

# Mansfield Township Board of Education

50 Port Murray Road, Port Murray, NJ 07865  
Phone: 908-689-3212, Ext. 1185  
Fax: 908-689-9504

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 Awards Meeting and Regular Meeting on September 20, 2018 at 7:33 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  
Mr. Michael Coombs  
Ms. Krysti Mastrolacasa  
Mr. Joseph Rodriguez  
Ms. Annamarie Lalevee (7:35)

Absent

Ms. Darlene Bertoldi

Also present: Messrs. Giordano, Melitsky, DeAngelo, several members from staff and no members from the public.

Executive Session was held at 7:48 P.M., ended at 8:25 P.M. and the executive session was regarding personnel and legal issues.

**Executive Session**

## Superintendent's Report September 20, 2018

1. Opening of School went very well. Mr. Melitsky and staff are to be commended PD Days staff began training on Google Apps for Educators- Google Mail, Calendar, Docs, etc...
2. I have been out and about popping into classrooms, getting to know staff and students. Mr. Melitsky and I have begun walking the building once/twice a day as well.

**Opening Day**

**Classroom Visits**

- |   |  |
|---|--|
| 3. We held our first Admin Team meeting. Mr. Melitsky, Mr. Deangelo, Ms. Raiello, and Mr. Wanous. We will be meeting weekly.  | <b>Admin Mtgs</b>  |
| 4. Both BTSN went very well and where well attended. I explained to parents the chain of command regarding concerns- Teacher, Principal, then Superintendent. We will not respond to Social Media Posts.  | <b>Back to School Night</b>                              |
| 5. I met with with Chief Reilly. We are meeting again with our Architect to discuss plans for more outside security upgrades.   | <b>Security Upgrades<br/>Chief Riley</b>                 |
| 6. Meet the new superintendent is slated for Oct 24th in conjunction with PTA. I would like to thank all the staff, parents, and BOE members for making me "at home". Everyone has been very helpful and accommodating                                  | <b>Meet the new Super<br/>Thank you to Staff and BOE</b> |
| 7. PD is slated for Oct 8th. Go Math and National Geographic Science. (Vendors) part of textbook purchase. Also several staff members, including myself and Mr. Melitsky will be attending CPI training in Hampton for Non-Violent Crisis Intervention. | <b>Professional Development</b>                          |
| 8. We are in the process of putting together a Website Committee to look at our current website and see what direction we want to go in.  | <b>Website Committee</b>                                 |
| 9. Reminder Oct 4 <sup>th</sup> - 7pm Ed Kemp Roast to Benefit the Mansfield Education Foundation.  | <b>Ed Kemp Roast</b>                                     |
| 10. The PARCC results will be sent home on Friday, Sept. 21. Next board meeting we will have a presentation on the results.   | <b>PARCC results Mailing</b>                             |
| 11. MAP results will be going home this year. We will host 2 parent universities to show parents how to interpret/read the results.   | <b>MAP Results</b>                                       |
| 12. Update the board in closed session regarding litigation and personnel.  | <b>Closed Session</b>                                    |

**CONSENT AGENDA**

- *Motion by Mr. Coombs, second by Mr. Rodriguez* and carried by 7-0-0 vote to approve the minutes of the meeting:

August 9, 2018, Regular Meeting;  
August 9, 2018, Executive Session;

**Public Participation**  
No Public Participation

**APPROVAL AGENDA**  
**CURRICULUM/FACILITIES/POLICY**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. <i>Motion by Mr. Rodriguez, and second by Mr. Coombs</i> and carried by a 7-0-0 vote to affirm/accept HIB findings as reported at the August 9, 2018, meeting.</li> </ol>  | <p><b>HIB</b></p>                                   |
| <ol style="list-style-type: none"> <li>2. <i>Motion by Mr. Rodriguez, and second by Mr. Coombs</i> and carried by a 7-0-0 vote to approve the use of (13) classrooms and the All Purpose Room by St. Theodore's Catholic Parish on Monday nights from September 10, 2018, through May 6, 2019, at no rental charge per Board Policy 1330 and Board Regulation 1330-R, as recommended by the Superintendent.</li> </ol> | <p><b>St. Theodore<br/>Catholic<br/>Parish</b></p>  |
| <ol style="list-style-type: none"> <li>3. <i>Motion by Mr. Rodriguez, and second by Mr. Coombs</i> and carried by a 7-0-0 vote to approve the 2nd Reading of Policy 3542.2, School Meal Program Arrears.</li> </ol>  | <p><b>Policy 3542.2</b></p>                         |
| <ol style="list-style-type: none"> <li>4. <i>Motion by Mr. Rodriguez, and second by Mr. Coombs</i> and carried by a 7-0-0 vote to approve the Organization Chart as presented by the Superintendent.</li> </ol>  | <p><b>Org Chart</b></p>                             |
| <ol style="list-style-type: none"> <li>5. <i>Motion by Mr. Rodriguez, and second by Ms. Mastrolacasa</i> and carried by a 7-0-0 vote to approve the waiving of PaySchools Central fees for parents for the 2018/2019.</li> </ol>   | <p><b>Waiving of<br/>Payschools<br/>Central</b></p> |

