

**Mansfield Township Board of Education**

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Extract from the Minutes of a 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 Public Reorganization and Regular Meeting on January 6, 2022 at 7:06 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Absent:

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

Also Present:

Administration:

Dr. Anthony Giordano, Superintendent  
Mr. Paul DeAngelo, Business Administrator and Board Secretary  
Mr. John Melitsky, Principal  
Ms. Cayrn Coscia, Director of Curriculum and Instruction

Others in Attendance: There were several community members in attendance.

Mr. DeAngelo, Board Secretary, administered the Oath of Office to the newly elected members of the Board of Education. The oath of office was signed, notarized, and held by the Board Secretary in the Board of Education Office.

Ms. Diane Margolin - Majority of votes cast, Three Years  
Ms. Constance Quinn - Majority of votes cast, Three Years - Virtual  
Ms. Linda Watters - Majority of votes cast, Three Years

**Reorganization Agenda - Board Organization**  
**Temporary Chair Appointment to Conduct Election of Board President**  
**Mr. Joseph Rodriguez**

1. On a Motion by Mr. Rodriguez, seconded by Mr. Smith to appoint Board Secretary, as temporary Chair, to conduct election of Board President.

**Board Organization - Board Secretary**  
**NOMINATION OF OFFICERS THE BOARD SECRETARY CALLS FOR**  
**NOMINATIONS FOR PRESIDENT:**

1. Mr. Rodriguez nominated Ms. Mastrolacasa for President.
2. The Mansfield Township BOE appointed Ms. Mastrolacasa as Mansfield Board President. Nominations for Mansfield Board President.
3. Ms. Mastrolacasa asked for nominations for Vice President. Ms. Lalevee nominated Mr. Smith for Vice President.
4. The Mansfield Township BOE appointed Mr. Smith as Mansfield Board Vice President.
5. On a Motion by Mr. Rodriguez and second by Mr. Smith to Adopt Code of Ethics - 2001 Version Resolved that the Board of Education adopts the New Jersey School Boards Association Code of Ethics as listed; Be It Further Resolved each Board of Education Member will sign the documentation that he/she has received a copy of the code and it is understood.

**CODE OF ETHICS**

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

3. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.

5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.

6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.

11. I will support and protect school personnel in proper performance of their duties.

12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

6. On a Motion by Mr. Rodriguez and second by Mr. Smith to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and to appoint the board secretary and board attorney to act as the parliamentarians until the next Reorganization Meeting on January 5, 2023.
7. On a Motion by Mr. Rodriguez and second by Mr. Smith to approve the 2022-2023 Mansfield Township Board of Education Meeting Dates as listed.

February 17, 2022

March 17, 2022

April 28, 2022 Public Budget Hearing and Budget Adoption

May 19, 2022 Budget Adoption (If Required)

June 16, 2022

July 21, 2022

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022

January 5, 2023 Reorganization and Regular Meeting

8. On a Motion by Mr. Rodriguez and second by Mr. Smith to readoption of Policy Manual Resolved, to readopt all current written policies, by-laws and rules/regulations of the Mansfield Township School District for the period from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.
9. On a Motion by Ms. Mastrolacasa, second by Mr. Rodriguez to appoint the following delegates and representatives:

Warren County Educational Services Commission - Mr. Smith

Warren County School Boards Association - Ms. Lalevee

New Jersey School Boards Association - Ms. Margolin

Township Committee Liaison - Co-Chair - Ms. Watters and Ms. Quinn

10. On a Motion by Ms. Mastrolacasa, second by Mr. Rodriguez to designated Official Newspapers/Meeting Schedule Whereas, Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it Resolved, that for purposes of compliance with the Open Public Meetings Act the Mansfield Township Board of Education hereby makes the following designations: The Star-Gazette and (primary) and The Express Times (secondary) are hereby

designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act. Notices of meetings shall be posted on the bulletin boards in the main entrance of the schools, on the district website, and sent to the Township Clerk. Be it Further Resolved, to approve the annual board meeting calendar as follows: The regular monthly meetings of the Mansfield Township Board of Education in Warren County will be held at 7:00 p.m. on the following dates: February 17, 2022, March 17, 2022, April 28, 2022 Public Budget Hearing and Budget Adoption, May 19, 2022 Budget Adoption If Required, June 16, 2022, July 21, 2022, August 18, 2022, September 15, 2022, October 20, 2022, November 17, 2022, December 15, 2022, January 5, 2023 Reorganization and Regular Meeting will be held in the All Purpose Room at Mansfield Township Elementary School located at 50 Port Murray Road, Port Murray, NJ 07865 and are open to the public. If meetings are held in a virtual format, due to health concerns from the COVID-19 pandemic, a notice and a link to the virtual meeting will be posted on the district website ([www.mansfieldtsd.org](http://www.mansfieldtsd.org)) by 4:00 pm on the date of the meeting. Formal action may or will be taken at all meetings. The Board reserves the right to go into Closed Session during any or all of the above meetings.

