

Mansfield Township Board of Education

AGENDA

Regular Meeting and Public Budget Hearing

June 3, 2021

7:00 p.m.

Call to Order - Board President, Ms. Karri Reyes

Pledge of Allegiance - Board President, Ms. Karri Reyes

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. Regular Meeting Publication in the Star-Ledger, The Express-Times/NJ Zone on May 6, 2021 and appear on nj.com under Legal Notices for 30 days.
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 a Regular Public Meeting, (b) a Remote Public Meeting, (c) how to provide public comment and (d) how to access the agenda.

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

Mansfield Township Board of Education:

Mr. Michael Coombs
Mr. John Falco
Ms. Molly Fraumeni
Ms. Annamaria Lalevee
Ms. Krysti Mastrolacasa
Mr. Jim Momary, Board Vice President
Ms. Karri Reyes, Board President
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:

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 April 29, 2021 meetings.

Approval Agenda

Curriculum/Policy/Facility Chair- Mr. John Falco

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

1. Approve the District/School Professional Development Plan.
2. Approve the Mentoring Plan.
3. Approve the parking lot sealing and striping project for the summer per the 2021/2022 budget.
4. Approve the proposal with A.B.E. Paving & Sealingcoating Co. for the parking lot sealing and striping per the architect. Base Bid \$23,014.00, Crack fill \$2,790.00, and curblines for \$5,143.00. Total \$30,947.00.
5. Approve the quote change from Powerco, Inc for previously BOE approved tractor. BOE approved amount \$28,187.04, the new amount is \$29,437.80 due to tractor accessories.
6. Approve/Ratify the resolution authorizing the submission of the proposed Comprehensive Equity Plan.

Approval Agenda

Personnel Chair: Mr. James Momary

Personnel Committee - Recommended Action(s)

1. Approve the Mansfield Education Association, MEA, Contract for 2021-2022, 2022-2023 and 2023-2024 upon attorney review.
2. Approve the salary schedules as listed for the 2021/2022 School Year, as recommended by the Superintendent:

Schedule A - (Certificated Staff and Paraprofessionals)
Schedule B - (New Hires)
Schedule C - (MTA - Principal & Instruction/Curriculum)
Schedule D - (Custodian & Support Staff)
3. Approve the resignation of Pam Schiesl, teacher, effective August 30, 2021.
4. Approve the FMLA request from SMID#32712606 effective September 7, 2021.
5. Ratify the educational contractual movement for Elizabeth Marmortato, Magnolia (Maggie) Hutchins, Kaitlin (Katie) Kline, Laurie O'Brien, Heather Gilmartin. Total contract movement per employee is \$2,000.00.
6. Approve the school counselors, Laurie Faverau and Danielle Leva, for summer work, not to exceed 15 days each, as recommended by the Superintendent.
7. Approve the RTI, Beth Schiener, Deb Salvo, Kathleen Mattison, not to exceed 15 days each, as recommended by the Superintendent.
8. Approve Paul DeAngelo as Business Administrator/Board Secretary for the 2021/2022 School Year, as recommended by the Superintendent.
9. Approve the 2021/22 Business Administrator/Board Secretary contract for Paul DeAngelo, as recommended by the Superintendent and subject to County approval.
10. Appoint Andrew Coppola, Treasurer of School Monies, effective July 1, 2021, through June 30, 2022, as recommended by the Superintendent.
11. Approve Sister Mary Denisita Health Center as School Physician for the 2021/22 school year, as recommended by the Superintendent.
12. Appoint Joe Kady the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2021/2022 school year, as recommended by the Superintendent.
13. Appoint Paul DeAngelo as Custodian of Records for the 2021/2022 school year, as recommended by the Superintendent.