**APPROVAL AGENDA  
PERSONNEL**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa</i> and carried by a 7-0-0 vote to approve the resignation of Hunter Missenheim, custodian, as of August 31, 2018.</li> </ol>   | <p><b>Resignation –<br/>Hunter<br/>Missenheim</b></p> |
| <ol style="list-style-type: none"> <li>2. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote</i> to approve the hiring of Yuri Missenheim, custodian, as of September 20, 2018, as recommended by the Superintendent.</li> </ol>   | <p><b>Hiring Yuri<br/>Missenheim</b></p>              |
| <ol style="list-style-type: none"> <li>3. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote</i> to approve the contract change effective 9/1/2018 for Terri Cummings from 2 ½ days to 3 days per week, as recommended by the Superintendent.</li> </ol>                             | <p><b>Terri<br/>Cummings</b></p>                      |
| <ol style="list-style-type: none"> <li>4. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote</i> to approve Megan Sliker as a substitute teacher (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.</li> </ol>                             | <p><b>Megan Sliker</b></p>                            |
| <ol style="list-style-type: none"> <li>5. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa</i> and carried by a 7-0-0 vote to approve Danielle Millett for Before and Aftercare at a rate of \$40.00 per hour, as recommended by the Superintendent.</li> </ol>  | <p><b>Danielle<br/>Millett</b></p>                    |
| <ol style="list-style-type: none"> <li>6. <i>Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote</i> to approve the following personnel to share a position of “greeter” for the After Care School Program at a rate of \$20.00 per hour, effective September 6, 2018, and to</li> </ol> | <p><b>Greeters<br/>After Care</b></p>                 |

coincide with the last day the After School Program finishes in June 2019, as recommended by the Superintendent:

- Kathy Montgomery
- Rita Riotto
- Denise Heymann

7. *Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote* to approve Kathy Montgomery as an office helper effective September 2018, through June 2019, at an hourly rate of \$20, as recommended by the Superintendent.
8. *Motion by Mr. Momary, second by Ms. Mastrolacasa and carried by a 7-0-0 vote* to approve Gabrielle Cardosa as student clinician with Matt Magnuson, as recommended by the Superintendent.
9. *Motion by Mr. Momary, second by Ms. Mastrolacasa* to approve the Business Administrator's Merit Goals as presented, as recommended by the Superintendent.

**Kathy  
Montgomery**

**Gabrielle  
Cardosa**

**BA Merit  
Goals**

Items 1-9 were approved by one motion.

## **APPROVAL AGENDA FINANCE**

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

**Bill Report**

General Fund: August 10, 2018, to August 31, 2018, in the amount of \$522,543.57  
Referendum Account: August 10, 2018, to August 31, 2018, in the amount of \$0.00  
Cafeteria Account: August 10, 2018, to August 31, 2018, in the amount of \$8,126.00  
General Fund: September 1, 2018, to September 13, 2018, in the amount of \$541,459.78  
Referendum Account: September 1, 2018, to September 21, 2018, in the amount of \$0.00  
Cafeteria Account: September 1, 2018, to September 21, 2018, in the amount of \$0.00

2. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to the Transfer Report dated July 31, 2018, as follows:

**Transfers**

- Fund 10: \$ 61,977.51
- Fund 20: \$ 4,584.30

3. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to the Travel/Workshops, as recommended by the Superintendent.

**Travel/  
Workshop**

4. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of July 31, 2018,

with a balance of \$2,043,449.38.

**Treasurers  
Report**

Items 1 through 4 were approved by one motion.

5. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 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 6A:23A-16.10(a) for the month ended July, 2018, with a balance of \$2,043,449.38.

**Secretary's  
Report**

6. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the agreement with Straus Esmay Associates, LLP in the amount of \$10,000.00 for Comprehensive Policies and Regulation Manual, Collective Bargaining agreements, student, parent faculty handbooks and procedures and approve the annual fees for 2018-19 not to exceed \$17,900.00.

**Straus  
Esmay**

7. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the Annual Hunterdon County Superintendent's Conference, Thursday, September 27<sup>th</sup> and Friday September 28<sup>th</sup> for Anthony Giordano. Total conference cost is \$367.90.

**Super  
Conference**

8. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the following workshops/seminars for Paul DeAngelo. Total cost \$800.00.

**BA  
Seminars**

September 25, 2018	Legislative and Legal Update
October 30, 2018	ESSA and Submission of Audsum
November 27, 2018	Student Residency and Homeless Issues Faced by the Business Office
December 4, 2018	Capital Projects from Start to Finish and How They Are Financed
January 17, 2019	Accounting and Auditing Checkup
February 7, 2019	Pension Review and Update
March 19, 2019	Purchasing
April 9, 2019	Preparing for the 2018-2019 Audit

9. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve an Agreement with Applied Behavioral Consulting, LLC to provide Applied Behavior Analysis services as requested by the Child Study Team, at a fee of \$113 per hour, effective July 1, 2018, through June 30, 2019.

