

# *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

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 November 29 at 7:31 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  
Ms. Mastrolacasa  
Mr. Jim Momary  
Ms. Darlene Bertoldi  
Ms. Krysti Mastrolacasa  
Mr. Joseph Rodriguez

Absent

Also present: Messrs. Giordano, Melitsky, DeAngelo, Marc Zitomer, Esq., Dan Henry, and several members from the public.

## Superintendent's Report November 29th, 2018

1. Congratulations to Mike Coombs, John Falco, and Darlene Bertoldi on another 3 years.
2. Report Cards went home Monday Nov 19th. MAP scores also went home this year. The Parent Information night on how to interpret the MAP reports was held on Tuesday Nov 20th. We had approximately 35 parents in attendance. Special Thank you to Kate Mattison and Rich Van Dien
3. We held a staff meeting on 11/5 regarding the possible change of benefit providers. Representatives for Doyle Alliance Group., as well as, Blue Cross/Blue Shield were on hand to answer any questions. I thought the meeting went well. They are here as

well tonight.

4. The Halloween Parade went well. We had some surprise visits from Run DMC and Batman.
5. BoosterThon went well. I was very impressed by the company and fundraiser. Students loved it. We raised approximately \$10,000.00.
6. We continue to follow up on the land sale from the township. I received a call last week from the township. They would like to finalize everything by the end of the year. We continue to see a lag in our communication with our current attorney, which is one of many reasons, for the recommendation for a new Law Firm.
7. We are still awaiting EPA letter stating further remediation is not needed. I met with Rich Knudson, Regional President to discuss lawsuit. We will discuss more in closed session.
8. We meet with Anthony Gianforcaro. Front security measures. Waiting to see if we can get some state monies. Also looking into spruce up this room and fix AC/Heat in Main office.
9. We have used two snow days so far. I will monitor this.
10. I met with Reps from the Bus Companies to discuss early dismissal. We will discuss more in closed session.
11. 1st round Observations will be done by the end of November.
12. Meet and Greet the New Superintendent had about 15-20 people attend. There wasn't a lot of questions.

Mr. DeAngelo mentioned the (4) FMLA letters in the BOE packets and the IRS letter dated 11/1/18.

**Communication  
– Mr. DeAngel**

No Executive Session was held.

**Executive  
Session**

No Public Comment

**Public  
Comment**

**CONSENT AGENDA**

- *Motion by Mr. Falco, second by Mr. Rodriguez* and carried by 7-0-1 vote to approve the minutes of the meeting:

**Minutes**

October 11, 2018 Regular Meeting  
October 11, 2018 Executive Session

**APPROVAL AGENDA  
PERSONNEL**

1. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to

**FMLA**

approve the family medical leave act request from employee SMI#21783220 on about December 2018 through March 2019 as recommended by the Superintendent.

2. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to approve the family medical leave act request from employee SMI# 72699390 on about March 2019 through May 2019 as recommended by the Superintendent. **FMLA**
3. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to approve the family medical leave act request from employee SMI# 61268926 on about April 2019 through May 2019 as recommended by the Superintendent. **FMLA**
4. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to approve the family medical leave act request from employee SMI#68996750 on about April 2019 through June 2019 as recommended by the Superintendent **FMLA**
5. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to approve the hourly Warren County Special Services contract for OT on Monday and Wednesday from 12:30 p.m. until 3:00 p.m. as recommended by the Superintendent. **FMLA  
WCSSS OT  
Contract**
6. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 8-0-0 vote to approve the Teacher of the Deaf contract from Warren County Special Services School District from October 24, 2018 – June 30, 2019 as recommended by the Superintendent. **WCSSS TOD  
Contract**

