

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 December 13, 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. John Falco
Ms. Annamarie Lalevee (7:34 p.m.)
Ms. Mastrolacasa
Mr. Jim Momary
Ms. Krysti Mastrolacasa
Mr. Joseph Rodriguez

Absent

Mr. Michael Coombs
Ms. Darlene Bertoldi

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

The Board of Education interviewed Mark Smith for the Open BOE seat.

Superintendent's Report
December 13, 2018

- 1 We have new information regarding the Oil Remediation from Partners Engineering and our attorney. We need to discuss in closed session.
- 2 If the Board approves the change of date to the calendar, Honeywell and letter will be sent home informing the community and parents.
- 3 We continue to follow up on the land sale from the township.
- 4 We held a bid opening on Wednesday the 12th with our architect Anthony Gianforcaro. Approximately 8 companies bid. I have sent four to our attorney for review.
- 5 We are looking to bid out our bus routes for the 2019-202 school year in early February. We are also looking into partnering with another district.
- 6 2nd round of observations have started.

- 7 We had the 6th grade musicians at Shoprite today as well as our school concert Tuesday, December 18th.
- 8 The Holiday Shop, sponsored by the MEA Pride committee, was a huge success! They raised the biggest total to date! All of which will be donated to the homeless shelter.

Communication – Mr. DeAngelo

Mr. DeAngelo mentioned the IRS name change was official from BOE Mansfield Township to Mansfield Township BOE.

Executive Session

No Executive Session was held at the beginning of the meeting.

Public Comment

Ms. O'Meara asked if there were no further snow days would they be removed from the end of the calendar.

CONSENT AGENDA

Minutes

- *Motion by Mr. Falco, second by Mr. Rodriguez* and carried by 6-0-0 vote to approve the minutes of the meeting:

November 15, 2018 Regular Meeting
November 15, 2018 Executive Session

**APPROVAL AGENDA
PERSONNEL**

Aide

1. *Motion by Mr. Momary, and second by Ms. Mastrolacasa* and carried by 6-0-0 vote to Affirm/accept Approve Crystal Donovan, a FMLA substitute (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.
2. *Motion by Mr. Momary, and second by Ms. Mastrolacasa* and carried by 6-0-0 vote to Approve Christianne Gerstner, Aide (25) hours week (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.

Aide

Items 1 & 2 were approved by one motion.

**APPROVAL
POLICY/CURRICULUM/FACILITIES**

HIB

1. *Motion by Mr. Rodriguez, and second by Mr. Falco* and carried by 6-0-0 vote to Approve Affirm/accept the HIB Report with no allegations presented at the November 15, 2018, meeting.
2. *Motion by Mr. Rodriguez, and second by Mr. Falco* and carried by 6-0-0 vote to Approve the 2018-19 Calendar Change, adding February 15th as a full day of school as recommended by the Superintendent.
3. *Motion by Mr. Rodriguez, and second by Mr. Falco* and carried by 6-0-0 vote to

Calendar Change

Use of

Approve the Use of Facilities request from Golden Touch Media is requesting use of facilities at Mansfield Township Elementary School on Saturday December 15th for approximately 5 hours of daylight. We will provide a certificate of insurance with up to one million liability and compensation up to \$1500 for use of the facilities, and compensation for a school representative to be on the grounds with us for filming.

Facilities

Items 1-3 were approved by one motion.

**APPROVAL AGENDA
FINANCE**

Bill List

1. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve the following bills lists:

- General Account: November 30, 2018, bills list in the amount of \$315,708.48.
- General Account: December 1, 2018, to December 13, 2018, bills list in the amount of \$111,632.52;
- Referendum Account: December 1, 2018, to December 13, 2018, in the amount of \$0.00;
- Cafeteria Account: November 30, 2018, in the amount of \$0.00;
- Cafeteria Account: December 1, 2018, to December 13, 2018, in the amount of \$0.00.

2. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve transfers as per December 13, 2018 Report:

Transfers

November 2018, for the following:

- Fund 10: \$ 0.00
- Fund 20: \$ 0.00
- Fund 30: \$ 0.00

3. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve the Treasurer's and Secretary's monthly financial report as of October 31, 2018, with a balance of \$1,864,110.44.

Treasurer's Report

4. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve Anthony Giordano to attend the District Administration Leadership Institute Superintendents Summit in New Orleans, LA from February 6 - 8, 2019. No cost to the school.

Leadership

5. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve the payment of \$5,180.00 to Sirius Computer Systems, LLC. for door hardware for security purposes. Hardware provides access to the building from the outside areas.

Sirus Computers

6. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 6-0-0 vote to approve the Quote # 10299734 from Journey Ed.com in the amount of \$5,378.81 for our Microsoft Open License Renewal.

Journey.Ed

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| 7. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 6-0-0 vote to accept the 2017/2018 Comprehensive Annual Financial Report (CAFR) as presented. | CAFR |
| 8. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 6-0-0 vote to approve Workshop/Travel per the December 13, 2018, Request. | Workshops
Travel |
| 9. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 6-0-0 vote to approve the following positions et. al., as signatories on the following Fulton Bank of NJ accounts effective January 1, 2019: | Bank
Signatures |

Account	Signatory/(ies)
<ul style="list-style-type: none"> • General 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Payroll 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent

Account	Signatory/(ies)
<ul style="list-style-type: none"> • Agency 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer • Superintendent
<ul style="list-style-type: none"> • Capital Reserve Acct 	3 of the following four: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer
<ul style="list-style-type: none"> • Cafeteria 	2 of the following five: <ul style="list-style-type: none"> • President • Vice President • School Business Administrator • Treasurer

- Superintendent
- Student Activity 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent
- UCI 2 of the following:
 - School Business Administrator
 - Treasurer
 - Superintendent
- Referendum 2014 3 of the following four:
 - President
 - Vice President
 - School Business Administrator
 - Treasurer

10. *Motion by Ms. Mastrolacasa and second by Mr. Momary* and carried by 6-0-0 vote to approve the agreement with Provident Energy Consulting for Energy Procurement, Budgeting, and Consulting. **PEC Energy Agreement**

11. *Motion by Ms. Mastrolacasa and second by Mr. Momary* and carried by 6-0-0 vote to approve the contract with School Messengers in the amount of \$4,150.00 for the Mansfield Township BOE School Website. **School Messengers**

Items 1 through 11 were approved by one motion.

12. *Motion by Ms. Mastrolacasa and second by Mr. Momary* and carried by 6-0-0 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 October 31, 2018, with a balance of \$1,864,110.44. **Secretary’s Report**

Mr. DeAngelo discussed the short term disability proposal and the compensated absences and the second round of the Food Service Audit. **Discussion**

An executive session was held at 7:45 p.m. on a motion by Mr. Momary seconded by Mr. Rodriguez. The executive session ended at 8:25 p.m. and one action was taken. **Executive Session**

13. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by 6-0-0 vote to allow Mark Smith to be appointed to the Mansfield Township Board of Education and sworn in at the Reorganization Meeting on January 3rd. **Action Item**

No Public Participation **Public Participation**

Mr. Falco and Mr. Rodriguez adjourned the Regular BOE meeting at 8:26 p.m.

Adjournment

Next Meeting: Reorganization Meeting January 3, 2019.

Respectfully Submitted,



Paul DeAngelo
SBA/Board Secretary



Jim Momary
Vice President