

# 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

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 October 11, 2018 at 7:35 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Ms. Karri Reyes  
Mr. John Falco  
Mr. Michael Coombs  
Ms. Annamarie Lalevee (7:37 pm)  
Mr. Jim Momary  
Ms. Darlene Bertoldi  
Ms. Krysti Mastrolacasa  
Mr. Joseph Rodriguez

Absent

Ms. Mastrolacasa

Also present: Messrs. Giordano, Melitsky, DeAngelo, several members from MEA and many members from the public.

Mr. Melitsky presented the SSDS Report.

**SSDS Report  
Mr. Melitsky**

Mr. Melitsky presented the Test Scores. Presentation attached to minutes.

**Test Results –  
Mr. Melitsky**

Executive Session was held at 8:18 P.M., ended at 8:38 P.M. and the executive session was regarding personnel and legal issues.

**Executive  
Session**

There was no public comment.

**Public  
Comment**

## **Superintendent's Report October 11th, 2018**

**Administrative  
Report**

1. We had our PD Day Oct 8th. Staff participated in Professional Development i.e. CPI certification, Go Math, and Nat Geo. **Professional Development**
2. We are looking to change Health Benefits Vendors. Staff was notified on 10/1 about the possible change. I wanted the BOE to look at the comparison. The change is equal to or better than. Of note is the change back to the eye prescription plan which I understand was brought up in contract negotiations. The vendors will be here at our next BOE meeting for a presentation to the board. Prior to that meeting the vendors Doyle and Alliance Group will have a presentation to our staff. **Health Benefits**
3. Oct 31st is the Halloween Parade. Start time is 1:45pm. I hope everyone can make it. **Halloween Parade**
4. We continue to follow up on the land sale from the township. We continue to see a lag in our communication with our attorney. **Land Sale**
5. We are still awaiting EPA letter stating further remediation is not needed. Once that is done and we have our reimbursement checks in hand, I will direct our attorney to withdraw the lawsuit. **EPA Letter  
Oil  
Remediation**
6. Observations have started. I am formally seeing what I continue to see as I visit classrooms and walk around the building.....We have very strong instruction. I am also going into grade level meetings with teachers. Aligning curriculum vertically and horizontally will be the focus for Spring 2019. We will be developing a plan to address this for next year 2019-2020 school year. **Observations**
7. Week of Respect was from Oct 1st to Oct 5th. This week coming up is School Violence Awareness. **Week of Respect**
8. On Wednesday the 10th we were visited by the Mansfield Fire Co. for Fire Safety Day! Students participated in multiple activities with the firefighters. Food and drinks were provided by the MEA and PTA. **Fire Safety Day**

- 9. On Wednesday Oct 24th there will be a Meet and Greet the New Superintendent at 7:30pm hosted by the PTA. Hope to see everyone there. **Meet and Greet the New Superintendent 10/24**

**COMMUNICATIONS**

Mr. DeAngelo discussed the New Jersey Sustainable application and energy audit.

**NJ Sustainable Energy**

**CONSENT AGENDA**

- *Motion by Mr. Falco, second by Ms. Bertoldi* and carried by 7-0-0 vote to approve the minutes of the meeting: **Minutes**

September 20, 2018 Regular Meeting  
September 20, 2018 Executive Session

**APPROVAL AGENDA**

**PERSONNEL**

- 1. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve Dawn Tironi as mentor for Tori Piccione as recommended by the Superintendent. **Mentors**
- 2. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve the following Mansfield Buddies as recommended by the Superintendent: **Mansfield Buddies**
  - Lauri O'Brien is the buddy for Jessica Eresmann
  - Deb Marley is the buddy for Magnolia Pederson
  - Michelle Zapulla is the buddy for Andrea Lynott
- 3. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve Heidi Noctor and Giovanna Valli as after care substitutes as recommended by the Superintendent. **Substitute**
- 4. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve the following IDEA Paraprofessional to have the following portion of her 2018/2019 salary paid out of the IDEA P/S funds, as recommended by the Superintendent: **IDEA**
  - Stacy Silpoch     \$7,170
- 5. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve the following personnel to have a portion of their 2018/2019 salary paid out of the Title I funds, as recommended by the Superintendent: **Title 1**
  - Kate Mattison     \$13,333
  - Deb Salvo         \$13,333

- Beth Scheiner \$13,333

6. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 7-0-0 vote to approve the following teacher to have a portion of her 2018/2019 salary paid out of Title II (Classroom Size Reduction) funds as recommended by the Superintendent: **Title 11**

- Kate Mattison \$10,000

7. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by a 7-0-0 vote to approve Brian Snyder, as a substitute custodian (Criminal History check and Chapter 5 pending), as recommended by the Superintendent. **Substitute Custodian B. Snyder**

**APPROVAL  
POLICY/CURRICULUM/FACILITIES**

1. *Motion by Mr. Rodriquez, second by Ms. Bertoldi* and carried by a 7-0-0 vote to Approve the submission of the updated M-1 report projecting 2018/2019 maintenance requirements. **M-1 Report**

2. *Motion by Mr. Rodriquez, second by Ms. Bertoldi* and carried by a 7-0-0 vote to Adopt the following resolution: **Resolution CMP**

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP);

Be It Further Resolved that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirements.

