

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Minutes

Date: May 9, 2016

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, May 9, 2016 at 6:32 p.m. The meeting was called to order by Mrs. Alison Perrone, Board President.

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
Mr. Lou Klein
Mrs. Stacey Nicosia
Dr. Potharlanka - Arrived at 6:36 pm
Mr. Ramy Reddy
Mrs. Deborah Regi
Mr. Scott Shumway

Members absent:

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

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

Mrs. Perrone read the Open Public Meetings statement as follows:

STATEMENT OF NOTICE OF THE OPEN PUBLIC MEETING

- A. 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 May 4, 2016 and the Trenton of Times on May 2, 2016.

Presentation - Joyce A. Goode, Business Administrator / Board Secretary 2016 – 2017 Annual School Budget

Presentation - Superintendent Goals

- A. Spotlight Student: MTES, 5th Grade, Adelaide Yakubison
- B. American Legion 39 Poster Coloring Contest Winners: Alissa Derboben, Emerson Kekesi, Kaili Walsh
- C. Tenure Teacher Acknowledgements: Sarah Wiesenecker and Leanne Myers
- D. Home and School Board Acknowledgments: Sabrina Petrella, President; Jennifer Pieloch, Vice President JHES; Jeannie Pompei, Vice President MTES; Joellen Boyd, Treasurer; Nicole Kekesi, Recording Secretary; Margaret Zola, Corresponding Secretary

CONSENT AGENDA

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

MINUTES

- April 11, 2016 Regular Session Minutes
- April 11, 2016 Executive Session Minutes

Voice Vote: Unanimously carried by voice vote.

Mrs. Regi and Mr. Klein abstained on the April 11, 2016 Executive Session Minutes.

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

- April 25, 2016 Regular Session Minutes

Mr. Reddy abstained on the April 25, 2016 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.

Motion by Mr. Fantasia, second by, Mrs. Nicosia, to approve the following Superintendent Report's.

Superintendent's Report

A. REVIEW OF THE FOLLOWING REPORTS

- Nurse JHES
- Nurse MTES -
- Manager of Cafeteria -
- JHES Fire Drill - April 18, 2016
- JHES Evacuation Drill – April 29, 2016

MTES Fire Drill – April 25, 2016
MTES Shelter In Place – April, 29, 2016
MTES MVP Non-Fire Evacuation - April 27, 2016

Voice Vote: Unanimously carried by voice vote.

Consent Agenda

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

Action Items

1. Resolve to reappoint the certificated staff for the 2016 - 2017 school year per the attached list.
2. Resolve to reappoint the Instructional Assistants, Clerical Aides and Secretary's for the 2016 - 2017 school year per the attached list.
3. Resolve to approve Nuzhat Shaheen as an Instructional Aide for 5.5 hours per day at a rate of \$12.24 per hour as in accordance with the MTEA agreement; effective May 10, 2016.
4. Resolve to approve Susann Hermes as the Supervisor of Special Services at an annual salary of \$87,000, effective July 1, 2016.
5. Resolve to reappoint Brooks Rolston as the Title I Coordinator, stipend \$1,300 for FY 2016-2017.
6. Resolve to reappoint the Custodial and Maintenance staff for FY 2016 – 2017.
7. Resolve to approve the medical leave of absence for Amy Weinstein, Teacher, JHES, effective September 15, 2016 to December 8, 2016 RTW, December 9, 2016.
8. Resolve to approve the medical leave of absence for Martha Grimm, MVP, effective May 6, 2016 to a date be determined.
9. Resolve to accept with regrets the retirement of Mrs. Linda Bakar, Teacher, MTES, effective June 30, 2016.
10. Resolve to approve the following staff members to be compensated at the rate of \$50.00 per activity as per the MTEA negotiated agreement for hours worked for the 1st Grade Play:
 - Amanda James
 - Meghan Grosse
 - Kristen Spieler
 - Amy Weinstein
 - Barbara Moore
11. Resolve to approve the following staff members to be compensated at the rate of \$50.00 per activity as per the MTEA negotiated agreement for hours worked for the 2nd Grade Bug Night:
 - Kristine Perro
 - Kristina Papero
 - Cheryl Mastowski
 - Amanda James

