

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 Public Budget Meeting and Regular Meeting on May 24, 2018 at 7:30 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. John Falco
Ms. Annamarie Lalevee (Arrived at 7:40)
Ms. Krysti Mastrolacasa
Mr. Joseph Rodriguez
Mr. Michael Coombs

Absent

Ms. Christene Bland

Also present: Messrs. Kemp, Melitsky, DeAngelo, and several members from MEA.

Community: Mr. Kerner.

No Executive Sessions was held.

**Executive
Session**

Mr. DeAngelo mentioned the Chapter 5 - Sexual Abuse laws coming to NJ for public employees going back 20 years.

Communication

Superintendent's Report May 24, 2018

**Admin.
Report
Mr. Kemp**

1. HIB Report - No cases investigated
2. Enrollment 628; last year in May we had 644.

HIB

Enrollment

- | | |
|--|--|
| 3. Congratulations to Selena Donaldson who was selected as the Warren County's 2018-19 Governor's Educator of the Year. She becomes Mansfield's second winner in three years. | Teacher of the Year and County – Mrs. Donaldson |
| 4. Our lawyer sent a demand letter to Brown and Brown for the insurance money to cover the oil clean up. | Demand Notice – Insurance |
| 5. We are in discussions with Elizabethtown Gas as to the feasibility of converting to natural gas now that the lines are coming in our direction. | Natural Gas - Elizabethtown |
| 6. We held kindergarten screening. We also had our kindergarten orientation today. We currently have 77 students registered. Last year we had 58. | Kindergarten Screening |
| 7. The state will be withholding two state aid payments again for June. We will have a resolution at the June meeting to use our reserve funds to cover the shortage to avoid having to borrow money and to pay interest. | State Aid withheld |
| 8. Testing
a. We will finish with PARCC tomorrow (7 parent refusals as opposed to 10 last year).
b. NJSLA-Science for grade 5 will be on June 4 th and 5 th . | Testing |
| 9. I attended the NJASA Leadership Conference last week. The conference featured three informative keynote speakers: Mike Veny spoke on mental health; Janice Marturano spoke on mindful leadership; and JT McCormick spoke on overcoming obstacles. I also attended workshops on Google classroom, mindful leadership, and legal issues. I was also honored for my upcoming retirement. | NJASA Leadership Conference – Mr. Kemp |
| 10. Several of our fifth graders attended Strategic Thinking Day this week, a day of critical thinking and logic challenges coordinated by the Warren County Consortium for Student Enrichment with presenters from the da Vinci Center. Congratulations to Tanner Kalisher who won first place in the Masters Division of the Rubiks Cube Tournament. | Strategic Thinking Day |
| 11. Congratulations to Sandy Havrisko and Tanya Slate for a fantastic Spring Concert on Tuesday and to Ruth Byrne for the amazing Art Show on May 17th. | Spring Concert and Art Show |

12. Faculty In-service – May 29th

Teq will be here for technology training.

**In-service -
May 29th
TEQ**

13. We will have Police day on May 31st.

**Police Day –
May 31st**

CONSENT AGENDA

- *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by 6-0-0 vote to approve the minutes of the following meeting:
 - April 26, 2018 Public Budget Meeting and Regular Meeting Minutes

**Mansfield
Green Team
Minutes**

**APPROVAL AGENDA
PERSONNEL**

1. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by a 6-0-0 vote to approve the 2018-19 to 2020-21 MEA Contract subject to legal review.
2. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by a 6-0-0 vote to approve the payment of Merit Goals to Edward Kemp, Jr. per contract.
3. *Motion by Mr. Momary, second by Mr. Rodriguez* and carried by a 6-0-0 vote to approve Kristin Baker, Gregory Wilson, Marc Tyson, and Caryn Coscia as Teachers in Charge for the 2018-19 school year in the event all other administrators are out of the building, as recommended by the Superintendent.
4. *Motion by Mr. Momary, second by Mr. Rodriguez* and carried by a 6-0-0 vote to approve Joan Isemann and Linda Brigode-Katstra, RN, BSN for School Nurses for the summer, time will be split between the nurses, as recommended by the Superintendent.
5. *Motion by Mr. Momary, second by Mr. Rodriguez* and carried by a 6-0-0 vote to approve Steven Weber as a substitute custodian (Criminal History Check completed), as recommended by the Superintendent.

**MEA Contract
2018-19**

**Merit Goals-
Mr. Kemp
2017-18**

**Teacher in
Charge**

**Summer
Nurses**

**Substitute
Teacher**

Items 3 through 5 were approved with one motion.