14. Appoint Paul DeAngelo, Public Agency Compliance Officer (PACO) for the 2021/2022 school year, as recommended by the Superintendent.
15. Appoint John Melitsky Attendance Officer for the 2021/2022 school year, as recommended by the Superintendent.
16. Appoint John Melitsky Homeless Liaison for the 2021/2022 school year, as recommended by the Superintendent.
17. Appoint Paul DeAngelo as School Funds Investor for the 2021/2022 school year, as recommended by the Superintendent.
18. Approve the following personnel to work as summer custodians, as recommended by the Superintendent:

Kaileigh Cagnassola
 Mark Burton
 Katie Snyder
 Matthew Valli
 TBD

19. Approve the rate change for Preschool from \$500 per month to \$250 per month for the month of June 2021.
20. Adopt and approve the attached curricula, textbooks and programs for 2021/2022 school year.
21. Approve the additional days for the following Summer Programs, as recommended by the Superintendent:

Summer Skills Academy: June 28, 2021 to July 29, 2021 (4 days per week-Monday thru Thursday)

Summer Academy Teachers: 6 Teachers (TBD) or Substitutes
 Each to be paid 20 days-4 hours/day @ \$35.00/hour

Standards Based Report Card Committee:

Not to exceed 5 teachers @ 6 hours @ \$40.00/hour

Summer LinkIt PD: August 18, 2021 and August 24, 2021 (9:00am-12:00pm)

Available to all teachers @ \$40.00/hour

22. Appoint Patti Jo Raiello as ADA Coordinator for the 2021/2022 school year, as recommended by the Superintendent.

23. Approve additional days for the following Child Study Team members, as recommended by the Superintendent as listed below:

2021 Special Education Summer Needs

Extended School Year Program: June 28, 2021 to July 29, 2021 (4 days per week - Monday thru Thursday)

<u>ESY Teachers:</u>	6 Teachers (TBD) or Substitutes	
	Each to be paid	20 days – 3.5 hours/day @ \$50.00/hour Plus 10 additional hours @ \$50.00/hour
<u>ESY Aides:</u>	10 Aides (TBD) or Substitutes	
	Each to be paid	20 days – 3.0 hours/day @ \$25.00/hour
<u>Speech Therapists:</u>	Matthew Magnuson or Kaeleen Sylvester	30 days – 3.0 hours/day @ \$50.00/hour
<u>Occupational Therapists:</u>	Lisa Foster Clarke COTA (TBD)	15 days – 3.0 hours/day @ \$50.00/hour 5 days – 3.0 hours/day @ \$50.00/hour
<u>Physical Therapist:</u>	Michelle DeSanto or Substitute	30 hours @ contracted rate
<u>Behaviorist:</u>	ABC Consulting	20 hours @ contracted rate
<u>Nurse:</u>	TBD	20 days - 3.0 hours/day @ \$50.00/hour

Additional ESY Programs/Needs:

This is for other ESY programs and/or needs	\$15,000.00
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Child Study Team Summer Work:

<u>Coordinator:</u>	Patti-Jo Raiello	up to 20 additional days @ per diem
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Evaluations/Case Management Responsibilities:

School Psychologist:	Patti-Jo Raiello	up to 20 days @ per diem
Learning Consultant:	Deboranne Marley	up to 20 days @ per diem
Social Worker:	Erica Zarro	up to 20 days @ per diem
Speech Language Specialist:	Matthew Magnuson or Kaeleen Sylvester	up to 10 days @ per diem
Occupational Therapist:	Lisa Foster-Clarke	up to 10 days @ per diem
Physical Therapist:	Michelle DeSanto	up to 5 evaluations @ contracted rate

Attendance at Eligibility/Evaluation Plan Meetings:

School Psychologist:	Patti-Jo Raiello	up to 25 hours @ \$50.00/hour
Learning Consultant:	Deboranne Marley	up to 25 hours @ \$50.00/hour
Social Worker:	Erica Zarro	up to 25 hours @ \$50.00/hour
Speech Language Specialist:	Matthew Magnuson or Kaeleen Sylvester	up to 25 hours @ \$50.00/hour
Occupational Therapist:	Lisa Foster-Clarke	up to 25 hours @ \$50.00/hour
Special Education Teacher:	TBD	up to 25 hours @ \$50.00/hour
General Education Teacher:	TBD	up to 25 hours @ \$50.00/hour