3. *Motion by Mr. Rodriquez, second by Ms. Bertoldi* and carried by a 7-0-0 vote to Approve the Integrated Pest Management Program for FY 2018/2019.

- |    |   |   |
|----|---|---|
| 4. | <i>Motion by Mr. Rodriquez, second by Ms. Bertoldi</i> and carried by a 7-0-0 vote to Approve the School Nursing Plan as presented.   | <b>Integrated Pest Management Program Oxford Shared Service Agreement</b> |
| 5. | <i>Motion by Mr. Rodriquez, second by Mr. Bertoldi</i> and carried by a 7-0-0 vote to approve a Shared Services Agreement with Oxford School District for the services of a Curriculum Writer for the 2018-2019 school year at a cost of \$1,400. |   |
| 6. | <i>Motion by Mr. Rodriquez, second by Mr. Bertoldi</i> and carried by a 7-0-0 vote to approve Policy Number 5141.21, Administering Medication, as recommended by the Superintendent.  | <b>Policy 5141.21 Medication</b>  |
| 7. | <i>Motion by Mr. Rodriquez, second by Mr. Bertoldi</i> and carried by a 7-0-0 vote to approve Policy Number 5141.21, Administration of Epinephrine, as recommended by the Superintendent.   | <b>Policy 5141.21 Epinephrine</b>   |
| 8. | <i>Motion by Mr. Rodriquez, second by Mr. Bertoldi</i> and carried by a 7-0-0 vote to approve the Submittal of the 2017-2018 HIB School Self-Assessment.  | <b>HIB School Self-Assessment</b>   |

Items 1-5 were approved by one motion.  
 Items 6-7 were added through addendums.

**APPROVAL AGENDA  
 FINANCE**

- |    |   |                        |
|----|---|------------------------|
| 1. | <i>Motion by Mr. Momary, second by Mr. Rodriquez</i> and carried by 7-0-0 vote to approve the following bills list/(s):   | <b>Bill Payment</b>    |
|    | <ul style="list-style-type: none"> <li>• September 21-30, 2018, Operating Account: \$378,978.20;</li> <li>• September 21-30, 2018, Referendum Account: \$0.00;</li> <li>• September 21-30, 2018, Cafeteria Account: \$0.25;</li> <li>• October 1, 2018, to October 11, 2018, Operating Account \$56,248.66;</li> <li>• October 1, 2018, to October 11, 2018, Referendum Account \$0.00;</li> <li>• October 1, 2018, to October 11, 2018, Cafeteria Account \$2,097.55.</li> </ul> |                        |
| 2. | <i>Motion by Mr. Momary, second by Mr. Rodriquez</i> and carried by 7-0-0 vote to approve the October 11, 2018, Workshop/Travel Requests.   | <b>Workshop/Travel</b> |
| 3. | <i>Motion by Mr. Momary, second by Mr. Rodriquez</i> and carried by 7-0-0 vote to approve the transfers on the Transfer Report, as follows:   | <b>Transfers</b>       |
|    | <ul style="list-style-type: none"> <li>• Fund 10: \$62,187.58 (August 2018)</li> </ul>  |                        |

- Fund 20: \$ 9,199.60 (August 2018)
  - Fund 30: \$ 0.00 (August 2018)
4. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of August 31, 2018, with a balance of \$1,866,219.97. **Treasurer's Report**
  5. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve the agreement with Rutgers for an EAP (Employee Assistance Program) in the amount of \$3,000.00 for the 2018-19 school year, as recommended by the Superintendent. **EAP Rutgers**
  6. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township students for the 2018/2019 school year, with Hopatcong Schools being the lead education association. **Sussex County**
  7. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to ratify the Trucking Agreement with Maschio's Food Service Company for the 2018-19 School Year. **Maschio's Trucking Agreement**
  8. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve the October 1st notification to Brown & Brown Insurance regarding 2018-19 healthcare and broker status. **Brown & Brown**
  9. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to ratify the approval of Aflac as an ancillary employee insurance for Mansfield Township BOE employees. **Aflac**
  10. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve the IRS name change from Board of Education Mansfield Township to Mansfield Township Board of Education. **IRS**
  11. *Motion by Mr. Momary, second by Mr. Rodriquez* to resolve and carried by 7-0-0 roll call vote 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 August 31, 2018, with a balance of \$1,866,219.97. **Secretary's Report**
  12. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve the disposal of the enclosed obsolete technology equipment, as recommended by the Superintendent. **Obsolete Inventory**
  13. *Motion by Mr. Momary, second by Mr. Rodriquez* and carried by 7-0-0 vote to approve tuition contract to Phillipsburg School District for Student ID#7416465441, in the amount of \$16,721.50, as recommended by the Superintendent. **Phillipsburg Contract**

**Items 1 through 10 and 12 & 13 were approved with one motion.**

Mr. DeAngelo discussed the Food Service Audit and Compensated Absences project.

Ms. Reyes mentioned the upcoming November 6<sup>th</sup> election.  
Mr. Coombs discussed the need for a notary, Java

Next Meeting: November 15, 2018

Mr. Falco and Mr. Coombs adjourned the Regular BOE meeting at 8:57 P.M.

Respectfully Submitted,



Paul DeAngelo  
SBA/Board Secretary



Jim Momary  
Vice President