## **APPROVAL POLICY/CURRICULUM/FACILITIES**

1. *Motion by Mr. Rodriquez, second by Ms. Bertoldi* and carried by 8-0-0 vote to approve Mansfield Township School District to limit students participating in the Choice Program to two percent of the number of students per grade per year. **Choice  
Program**
2. *Motion by Mr. Rodriquez, second by Ms. Bertoldi* and carried by a 8-0-0 vote to approve the following 2018-2019 After School Clubs and their sponsors: **After School  
Clubs**
  - **Ski Club** Tanya Slate, Laurie O'Brien,  
Melissa Jeppson, Caryn Coscia
  - **Homework Club** Christina McLeavey, Michelle  
Zappulla, Tracy Marmorato
  - **Once Upon a Story Time** Dawn Tironi, Marlene Fontana
  - **Battle of the Books 5<sup>th</sup> &  
6<sup>th</sup>** Laura Baggerly

- **Spike Video Productions** Kristin Baker, Robin Iaione
- **Yoga** Lisa Foster Clarke
- **Battle of the Books 3<sup>rd</sup> and 4<sup>th</sup>** Katie Kline
- **Art** Selena Donaldson, Ruth Byrne
- **Chess Club** Donna McPhillips, Jennifer Teets

3. **Motion by Mr. Rodriquez, second by Ms. Bertoldi** and carried by a 8-0-0 vote to affirm/accept the findings regarding HIB Incidents presented at the October 11, 2018, meeting. **HIB**
4. **Motion by Mr. Rodriquez, second by Ms. Bertoldi** and carried by a 8-0-0 Vote to approve the Uniform State Memorandum of Agreement between Education (Mansfield Twp. BOE) and Law Enforcement Officials. **MOA**
5. **Motion by Mr. Rodriquez, second by Ms. Bertoldi** and carried by a 8-0-0 vote to approve 2nd Reading of Policy Number 5141.21, Administering Medication, as recommended by the Superintendent. **Policy 5141.21**
6. **Motion by Mr. Rodriquez, second by Ms. Bertoldi** and carried by a 8-0-0 vote to approve 2nd Reading of Policy Number 5141.21, Administration of Epinephrine, as recommended by the Superintendent. **Policy 5141.21**

Items 1-6 were approved by one motion.

**APPROVAL AGENDA  
FINANCE**

1. **Motion by Ms. Mastrolacasa, second by Mr. Rodriquez** and carried by 8-0-0 vote to approve the following bills list/(s): **Bill List**
  - October 12-31,2018,Operating Account: \$844,318.22;
  - October 12-31, 2018, Referendum Account: \$0.00;
  - October 12-31, 2018, Cafeteria Account: \$24,720.87;
  - November 1, 2018, to November 29, 2018, Operating Account: \$478,940.51;
  - November 1, 2018, to November 29, 2018, Referendum Account: \$0.00;
  - November 1, 2018, to November 29, 2018, Cafeteria Account: \$23,825.49
2. **Motion by Ms. Mastrolacasa, second by Mr. Rodriquez** and carried by 8-0-0 vote to approve the November 29, 2018, Workshop/Travel Requests. **Workshops**
3. **Motion by Ms. Mastrolacasa, second by Mr. Rodriquez** and carried by 8-0-0 vote to **Workshop Travel**

approve the “Using Schools as a Shelter During a Crisis” – Northern Region workshop for Mr. Giordano on December 3rd at Morris County Public Safety Training Academy, Morristown, NJ.

4. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve Doyle Alliance Group as consultants and broker of record for the remainder of the 2018-19 school year. **Doyle Alliance**
5. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the following changes for healthcare coverages effective December 1, 2018, Amerihealth, Benecard, Delta Dental, Davis Vision will be replaced with Horizon Medical, Horizon Prescription, Delta Dental, and VSP vision. All coverages are better than or equal to existing plans. **Healthcare 2018-19**
6. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the cost for Anthony Giordano and Paul DeAngelo to become notaries for the Mansfield Township Board of Education. **Notaries**
7. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the cost for Paul DeAngelo, to become an SFO, Certified Administrator of School Finance and Operations, at a cost \$230.00. **SFO – Paul DeAngelo**
8. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 7-0-1 vote to ratify the trip for Mr. Momary to Mercer County C.C., November 17, 2018 for the NJSBA Delegate Assembly meeting. (Mileage only). **Board Mileage**
9. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve Schenck, Price, Smith & King, LLP proposal for legal services effective November 16, 2018. **Legal Services 2018-19**
10. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the Treasurer’s and Secretary’s monthly financial report as of September 30, 2018, with a balance of \$1,828,245.63. **Treasurer’s Report**
11. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the purchase of (1) teacher SMART Board BD 6265 in the amount of \$4,250.00 from CDW-G. Quote Number KFGX931. This is a replacement SMART Board. **CDW Quote Smartboard**
12. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the purchase of a lift from Atlantic Aerials not to exceed \$5,799.00 and the disposal of existing Genie lift fixed asset tag number 00001065 requested for disposal. **Atlantic Aerial Fixed Asset Lift and Disposal**
13. *Motion by Ms. Mastrolacasa, second by Mr. Rodriquez* and carried by 8-0-0 vote to approve the purchase of Genesis Educational Services, Inc. Student Information Services in the amount of \$11,752.50. The following is the breakdown: **Genesis**

