

Mansfield Township Board of Education

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Extract from the Minutes of a Regular Board Meeting of the
BOARD OF EDUCATION OF THE
TOWNSHIP OF MANSFIELD, WARREN COUNTY, N.J.
as recorded in the

The Board of Education of the Township of Mansfield in the County of Warren, N.J. convened the Regular Meeting on March 16, 2023 at 7:01 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Absent:

Ms. Annamaria Lalevee

Ms. Alison Lorentson

Ms. Diane Margolin

Ms. Krysti Mastrolacasa

Ms. Constance Quinn - President

Mr. Joseph Rodriguez

Mr. Jonathan Rood

Mr. James J. Winand

Ms. Linda Wattters - Vice President

Also Present:

Administration:

Dr. Anthony Giordano, Superintendent

Mr. Paul DeAngelo, Business Administrator and Board Secretary

Mr. Joseph Roselle, School Attorney

Others in Attendance: several members of the staff were present, namely, Patti Jo Raeillo, Amy Kemp, Kate Mattison and one member from the public.

Executive Session - On a motion by Ms. Watters and seconded by Ms. Margolin the BOE went into executive session at 7:03 p.m. for legal and personnel attorney client privilege and probably 15 minutes.

The BOE on a motion by Ms. Quinn and seconded by Mr. Rodriguez the BOE came out of executive session at 7:23 p.m.

On a motion by Ms. Quinn and seconded by Ms. Mastrolacasa and approved on a roll call vote **8-0-1 (DM Abstained)** for the hiring of Porzio Bromberg & Newman at a rate of \$355.00 for legal conflict.

Board President Report - None

Superintendent Report

Dr Giordano discussed the DS training, the science fair tonight, March 21st and March 28th NJEA Fast. Dr. Giordano mentioned there was no 2023/2024 preliminary budget presentation.

Communications and Petitions - Ms. Quinn read a response regarding the BOE light fare for BOE meetings and read into the minutes the law concerning light fare at the BOE meetings.

Public Comments - None

**Approval of Minutes and Reports - Ms. Annamaria Lalavee
Consent Agenda**

1. On a Motion by Ms. Lalavee and, seconded by Mr. Rodriguez carried by 9-0-0 roll call vote the open and closed session minutes of the February 9, 2023 regular meeting on meeting.
2. On an amended motion by Ms. Lalavee and, seconded by Ms. Mastrolacasa carried by 9-0-0 roll call vote to resolve that the Mansfield Township Board of Education hereby affirms the Superintendent's decision(s) provided in the Harassment, Intimidation and Bullying (HIB) Report dated 10/20/22 and 3/10/23. **After discussion regarding the proper date, February 3, 2023 was the corrected date.**

**Education/Policy Agenda - Ms. Diane Margolin
Consent Agenda**

1. On a motion by Ms. Margolin, and seconded by Ms. Quinn carried by 9-0-0 roll call vote to approve the 2023/2024 School Calendar.
2. On an motion by Ms. Margolin, and seconded by Ms. Quinn and carried by 9-0-0 roll call vote to approve the 1st Reading of Policy Updates 229 from Strauss Esmay with the below changes:

A. COVID-10 Policy Updates

- P 1648.11 The Road Forward COVID-19 - Health and Safety (M) (Abolished)
- P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

B. Bylaw, Policy, and Regulation Updates

- P 0152 Board Officers (Revised)
- P 0161 Call, Adjournment, and Cancellation (Revised)
- P 0162 Notice of Board Meetings (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)
- P 2425 Emergency Virtual or Remote Instructions Program (M) (New)
- P & R 5200 Attendance (M) (Revised)
- P 5512 Harassment, Intimidation, or Bullying (M) (Revised)
- P 8140 Student Enrollments (M) (Revised)
- P 8140 Enrollment Accounting (M) (Revised)
- P & R 8330 Student Records (M) (Revised)
- R 8420.2 Bomb Threats (M) (Revised)
- R 8420.7 Lockdown Procedures (M) (Revised)

Amend Policy P0152 Board Officers include Verbal and Majority and P&R 5200 to included Language Excused Absence.