**Applied  
Behavioral  
Contract**

10. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the contract with Stephanie Shaeffer MS CCC - SLP for Student ID 9138994684 at Mansfield Township School District for the regular school year.

**Stephanie  
Shaeffer**

11. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the payments to PARS Environmental, Inc. 2/28 INV1096223 \$6,385.08 & 3/31 INV 1101848 \$6,909.25. (Insurance Claim)

**PARS**

12. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the payment to Partners Engineering and Science, Inc. in the amount of \$1,032.50 INV 311442. (Insurance Claim) **Partners**
13. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the upgrade of security readers and doors in the amount of \$15,872.99. **Security**
14. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to ratify the proposal from Link & Son for the removal of grease trap in the amount of \$7,985.00. Work performed over the Summer. **Link & Sons**
15. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the changing of bank signature cards to remove Edward Kemp and adding Anthony Giordano to the appropriate bank accounts. **Signature Cards**
16. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the disposal of library books per recommendation of the Superintendent. **Library Books**
17. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the disposal of obsolete inventory per recommendation of the Superintendent. **Obsolete Inventory**
18. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the 2018-19 Joint Transportation Agreement between Franklin Township BOE and Mansfield BOE. Routes R-1, F-1, N1 and W-1 each in the amount of \$19,448.59 for a total amount of \$77,794.36. **Joint Trans Franklin**

Franklin Township	BID#	Amount
R-1		\$ 19,448.59
F-1		\$ 19,448.59
N-1		\$ 19,448.59
W-1		\$ 19,448.59
Total		\$ 77,794.36

19. *Motion by Ms. Mastrolacasa, second by Mr. Falco* and carried by 7-0-0 vote to approve the (\*) changes to the 2018-19 Student Transportation Contract Renewal for First Student Company: **First Student Contract Renewals**

First Student	BID#	Amount
L-1	#15*	\$ 47,890.39
L-2	#7*	\$ 42,896.99*
L-3	#5*	\$ 44,904.88
Total		\$ 135,692.26

20. **Motion by Ms. Mastrolacasa, second by Mr. Falco** and carried by 7-0-0 vote to approve the (\*) changes to the 2018-19 Student Transportation Contract Renewal for Snyder Bus Company:

**Snyder Bus Company**

Snyder Bus Company	BID#	Amount
S-1	#15*	\$ 25,034.40
S2	#13*	\$ 57,992.87
S3	#9*	\$ 241,941.60
Total		\$ 324,968.87

Items Number 6 through 20 were approved with one motion.

No Public Participation

The following Addendums were added to the agenda:

**Public Participation**

APPROVAL AGENDA  
PERSONNEL:

10. **Motion by Mr. Momary, seconded by Mr. Coombs** to approve child rearing for employee ID# 73581035 for the 2018-19 school year, as recommended by the Superintendent.

**Child Rearing**

APPROVAL AGENDA  
FINANCE:

21. **Motion by Mr. Momary, seconded by Ms. Mastrolacasa** to approve the school doctor contract with Dr. Gomes for the 2018-19 school year.
22. **Motion by Mr. Momary, second by Ms. Mastrolacasa** to approve the purchase of a copier from Atlantic Business systems in the amount of \$8,646.00 through state contract.
23. **Motion by Mr. Momary, second by Ms. Mastrolacasa** to ratify the approval of TEQ contract in the amount of \$6,000.00 for professional development.
24. **Motion by Mr. Momary, second by Ms. Mastrolacasa** to approve the Grainer Quote Number 2038094938 in the amount of \$3,845.80 to replace Electric Water Heater.

**School Doctor**

**Copier ABS**

the

**TEQ PD**

**Grainer Water Heater**

Items 21 through 24 were approved with one motion.

Mr. DeAngelo discussed the upcoming Food Service Audit & Financial Audit.

**Discussion**

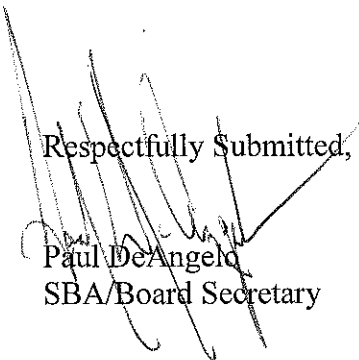
Next Meeting: October 11, 2018

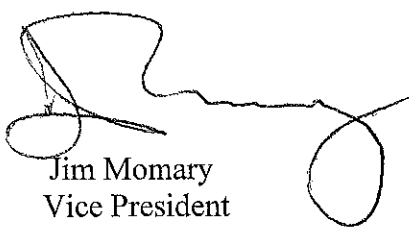
Mr. Rodriguez adjourned the Regular BOE and seconded by Ms. Mastrolacasa meeting at 8:40 P.M.

**Next Meeting  
Date**

**Adjournment**

Respectfully Submitted,

  
Paul DeAngelo  
SBA/Board Secretary

  
Jim Momary  
Vice President