SIS	\$9,690.00
One time set-up fee	\$1,500.00
Option Genesis Lesson Planner for all Teachers	\$ 562.50

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| 14. | <i>Motion by Ms. Mastrolacasa, second by Mr. Rodriquez</i> and carried by 8-0-0 vote to approve the transfers on the Transfer Report, as follows:   | <b>Budget Transfers<br/>2018-19</b>           |
|     | <ul style="list-style-type: none"> <li>• Fund 10: \$ 56,937.23 (September 2018)</li> <li>• Fund 20: \$ .00 (September 2018)</li> <li>• Fund 10: \$ 21,204.97 ( October 2018)</li> <li>• Fund 20: \$ 9,329.87 ( October 2018)</li> </ul>   |   |
| 15. | <i>Motion by Ms. Mastrolacasa, second by Mr. Rodriquez</i> and carried by 8-0-0 vote to approve the Food Services Breakfast Improvement Plan for the 2018-19 School Year.   | <b>Breakfast Improvement<br/>Plan 2018-19</b> |
| 16. | <i>Motion by Ms. Mastrolacasa, second by Mr. Rodriquez</i> and carried by 8-0-0 vote to approve the payment of invoice number 312107 dated 10/11/18 from Partner Engineering and Science, Inc. in the amount of \$1,022.50 for remediation and due by insurance claim.  | <b>Partners Invoice –<br/>Insurance Claim</b> |
| 17. | <i>Motion by Ms. Mastrolacasa, second by Ms. Bertoldi</i> and carried by 8-0-0 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:23-2.11(b) for the month ended September 30, 2018, with a balance of \$1,828,245.63. | <b>Secretary’s<br/>Report</b>                 |
| 18. | <i>Motion by Ms. Mastrolacasa, second by Mr. Rodriquez</i> and carried by 8-0-0 vote to ratify the release of advertisement for HVAC Project for the 2019 Summer. Funds to be used from both Referendum balance and Capital.  | <b>HVAC<br/>Advertisement</b>                 |

**Items 1 through 16 and 17 &18 were approved with one motion.**

Mr. DeAngelo discussed the short term disability proposal and the compensated absences and the second round of the Food Service Audit.	<b>Discussion</b>
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Mr. Momary discussed the November 17, 2018 NJSBA Delegate Assembly meeting and the School Board Convention.

An executive session was held at 8:04 p.m. on a motion by Mr. Momary seconded by Mr. Rodriguez. The executive session ended at 8:23 p.m. and no action was taken.	<b>Executive Session</b>
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No Public Participation	<b>Public Participation</b>
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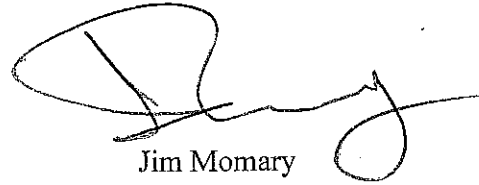
Mr. Falco and Mr. Coombs adjourned the Regular BOE meeting at 8:26 p.m.	<b>Adjournment</b>
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Next Meeting: December 13, 2018 & Reorganization Meeting January 3, 2019.

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Respectfully Submitted,

Paul DeAngelo

A handwritten signature in black ink, appearing to read "Jim Momary". The signature is stylized with a large loop at the beginning and a long horizontal stroke.

Jim Momary