Nancy Sager
 Jenna Ilconich

12. Resolve to approve the following staff members to be compensated at the rate of \$50.00 per activity as per the MTEA negotiated agreement for hours worked for the 6th Grade Graduation:

Lisa Dolci
 Jared DeBrizzi
 Diane D’Amico
 Judy Shapiro
 Nicole Gaspari
 Sarah Wiesenecker
 Robert Stinson
 Ashley Logan
 Carol Manion

13. Resolve to approve the following staff members to be compensated at the rate of \$50.00 per activity as per the MTEA negotiated agreement for hours worked for the summer Kindergarten Meet and Greet:

Megan Gallagher
 Barbara Moore
 Rhonda Marcantonio

14. Resolve to approve the following Facilities Use Applications:

Name of Organization	Facility	Date (s)	Time
NBCRHS - Graduation Rain Date	MTES	6/16/2016	5:30 - 9:30 PM
CHAS (pre-approved) 2nd Grade Fun Night	MTES Gym (moved from JHES)	5/27/2016	6:15 - 8:30 PM

15. Resolve to approve the following Professional Visitation Applications:

Workshop/Seminar	Attendee	Date(s)	Cost
MRESC 2016 Vendor Expo	Joyce A. Goode Fred Knaak	May 20, 2016	\$-0-

16. Resolve to approve the following Educational Field Trips:

Destination of Trip	Grade	Date(s)	Cost
Homestead	6th grade band	5/20/2016	\$ -0-
MTES	2nd grade	6/10/2016	\$ -0-

17. Resolve to approve the medical leave of absence for Bonnie Dunn, Teacher, JHES, effective June 6, 2016 to a date to be determined.

- 18. Resolve to approve the transfer of Ashley Averack from Instructional Aide to a Substitute Teacher for Bonnie Dunn, JHES, effective June 2, 2016 – June 16, 2016 at her current rate of pay.
- 19. Resolve to approve Ashley Averack as a Substitute Teacher for Bonnie Dunn from September 1, 2016 to a date to be Determined at her current rate of pay.
- 20. Resolve to approve the following Facilities Use Applications:

Name of Organization	Facility	Date (s)	Time
Meadows at Mansfield HOS	MTES Library	6/1/2016	7:00 pm–9:00 pm

- 21. Resolve to approve the 2016 -2017 Purchasing Manual.
- 22. Resolve to approve the Business Administrator to submit a Safety Grant Application to NJSBIG.

Roll Call Vote: Mr. Broski Yes Mr. Fantasia Yes Mr. Klein Yes
 Mrs. Nicosia Yes Dr. Potharlanka Yes Mrs. Perrone Yes
 Mr. Reddy Yes Mrs. Regi Yes Mr. Shumway Yes
 *****Mrs. Regi Abstained on motion # 6*****

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

Motion by Mrs. Nicosia, second by, Mr. Fantasia, to approve the following Business Office Action Items.

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 March 2016, 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 March 2016 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).
- 2. Resolve to approve the May 2016 Bills and Claims.
 - a. Batch: 50 \$340,328.66
 - b. Batch: 51 \$14,137.96
- 3. Resolve to approve the Annual Budget for the 2016 - 2017 School Year as approved by the Burlington County Department of Education as follows:

WHEREAS, the Mansfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$9,500.00 for all staff and board members.

- a. BE IT RESOLVED that the budget be approved for the 2016 - 2017 School Year using the 2016 -2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following budget to the Executive County Superintendent of Schools for approval.