**APPROVAL AGENDA
CURRICULUM/FACILITIES/POLICY**

- | | |
|--|---|
| 1. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote to affirm/accept HIB findings as reported at the April 26, 2018 meeting.</i> | HIB |
| 2. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote Ratify the approval of the date for Promotion - June 19, 2018, at 7 P.M.</i> | Promotion
Date |
| 3. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote Approve the transportation consultant agreement with Logic 54 in the amount of \$11,676 for 2018-19 at the same rate as 2017-18.</i> | Logic 54
Contract
2018-19 |
| 4. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote Approve E-rate Funding Commitment Decision Letter for Funding Year 2018 for \$2,006.10 for Comcast Business Communications.</i> | E-rate 2018 |
| 5. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote Approve the shared service agreement resolution with Washington Borough Board of Education for ESL teacher for 2018/19 school year.</i> | Shared Service
Washington
Borough - ESL |
| 6. <i>Motion by Mr. Falco, second by Mr. Coombs and carried by a 6-0-0 vote Approve the special education tuition agreement between Mansfield Township BOE and Montgomery Academy for 2018-19 school year for student 36-8278-001.</i> | Special
Education
2018-19
Montgomery |

Items 1 through 6 were approved with one motion.

**APPROVAL AGENDA
FINANCE**

1. *Motion by Ms. Mastrolacasa, second by Mr. Falco and carried by 6-0-0 vote to* **Bill Payment** approve the attached bill lists:

General Account: April 27, 2018, to April 30, 2018, in the amount of \$314,685.40;
Referendum Account: April 27, 2018, to April 30, 2018, in the amount of \$0.00;
General Account: May 1, 2018, to May 24, 2018, in the amount of \$586,888.94;
Referendum Account: May 1, 2018, to May 24, 2018, in the amount of \$0.00;

Cafeteria Account: April 26, 2018, to April 30, 2018, in the amount of \$19,623.52;
Cafeteria Account: May 1, 2018, to May 30, 2018, in the amount of \$19,388.24.

2. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to approve the May 24, 2018, Transfers and Reclassification Report as follows: **Transfers
Reclassifications**
 - Fund 10: \$ 18,829.61 (March 2018) & \$93,664.78 (April 2018)
 - Fund 20: \$ 7,451.50 (March 2018) & \$ 450.00 (April 2018)
 - Fund 30: \$ 0.00 (March 2018) & \$ 0.00 (April 2018)

Reclassifications \$73,692.63 from Fund 20 to Fund 10 for Grants.
3. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to approve travel and workshop requests per the May 24, 2018, Travel Requests Report, as presented. **Travel/Workshops**
4. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to appoint Brown & Brown Benefits Advisors of New Providence, NJ as the Broker of Record for AmeriHealth, Delta Dental, and Benecard Prescription programs for 2018/19 with Jim Finn serving as Broker of Record, pending receipt of Pay to Play Certification. **Brown and Brown
Medical,
Prescription
and Dental**
5. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of March 31, 2018, with a balance of \$1,681,841.03. **Secretary
Treasurer
Report March
2018**
6. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of April 30, 2018, with a balance of \$1,609,093.51. **Secretary
Treasurer
Report April
2018**
7. ***Motion by Ms. Mastrolacasa, second by Mr. Coombs*** and carried by 6-0-0 roll call vote 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 March 31, 2018, with a balance of \$1,681,841.03. **Secretary
Treasurer
Report –
March 2018**
8. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 roll call vote 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 April 30, 2018, with a balance of \$1,609,093.51. **Secretary
Treasurer
Report April
2018**
9. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 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. **Transfer
Funds**
10. ***Motion by Ms. Mastrolacasa, second by Mr. Falco*** and carried by 6-0-0 vote to **Food Service**

approve the 2018-19 Food Service Contract and resolution with Maschio's **Contract 2018-19** commencing on September 1, 2018 and ending on June 30, 2019. Appendix 1.

BE IT RESOLVED THAT THE BOARD OF EDUCATION of Mansfield Township upon recommendation of the Superintendent approves the renewal of the FSMC year contract with Maschio's Food Services, Inc. for the 2018-2019 school year:

FSMC fee(s) \$10,070.00 and if applicable, the guarantee fee of \$5,000.00:
FSMC Fee(s) can be found in Section B-1 of the addendum.

Guarantee Language can be found in Section B-2 of the addendum.

Approve the breakfast and lunch prices for the 2018/2019 school year as follows:

Program	Full Price	Reduced Price
Lunch	\$2.85*	\$0.40
Breakfast	\$1.40	\$0.30
After School Snack	\$.60	\$0.15
Adult	\$4.00	N/A

*No price increases this year.

11. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 6-0-0 vote to approve the annual agreement from Phoenix Advisory for the 2018-19 school year. **Phoenix Advisory 2018-19**
12. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 6-0-0 vote to approve the Quote from the Gillespie Group in the amount of \$4,315.34 for new flooring NJ State Contract#A81753 Mohawk. **Gillespie Group Flooring**
13. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 6-0-0 vote to approve the disposal of obsolete library books, materials, and equipment. **Obsolete Inventory - Library**

Items 4 through 13 were passed with one motion

Mr. Coombs and Mr. Kerner asked about the SRO status

PUBLIC COMMENT

Mr. Momary discussed the Warren County School Board Meeting.
Mr. Momary discussed the bus drivers and the unfortunate accident.
Mr. DeAngelo discussed an update on the pricing of the Go Math and that we would bring all educational programs to the BOE at the June Meetings.

DISCUSSION

Next Meeting, Thursday, June 7, 2018 at 7:00 P.M.

ADJOURNMENT

Mr. Falco and Mr. Rodriguez adjourned the meeting at 7:52 P.M.

Appendix 1

Approve an addendum/second renewal (fifth year of service) contract with Maschio's Food Services, Inc. which shall begin on September 1, 2018, and terminate on June 30, 2019 as follows:

- Management fee of \$10,070;
- Administrative fee of \$0; and
- A guaranteed profit of \$5,000 with the following guarantee conditions:
 - a) There shall be no change in the LEA's policies, practices and service requirements including changes in bell schedules and or meal service periods.
 - b) The proposed pricing schedule is approved.
 - c) The proposed staffing schedule is approved with no alterations.
 - d) The state or federal minimum wage rate and taxes in effect as of January 1, 2016, shall remain consistent throughout the year.
 - e) The projected number of service days for lunch will be the following:
 - 166 Elementary School
 - Middle School
 - High School
 - f) There shall be no reduction in service days due to inclement weather schedule changes i.e. early dismissal, delayed opening.
 - g) The government reimbursement rates shall be no less than the rates for the previous school year.
 - h) Vendor prices shall remain at the same level as the previous school year.
 - i) Average daily attendance shall remain at the same level as the previous school year.
 - j) The number of free and reduced price participants shall remain at the same level as the previous school year.
 - k) USDA donated foods including both entitlement and bonus foods, and including the value of donated foods contained in processed end products will be no less than the previous school year.
 - l) Usable USDA donated foods, of adequate quality and variety required for Maschio's proposed menu will be valued at no less than the as the previous school year's value per reimbursable meal.

- m) There shall be no restrictions in a la carte sales. Sales will be permitted at all locations for the term of this addendum.
- n) Service hours, service requirements type or number of facilities selling food and/or beverages on Local Education Agency's premises shall remain consistent throughout the year.
- o) There shall be no competitive sales during all service hours.
- p) Any changes in legislation, regulations, reimbursement rates, meal components and quantities required by the Child Nutrition Programs or changes in the State's School Nutrition Policies will affect the guarantee.
- q) Due to the volatile nature of raw material costs, Maschio's and the Local Education Agency shall review quarterly, costs associated with paper and plastic supplies and fuel surcharges on other deliveries. Any changes in Maschio's costs shall result in an appropriate change in the guarantee.
- r) There will be no cessation of labor within the LEA that would adversely affect sales.
- s) The Local Education Agency shall make payment to Maschio's for the entire amount of fees, costs and expenses which Maschio's shall have incurred as the result of union organizational activities and participation in administrative proceedings involving the unionization of personnel, which were unknown to the officers of Maschio's at the time of execution of this contract.
- t) The number of eligible free and reduced students will be at least equal to the number of free and reduced eligible students in the previous school year.
- u) The LEA agrees to reimburse the food service account for the amount of unpaid charged meals either monthly or annually.
- v) Maschio's will not be responsible for sales decrease due to allowances given by the LEA for students to purchase lunches off campus if that allowance was not stated in the Local Agency's specifications.
- w) Any additional costs associated with breakfast will reduce the guarantee.
- x) The number of schools/sites which qualify for severe need breakfast reimbursement rates shall not decrease during the term of this agreement.
- y) The projected number of service days for breakfast will be the following:
 - 180 Elementary School
 - _____ Middle School
 - _____ High School
- z) Any mandated expenses by either the federal or state governments

regarding employee health care costs will reduce the guarantee in the amount of the actual cost of those expenses.

