

**Mansfield Township Board of Education**  
**AGENDA**  
**Awards Night & Work Session/Regular Meeting**  
**June 4, 2020**  
**7:00 P.M.**

**Call to Order**

In accordance with the New Jersey Open Public Meetings Law, the time, date, and location of this meeting was sent to the Star-Gazette on January 17, 2020 and Express-Times on January 17, 2020, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**Salute to the Flag**

**Roll Call**

Present: Ms. Darlene Bertoldi  
Mr. Michael Coombs  
Mr. John Falco  
Ms. Annamaria Lalevee  
Ms. Krysti Mastrolacasa  
Mr. Jim Momary  
Ms. Karri Reyes  
Mr. Joseph Rodriguez  
Mr. Mark Smith

Absent:

Also present:  
Community:

**Special Presentations – Awards Night**  
- Mr. Melitsky

**Administrative Report**  
- Mr. Giordano

**Public Participation**

**Executive Session (If required)**

**Consent Agenda**

1. Approve the minutes of the following meeting:
  - May 7, 2020 Regular Board Meeting

**Mr. Coombs/**

**Approval Agenda  
Policy/Curriculum/Facilities**

1. Approve the District/School Professional Development Plan. **Mr. Falco/**
2. Approve the Mentoring Plan for Mansfield Elementary School. **Mr. Falco/**
3. Approve the Distance Learning Plan for Mansfield Elementary School. **Mr. Falco/**

**Approval Agenda  
Personnel**

1. Approve the hiring of Caryn Cosica as Supervisor of Curriculum and Instruction at the rate of \$95,000 dollars. A 12 month position as recommended by the Superintendent. **Mr. Momary/**
2. Approve the following staff as Lead Teachers for the 2019-2020 School Year at a stipend of \$10,000 dollars, as recommended by the Superintendent. (Budgeted). (TBD) **Mr. Momary/**
3. Approve additional days for the following Child Study Team members, as recommended by the Superintendent: **Mr. Momary/**

**2020 Special Education Summer Needs –  
Virtual Platform**

**ESY Program:** Dates: June 29, 2020 to July 24, 2020 (4 days per week - Monday thru Thursday)

**ESY Program Teachers:**

7 Teachers (TBD) or Substitutes      20 days – up to 4.0 hours/day @  
\$50.00/hour

**Speech Therapists:**

Matt Magnuson      20 days – up to 4.0 hours/day @ \$50.00/hour

Danielle Millett 20 days – up to 4.0 hours/day @ \$50.00/hour

Occupational Therapist:

Lisa Foster Clarke 20 days – up to 4.0 hours/day @ \$50.00/hour

Physical Therapist:

Children’s Therapy Services 30 hours @ contracted rate

ABA Provider:

Pam Davidson 20 hours @ \$25.00/hour

Behaviorist:

ABC Consulting 20 hours @ contracted rate

**Special Education Summer Enrichment Program:** Dates: June 29, 2020 to July 24, 2020 (4 days per week)

Enrichment Program Teachers:

2 Teachers (TBD) or Substitutes 20 days – up to 4.0 hours/day @ \$50.00/hour

**Additional ESY Programs/Needs:**

This is for unanticipated ESY programs and/or needs \$5,000.00

**Child Study Team Summer Work:**

Coordinator: Patti-Jo Raiello 15 additional days @ per diem

Evaluations/Case Management Responsibilities:

School Psychologist: Patti-Jo Raiello 25 days @ per diem

Learning Consultant: Deboranne Marley 25 days @ per diem

Social Worker: Erica Zarro 25 days @ per diem

Speech Language Specialist:

Matthew Magnuson or Danielle Millett 20 days @ per diem

Occupational Therapist:

Lisa Foster-Clarke 10 days @ per diem

Physical Therapist: Children’s Therapy Services 3 evaluations

@contracted price

Attendance at Eligibility/Evaluation Plan Meetings:

School Psychologist:	Patti-Jo Raiello	30 hours @ \$50.00/hour
Learning Consultant:	Deboranne Marley	30 hours @ \$50.00/hour
Social Worker:	Erica Zarro	30 hours @ \$50.00/hour
Speech Language Specialist:		
	Matthew Magnuson or Danielle Millett	30 hours @ \$50.00/hour
Occupational Therapist:	Lisa Foster-Clarke	20 hours @ \$50.00/hour
Special Education Teacher:	TBD	36 hours @ \$50.00/hour
General Education Teacher:	TBD	36 hours @ \$50.00/hour

Interpreter for Meetings: \$25.00/hour

4. Approve the following personnel to work as summer custodians, as recommended by the Superintendent:

**Mr. Momary/**

- Katie Synder
- Rich Van Dien
- TBD

**Approval Agenda  
Finance**

1. Approve the following bills lists:

**Ms. Mastrolacasa/**

- General Account: May 8, 2020 to May 31, 2020, in the amount of \$652,705.10;
- Referendum Account: May 7, 2020 to May 31, 2020, in the amount of \$0.00;
- Cafeteria Account: May 7, 2020 to May 31, 2020, in the amount of \$3,259.52;
- General Account: June 1, 2020 to June 4, 2020, in the amount of \$36,903.55;
- Referendum Account: June 1, 2020, to June 4, 2020, in the amount of \$0.00;
- Cafeteria Account: June 1, 2020, to June 4, 2020, in the amount of

\$0.00.

