

# 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

**OFFICIAL MINUTE BOOK**

The Board of Education of the Township of Mansfield in the County of Warren, N.J. convened a meeting on September 21, 2017 at 7:36 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Mr. Jim Momary  
Ms. Karri Reyes  
Mr. John Falco  
Ms. Annamarie Lalevee  
Mr. Jason Winch  
Ms. Christene Bland  
Ms. Krysti Mastrolacasa

Absent

Mr. Michael Combs

Also present: Messrs. Kemp, DeAngelo, and Mrs. Baker were present.

Community: No members of community were present.

**Public Comment**

Superintendent's Report  
September 21, 2017

**Admin.  
Report**

1. HIB Report –
  - a. Two allegations investigated. (#'s 1 & 2)
  - b. One was found to be HIB (Scenarios in packet).
2. In your packet is a copy of my welcome back letter to teacher and welcome back information left on their desks for their first day back.
3. Opening of school went well
4. Current Enrollment is 628. Last year we were at 643.
5. We had our first bus evacuation drill on September 14th. We also held our annual meeting with the bus drivers on that morning.

**HIB**

**Welcome  
Back Packets  
Opening of  
School  
Current  
Enrollment  
Bus  
Evacuation  
Drill**



- |     |  |  |
|-----|--|--|
| 6.  | The new emergency lockdown system was tested today in conjunction with the Mansfield police. The system worked well. There are minor issues that still need some work. | <b>Lockdown System</b>                     |
| 7.  | Also regarding safety, we are looking to purchase more walkie talkie and putting in a repeater to improve reception in certain areas of the building.                  | <b>Walkie Talkie Purchase</b>              |
| 8.  | Back-to-School Nights were successful.   | <b>Back-to-School Nights</b>               |
| 9.  | Our insurance broker, Brown and Brown, will begin paying the bills for the oil leak while they work on getting the money from the insurance companies.                 | <b>Oil Update</b>                          |
| 10. | Warren Hills superintendent, Chip Clymer, has asked to speak at our October 12th board meeting regarding their second question that will be on the ballot.             | <b>Warren Hills Super. at next meeting</b> |
| 11. | Warren Hills Board of Education has an open seat for Mansfield if you have any prospects but please fill ours first.   | <b>BOE member seat WH</b>                  |
| 12. | I will be attending the Annual Hunterdon/Warren Superintendent's Conference at Shawnee on September 28th and 29th.   | <b>Conference</b>                          |
| 13. | Picture Day September 26th.  | <b>E. Kemp Picture Day</b>                 |
| 14. | I will attend the first session of my Leadership Academy on September 26th.  | <b>Leadership Academy</b>                  |
| 15. | We have a Coffee with Administration focused on Title I at 9 AM on October 3rd.  | <b>Coffee with Admin – Title</b>           |
| 16. | We have the county-wide in-service day on October 9th.   | <b>County Wide In-service</b>              |
| 17. | Kristin Baker is doing excellent work.   | <b>Acting Prin.</b>                        |
| 18. | Our ESL population is expanding. We may need to look to hire another part-time ESL teacher.  | <b>ESL Discussion</b>                      |
| 19. | We continue to be in need of substitutes.  | <b>Substitutes Needs</b>                   |

**Consent Agenda**

- |    |   |                            |
|----|---|----------------------------|
| 1. | <i>Motion by Mr. Falco, second by Ms. Mastrolacasa</i> and carried by unanimous vote to approve the minutes of the following meeting: | <b>Approval of Minutes</b> |
|    | <ul style="list-style-type: none"> <li>• August 10, 2017, Regular Board Meeting</li> </ul>  |                            |

**Approval Agenda**

**Curriculum/Policy/Facilities**

- |    |   |                          |
|----|---|--------------------------|
| 1. | <i>Motion by Ms. Bland, second by Mr. Falco</i> and carried by unanimous vote to affirm/accept HIB findings as reported at the August 10, 2017, meeting.  | <b>HIB Report</b>        |
| 2. | <i>Motion by Ms. Bland, second by Mr. Falco</i> and carried by unanimous vote to approve the use of (3) classrooms and the All Purpose Room by St. Theodore's Catholic Parish on Monday nights from September 11, 2017, | <b>Use of Facilities</b> |



through May 22, 2018, at no rental charge per Board Policy 1330 and Board Regulation 1330-R, as recommended by the Superintendent.