Interpreter for Meetings: \$25.00/hour

Approval Agenda

Finance Chair: Ms. Krysti Mastrolacasa

Finance Committee - Recommended Action(s)

1. Approve of Monthly Payroll:

April 30, 2021 regular payroll in the amount of \$348,729.93

May 15, 2021 regular payroll in the amount of \$349,482.92

May 28, 2021 regular payroll in the amount of \$350,529.44

2. Approve the May 2021 Bill List in the amount of \$474,283.58:

General Fund/Fund 10: April 28, 2021 to April 30, 2021, in the amount of \$17,952.49;

Grant Fund/Fund 20: April 30, 2021 to April 30, 2021, in the amount of \$0.00.

Cafeteria Account/Fund 51: April 30, 2021 to April 30, 2021 in the amount of \$14,612.15;

General Fund/Fund 10: May 1, 2021 to May 30, 2021, in the amount of \$475,113.58;

Grant Account/Fund 20: May 1, 2021 to May 30, 2021, in the amount of \$18,717.78;

Cafeteria Account/Fund 51: May 1, 2021 to May 30, 2021, in the amount of \$15,926.25.

3. Approve the April 2021 Budget Transfer Report, Fund 10 - \$174,993.29 and Fund 20 - \$43,061.90.

4. Approve the 2020/2021 Reclassifications for ESEA and IDEA Grants. Total amount \$47,026.75.

5. Approve the submission of the following grants for approval:

ESEA(Elementary and Secondary Education Act)/NCLB		
Title I -	\$ 82,207.00 (2020-21)	TBD - 2021-2022
Title II -	\$ 16,767.00	
Title III -	\$ 9,091.00	
Title III -	\$ 2,390.00	
Title III -	<u>\$ 10,000.00</u>	
Total	\$120,455.00	

SRSA - \$ 34,684.00 (2021-2022)
 ESSER II - \$405,386.00 (2021-2022)
 ESSER III - \$202,693.00 (2021-2022)

6. Approve the participation in a Title III consortium consisting of Washington Borough, Great Meadows Regional, and Warren Hills Regional H.S., with Mansfield Township acting as the lead LEA (Local Education Association).
7. Approve the submission of the IDEA-B Grant Application for school year 2021/2022 to the NJ Department of Education. IDEA - Basic Age 3-21 and Preschool Age – 3-5.
8. Approve the transfer of any interest earned by the Fund 30 Capital Project Account and Maintenance Account to be deposited directly into Fund 10 beginning July 1, 2021.
9. Ratify the agreement with CTS for federal and state tax filing effective July 1, 2021.
10. Establish a Petty Cash Fund in the amount of \$250.
11. Approve the 2020-21 application for extraordinary aide for 2021/2022 school year for SMID#1955953658.
12. Approve the summer contract with Washington Borough for SMID#8071847785.
13. Appoint the following Tax Shelter Annuity Companies for 2021/2022:
 - AXA Equitable
 - Lincoln Investment Planning, Inc.
 - Siracusa Benefits Programs
 - Orion previously FTJ Fundchoice LLC
 - Security Benefits
14. Approve the teacher Smartboard replacement quote MBVP208 from CDW for \$10,184.00 for (3) Viewsonic IFP7550-E1 \$2,407.00 each and (1) IFP7550-E2 \$2,963.00.
15. Approve the teacher replacement laptop quote 3000083768587.1 from Dell Technologies for \$23,704.60 for (20) Latitude 5520 at \$1,185.23 each.