2. Approve the June 4, 2020, Funds transfer report in the following amount/(s):
  - Fund 10 \$68,756.30
  - Fund 20 \$ 4,693.89
3. Approve Workshop/Travel per the June 4, 2020, Request.
4. Approve the submission of the following grants for approval:
  - ESEA(Elementary and Secondary Education Act)/NCLB
  - Title I
  - Title II
  - Title III
  - Title III (Immigrant)
  - Title IIII
5. Approve the participation in a Title III consortium consisting of Washington Borough, Great Meadows Regional, and Warren Hills Regional H.S., with Mansfield Township acting as the lead LEA (Local Education Association).
6. Approve the submission of the IDEA-B Grant Application for fiscal year 2020-2021 to the NJ Department of Education. IDEA \$168,339.00 - Basic Age 3-21 and \$7,233.00– Preschool Age – 3-5.
7. Approve the transfer of any interest earned by the Fund 30 Capital Project Account and Maintenance Account to be deposited directly into Fund 10 beginning July 1, 2020.
8. Approve the payment of bills to close out the 2019/2020 fiscal year and the transfer of funds as needed for the 2019/2020 school year.
9. Approve the Menu Prices for Food Service for 2020/21. Only change from 2018/2019 is the lunch price increase from \$3.00 to \$3.05.
10. Approve the return of the unused portion of the \$545,000 Capital Withdrawal from the 2019/2020 school year.
11. Resolve that the Board hereby gives notice that pursuant to PL 2015, Chapter 47 the Mansfield Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Approved Contract Listing - July 2020 through June 2021

Ameriflex  
Applied Behavioral Consulting  
Atlantic Discovery Education  
BKC CPA  
Brown & Brown Advisors  
CDK  
Children's Therapy Services, Inc.  
Comcast  
Dell  
Delta Dental  
Logic 54  
Eastern Datacom  
eRate Exchange  
Eurofin  
Franklin Township Board of Education  
Frontline  
Genesis Educational Services Inc.  
Gianforcaro Architects, Engineers & Planners  
GST Transportation Corporation  
Hobbie Heat  
Honeywell  
Horizon  
IXL  
Janson Enterprises  
JDM  
Maschio's Food Services, Inc.  
NJ School Insurance Group  
NWEA – MAPS  
Open Systems Integrators  
Oxford BOE  
Partners Engineering and Science, Inc.  
Phoenix Advisors, LLC  
Planconnect  
R.B. Myers  
Republic Service  
R&L  
RK Occupational & Environmental Analysis, Inc.  
Schenk, Price, Smith & King, LLP - Attorneys at Law  
Sister Mary Denisita Health Care  
Snyder Bus Company  
Strauss Esmay Associates, LLP  
Sussex County Regional Transportation Co-op  
T.L. Groseclose

University Behavioral Health  
Venus Tile & Marble  
Verizon  
VSP (Horizon) Prescription  
Warren County ESC  
Warren County Special Services  
Warren Hills Regional HS  
Warren/Hunterdon ESC  
WeatherWorks  
West Interactive Services  
Wood/Corr Inc.

NOTE: We are now required (by June 30 of each year) to LIST All Contracts that the Board has awarded (or believe will be awarded) and included in the official board minutes during the past 12 months, ending June 30. This would include contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services.

12. Resolution - Transfer of Current Year Surplus to Reserve  
WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**Ms. Mastrolacasa/**

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$550,120 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$425,450 may be available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township

Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The “not to exceed” amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$1,001,500 – it does not necessarily mean that that much money will be going in to that account. We are allowed to deposit up to \$546,350 in the Maintenance Reserve Account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

- 13. Approve 2020-21 Student Transportation Contract Renewals: **Ms. Mastrolacasa/**  

Krapf Bus Company	\$ TBD
Snyder Bus Company	\$ TBD
Warren Hills (Joint Transportation)	\$ TBD
WH 2020/21	\$ TBD
  
- 14. Approve a contract with WeatherWorks to provide Storm Alert Services, effective July 1, 2020, to June 30, 2021, at a cost of \$1,825.00. **Ms. Mastrolacasa/**
  
- 15. Approve the purchase of (40) SSV900 at \$129.97 for a total of \$5,198.80 plus Complete Unlimited Plan CPLTUNL (400) @ \$44.97 for a total of \$17,988.00, Telecom Admin Fee \$1,241.17 and Shipping \$50.00 for a total \$24,477.97 from Kajeet Quote Number Q# 202005-15733. To be funded from General Fund or Capital Reserve. **Ms. Mastrolacasa/**
  
- 16. Approve the disposal of obsolete inventory per the attached list. **Ms. Mastrolacasa/**
  
  
- 17. **Whereas**, the Department of Education has informed school districts that the last two state aid payments will not be made in June, 2020; **Ms. Mastrolacasa/**  
  
**Whereas**, Mansfield Township School district will not receive aid in the amount of \$375,204.00 (\$187,602.00/\$187,602.00) until July, 2020, which will impact the district financially;  
  
**Whereas**, the District has been informed that it has an option to either borrow funds to meet its obligations or to use its own money from the



Capital and Maintenance Accounts and/or the UCI Account;

**Now therefore be it resolved** that the Mansfield Township Board of Education allow the Business Administrator to use funds from the UCI, Student Activity, Cafeteria, Capital and Maintenance Accounts to meet its obligations;

**Be it further resolved** that any funds used to meet the District's obligations will be returned to those accounts when the Department of Education releases the two state aid payments in July.

18. Approve the Treasurer's and Secretary's monthly financial reports as of March 31, 2020, with a balance of \$XXXXXXXX. **Ms. Mastrolacasa/**
19. Approve the hiring of Schenck, Price, Smith, & King, LLP at Law as Continuation as Board Counsel for the 2020-2021 School Year at no increase in rate. **Ms. Mastrolacasa/**
20. 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 months ended March 31, 2020, with a balance of \$XXXXXXXX. **Ms. Mastrolacasa/  
Roll Call**

Next Meeting: June 25, 2020 (if necessary) and August 20, 2020

**Discussion Agenda**

**Public Participation**

**Executive Session (if required)**

**Adjournment**