11. On a Motion by Mr. Rodriguez and second by Mr. Smith to adopt the Mansfield Township BOE - 2022/2023 Chart of Accounts.
12. On a Motion by Mr. Rodriguez and second by Mr. Smith to approve the procurement of goods and services through State Agencies (State Contracts).
13. On a Motion by Mr. Rodriguez and second by Mr. Smith to approve the EFT Claimant Certification (Electronic Funds Transfer) Resolved to adopt the following required under Local Finance Notice #2018-13, distributed on 3/29/18 addressing electronic funds transfer or "EFT" and claimant certification changes and requirements: 1. The School Business Administrator/Board Secretary shall be responsible to initiate a claim for payment using an EFT method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation and to make the payment once authorization is granted. 2. The Superintendent of Schools or the Superintendent's designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary. 3. An employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.

14. On a Motion by Mr. Rodriguez and second by Mr. Smith to authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting.
15. On a Motion by Mr. Rodriguez and second by Mr. Smith to authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

Items 5 - 15 were approved with one motion.

#### **Executive Session - None**

#### **Superintendent Report:**

Dr. Anthony Giordano acknowledged the new BOE President, Vice President, congratulated the new Board Members and that he looks forward to working with them. Dr. Giordano discussed the two hour delay and thanked Mrs. Dilts since he is the last man standing.

#### **Public Comments:**

Mr. John Falco apologized for not being able to make the last meeting because he was traveling for work. He thanked the BOE for their work and hoped that the great work continues in the future.

#### **CONSENT AGENDA**

On a Motion by Ms. Lalevee, seconded by Ms. Reyes with a 6-0-3 vote to approve the open and closed session minutes of December 9, 2021. The new BOE abstained from the vote.

#### **APPROVAL AGENDA**

##### **CURRICULUM/POLICY/FACILITIES**

1. On a Motion by Mr. Rodriguez, seconded Ms. Reyes to approve the NJSBGA 24th Annual Conference/EXPO for Joseph Kady III, Supervisor of Buildings and Grounds, from May 20, 21, 22 & 23, 2022.
2. On a Motion by Mr. Rodriguez, seconded by Ms. Reyes to ratify the contract with J. Tufaro & Sons Electrical Contractors, Inc. in the amount of \$9,100.00 for the installation of the UV Lights paid by the ESSER II.
3. On a Motion by Mr. Rodriguez, seconded by Ms. Reyes to ratify the renewal of Microsoft licenses for the 2021/2022 and 2022/2023 year.
4. On a Motion by Mr. Rodriguez, seconded by Ms. Reyes to approve the parent request for student, SIMD# 9148662782, to finish the 2021-2022 school year, as recommended by the Superintendent.

Items 1 - 4 were approved with one motion.

**APPROVAL AGENDA  
PERSONNEL**

1. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve the Special Education Teacher, Micaela Piell, effective 1/1/2022, as recommended by the Superintendent. (Replacement)
2. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve, with regret, the retirement of Rita Riotto effective 6/30/2022.
3. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve, with regret, the resignation of Meredith Abbate effective 2/21/2022.
4. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve the shared service agreement with North Warren School District for shared school nurse. Mansfield Township School District will be the employer of the nurse and will bill North Warren School District for all costs associated with shared service agreement and will be paid by the ESSERs Funds for the remainder of 2021/2022.
- 4a.) On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve Lexie McKeivitt, shared school nurse, salary \$70,000.00 (Criminal History check and Chapter 5 pending), as recommended by the Superintendent.
5. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve the club teachers as listed, as recommended by the Superintendent.
6. On a Motion by Mr. Momary, seconded by Mr. Rodriguez to approve the Morning Academy teachers as listed, as recommended by the Superintendent.

Item 1 - 6 were approved with one motion.

