

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 Regular Meeting on January 7, 2021 at 7:01 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Ms. Karri Reyes

Mr. Jim Momary

Mr. Michael Coombs

Mr. Joseph Rodriguez

Mr. John Falco

Ms. Molly Fraumeni

Ms. Annamaria Lalevee

Ms. Krysti Mastrolacasa

Mr. Mark Smith

Absent:

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

Various members from the public.

Executive Session

No Executive session was held.

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

The Board Secretary, Mr. DeAngelo, administered the Oath of Offices for the newly elected BOE members. The oath of office will be signed, notarized, and held by the Board Secretary in the Board of Education Office.

Ms. Annamaria Lalevee - Majority of votes cast, Three Years

Ms. Krysti Mastrolacasa - Majority of votes cast, Three Years
Mr. Joseph Rodriguez - Majority of votes cast, Three Years

Congratulations to all the newly elected BOE members.

Reorganization Agenda - Board Organization

Temporary Chair Appointment to Conduct Election of Board President

1. On a Motion by Mr. Falco, and seconded by Mr. Coombs and carried by unanimous vote 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. On a motion by Ms. Mastrolacasa Seconded by Ms. Lalevee and carried by unanimous vote to nominate Ms. Karri Reyes as Board President. There were no more nominations.
2. On a motion by Ms. Mastrolacasa, and seconded by Ms. Lalevee and carried by unanimous vote to appoint Ms. Karri Reyes as Mansfield Board President.

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

3. On a motion by Ms. Mastrolacasa and seconded by Ms. Lalevee and carried by unanimous vote to nominate Mr. Jim Momary as Mansfield Vice President. There were no more nominations.
4. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by 8-0-0 vote to appoint Mr. James Momary as Mansfield Board Vice President. Mr. Momary abstained from the vote.
5. On a Motion by Mr. Falco, seconded by Mr. Coombs and carried by unanimous vote 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. Falco, seconded by Mr. Rodriguez and carried by unanimous vote to adopt the Parliamentary Procedures and 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 6, 2022.

7. On a Motion by Mr. Falco, seconded by Mr. Coombs and carried by unanimous vote to approve the 2021-2022 Mansfield Township Board of Education Meeting Dates as listed:

February 4, 2021
March 11, 2021
April 29, 2021 Public Budget Hearing
May 6, 2021 Budget Adoption
June 24, 2021
July 15, 2021
August 19, 2021
September 23, 2021
October 7, 2021
November 11, 2021
December 9, 2021
January 6, 2022 Reorganization and Regular Meeting

8. On a Motion by Mr. Falco, seconded by Mr. Rodriguez and carried by unanimous vote 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 Mr. Falco, seconded by Mr. Rodriguez and carried by unanimous vote to appoint the following delegates/representatives:

Warren County Educational Services Commission - Ms. Mastrolacasa
Warren County School Boards Association - Mr. Momary
New Jersey School Boards Association - Mr. Momary
Township Committee Liaison - Ms. Mastrolacasa

10. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the 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 4, 2021, March 11, 2021, April 29, 2021 Public Budget Hearing, May 6, 2021 Budget Adoption, June 24, 2021, July 15, 2021, August 19, 2021, September 23, 2021, October 7, 2021, November 11, 2021, December 9, 2021, January 6, 2022 Reorganization and Regular Meetings 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. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to adopt the Mansfield Township BOE - 2021/2022 Chart of Accounts.
12. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the procurement of goods and services through State Agencies (State Contracts).
13. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to adopt the following EFT motion 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. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote 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. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the following resolution:

WHEREAS Paul DeAngelo does not hold a District Qualified Purchasing Agent according to State Statutes 18A:18A-3 (b), NJSA40A:11-3 (c) et seq as recommended by the Superintendent.

WHEREAS, if the non-qualified purchasing agent, the board of education may establish a bid threshold up to \$29,000, and
WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A.18A:18A-3

NOW THEREFORE BE IT RESOLVED, that the Board of Education designate a bid threshold of \$29,000 and a quote threshold of \$4,350.

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.

16. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to authorize Mr. DeAngelo to wire and transfer funds between accounts as needed to conduct school business.
17. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

Items 1 through 4, 5, 6, 7 & 8 were approved as stated. Item 10 through 17 were approved under one motion.