General Fund	\$11,333,214
Special Revenue Fund	\$ 153,253
Debt Service	<u>\$ 1,159,973</u>
	\$12, 646,440

BE IT FURTHER RESOLVED to acknowledge that the 2016-2017 budget as described above will result in the following:

General Tax Fund Levy	\$9,796,937
Debt Service Tax levy	\$1,127,902

4. Resolve to approve Genesis Educational Services for the 2016 – 2017 School Year at an annual cost of \$15,047.

5.Resolve to approve the Y.A.L.E. Lease Agreement for the 2016 – 2017 School Year.

6. Resolve to approve the Y.A.L.E. Paid or Reduced meals resolution for fiscal year 2016 – 2017.

RESOLUTION OF THE MANSFIELD TOWNSHIP SCHOOL DISTRICT

In accordance with the requirements of the New Jersey Administrative Code, Section 6A:23- 4.5(a) (20), the BOARD hereby agrees and consents to the following:

The Private School, Y.A.L.E. SCHOOL CENTRAL, INC. (“Y.A.L.E.”) is not required to charge district students for any “paid or reduced meals” furnished directly or indirectly by Y.A.L.E. to them. This shall be effective for the school year beginning September 1, 2016 and ending June 30, 2017.

- 7. Resolve to approve the Burlington County Education Services Unit Joint Transportation Agreement for Special Education Summer School, Special Education Winter Bus Routes, and Public, Nonpublic and Vocational Schools for Fiscal Year 2016 – 2017.
- 8. Resolve to approve BlackBoard Connect Services for the 2016 – 2017 school year at an annual renewal amount \$1446.
- 9. Resolve to approve Viva Your Voice, Inc., for Interpretation Services at an hourly rate of \$125, plus expenses.
- 10. Resolve to approve Paul H. Green Esq. of the Law Firm of SCHENCK, PRICE, SMITH & KING, LLP as the labor Attorney, for negotiations, 2016 – 2017 school year at a cost not to exceed \$10,000.

11. 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 July 1, 2016 to June 30, 2017 with the following:

Name	Service	Rates
Dimensions in Pediatric Physical Therapy, LLC	Physical Therapy	\$75 per hour revised rate

12. Resolve to approve the renewal of the Lease Agreement between Atlantic Business and Mansfield Township School District for the following copiers. NJ State Contract A51464.

Savin MP6002SP – JHES
Savin MP6002SP – MTES

Roll Call Vote: Mr. Broski Yes Mr. Fantasia Yes Mr. Klein Yes
Mrs. Nicosia Yes Dr. Potharlanka Yes Mrs. Perrone Yes
Mr. Reddy Yes Mrs. Regi Yes Mr. Shumway Yes

****Mrs. Perrone abstained on motions 5 and 6****

13. Old Business:

a.) Preschool Enrollment Mrs. Moutis, Superintendent discussed and answered questions about the Pre-K program. Mr. Fantasia suggested that another survey be sent to the residents.

14. New Business:

a.) International Night – Dr. Potharlanka spoke about the district considering holding an

International night. Mrs. Moutis agreed to look into adding this event in 2016-2017 school year.

- b.) Transportation - A Bid will be advertised for the Waverly Transportation Route.
- c.) Mrs. Moutis discussed Curriculum Night.
- d.) Mr. Klein discussed his NASA visit.
- e.) Mr. Fantasia questioned the cost of Lead Testing.
- f.) Mr. Broski asked about the NJ School Performance Report Scores. Mrs. Moutis explained.
- g.) Mr. Reddy questioned the student standardize test results from Mrs. Moutis presentation.
- h.) Mrs. Regi stated that the Special Events committee is looking for students to make a Torch for the second Saturday in June.

15. Public comment: Tom Quinn, stated that the Lead Testing had been completed where he works.

16. Executive session:

Motion by Mrs. Nicosia, second by Dr. Potharlanka to recess to Executive Session. The board convened to Execution Session at 9:10 pm

CLOSED SESSION RESOLUTION

- Discuss personnel matters and matters falling within the attorney-client privilege.
- Personnel
- Superintendent's Evaluation

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:

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.

18. Adjournment

Adjournment

Voice vote