3. *Motion by Ms. Bland, second by Mr. Falco* and carried by unanimous vote to approve the 1st Reading of Policy 3542.2, School Meal Program Arrears.
4. *Motion by Ms. Bland, second by Mr. Falco* and carried by unanimous vote to approve the 1st Reading of Policy 4117.41, Rice Notice and Nonrenewal.
5. *Motion by Ms. Bland, second by Mr. Falco* and carried by unanimous vote to approve the 1st Reading of Policy 3510, Operation and Maintenance of Plant.
6. *Motion by Ms. Bland, second by Mr. Falco* and carried by unanimous vote to approve the 1st Reading of Policy 3516, Safety.

**Board Policies**

**Items 1- 6 were moved on one motion**

**APPROVAL AGENDA  
PERSONNEL**

1. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve the following personnel to share a position of “greeter” for the After Care School Program at a rate of \$12.00 per hour, effective September 6, 2017, and to coincide with the last day the After School Program finishes in June 2018, as recommended by the Superintendent:
  - Kathy Montgomery
  - Rita Riotto
  - Denise Heymann
2. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve Kathy Montgomery as an office helper effective September 2017, through June 2018, at an hourly rate of \$12, as recommended by the Superintendent.
3. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve salary adjustments for 2017-2018 school year, for the following personnel, as recommended by the Superintendent:
  - Terri Cummins: \$ 7,350
  - Rebecca Summitt: \$800 (longevity 2017-18)
  - Joan Isemann \$64,104 -BA 15 Step 11  
(August 10<sup>th</sup> meeting approved at salary of \$64,904, Step BA30-11)
4. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve Donna Torkos as a part-time cafeteria aide, effective September 6, 2017, to June 30, 2018, at an hourly rate of \$11.00 (criminal history check completed), as recommended by the Superintendent.

**After Care  
Greeters**

**Office Helper**

**Salary  
Adjustments**

**Cafeteria  
Aide  
D. Torkos  
V. Brim**



5. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve Vicky Brim as a part-time cafeteria aide, effective September 6, 2017, to June 30, 2018, at an hourly rate of \$11.00 (criminal history check completed), as recommended by the Superintendent.
6. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve resignation of Jennifer Santa, as teacher, effective September 6, 2017. **Resignation  
Jen Santa**
7. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve Kayte Snyder as teacher, effective September 6, 2017 (criminal history check completed), as recommended by the Superintendent. **New Teacher  
K. Snyder**
8. *Motion by Mr. Momary, second by Mr. Mastrolacasa* and carried by unanimous vote to approve Tracey Wyckoff as a substitute teacher (Criminal History Check completed), as recommended by the Superintendent. **Substitute  
Teacher**

**Items 1- 8 were moved on one motion**

9. *Motion by Mr. Momary, second by Mr. Falco* and carried by unanimous vote to approve the Superintendent's Professional Development Plan. **Professional  
Development**
10. *Motion by Mr. Momary, second by Mr. Falco* and carried by unanimous vote to approve the Superintendent's Merit Goals as presented. **Merit Goals –  
Ed Kemp**

**Items 9-10 were moved on one motion**

**APPROVAL AGENDA  
FINANCE**

1. *Motion by Mr. Momary, second by Mr. Mastrolacasa* and carried by unanimous vote to approve the following bills lists: **Bill Lists**
  - General Fund: August 11, 2017, to August 31, 2017, in the amount of \$289,509.75
  - Referendum Account: August 10, 2017, to August 31, 2017, in the amount of \$4,000.00
  - Cafeteria Account: August 10, 2017, to August 31, 2017, in the amount of \$0.00
  - General Fund: September 1, 2017, to September 21, 2017, in the amount of \$690,600.13
  - Referendum Account: September 1, 2017, to September 21, 2017, in the amount of \$76,354.94
  - Cafeteria Account: September 1, 2017, to September 21, 2017, in the amount of \$1,629.59





2. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve the Funds Transfer Report dated July 31, 2017, as follows: **Budget Transfers**
- Fund 10: \$284,599.12 (June 2017)
  - Fund 20: \$ 11,081.99 (June 2017)
  - Fund 10: \$309,067.27 (July 2017)
  - Fund 20: \$ 1,921.50 (July 2017)

3. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve the Treasurer's and Secretary's monthly financial reports as of July 31, 2017, with a balance of \$1,661,752.16. **Treasurer's and Secretary's Report**

Items 1 – 3 were moved on one motion.

