

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

OFFICIAL MINUTE BOOK

The Board of Education of the Township of Mansfield in the County of Warren, N.J. convened the Regular Meeting on March 22, 2018 at 7:33 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Mr. Jim Momary
Mr. John Falco
Ms. Christene Bland
Mr. Michael Coombs
Ms. Annamarie Lalevee
Ms. Krysti Mastrolacasa
Mr. Joseph Rodriguez

Absent

Ms. Karri Reyes

Also present: Messrs. Kemp, Melitsky, DeAngelo, and Ms. Patti Jo Raiello were present.

Community: Ms. Taylor and Ms. Phillips were in attendance.

Executive Session held from 9:04 p.m. to 9:45 p.m. regarding personnel and legal.
Mr. Coombs and second by Ms. Mastrolacasa to adjourn into ES.

**Executive
Session**

Mr. Kemp read his retirement letter.
Mr. DeAngelo read the retirement letter from Mrs. Kathleen Quinn.

Communication

Superintendent's Report March 22, 2018

**Admin.
Report**

Mr. Kemp

1. HIB - No allegation of HIB with finished investigations
2. Oil Remediation
 - a. We met with a company named Partner Engineering and Science, Inc. at the suggestion of our insurance company.
 - b. They feel the remediation of the oil can be done much cheaper and

**HIB
Oil
Remediation**

- with less disruption through bioremediation.
- c. They have given us a proposal to investigate the site for \$25,500.00.
 3. Chief Reilly stopped in to see if we would be interested in hiring a school resource officer for next year. The topic is on our discussion items.
 4. Kindergarten Registration is at 68 students. Last year at this time we were at 53.
 5. Upcoming Dates
 - a. Student Council Dance tomorrow for 5th and 6th graders
 - b. March 28 - 2018-2019 Preschool Lottery
 - c. March 29 - Phabulous Physics event
 - d. PARCC Testing Dates
 - 1.) May 3rd and May 7-11 – sixth grade
 - 2.) May 7-11 – fifth grade
 - 3.) May 14-18 – third and fourth grade
 - e. June 4th – 5th Grade Science Test

SRO

K Registration

Upcoming Dates

CONSENT AGENDA

1. *Motion by Mr. Coombs, second by Ms. Lalevee* and carried by 7-0-1 (JF) vote to approve the minutes of the following meeting:
 - February 15th 2018 Reorganization Minutes
 - February 15th Executive Session Minutes

Minutes

**APPROVAL AGENDA
PERSONNEL**

1. *Motion by Mr. Coombs, second by Ms. Mastrolacasa* and carried by 7-0-0 vote to approve with regret the retirement of Edward Kemp, Jr. effective September 1, 2018.
2. *Motion by Mr. Coombs, second by Ms. Mastrolacasa* and carried by 7-0-0 vote to approve the process and posting of the Superintendent position.
3. *Motion by Mr. Coombs, second by Ms. Mastrolacasa* and carried by 7-0-0 vote to approve with regret the retirement of Ms. Kathleen Quinn effective July 1, 2018.

**Retirement
Edward Kemp,
Jr.**

**Superintendent
Posting**

**Retirement
Ms. Quinn**

- | | | |
|----|---|-------------------------------------|
| 4. | <i>Motion by Mr. Coombs, second by Ms. Mastrolacasa</i> and carried by 7-0-0 vote to approve Marilyn Balzer as a substitute teacher (Criminal History Check completed), as recommended by the Superintendent. | Sub |
| 5. | <i>Motion by Mr. Coombs, second by Ms. Mastrolacasa</i> and carried by 7-0-0 vote to approve the longevity payment for Sue Ellyn Huizing in the amount of \$2,375.00. | Longevity Payment |
| 6. | <i>Motion by Mr. Coombs, second by Ms. Mastrolacasa</i> and carried by 7-0-0 vote to approve the longevity payment for Diane Skowronek in the amount of \$2,625.00. | Longevity Payment |
| 7. | <i>Motion by Mr. Coombs, second by Ms. Mastrolacasa</i> and carried by 7-0-0 vote to approve the FMLA request for SMID# 73581035 | FMLA |
| 8. | <i>Motion by Mr. Coombs, second by Ms. Mastrolacasa</i> and carried by 7-0-0 vote to approve the contractual change for Faye Collins. Contract changed from (10) months per year to (12) months per year. | Contract Change Faye Collins |

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

- | | | |
|----|--|---|
| 1. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to affirm/accept the finding regarding HIB Incident presented at the February 15, 2018, meeting. | HIB |
| 2. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to appoint Lauri Favreau Affirmative Action Officer. | Affirmative Action Officer |
| 3. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to appoint Marc Tyson, Michele Zappulla, and Dawn Drescher to the Affirmative Action Committee. | Affirmative Action Committee |
| 4. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to appoint Laurie Favreau 504 Officer and Substance Awareness Coordinator. | 504 Officer |
| 5. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to approve the 2018-2019 School Year calendar. | 2018-19 School Calendar |
| 6. | <i>Motion by Ms. Bland, second by Mr. Rodriguez</i> and carried by 7-0-0 vote to approve the use of the school building and payment to one of the custodial staff members for services in conjunction with the 6th grade lock-in scheduled for Friday, June 15, 2018, into the morning of Saturday, June 16, 2018. | School Maintenance Payment Lock-In |

7. *Motion by Ms. Bland, second by Mr. Rodriguez* and carried by 7-0-0 vote to approve transportation for the following students, student identification numbers:

Transportation

4725855348, 2402724678, 3012298846,
6870456696, 5378434189, 2808947236

**APPROVAL AGENDA
FINANCE**

1. *Motion by Ms. Mastrolacasa, second by Mr. Coombs* and carried by 7-0-0 vote to approve the following bills lists:

Bill List

- General Fund: February 16, 2018, to February 28, 2018, in the amount of \$326,297.54;
- Referendum Acct: February 15, 2018, to February 28, 2018, in the amount of \$0.00;
- Cafeteria: February 15, 2018 – February 28, 2018, in the amount of \$20,436.91;
- General Fund: March 1, 2018, to March 22, 2018, in the amount of \$601,063.43;
- Referendum Acct: March 1, 2018, to March 22, 2018, in the amount of \$0.00;
- Cafeteria March 1, 2018, to March 22, 2018, in the amount of \$20,493.39

2. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve transfers in the following amounts as listed on the March 22, 2018, report:

**Budget
Transfers**

- Fund 10: \$16,253.10
- Fund 20: \$14,711.00
- Fund 30: \$ 0.00
- Fund 50: \$ 0.00

3. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the March 22, 2018 Travel/Workshop Request.

**Travel
Workshops**

4. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the Food Service Corrective Action Plan – Ratify to March 20th

**Food Service –
CAP 2017-18**

5. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the quote from BKC, Financial Auditors, in the amount of \$20,150 for the 2017-18 Audit.

Auditor Quote

6. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the Sussex County Regional Transportation Cooperative Agreement.

Transportation

7. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the reimbursement of \$200.00 for Standard Business Administrator certification for

Certification

- Paul DeAngelo. Total cost \$200.00. **Reimburse**
8. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the attendance of Paul DeAngelo to the Business Administrator/ NJASBO conference June 5, June 6, June 7, and June 8, 2018. Conference cost \$275.00. **Conference P. DeAngelo**
 9. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the delay of the monitoring well from PARS Environmental approved at the February 15, 2018 board meeting in the amount of \$41,031.00. Air Testing has been completed by PARS from the February 15th Quote. **PARS**
 10. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the Typing Agent quote for student typing software in the amount \$1,840.00. **Typing Agent Program**
 11. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the 2017/18 non budgeted purchase of Math Curriculum/GO Math Series from Houghton Mifflin Harcourt in the amount of \$94,541.87 from the 2017/18 budget. **Go Math Curriculum**
 12. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the quote from Keyboard Consultants, Inc. for (1) SMART Board in the amount of \$3,856.00. **Smart Board**
 13. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the quote from DelliEMC for (4) replacement student computers in the amount of \$1,821.44. **Computer Quote**
 14. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the Treasurer's and Secretary's monthly financial reports as of January 31, 2018, with a balance of \$1,792,788.64. **Treasurer's Report**
 15. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve the Summer Camp and Summer Programs. **Summer Programs**
 16. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to resolve that after review of the Secretary's Monthly Financial Report (appropriations section) and consultation of the appropriate district officials, this Board of Education certifies that no major account or fund has been over expended in violation of NJAC 6:23-2.11(c)3 for the month of January 31, 2018, with a balance of \$1,792,788.64. **Secretary's Report**
 17. Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 18/19 school year. **Workshops**

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 18/19 school year at the sum of \$75,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Note: As of March 22, 2018, the mileage, workshop accounts have the following totals:

- Workshops: \$4,482.00
- Travel: \$1,500.96

Total \$5,982.96

18. Motion by Ms. Mastrolacasa, second by Mr. Coombs and carried by 7-0-0 to approve FY 2018/2019 school district budget for submission to the County Office of Education and voters as follows: **Budget 2018-19**

	BUDGET	LOCAL TAX LEVY
General Fund (10)	\$10,070,589	\$5,549,498
Special Fund (20)	\$258,104	
Debt Service Fund (40)	<u>\$440,940</u>	\$275,000
Total Base Budget	\$10,769,633	

*Included in the budget is a Capital Reserve Withdrawal for the purpose of infrastructure, security and information system, upgrades and Emergency Reserve Withdrawal for the purposes of security or healthcare relief.

No Public Comment

PUBLIC COMMENT

Important Dates: We currently have BOE meetings scheduled for

DISCUSSION

- April 26, 2018, which works with the 2018 School Election/Budget Procedures Calendar.
 - Budget submission to WC DOE: March 23, 2018
 - Public Hearing on Budget/Regular Meeting date: April 26, 2018 (Last day for public hearing Budget) and Budget Adoption
 - Budget Advertisement: April 20, 2018 (for April 26 Budget Hearing) in the Star-Gazette and Express-Times
 - User Friendly Budget Posted to Website: April 26, 2018 (48 hours after public hearing).
 - Deadline to adopt budget: At or after public hearing, but no later than May 14, 2018. (We can adopt at April 26, 2018, meeting.)

SRO, School Resource Officer.

Make up Snow Day(s) – 2017-18 School Calendar.

Partner Engineering and Science, Inc.

Update on Mypaymentplus Cafeteria software.


Cafeteria contract 2018-19.

Mansfield Website.

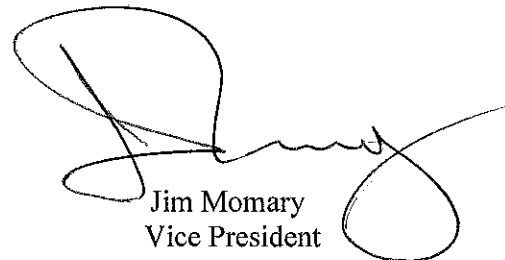
Next Meeting, Thursday, April, 26, 2018

Mr. Coombs and Ms. Mastrolacasa adjourned the meeting at 9:55 P.M.

ADJOURNMENT



Paul DeAngelo
SBA/Board Secretary



Jim Momary
Vice President