Superintendent Report

Dr. Giordano wished everyone a Happy New Year. Dr. Giordano mentioned the new Mansfield website and social media platforms, and was awaiting the report from Mr. Sommers expected on the 19th regarding the levels of COVID-19 code in Warren County for the return to school plan. Dr. Giordano also mentioned that 1B employees will begin to be vaccinated.

Public Comments

Teacher, Ms. McPhillips, questioned the classroom space to adhere to the 6 feet distances. Ms. McPhillips asked about the cafeteria spaces for the additional virtual students returning to the school. Dr. Giordano mentioned that we are doing the best we can to provide the necessary spaces. Extra cafeteria seating was made available on the stage for the students.

Community Member, Ms. Palumbo, questioned the notification process for parents if the student violates the 6ft distance. Dr. Giordano mentioned the impossibility of notifying parents each time a student violates the 6 feet distance rule.

CONSENT AGENDA

On a Motion by Ms. Lavee, seconded by Mr. Smith and carried by unanimous vote to approve the meeting minutes of the December 10, 2020 meetings:

December 10, 2020, Regular Session Meeting
December 10, 2020, Executive Closed Session Meeting (none)

APPROVAL AGENDA CURRICULUM/POLICY/FACILITIES

1. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to ratify the proposal from The JDM Group for Go Guardian software \$1,012.50.
2. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to ratify the proposal from The JDM Group for renewal of Microsoft licenses.
3. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the purchase of tractor from Powerco, Inc. in the amount of \$28,187.04 to be paid from the Capital Reserve account.
4. On a Motion by Mr. Falco, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the proposal from Independence Constructors for the UST Pad/Trench Drain/Sump pump project not to exceed \$17,500.00. Project to be paid from the Capital Reserve Account.

Items 1 through 4 were approved with one motion.

APPROVAL AGENDA PERSONNEL

1. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the Chapter 44 State Educators Healthcare Plan as prepared by Doyle Alliance Group for employees who opted into the new State Educators plan and all employees hired after 7/1/2020 who are automatically moved into the new State Educators Healthcare plan.
2. On a Motion by Mr. Momary, seconded by Mr. Smith Ms. Mastrolacasa and carried by unanimous vote to approve the appointment of the negotiations committee and any necessary costs for the Mansfield Township Board of Education for the Mansfield Education Association.
3. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve to reimburse Joseph Kady, Supervisor of Custodians,

up to an additional \$2,000.00 towards the cost of personal equipment to be used at Mansfield Township Elementary School. The Supervisor of Custodian shall follow Board policy in supplying the necessary documentation when seeking reimbursement.

4. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve to reimburse Jen Teets, Educational Technology Specialist, the cost of technology equipment purchased to be used at Mansfield Township Elementary School. The Educational Technology Specialist shall follow Board policy in supplying the necessary documentation when seeking reimbursement.
5. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve the differential between education levels and contract change for Joan Isemann, Nurse, in the amount of \$2,000.00 due to educational advancement.
6. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to approve, with regret, the resignation for Danielle Millet, Speech Therapist, effective February 15, 2021.
7. On a Motion by Mr. Momary, seconded by Ms. Mastrolacasa and carried by unanimous vote to rescind the motion from the October Board of Education Meeting and continue Andrew Coppola, Board Treasurer, for the remainder of the 2020-21 School year.

Item 1 - 5 were approved with one motion, Item 6 & 7 were approved as stated.

APPROVAL AGENDA

Finance Chair: Ms. Krysti Mastrolacasa

FINANCE

1. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by unanimous vote to approve Monthly Payroll:

December 15, 2020 regular payroll in the amount of \$416,169.36

December 23, 2020 regular payroll in the amount of \$343,363.96

2. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by unanimous vote to approve the December, 2020 Bill List in the amount of \$355,552.60:

General Fund: December 11, 2020 to December 31, 2020, in the amount of \$340,737.21;

Referendum Account: December 11, 2020 to December 31, 2020, in the amount of \$0.00;

Cafeteria Account: December 11, 2020 to December 31, 2020 in the

amount of \$14,815.39;

General Fund: January 1, 2021 to January 7, 2021, in the amount of \$0.00;

Referendum Account: January 1, 2021 to January 7, 2021, in the amount of \$0.00;

Cafeteria Account: January 1, 2021, to January 7, 2021, in the amount of \$0.00;

3. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by unanimous vote to approve the December, 2020 Transfer Report