- aa) Maschio's has not taken into account the effect of breakfast meals distributed under the LEA's humanitarian meal policy in establishing the guarantee. Any changes in the value of breakfast distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- bb) Maschio's has not taken into account the effect of lunch meals distributed under the LEA's humanitarian meal policy in establishing the guarantee. Any changes in the value of lunch distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- cc) The cost of providing alternate and standard humanitarian meals at no cost to students shall be excluded from the calculation of financial results for purposes of determining achievement of the financial guarantee. Humanitarian meals shall mean alternate meals provided at no cost to students who are unable to pay the full or reduced price for a reimbursable meal. The cost of such alternate meals shall be billed to and paid for by the LEA. If a standard reimbursable meal is provided, the standard meal price, paid or reduced, will be charged to and paid by the LEA.
- dd) Any changes in the actual sales of meals distributed under any non-pricing program implemented during the current contract term could negatively affect the guarantee which will result in an appropriate adjustment thereof.
- ee) Any changes in the actual sales of meals distributed under any non-pricing program implemented during the current contract term could negatively affect the guarantee which will result in an appropriate adjustment thereof.

In the event the foregoing conditions are not met during the school year, Maschio's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

C. REVISED PARAGRAPH 4 UNDER FOOD SERVICE OPERATION

4) FSMC shall comply with the Buy American Act, 41 U.S.C. section 8301 et seq., which requires the purchase of only products that are produced in the United States, and shall, to the maximum extent practicable, provide domestic commodities or products to the SFA in the fulfillment of this contract. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. (7 C.F.R. 210.21 (d)). Vendor will be required to maintain records detailing commodity and product origin and to provide certification of such for all products provided to the SFA upon request.

D. REVISED PARAGRAPH UNDER USDA DONATED FOODS

3) The FSMC shall credit the SFA for the value of all USDA donated foods received for use in the SFA's meal service in the school year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products, if applicable. [7 CFR 250.53(a) (1)].

The FSMC shall perform such crediting monthly and maintain backup documentation to substantiate the credit by:

a. Warehouse Donated Foods:

- each month
- by disclosure to the SFA for the value of all USDA donated foods received in the school year.

b. Processed Donated Foods:

- each month
- by monitoring and reporting by disclosure the commodity pass-through value as used by each commodity processor receiving any portion of the SFA's entitlement dollars.

[7 CFR 250.53(a) (2)].

If for the school year immediately preceding the beginning of this contract, the SFA's food service was self-operating, the FSMC shall also credit the SFA for the value of all USDA donated foods in the SFA's inventory carried over from the preceding school year.

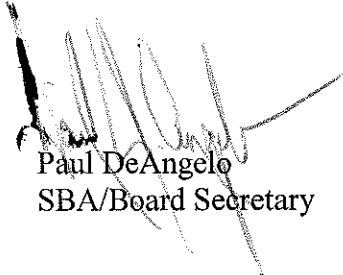
Except as otherwise specifically set forth and expressly modified in this Addendum, all other terms and conditions of the Contract shall remain the same and continue to be in full force and effect and are ratified and affirmed by the parties. In the event of a conflict between the provisions of the Contract and this Addendum, the provisions of this Addendum shall be controlling as to the matters set forth herein. The Parties agree that upon the effective date of this Addendum, it shall become a binding and integral part of the Contract.

Article II: Additional Addendum Language

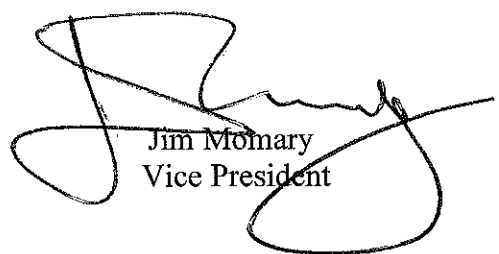
A. MISCELLANEOUS PROVISIONS

1. Currently the NJ State Department of the Treasury has determined that some supplies purchased by the Food Service Management Company on behalf of the School Food Authority are subject to sales and use tax. It is clear that the ownership of said goods is never an asset of the Food Service Management Company. The School Food Authority has ownership of said goods at all times and that the inventory asset of goods not yet used is accounted for in the School Food Authority monthly financial report. The School Food Authority has indicated to the Food Service Management Company that they would like to absorb the cost of this tax as a part of the supply cost so that the Food Service Management Company can continue to pay the distributor.

2. Maschio's will expect the payment for all humanitarian meals to be collected by year end and should collection not occur, the final year end Profit and Loss Statement will be adjusted by that amount.



Paul DeAngelo
SBA/Board Secretary



Jim Momary
Vice President