

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Board of Education Agenda - Revised

January 5, 2015

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 5 2015 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: Mr. Marcial Mojena, President
Mr. Broski, Vice President
Mr. Jared Fantasia
Mrs. Stacey Nicosia
Mrs. Beverly Pencak
Mrs. Alison Perrone
Mr. Ramy Reddy
Mrs. Deborah Regi

Members absent:

Others present: Mrs. Diane Bacher, 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 16, 2014 and the Trenton Times on December 16, 2014.

ADMINISTRATION OF OATH

Joseph Broski – three year term
Ramy Reddy - three year term
Stacey Nicosia – three year term

1. ELECTION OF PRESIDENT

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

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

The vote: Yes 8 No 0 Abstention 0

Mr. Mojena assumed chair of the meeting at this time.

2. Mr. Mojena called for the nominations for the position of Board Vice President.

Motion by Mr. Mojena second by, Mr. Reddy to nominate Mr. Broski for Board Vice President.

The Vote: Yes 8 No 0 Abstention 0

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

3. ADOPTION OF POLICIES AND BYLAWS OF THE BOARD

RESOLVED, that the board approve the following board policies series for the 2014/2015 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

4. 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 1st 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 1st 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 2014 - 2015

WORK SESSION

March 9, 2015

REGULAR MEETING

January 5, 2015
January 20, 2015
February 9, 2015
March 16, 2015
April 27, 2015 Public Hearing 2015-2016 Budget
May 11, 2015
June 8, 2015
August 17, 2015
September 21, 2015
October 19, 2015
November 16, 2015
December 14, 2015
January 11, 2016 (Reorganization &
(Regular Meeting)

8. INTERNAL APPOINTMENTS EFFECTIVE 1/6/15 TO 1/4/2016

RESOLVED, that the board approve the following appointments effective 1/6/15 to 1/5/2016:

- 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 & Glen 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) – Thomas Quinn
- 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

9. BOARD LIAISON ASSIGNMENTS

- A. Delegate to the New Jersey School Boards Association
Name: Mr. Jared Fantasia
- B. Delegate to the Burlington County School Boards Association
Name: Mr. Marcial Mojena
- C. Negotiation Committee

Name: _____
 Name: _____
 Name: _____
 Alternate: _____

Tabled until February 9, 2015 Board meeting.

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 2014-2015 maximum amount established was \$8,600 of which \$734.62 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 2015-2016 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 \$36,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits a bid threshold of \$36,000 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 \$36,000 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 \$36,000.

D. Resolution for Professional Services

WHEREAS, during the fiscal year 2015-2016, 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, 2015 to January 11, 2016 with the following:

General

Name	Service	Rates
Faridy Veisz Fraytak	Architect	Hourly Rate Schedule attached
Barre & Company	Auditor	\$18,250
Integrity Consulting Group	Dental Benefits consultant	No cost
Taylor, Whalen and Hybbeneth	Labor Relations	\$175 per hour
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 st 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 appointments 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 2015-2016:

- | | |
|------------------------------|----------|
| Integrated Preschool Program | \$ 3,000 |
| Kindergarten | \$11,135 |
| Kindergarten Connection | \$ 5,000 |

Grades 1-5	\$12,194
Grades 6	\$12,881
Autistic	\$ 7,535
MD Class	\$70,728
Special Ed. Pre-K Full-time	\$53,378

12. MINUTES December 8, 2014 Minutes

The vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Mojena	Yes
	Mrs. Nicosia	Abstain	Mrs. Pencak	Yes	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Yes		

COLUMBUS HOME AND SCHOOL

Mrs. Perrone informed the Board of the upcoming CHAS events: Movie Night, the Pasta Dinner and Fun Night. All events are being held in January.

CONSENT AGENDA

PUBLIC COMMENT

- 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.

SUPERINTENDENT’S REPORT

Motion by Mr. Broski, second by, Mr. Fantasia to approve Action items.

REVIEW OF THE FOLLOWING REPORTS:

Reports will be approved at the January 20, 2015 Board meeting.

ACTION ITEMS

- Resolve to approve Samantha Rapos as full time Instructional Aide at JHES, effective January 20, 2014, pending successful completion of criminal history review. Hourly rate: \$12.24 per MTEA negotiated agreement.

- Resolve to approve Maria Parry, CPA, PSA as Treasurer of School Monies at the rate of \$4,000 effective January 2015– December 2015.
- Resolve to approve reduction of hours for Kimberly Parzyck, Instructional Aide from full time to part time, effective January 16, 2015.
- Resolve to rescind the previous board approval of Kayla Ghanavati as a substitute instructional aide.
- Resolve to approve Amanda James as a Basic Skills Teacher effective January 5, 2015 through June 30, 2015. The prorated annual salary of \$53,337, Step 1 MA.
- Resolve to approve Kori Hubbard to complete 20 hours of observations for the OT Assistant Program at Rutgers University.

The vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Mojena	Yes
	Mrs. Nicosia	Yes	Mrs. Pencak	Yes	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Yes		

Motion by Mr. Broski, second by, Mrs. Regi to approve the Business Administrator/Board Secretary’s 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 Fund Status. Board Secretary’s Monthly Certification Budgetary Line Item Status: Pursuant to N.J.A.C. 6A:23-2.11©3, I certify that as November 2014 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).
- Board of Education’s Monthly Certification of Budgetary Major Account/ Fund Status: Pursuant to N.J.A.C. 6A:23-2.11(c)4, we certify that as of November 2014 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 transfers as per Monthly Transfer Report for November 2014.
- Resolve to authorize the Business office to complete a January 2015 bills list to be approved at the January 20, 2015 Board of Education meeting.

The vote:	Mr. Broski	Yes	Mr. Fantasia	Yes	Mr. Mojena	Yes
	Mrs. Nicosia	Yes	Mrs. Pencak	Yes	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Yes		

OLD BUSINESS

1. Matrix
2. Open Board member seat

NEW BUSINESS

None

PUBLIC COMMENT

Executive Session

Motion by Mr. Broski, second by Mr. Fantasia to recess to Executive session. The Board convened into closed session at 7:07 pm.

The vote: Unanimously carried by voice vote.

Motion by Mr. Broski, second by Mr. Reddy, to close the Executive session and reconvene to open session at 8:15 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:

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.

Motion by Mr. Broski, second by, Mr. Reddy to approve the following Resolution

Resolve to deny grievance no. 2014-1 for reasons to be provided in writing from the Board Secretary within five (5) business days.

The vote:	Mr. Broski	Yes	Mr. Fantasia	Abstain	Mr. Mojena	Yes
	Mrs. Nicosia	Abstain	Mrs. Pencak	Yes	Mrs. Perrone	Yes
	Mr. Reddy	Yes	Mrs. Regi	Abstain		

Adjournment

Motion by Mr. Broski, second by, Mrs. Pencak to adjourn the meeting at 8:18 pm.

The vote: Unanimously carried by voice vote.