3. On a motion by Ms. Margolin, and seconded by Ms. Lalavee carried by 9-0-0 roll call vote to Approve the CEP, Comprehensive Equity Plan, for the 2023/2024 School Year.
4. On a motion by Ms. Margolin, and seconded by Ms. Lalavee carried by 9-0-0 roll call vote to Approve the Inclusive Preschool Program for the 2023/2024 school year. Tuition amount for 2023-2024 is \$525.00 per month and the 2022/2023 tuition is \$500.00.
5. On a motion by Ms. Margolin, and seconded by Ms. Lalavee carried by 9-0-0 roll call vote to Approve the Before and Afterschool Program for the 2023/2024 school year. Tuition amount for 2023/2024 is \$425.00 per month and the 2022/2023 tuition is \$400.00. **Ms. Quinn asked about the increase for full-time versus part-time billing. Dr. Giordano confirmed the increase applies to both.**
6. On a motion by Ms. Margolin, and seconded by Ms. Lalavee carried by 9-0-0 roll call vote to ratify the submission of SEMI, Special Education Medicaid Initiative, waiver to participate and budget SEMI for 2023/2024 School Year.

Items 1 and 2 were approved on separate roll call votes, and Items 3-6 were approved with one roll call vote.

**Personnel Committee - Ms. Krysti Mastrolacasa
Consent Agenda**

Ms. Mastrolacasa presented the following Personnel motions:

1. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the FMLA for SMID#72699390 effective March 6, 2023, as recommended by the Superintendent.
2. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve Susan Maurer as a substitute teacher (Criminal History check completed, pending Chapter 5) as recommended by the Superintendent.
3. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve Susan Sacco as a substitute nurse (Criminal History check completed, pending Chapter 5) as recommended by the Superintendent.
4. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the resignation of Heather Gilmartin, the Before and Aftercare coordinator, effective 6/30/2023, as recommended by the Superintendent.

5. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the hiring of Katie Snyder, the Before and Aftercare coordinator, effective 7/1/2023, as recommended by the Superintendent.
6. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the attendance and expenses for Dr. Anthony Giordano to attend the 2023 NJASA conference from May 17, 2023 to May 19, 2023. Conference Registration plus travel and accommodations.
7. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the GSCS, Garden State Coalition of Schools, Membership Resolution in the amount of the \$2,500 dues

WHEREAS, the Board of Education wishes to join the Garden State Coalition of Schools (GSCS), a member-directed grassroots advocacy organization successfully representing Boards of Education, parents, school administrators and community members in advocating for quality education for all New Jersey students for 26 years, and

WHEREAS, the Board of Education desires to be part of GSCS' efforts to focus on the inter-related issues of academic achievement, educational practices and school finance, while continuing to strengthen New Jersey school programs that have led to high student achievement, and

WHEREAS, by joining GSCS, the Board of Education will be joining 100 other New Jersey school districts, and

WHEREAS, membership in GSCS is initiated by a one-time resolution from each Board of Education wishing to join the Coalition,

NOW THEREFORE BE IT RESOLVED that the Board of Education does agree to join the Garden State Coalition of Schools, and

BE IT FURTHER RESOLVED that the Board secretary be authorized to initiate membership arrangements and pay the yearly dues, which may be prorated for the remainder of the year where applicable, based on the resolution date.

8. On a motion by Ms. Mastrolacasa, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the attendance and expenses for Paul DeAngelo at the NJASBO 100th Anniversary Conference in Atlantic City - 6/5/2023 to 6/9/2023. Registration \$275.00, hotel \$318.15, plus travel and accommodations.

Items 1 to 8 were approved with one roll call vote.

Township Agenda - Ms. Watters - No discussion

**Facilities/Finance Committee Agenda - Mr. Winand
Consent Agenda**

Mr. Winand, Facilities/Finance Chair, mentioned there was a facilities and finance meeting on Tuesday, March 14, 2023 at 7:00 p.m. with some great questions and discussions regarding the

agenda items and the 2023/2024 budget which was presented with a 2% cap and bank cap use for 2023/2024. The budget is going to the county for review and approval:

1. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the Dell quote #3000146215760.1 for (20) Dell Latitude 3520 @ \$652.61 each total \$13,052.20 for teacher/staff laptops for 2023/2024 school year.
2. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to appoint Anthony Gianforaro, AIA, PE, of Chester, NJ, Architect of Record.
3. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the release of the Generator Bid to be paid by Food Service (\$125K) and Capital and Maintenance reserves and by 60/40 split Rod Grant.
4. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to ratify the agreement with Green Wave Electronics Recycling Vendor for obsolete technology inventory. Sycamore is the other recycling vendor; however, we did not have inventory for Sycamore.
5. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the renewal of Asset Panda for the 2023/2024 school year in the amount of \$3,025.29. Asset Panda is the software company for tracking district assets.
6. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to ratify the 2023/2024 E-rate 470 submission for technology paid 50% with E-rate funding utilizing e2e per contract for internet only.
7. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve of Monthly Payroll:

February 15, 2023 regular payroll in the amount of \$396,456.40
February 28, 2023 regular payroll in the amount of \$371,198.51
March 15, 2023 regular payroll in the amount of \$375,933.29

8. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the February 10, 2023 to February 28, 2023 Bill Lists in the amount of \$1,032,958.94, March 1, 2023 to March 16, 2023 in the amount of \$115,306.02. Cafeteria check February 17, 2023 to March 16, 2023 in the amount of \$29,986.70.
9. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the Final December, 2022 Budget Transfer Report:

Fund 10 - \$ 24,185.25
Fund 20 - \$ 12,785.12
Fund 60 - \$ 9,699.04

10. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the January, 2023 Budget Transfer Report:

Fund 10 - \$29,579.97
Fund 20 - \$ 8,008.41

11. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the February, 2023 Budget Transfer Report:

Fund 10 - \$77,666.13

Fund 20 - \$20,802.60

Fund 60 - \$ 2,395.13

12. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the reclassifications for the month of January 31, 2023 in the amount of \$0.00.

13. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the reclassifications for the month of February 28, 2023 in the amount of \$23,790.00.

14. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the 2023/2024 Transportation agreement with WCSSSD, Warren County Special Services School District.

15. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve Fulton Bank as our Financial Institution for the 2023/2024, 2024/2025, and 2025/2026 school years. RFP opening from March 8, 2023 results as follows:

Interest Earnings Potential

Fulton Bank \$41,965.00

PNC Bank \$37,992.00

16. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve proposal for BKC Certified Public Accountants for the 2022/2023 school year in the amount of \$22,500 for the regular audit and \$3,000 for the federal single audit (if applicable). Total cost \$25,500.00.

17. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve Hudson Shore as Healthcare Insurance Broker for the 2023/2024 school year.

18. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve Paul DeAngelo as the purchasing agent for Mansfield Township School District:

WHEREAS Paul DeAngelo holds a District Qualified Purchasing Agent according to State Statutes 18A:18A-3 (b), NJS40A:11-3 (c) et seq as recommended by the Superintendent.

NOW THEREFORE BE IT RESOLVED, that the Board of Education designated a bid threshold of \$44,000.00 and a quote threshold of \$6,600.00.

BE IT RESOLVED that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1, authorizes the School

Business Administrator/Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification

19. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the following Travel and Expense Reimbursement Resolution:

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2023/2024 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 2023/2024 school year at the sum of \$75,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Note: As of March 16, 2023, the mileage, workshop accounts have the following totals:

Workshops:	\$	7,920.27
Travel:	\$	<u>91.56</u>
Total	\$	8,011.83

20. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to ratify the Food Service agreement and revenue associated with the disruption of supply chain and allocation of commodities for the 2022/2023 school year.

21. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to ratify the submission of the 2022/2023 Homeless Grant in the amount of \$31,416.00 as listed:

- a. Nurse \$13,790.00
- b. Instructional Other Purchased Services \$5,000.00
- c. Support Services Other Purchased Services \$7,500.00
- d. Transportation \$5,126.00

22. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the adoption of the Tentative Budget for School Year 2023/2024. Mr. DeAngelo mentioned that based on the requirements of the budget calendar this is to submit the budget to the County. Budget presentation at the April 27, 2023 Public Budget hearing.