4. *Motion by Mr. Momary, second by Mr. Falco* and carried by unanimous roll call vote 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, 2017, with a balance of \$1,661,752.16. **Treasurer's and Secretary's Report**

**A roll call vote was taken for Item 4**

5. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approve the following workshops/seminars for Paul DeAngelo. Total cost \$1,180.00: **Workshops Paul DeAngelo**

1. DOE Office of Finance ESSA Accounting and Reporting and Office of Comptroller Purchasing September 12, 2017 ( 3 CPE, 3 QPA)
2. New Title 1 Requirements Under ESSA, Supplement vs. Supplant & New Monitoring System - October 10, 2017 (3 CPE, 3 QPA)
3. Current School Law Update - November 14, 2017 (3 CPE, 1 QPA)
4. Payroll Fundamentals - December 12, 2017 (3CPE)
5. Legal Issues that Impact the Business Office and Business Administrator - January 18, 2018 (3 CPE)
6. Transportation Contracts and Bidding & Food Service Contract Update - February 15, 2018 (3 CPE, 3 QPA)
7. Purchasing - March 15, 2018 (3 QPA, 3 CPE)
8. Audit Review - April 17, 2018 (3 CPE, 3 QPA)
9. Administrative Assistant Program - May 8, 2018
10. Pension - December 19, 2017 (3 CPE)
11. Economic & Legal Ramifications(Saturday December 9,16, Jan 6,13)

6. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous 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, 2017, through June 30, 2018. **Applied Behavior Tuition Contract**

7. *Motion by Mr. Momary, second by Ms. Mastrolacasa* and carried by unanimous vote to approval of water conditioner from Aero Plumbing and Heating in the **Water Conditioner**



amount of \$26,874 from referendum account.

- Other Bidder: Jayson Company

8. **Motion by Mr. Momary, second by Ms. Mastrolacasa** and carried by unanimous vote to approve the Aide in Lieu for parent transportation for student ID# 3910698024 in the amount of \$884.00 (2016-17). **Aid in Lieu**
9. **Motion by Mr. Momary, second by Ms. Mastrolacasa** and carried by unanimous vote to approve the disposal of equipment per report. **Disposal of Equipment**
10. **Motion by Mr. Momary, second by Ms. Mastrolacasa** and carried by unanimous vote to approve the blacktop quote from Hicks Paving to be paid ½ from General Fund and ½ from Before and Aftercare. Total cost not to exceed \$14,700.00. **Blacktop Project**

Other Bidders: Howard Burd & Sons \$15,800.00  
 Diamond Construction \$32,000.00

11. **Motion by Mr. Momary, second by Ms. Mastrolacasa** and carried by unanimous vote to approve 2017-18 Student Transportation Contract Renewals: **Trans. Agreement Snyder**

Snyder Bus Company	BID#	Amount
S-1	071703	\$ 24,661.80
S2	2005-2006-1	\$ 57,130.20
S3	09/10	\$ 238,342.68 *
Total		\$ 320,134.68

*\* Contract amount for S3 corrected.*

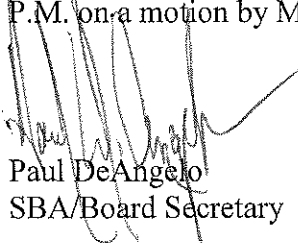
**Items 5 through 11 were moved on one motion.**

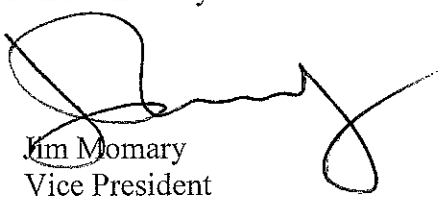
No Public Comment

**PUBLIC COMMENT**

Discussion: Mr. Falco discuss concern and possibility of food service “family” accounts and Mr. Kemp discussed the great work performed by Mr. Wanous. **DISCUSSION**

With no further business to discuss, the September 21, 2017, Regular meeting ended at 8:29 P.M. on a motion by Mr. Falco, seconded by Ms. Lalevee and carried by unanimous vote. **ADJOURNMENT**

  
 Paul DeAngelo  
 SBA/Board Secretary

  
 Jim Momary  
 Vice President