16. Approve the payment of bills to close out the 2020/2021 fiscal year and the transfer of funds as needed for the 2020/2021 school year.
17. Approve the return of the unused portion of the Capital Withdrawal from the 2020/2021 school year.
18. Approve invoice 18267714 from Partners in the amount of \$722.59 for the Oil Remediation project.
19. Resolve that the Board hereby gives notice that pursuant to PL 2015, Chapter 47 the Mansfield Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Approved Contract Listing - July 2020 through June 2021:

Advanced Assessment, Inc.	Eurofin QC, LLC
(Link-it)	Franklin Township Board of
Allied Oil, LLC	Education
AME, Inc.	Frank Rymon & Sons, Inc.
Ameriflex	Follett Library Resources
American Wear, Inc.	Frontline Technologies Group
Ameriflex Business	Gaggle.Net, Inc.
Apple, Inc.	Genesis Educational Services
Applied Behavioral Consulting	Inc.
Atlantic Discovery Education	Genserve, Inc.
Atlantic Tomorrows Office	GEOD Corporation
(Copiers)	Gianforcaro Architects, Engineers
Atrium/Book Systems, Inc.	& Planners
(Library)	GST Transportation Corporation
BKC CPA	Hobbie Heat & Power, Inc.
Blackboard, Inc.	Home Depot
BrainPop, LLC	Horizon BCBDNJ
Brown & Brown Advisors	Houghton Mifflin Harcourt (Go
CDK	Math)
CDW Government, Inc.	Independence Constructors, Inc.
Children's Therapy Services, Inc.	Iron Mountain Mechanical, LLC
Comcast	IXL Learning, Inc.
Dell	Janson Enterprises
Delta Dental of New Jersey	Journeyed.com, Inc.
Discovery Education, Inc.	Kajeet, Inc.
Eastern Datacom, Inc.	Krapf School Bus-NJN, Inc.
E2e Exchange	Learning A-Z
ePlus Technology, Inc.	

Learning Sciences, Internation
 Logic 54
 Liminex (Go Guardian)
 Maschio's Food Services, Inc.
 McGown, Well Water Compliance
 Management, LLC
 McGraw Hill Education,
 Inc.(Wonders)
 MindfulSelff(A. Rubin)
 Mind Research Institute (ST
 Math)
 Mystery Science
 National Geographic,
 Navigate 360, LLC
 Notable, Inc. (Kami)
 NJ School Insurance Group
 Open Systems Integrators, Inc.
 Oxford BOE
 Partners Engineering and
 Science, Inc.
 Payschools
 Pear Deck, Inc.
 Phoenix Advisors, LLC
 Planconnect
 R.B. Myers
 Republic Service
 R&L Data Centers, Inc.
 R.B Myers, LLC
 Reading A-Z
 Republic Services, Inc.
 Rutgers (EAP)
 RJB Environmental, Inc.
 RK Occupational &
 Environmental Analysis, Inc.
 Samuel Stothoff Co., Inc.
 Schenck, Price, Smith & King,
 LLP - Attorneys at Law

School Alliance Insurance
 (SAFE)
 Small Factory Inn, Inc
 Screencastify
 School Speciality, LLC
 Sirius Computer Systems, LLC
 Sister Mary Denisita Health Care
 Snyder Bus Company
 Strauss Esmay Associates, LLP
 Stepping Forward Counseling,
 LLC
 Stonehill Excavating
 Storr Tractor Company
 The Arc of Essex County
 The JDM Group
 Teaching Strategies, Inc.
 TechXTend, Inc.
 T.L. Groseclose
 Typing Agent
 University Behavioral Health EAP
 Verizon
 VSP -Vision Service Plan
 Waterford Institute
 Warren County ESC
 Warren County Special Services
 Warren Hills Regional BOE
 Warren/Hunterdon ESC
 WeatherWorks, LLC
 Waterford Research Institute, Inc.
 WB Mason, Co
 West Interactive Services Intra
 Wilson Language Training Corp,
 Inc.
 Wood/Corr Inc.

NOTE: We are now required (by June 30 of each year) to LIST All Contracts that the Board has awarded (or believe will be awarded) and included in the official board minutes during the past 12 months, ending June 30. This would include contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services.