BE IT RESOLVED, that the tentative budget be approved for the 2023/2024 school year using the 2023/2024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:

	<u>General</u> <u>Fund</u>	<u>Special</u> <u>Revenues</u>	<u>Debt</u> <u>Service</u>	<u>Total</u>
2023-24 Total Expenditures	\$10,853,155	\$735,700	\$463,125	\$12,051,980

Less: Anticipated Revenues \$ 4,565,149 \$735,700 \$173,826 \$ 5,474,675

Taxes to be Raised \$6,288,006 \$0 \$445,299 \$ 6,577,305

And, to advertise said tentative budget in the The Express Times in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2023/2024 school year will be held at Mansfield Township Elementary School, 50 Port Murray Road, Port Murray, NJ 07865 on Thursday, April 27, 2023 at 7:00 p.m.

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget a capital withdrawal in the amount of \$294,025 for the 2023/2024 budget:

Generator
Toilet Room Project

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$225,000 for the purpose of building repairs.

BE IT FURTHER RESOLVED, that the Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$70,032. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to offset equalization aid adjustment. The Board of Education will complete this by June 30, 2024 and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

23. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the following Capital Reserve and Maintenance Reserve appropriation resolution:

Whereas the Mansfield Township Board of Education, County of Warren desires to advance the following capital project, and

Whereas capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

Whereas the Mansfield Township Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as "otherwise" eligible, and

Whereas, by declaring a capital project as "otherwise" eligible, the Mansfield Township Board of Education hereby declares that the above-mentioned projects will be supported in full with local capital reserve funds.

Now Therefore Be it resolved, that the Mansfield Township Board of Education hereby declares the above referenced project as "otherwise" eligible and directs the School Business Administrator to request Department of Facilities Approval, and

Be it Further Resolved, that the Mansfield Township Board of Education hereby appropriates \$519,025.00 from its capital and maintenance reserve fund to support the cost of these projects.

Be it Further Resolved, that the Mansfield Township Board of Education hereby approves the submission of the 2023/2024 Maintenance Reserve and Capital Projects utilizing Rod Grants.

24. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to ratify the Final Treasurer's Report and Board Secretary report as of December 2022 in the amount of \$785,942.20.
25. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the Treasurer's Report and Board Secretary Report as of January 2023 in the amount of \$1,264,056.21.
26. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the Treasurer's Report and Board Secretary Report as of February 2023 in the amount of \$1,204,047.61.
27. On a Motion by Mr. Winand, and seconded by Mr. Rodriguez carried by 9-0-0 roll call vote to approve the Monthly Certification of Funds Roll Call Motion to certify that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) for the months of December 2022 (Final) through February 28, 2023 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Items 1 through 27 were approved with one roll call motion.

Public Comment: No Public comment on district items.

New Business:

Mr. DeAngelo discussed the negative balances for Food Service which applies to all districts, not just Mansfield. We continue to outreach to parents regarding their negative balances. No board action required just information being provided to the Board.

Ms. Lorentson asked legal consideration on the "rainbow safe-zone flags" at MTSD due to possible legal issues at neighboring district, Long Valley SD. Ms. Margolin further questioned the impact one way or another.

Mr. Winand mentioned doing better with the Blackboard message system. Dr. Giordano mentioned Mr. Melitisky is working on generic codes.

Old Business:

Mr. DeAngelo mentioned that the auditors provided the updated documentation from the ACFR 2021/2022 and that all systems have been updated.

Ms. Lalavee discussed the visit by the CST Team to the Arc and the upcoming World Down Syndrome Day.

Future BOE Meeting Dates:

April 27, 2023 - Regular Meeting and Budget Hearing

May 11, 2023 - Regular Meeting and Final Approval of Budget

June 8, 2023 - Regular Meeting Ms. Quinn Mentioned moved due to promotion and snow dates unknown.

Executive Session - A motion was made to adjourn into executive session on a motion made by Ms. Watters and seconded by Mr. Rodriguez for Legal/Personnel and negotiations at 7:35 p.m. for attorney client privilege. Estimated time (35) minutes with no actionable items. On a motion by Mr. Rodriguez and seconded by Ms. Mastrolacasa the Board adjourned from executive session.

Adjournment:

On a motion by Joseph Rodriguez and seconded by Ms. Mastrolacasa the Board adjourned at 8:50 p.m.

Respectfully Submitted,


Mr. Paul DeAngelo
SBA/Board Secretary


Ms. Linda Watters
Vice President