

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 December 13, 2022 at 7:04 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Ms. Annamaria Lalevee  
Ms. Diane Margolin  
Ms. Krysti Mastrolacasa - President  
Mr. Jim Momary  
Ms. Constance Quinn  
Ms. Karri Reyes  
Mr. Joseph Rodriguez  
Mr. Mark Smith - Vice President  
Ms. Linda Watters

Absent:

Also Present:

Administration:

Dr. Anthony Giordano, Superintendent  
Mr. Paul DeAngelo, Business Administrator and Board Secretary  
Mr. John Melitsky, Principal  
Ms. Caryn Coscia, Supervisor of Curriculum and Instruction  
Mr. Joseph Roselle, School Attorney

**Others in Attendance:** four members of the staff were present, namely Donna McPhillips, Patti Jo Raeillo, Heidi Noctor, and Kate Mattison

**Board President Report** - Ms. Krysti Mastrolacasa introduced a Recognition and Appreciation motion for Board Members, James Momary - (30) Years of Service, Karri L. Siena-Reyes - (16) Years of Service, and Mark Smith - (3) Years of Service which was approved by the entire Mansfield Township Board of Education.

Ms. Kathleen Helewa presented the final 3D strategic plan for Mansfield Township Elementary School District.

Ms. Diane Margolin asked if there were any areas of concerns. Ms. Linda Watters mentioned Strategic Planning was a consensus process.

**Superintendent Report**

Dr.Giordano provided an update on parent university and Holiday concert scheduled for tomorrow.

Mr. DeAngelo discussed the Equalization and Facilities/Food Service allocations for generator and square footage allocation.

**Communications and Petitions - None**  
**Executive Session - No Executive Session**  
**Public Comments - No Public Comment**

**Consent Agenda**

1. On a Motion by Ms. Lalvee, seconded by Ms. Watters carried by 5-0-0 4 - abstained roll call vote to approve the open and closed session minutes of the November 17, 2022, Regular meeting. Abstained were

**Facilities/Green Team Agenda - Ms. Lalevee**

Mr. Rodriguez presented the following motions:

1. On a Motion by Mr. Rodriguez seconded by Ms. Reyes carried by unanimous 9-0-0 vote to approve the Long Range Facilities Plan for 2022/2023.
2. On a Motion by Mr. Rodriguez seconded by Ms. Reyes carried by unanimous 9-0-0 vote to approve the replacement flooring for the Music Room, Room#71. To be paid by Capital.
3. On a Motion by Mr. Rodriguez seconded by Ms. Reyes carried by unanimous 9-0-0 vote to ratify the transfer from Food Service to General Fund for the 2021/2022 school year for the following items as discussed during the 2021/2022 Facilities/Green Team Committee Meeting on June 2, 2022. Total available funds \$199,475.77.

Square Footage Allocation - \$50,670.81  
Generator - \$125,000.00

Items 1 to 3 were approved by one roll call vote.

**Calendar/Education/Policy Agenda - Mr. Smith**

1. On a Motion by Mr. Smith, seconded by MXXXX carried by unanimous 9-0-0 vote to adopt the Strategic Plan

Item 1 was approved with one roll call vote.

**Personnel/Culture Climate**

**Personnel/Culture Climate Committee Mr. James Momary**

2. On a Motion by Mr. Momary, seconded by Ms.Reyes carried by unanimous 9-0-0 vote to approve the contractual educational movement for the following individual(s):
  - a. Kate Mattison
3. On a Motion by Mr. Momary, seconded by Ms.Reyes carried by unanimous 9-0-0 vote to approve the \$1,000.00 facilities stipend prorated between Mr. Barry Dilts and Mr. Joshua Allen for coverage for Mr. Joe Kady, as recommended by the Superintendent.
4. On a Motion by Mr. Momary, seconded by Ms.Reyes carried by unanimous 9-0-0 vote to approve Anita Merton as a substitute teacher, as recommended by the Superintendent.
5. On a Motion by Mr. Momary, seconded by Ms.Reyes carried by unanimous 9-0-0 vote to approve Samantha Ortiz as a substitute teacher, as recommended by the Superintendent.

Items 1 to 5 were approved with one roll call vote.

#### **Township Agenda - Ms. Watters**

Ms. Watters mentioned that Equalization was discussed by Mr. DeAngelo and Mrs. Watters introduced an article for distribution to the entire school board for Warren County Healthcare consortium due to the increases in the State Healthcare plan.

#### **Finance Committee Agenda - Ms. Quinn**

Ms. Quinn, Finance Chair, presented the following motions.

1. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the Monthly Payroll

November 30, 2022 - \$369,989.04

2. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the General Fund Bill Lists November 18, 2022 to November 30, 2022 in the amount of \$559,303.50 and December 1, 2022 to December 13, 2022 Bill Lists in the amount of \$115,996.88:

General Fund/Fund 10: November 21, 2022 to November 30, 2022, in the amount of \$548,518.53;

Grant Account/Fund 20: November 21, 2022 to November 30, 2022, in the amount of \$4,814.80;

Cafeteria Account/Fund 51: November 21, 2022 to November 30, 2022, in the amount of \$0.00;

Before and Aftercare/Fund 60: November 21, 2022 to November 30, 2022, in the amount of \$5,970.17;

General Fund/Fund 10: December 1, 2022 to December 17, 2022, in the amount of \$95,004.81;

Grant Account/Fund 20: December 1, 2022 to December 17, 2022, in the amount of \$20,992.07;

Cafeteria Account/Fund 51: December 1, 2022 to December 17, 2022, in the amount of \$27,602.92;

Before and Aftercare/Fund 60: December 1, 2022 to December 17, 2022, in the amount of \$0.00.

3. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the November 2022 Budget Transfer Report  
Fund 10 - \$ 4,985.33  
Fund 20 - \$154,637.94
4. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the June 2022 Reclassifications in the amount of \$17,092.35. Final for 2020/2021 Audit.
5. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the following reconciling items from prior years as recommended by the auditor:
  - a. PR 11/9 \$318.62
  - b. PR 11/23 \$ 54.86
  - c. NO776 \$ 20.00
  - d. N1130 \$273.00
6. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to ratify the \$1,523.00 Oil Tank Policy #STP-40287 Crum & Forster from Brown and Brown for the underground storage area for the period of time: 1/19/2023 to 1/19/2024.
7. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to ratify the \$15,476.46 TPAF/FICA Reimbursement for the 2020/2021 School Year payment to the Treasurer of the State of New Jersey. Paid by Title I funds.
8. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to ratify the UCI payment in the amount of \$5,018.36 funded by the General Fund paid by the UCI Funds.
9. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez carried by 9-0-0 unanimous roll call vote to approve the fund transfer from the agency account to the SUI trust fund in the amount of \$67,076.04 as per auditor recommendation.
10. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez and carried by 9-0-0 unanimous roll call vote to approve the reallocation of the 2020/2021 deficit activity club balances as of 6/30/2022 in the amount of \$8,478.01 as recommended by the auditor.
11. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez and carried by 9-0-0 unanimous roll call vote to Approve the Professional Workshops and Travel as listed.
12. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez and carried by 9-0-0 unanimous roll call vote to approve the October 2022 Treasurer's and Board Secretary Reports in the amount of \$1,479,044.71 and an additional \$250.00 petty cash adjustment not reflected on the Treasurer's Report for a total of \$1,479,294.71.
13. On a Motion by Ms. Quinn, seconded by Mr. Rodriguez and carried by 9-0-0 unanimous roll call vote to approve the Monthly Certification of Funds 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) as of November 30, 2022 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Items 1 -13 were approved with one roll call motion.

**Public Comment:**

Mr. Momary thanked the outgoing BOE members, especially Ms. Karri Siena-Reyes.

Mr. Melitsky mentioned the Teacher of the Year candidates were Mr. Richard Van Dien and Ms. Debra Marley. Ms. Mastrolacasa congratulated both the teacher and support personnel of the year for Mansfield and also wanted to thank the entire staff for their hard work.

**New Business:** Ms. Margolin asked about the Recycling Facilities deliberation on a new plan and wanted to inquire about the Township plans concerning the EMS and how it may impact the school. Ms. Mastrolacasa agreed 1000%. The school needs to know the turnaround time. Ms. Watters mentioned that it was all financial. The district agreed that a polite letter to the Township may be needed. Ms. Quinn mentioned that this one sneaked up on us and that not all things should be financial only decisions. Ms. Margolin mentioned that the Township website shows the dispatched information states coming from Independence. Ms. Mastrolacasa stated that she will make a phone call to the Township.

**Old Business:** None

**Future BOE Meeting Dates:**

January 5, 2023 Reorganization and Ethics Training  
January 19, 2023 - Regular Board Meeting  
February 2, 2023 - Board Retreat  
February 16, 2023 - Regular Board Meeting  
March 16, 2023 - Regular Board Meeting

**Executive Session** - Executive session was held on a motion made by Mr. Smith and second by Ms. Reyes for Legal at 7:51 p.m. Estimated time (20) minutes with no actionable items. On a motion by Mr. Smith and seconded by Ms. Mastrolacasa the Board adjourned from executive session.

**Adjournment:**

On a motion by Mr. Smith and seconded by Ms. Mastrolacasa, the BOE approved the adjournment of the BOE meeting at 8:32 p.m. Ms. Mastrolcasa wished everyone a Happy Holidays.

Respectfully Submitted,

  
Paul DeAngelo  
SBA/Board Secretary

  
Linda Watters  
Vice President