

Mansfield Township Board of Education

AGENDA

Reorganization and Regular Meeting

January 6, 2022

7:00 p.m.

Call to Order - Board Secretary, Mr. Paul DeAngelo

Pledge of Allegiance - Board Secretary, Mr. Paul DeAngelo

Statement of Advance Notice

Pursuant to Executive Order #103, dated March 9, 2020, Governor Murphy declared a Public Health Emergency and a State of Emergency in New Jersey. On March 20, 2020, P.L. 2020 Chapter 11 amended the Open Public Meeting Act to allow local public bodies to conduct Remote Public Meetings by use of electronic communications technology during a period declared as a Public Health Emergency or a State of Emergency. Adequate Notice and Electronic Notice of this meeting was given by: 1. Publication in the Star-Gazette and Express-Times, January 17, 2020, December 30, 2020 and January 7, 2021; 2. Advance written notice to the Mansfield Township Clerk; 3. Advance written notice posted on the bulletin board of the Mansfield Township School; 4. Posting of an electronic notice of this meeting on the district website which provided the time, date and instructions for: (a) access to the Remote Public Meeting, (b) how to provide public comment and (c) how to access the agenda. During the business session portion of this Remote Public Meeting the audio of all members of the public attending the meeting will be muted. During the times of public comment indicated on the agenda, members of the public who desire to provide comment shall submit a written comment via the chat or text message section of the application. The Board Secretary or Board President will read the comments in the order in which they were submitted. Public comment shall be concise and to the point and shall not contain abusive, defamatory, or obscene language. Students, parents, employees, and community members are asked to state their name and address. Virtual Meeting: please state your name and address along with your question and or comment in the chat box and the President will address all comments during this portion of the meeting.

Roll Call – Mr. Paul DeAngelo, Business Administrator & Board Secretary

Mansfield Township Board of Education:

Ms. Annamaria Lalevee

Ms. Krysti Mastrolacasa

Mr. Jim Momary

Ms. Karri Reyes

Mr. Joseph Rodriguez

Mr. Mark Smith

Administration:

Dr. Anthony Giordano, Superintendent

Mr. Paul DeAngelo, Business Administrator and Board Secretary

Mr. John Melitsky, Principal

Ms. Caryn Coscia, Director of Curriculum and Instruction

Others in Attendance:

OATH OF OFFICE - NEWLY ELECTED MEMBERS - Board Secretary will administer the Oath of Office to Newly Elected Members of the Board of Education. The oath of office will be 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

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. 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. Resolved to nominate _____ for President. Motion Made By: _____ Seconded By: _____ (Additional Nominees): if any Nomination: _____ Motion by: _____ Seconded by: _____

Nomination: _____ Motion by: _____ Seconded by: _____ Hearing no other nominations from the floor: Resolved to close nominations for President.

2. Appoint _____ as Board President. Nominations for Mansfield Board President.

The Board Secretary turns the meeting over to the newly elected President.

3. THE BOARD PRESIDENT WILL CALL FOR NOMINATIONS FOR VICE PRESIDENT: Resolved to nominate _____ for Vice President. Motion Made By: _____ Seconded By: _____ (Additional Nominees): if any Nomination: _____ Motion by: _____ Seconded by: _____ Nomination: _____ Motion by: _____ Seconded by: _____
Hearing no other nominations from the floor: Resolved to close nominations for Vice President.
4. Appoint _____ as Mansfield Board Vice President.
5. 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. Parliamentary Procedures Resolved, 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. Approve the 2022-2023 Mansfield Township Board of Education Meeting Dates as listed.

February 17, 2022

March 17, 2022

April 21, 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. 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. Appointment of Delegates and Representatives Resolved, to appoint the following delegates/representatives:

Warren County Educational Services Commission _____
Warren County School Boards Association _____
New Jersey School Boards Association _____
Township Committee Liaison _____

10. Designate 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 21, 2022 Public Budget Hearing and Budget Adoption, May 19, 2022 Budget Adoption, 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) 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. Adopt the Mansfield Township BOE - 2022/2023 Chart of Accounts.
12. Approve the procurement of goods and services through State Agencies (State Contracts).
13. 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. 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. Authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

Superintendent's Report – Dr. Anthony Giordano

Communications and Petitions (If required) – The Superintendent and members of the Board may acknowledge any communications and/or petitions received.

Executive Session (If Required)

Public Comments on Action Items

Members of the community may comment on any action item included on the agenda. Please state your name and address for the record. All comments must be respectfully presented. Abusive or obscene comments will not be tolerated.

Consent Agenda - Recommended Action(s)

Approval of Minutes - Ms. Annamaria Lalavee

1. Motion to approve the open and closed session minutes of the December 9, 2021 meetings.

Approval Agenda

Curriculum/Policy/Facility Chair- Mr. Joseph Rodriguez

Curriculum/Policy/Facility Committee - Recommended Action(s)

1. Approve the NJSBGA 24th Annual Conference/EXPO for Joseph Kady III, Supervisor of Buildings and Grounds, from May 20, 21, 22 & 23, 2022.
2. 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. Ratify the renewal of Microsoft licenses for the 2021/2022 and 2022/2023 year.

Approval Agenda

Personnel Chair: Mr. James Momary

Personnel Committee - Recommended Action(s)

1. Approve the Special Education Teacher, Micaela Piell, effective 1/1/2022, as recommended by the Superintendent. (Replacement)
2. Approve, with regret, the retirement of Rita Riotto effective 6/30/2022.
3. Approve, with regret, the resignation of Meredith Abbate effective 2/21/2022.
4. 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.
5. Approve the club teachers as listed, as recommended by the Superintendent.
6. Approve the Morning Academy teachers as listed, as recommended by the Superintendent.

Approval Agenda

Finance Chair: Ms. Krysti Mastrolacasa

Finance Committee - Recommended Action(s)

1. 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. Approve the December, 2020 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. Approve the December, 2021 Transfer Report

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

4. Approve the November, 2021 Transfer Report

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

5. Approve the reclassifications for the month of December, 2021

Fund 20 - \$5,000.00

6. Approve the Treasurer's Report as of November 2021 in the amount of \$1,510,777.10.

7. Ratify the transfer of \$1,000.00 from General Fund Account to Payroll Account as a minimum balance requirement.

8. Approve the transportation resolutions with Warren County Special Services School District for the 2022-2023 school year.

9. Roll call motion to approve the first reading of the resolution for refunding of all or a portion of its outstanding school bonds, dated July 30, 2014.

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. Motion 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. Approve the Fiscal Year June 30, 2021 Submission of the AUDSUM Report prepared by BKC Certified Public Accountants.

12. 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.

Executive Session (If Required)

Public Comments - Students, parents, employees, and community members may comment on any item of interest pertaining to the Mansfield Township Elementary School. Please state your name and address for the record. All comments must be respectfully presented. Abusive or obscene comments will not be tolerated.

New Business - Members of the Board may introduce any new item or topic of discussion for the Board to consider.

Old Business - Members of the Board may comment on any item or topic that was previously discussed by the Board.

FUTURE BOE MEETING DATES:

Board of Education Approved Meeting Dates as listed above for 2022/2023.

Mr. Joseph Rodriguez

Recommended Action - Motion to adjourn the meeting.