approve the New Jersey School Boards Insurance Group Resolution Indemnity and Trust Renewal Agreement for fiscal years 2015-2018.

Resolve to approve joining the Burlington and Camden County Educational Insurance Consortium for fiscal year 2015-2016.

Resolve to approve donating the PS Mailer Folding machine to Burlington County Institute of Technology Print Shop.

In accordance with the requirements of the New Jersey Administrative Code (N.J.A.C. 6A:23A-18.5(a)20i,iii & iv) the Board hereby agrees and consents to the following:

It is Resolved as Follows:

The Private School, YALE school central campus (“YALE”), is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September1, 2015 and ending June 30, 2016.

Resolve to approve and adopt the 2015-2016 District Goals as listed:

Goal #1:

By June 30, 2016, John Hydock and Mansfield Township Elementary School will have shown growth in one or more of the pending Performance Areas listed in the New Jersey Department of Education’s “New Jersey School Performance Report.”

Goal #2:

By June 30, 2016, there will be a 15% reduction of students scoring partially proficient (75%) in each grade level or 90% proficiency on the K-6 Math benchmark assessments.

Goal #3:

By June 30, 2016, there will be a 15% reduction of students scoring partially proficient (75%) in each grade level or 90% proficiency on the K-6 Reading Assessments.

Roll Call Vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Mojena	Yes
	Mrs. Nicosia	Yes	Mrs. Pencak	absent	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Yes	Mr. Shumway	Yes

Old Business: NJSBA Superintendent’s Evaluation for Diane Bacher. Board Self Evaluation. Negotiations Committee.

New Business: Snacks in the classroom. Mrs. Moutis informed the board that she supported Mr. Kershner’s decision to eliminate snacks in the classroom for 5th and 6th grades because of the large number of students with allergies in these grade levels. She also stated that students in 3rd grade do not have a snack period.

Mr. Kershner stated that he was supporting the teacher’s request to eliminate snacks.

Mr. Ramy indicated that he was not in agreement with eliminating snacks altogether and requested that the district research other solutions. He also stated that when his daughter was in 3rd grade she had a snack period.

Mr. Broski commented that the elimination of snacks is not a Board matter.

Mr. Fantasia agreed that snacks in the classroom is and Administration decision.

Mr. Mojena commented that there should be a uniform policy, this would eliminate teacher’s doing things differently.

Frank Cavallo, board attorney, commented that the boards insurance policy indemnifies the district teacher’s, except if the teacher is aware of a potential allergy and allows a student to be exposed to it.

Public comment: Mr. Quinto, a resident of Columbus discussed his concerns with the elimination of snacks in the classroom.

Motion by Mr. Broski, second by Mr. Shumway to recess to Executive Session. The Board convened to Executive Session at 7:30 pm.

The vote: Unanimously carried by voice vote.

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 and Legal

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 Mr. Fantasia to close Executive Session and reconvene to open session at 8:40 pm.

The vote: Unanimously carried by voice vote.

Motion by Mr. Broski, second by Mr. Shumway to approved the Bills List.

Resolve to approve the September 2015 Bills and Claims.

- a. Batch: 54 \$375,808.38
- b. Batch: 55 \$4,561.58
- c. Batch: 56 \$19,360.89

Roll Call Vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Mojena	Yes
	Mrs. Nicosia	Yes	Mrs. Pencak	absent	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Yes	Mr. Shumway	Yes

Adjournment

Motion by Mr. Broski, second by Mr. Fantasia to adjourn the meeting at 8:41 pm.

The vote: Unanimously carried by voice vote.