20. Resolution - Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$625,250 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$574,750 may be available for such purpose of transfer into the Maintenance Reserve Account;

WHEREAS, the Mansfield Township Board of Education is allowing a reserve 4% for the General Fund for 2021/2022.

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$1,200,000 – it does not necessarily mean that that much money will be going into that account. We are allowed to deposit up to \$575,000 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

21. Approve 2021-22 Student Transportation Contract Renewals:

Krapf School Bus	\$169,213.28
Snyder Bus Company	\$340,955.64
Warren Hills (Joint Transportation)	\$212,462.93
Snyder Bus Company (Summer Run)	

22. Approve the contract with Franklin Township Transportation Cooperative agreement for the 2021/22 school year.

23. Designate Sussex County Regional Cooperative to provide transportation for Mansfield Township Special Education students for the 2021/2022 school year.
24. Approve a contract with WeatherWorks to provide Storm Alert Services, effective July 1, 2021, to June 30, 2022, at a cost of \$1,790.00.
25. Approve the shared service resolution between Oxford BOE and Mansfield BOE for 2021-22 curriculum writer agreement. Total amount \$4,200.00.
26. Approve the submission of the IDEA-B Grant Application for fiscal year 2021-2022 to the NJ Department of Education. IDEA- Basic Age 3-21 and – Preschool Age – 3-5.
27. Approve the disposal of obsolete inventory per the attached list.
28. Approve the Professional Workshops and Travel.
29. Accept 2021/2022 State Aid as follows:

Categorical Special Education Aid	\$ 429,127
Equalization Aid	3,008,166
Other State Aid	85,007
Categorical Transportation Aid	<u>273,159</u>
Total State Aid	<u>\$3,795,459</u>

30. Whereas, the Department of Education has informed school districts that the last two state aid payments will not be made in June, 2021; Whereas, Mansfield Township School district will not receive aid in the amount of \$373,161 (\$186,580.00/\$186,581.00) until July, 2021, which will impact the district financially; Whereas, the District has been informed that it has an option to either borrow funds to meet its obligations or to use its own money from the Capital and Maintenance Accounts and/or the UCI Account; Now therefore be it resolved that the Mansfield Township Board of Education allow the Business Administrator to use funds from the UCI, Student Activity, Cafeteria, Capital and Maintenance Accounts to meet its obligations; Be it further resolved that any funds used to meet the District's obligations will be returned to those accounts when the Department of Education releases the two state aid payments in July.
31. Authorize the Board Secretary/Business Administrator and the Superintendent to implement the 2021/22 budget pursuant with local and State policies and regulations.
32. Approve the NJIIS Integration with Genesis for immunization records in the amount of \$700.00.

33. Approve the Rutgers contract for EAP services for 2021/22.
34. Approve quote No.: 12318 from Eastern Datacomm for ShoreTel Connect Courtesy License EDC ShoreTel maintenance/Partner Support for \$117.50.
35. Rescind the upgrade quote from Sawyers for school security not to exceed \$15,000.00.
36. Approve the upgrade quote from Viribus Technologies, a Division of Sirius Computer Systems, LLC for school security not to exceed \$11,830.00.
37. Approve the travel registration for Anthony Giordano NJASA/NJAPSA Spring Leadership Conference in the amount of \$550.00.
38. Approve contract with Stepping Forward Counseling Center, LLC from August 9, 2021 to August 20, 2021 for \$7,500.00.
39. Approve 2021/2022 contract with Children's Therapy Service.
40. 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. Insurance claim filed.
41. Approve the Treasurer's Report for the month of April 2021 \$1,646,531.01.
42. Roll Call Vote - 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 April 30, 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 AND IMPORTANT DATES:

Promotion - June 15, 2021, Rain Date June 16, 2021

Regular Meeting - July 15, 2021
Regular Meeting - August 19,2021

Mr. Joseph Rodriguez

Recommended Action - Motion to adjourn the meeting.