Fund 10 - \$31,468.21

4. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by unanimous vote to approve the Fiscal Year June 30, 2020 Comprehensive Annual Financial Report - BKC Certified Public Accountants.
5. On a Motion by Ms. Mastrolacasa, seconded by Ms. Lalevee and carried by 9-0-1 vote to approve a State of New Jersey Department of Education Special Education Tuition Contract Agreement between the Mansfield Township Board of Education (Sending District) and the Arc of Essex County(Receiving School) for Student #1955953658 for the 2020-2021 Regular School Year Program at the rate of \$335.00 per day for 111 days (to be prorated from 1/4/21). Ms. Lalevee abstained from the vote.
6. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve the student transportation contract with WCSSS for SMID#1955953658.
7. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve the proposal from Sycamore for the recycling of obsolete technology inventory previously approved by the BOE.
8. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to ratify the UST insurance proposal from Brown and Brown Metro, LLC in the amount of \$1,344.00 for the oil remediation area to insure the impacted area and procure oil.
9. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve the Budget Calendar for 2021-2022.
10. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve an Emergency SSO Food Service Management Company Breakfast Cost Reimbursable Contract for School Year 2020-2021, pursuant to USDA COVID-19 and Child Nutrition Response #59: A. This Emergency SSO Breakfast contract is non-renewable and expires June 30, 2021; B. No increases in the management/administrative fee is allowed; C. Breakfast meals must be claimed through the Seamless Summer Option (SSO); D. Breakfast meals must only be served to sited listed within the SSO

Application; and E. All other terms and conditions of the Contract or Renewal shall remain the same and continue to be in full force and effect.

11. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve the use of COVID-19 grants funds for security improvements and upgrades for the Mansfield Township Elementary School.
12. On a Motion by Ms. Mastrolacasa, seconded by Mr. Coombs and carried by a unanimous vote to approve the security contract with Navigate 360 to be paid from the Referendum fund.
13. On a Motion by Ms. Mastrolacasa, seconded by Mr. Rodriguez and carried by unanimous roll vote 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, 2020 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion 1 - 4, 6-12 were approved with one motion and Item 5 and 13 were approved as stated.

Public Comments:

Community Member, Ms. Palumbo, questioned when the parents would be notified of their homeroom teacher. Mr. Melitsky mentioned that the letter was being drafted and the information was going to be sent out the following day.

Teacher, Ms. Kline, thanked Ms. Millet for making her a better teacher and that she will be missed.

BOE Member, Ms. Mastrolacasa, thanked the staff for all they do, custodians, administrators, teachers, and especially the virtually teaching happening at Mansfield.

BOE President, Ms. Reyes, provided words of encouragement to the staff and community regarding Mansfield.

BOE Member, Ms. Fraumeni, stated that Ms. Jamie Miller, Food Service Manager, was a "rockstar" helping with the feeding program during the holiday break and helping with the PTA Holiday Party Bags and MEA Holiday ornaments.

New Business:

BOE Member, Ms. Lalevee, asked under what circumstances would Mansfield be required to close the school. Dr. Giordano mentioned the code red indicator for Warren County would be one reason. The question was asked if the vaccination was a requirement. Dr. Giordano mentioned it was not a requirement.

Teacher, Ms. Scheiner, asked about the "out of state" teachers.
Teacher, Ms. Salvo mentioned the website for the vaccine.

Old Business:

There was no old Business.

Executive Session:

No Executive Session was not held at the end of the meeting.

Future BOE Meeting Dates:

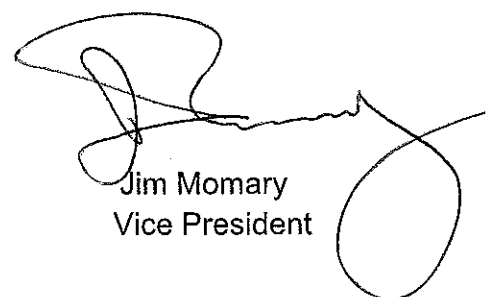
February 4, 2021

Adjournment:

On a motion by Mr. Rodriguez and seconded by Ms. Mastrolacasa, the BOE approved adjournment at 7:59p.m. on a unanimous vote.

Respectfully Submitted,


Paul DeAngelo
SBA/Board Secretary


Jim Momary
Vice President