**APPROVAL AGENDA  
Finance Chair: Ms. Krysti Mastrolacasa  
FINANCE**

1. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Monthly Payrolls. Approve of Monthly Payroll:  
December 15, 2021 regular payroll in the amount of \$439,371.46  
December 23, 2021 regular payroll in the amount of \$361,062.16
2. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the December, 2021 Bill Lists in the amount of \$1,057,299.79:

General Fund: December 10, 2021 to December 31, 2021, in the amount

of \$1,013,242.93;  
Referendum Account: December 10, 2021 to December 31, 2021, in the amount of \$0.00;  
Cafeteria Account: December 10, 2021 to December 31, 2021 in the amount of \$44,056.86;  
General Fund: January 1, 2022 to January 6, 2022, in the amount of \$0.00;  
Referendum Account: January 1, 2022 to January 6, 2022, in the amount of \$0.00;  
Cafeteria Account: January 1, 2022, to January 6, 2022, in the amount of \$0.00.

3. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the December, 2021 Transfer Report

Fund 10 - \$84,047.16  
Fund 20 - \$69,496.33

4. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the November, 2021 Transfer Report

Fund 10 - \$ 59,350.50  
Fund 20 - \$228,488.76

5. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the reclassifications for the month of December, 2021

Fund 20 - \$5,000.00

6. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the Treasurer's Report as of November 2021 in the amount of \$1,510,777.10.

7. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Ratify the transfer of \$1,000.00 from General Fund Account to Payroll Account as a minimum balance requirement.

8. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve the transportation resolutions with Warren County Special Services School District for the 2022-2023 school year.

9. On a roll call motion by Ms. Reyes, seconded by Mr. Rodriguez and carried by 8-1-0 roll call vote to approve the first reading of the resolution for refunding of all or a portion of its outstanding school bonds, dated July 30, 2014. Ms. Margolin abstained.



**RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING SCHOOL BONDS, DATED JULY 30, 2014**

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY as follows:**

**Section 1.** The Refunding Bond Ordinance attached hereto as Exhibit A is hereby approved. Bond Counsel is hereby authorized and directed to publish the required notice of public hearing for the Refunding Bond Ordinance in the form and at the time required by N.J.S.A. 18A:24-61.4.

**Section 2.** This resolution shall take effect immediately.

10. On a Motion by Ms. Reyes, seconded by Mr. Smith and carried by 9-0-0 vote to approve the bond counsel resolution for refinancing agreement.

**RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY AUTHORIZING AN AGREEMENT FOR CERTAIN LEGAL (BOND COUNSEL) SERVICES**

**WHEREAS**, there exists a need for specialized legal services in connection with the capital program and the authorization and issuance of obligations of The Board of Education of the Township of Mansfield in the County of Warren (the "Board"), a body corporate of the State of New Jersey, including the preparation and review of procedures in connection with such obligations and the rendering of approving legal opinions acceptable to the financial community in connection therewith; and

**WHEREAS**, such special legal services can be provided only by a recognized law firm, and the law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is so recognized by the financial community; and

**WHEREAS**, funds are or will be available for this purpose.

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY AS FOLLOWS:**

1. The law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is hereby retained to provide specialized bond counsel legal services necessary in connection with the capital program and the authorization and the issuance of obligations by the Board.

2. The Board President and the Board Secretary are hereby authorized to execute a Bond Services Contract (the "Contract").

3. The Contract is awarded without competitive bidding and as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

4. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board. The publication required pursuant to Section 5(a)(1) of the School Public Contracts Law, N.J.S.A. 18A:-1 et seq. is hereby authorized.

11. On a Motion by Ms. Reyes, seconded by Mr. Momary and carried by unanimous vote to approve Approve the Fiscal Year June 30, 2021 Submission of the AUDSUM Report prepared by BKC Certified Public Accountants.

12. On a Motion by Ms. Reyes, seconded by Mr. Rodriguez and carried by unanimous roll call vote to approve 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) as of December 31, 2021 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motions 1-8, 10-11 were approved with one motion(s), Item 9 and 12 were approved with roll call votes.

**Public Comments:**

**Executive Session:** No Executive Session

**New Business:**

Ms. Quinn asked if there is a snow day would it go against Spring Break since there were only two snow days on the calendar. Dr. Giordano mentioned not necessarily because there is a Professional Development day on the calendar which could be moved to a ½ school day and if there were additional snow days then we would look to adjust the school calendar.

**Old Business - None**

**Future BOE Meeting Dates:**

As listed

**Adjournment:**

On a motion by Mr. Rodriguez and seconded by Mr. Smith, the BOE approved adjournment at 7:33 P.M. on a unanimous vote.

Respectfully Submitted,

Paul DeAngelo  
SBA/Board Secretary



Mark Smith  
Vice President