

# 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 December 14, 2017 at 7:34 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Mr. Jim Momary  
Mr. Coombs  
Ms. Karri Reyes  
Mr. John Falco  
Ms. Annamarie Lalevee  
Ms. Krysti Mastrolacasa

Absent

Mr. Jason Winch  
Ms. Christene Bland

Also present: Messrs. Kemp, Melitsky, DeAngelo, and Ms. Baker were present.

Community: None

**Public Comment**

Executive Session held from 7:53 p.m. to 8:03 p.m. regarding legal.

Mr. DeAngelo discussed the 2016-17 Audit, Food Service policy and balances owed, and Before and Aftercare NORWESCAP license issue.

**Admin.  
Report**

**Superintendent's Report  
December 14, 2017**

1. HIB
  - a. Four alleged incidents were investigated (#'s 7-10)
  - b. One was found to be HIB

**HIB**



- |   |                            |
|---|----------------------------|
| 2. Enrollment is 626. Last year we were at 648.   | <b>Enrollment</b>          |
| 3. We are accepting nominations for Teacher of the Year and Educational Services Professional.  | <b>Teacher of the Year</b> |
| 4. Band performed at Shop Rite tonight.   | <b>Band</b>                |
| 5. Concert – Tuesday, December 19 <sup>th</sup> .   | <b>Concert</b>             |
| 6. Spelling Bee   | <b>Spelling Bee</b>        |
| a. Champion – Erik Diaz   |                            |
| b. 2 <sup>nd</sup> Place – Lenny Tran   |                            |
| c. 3 <sup>rd</sup> Place – Alyssa Mae McKenna   |                            |
| 7. We sponsored an NWEA MAP Workshop on December 6. This was designed to help teachers effectively use the data that we get from MAP tests.   | <b>NWEA MAP Workshop</b>   |
| 8. We obtained a quote of approximately \$6,000.00 to add a repeater for our walkie talkie system. This will improve safety by facilitating audible communication throughout the entire school grounds. We are checking into whether we can use our emergency funds for this since it involves safety and security. | <b>Repeater Quote</b>      |
| 9. Bus Stop – move to 575 Rockport Road<br><br>Charlie, who assigns bus stops, and First Student still have safety concerns about the stop but are willing to change it. We have the letter from Patrolman Citarelli stating that 575 is a safe stop. It is up to the board if they wish to make the change.        | <b>Bus Stop Change</b>     |
| 10. Kristin Baker report:   | <b>Ms. Baker's Report</b>  |
| Gifted Education Articulation: across Warren Hills sending districts and beyond –   |                            |
| a. Gifted program eligibility determinations:   |                            |
| • System that can be transferable and consistently applied  |                            |
| • Opportunities for anecdotal evidence as well as objective scores and scales   |                            |
| • Universal screening   |                            |
| • Some form of open-ended evaluation (such as MAPS adaptive assessments)  |                            |
| • NJDOE requires multiple measures and comparison to local cohort.  |                            |
| We are in communications with Prufrock Press publisher regarding updated screening instruments.   |                            |



b. Equity analysis

WCCSE data was last collected in 2008 and at that time targeted simple percentages of student populations among member districts (~24 schools). We are now launching more detailed analysis of equity asking WCCSE member schools to examine whether gifted-identified students reflect demographics of their local districts per gender, race, and SES.

\*Another NJ district (not Warren County) recently had G&T program suspended for violations for Title 9 and affirmative action violations; that teacher has sought guidance here.

c. Parent Outreach

Mansfield is hosting the WCCSE parent seminar in February this year, addressing Social-Emotional Needs of Gifted Students – see flyer.

d. I & RS: Dyslexia identification; RTI Tiers of support

Title I teachers requested support with dyslexia screening instruments. We arranged consultations with the Harmony Township Reading Specialist who has expertise in this area. Several of our staff met with her for professional development and observation of her intervention lessons and will return in January for additional information on the Harmony data review system.

Based on this new information, we are strengthening our assessment procedures and clarifying instructional targets. We are implementing an additional dyslexia screening at selected grade levels to enhance our compliance with state regulations. Results will be analyzed for correlation with our existing data benchmarks to clarify identification for services and support in Tiers 1-2-3-4. We have begun gathering cost estimates for recommended Title I instructional resources and are evaluating our available materials to see if these expenses can be deferred.

### Consent Agenda

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

- November 16, 2017, Regular Meeting

2. *Motion by Mr. Falco, second by Mr. Winch* and carried by 7-0-0 vote to approve the minutes of the following executive session meetings:

- November 16, 2017
- October 10, 2017

**Minutes**

**Executive  
Session  
Minutes**



- August 10, 2017

**APPROVAL AGENDA  
PERSONNEL**

- |    |   |  |
|----|---|--|
| 1. | <i>Motion by Mr. Coombs, second by Ms. Lalevee</i> and carried by unanimous vote to affirm/accept the HIB Report with no allegations presented at the November 16, 2017, meeting. | <b>HIB</b>   |
| 2. | <i>Motion by Mr. Coombs, second by Ms. Lalevee</i> and carried by unanimous vote to approve the 1st Reading of Policy 1250, CL Visitors.  | <b>Policy 1250,<br/>CL Visitors</b>                            |
| 3. | <i>Motion by Mr. Coombs, second by Ms. Lalevee</i> and carried by unanimous vote to approve the 1st Reading of Policy 2130, Principal Evaluations and Regulations.                | <b>Policy 2130,<br/>Principal Eval<br/>and<br/>Regulations</b> |
| 4. | <i>Motion by Mr. Coombs, second by Ms. Lalevee</i> and carried by unanimous vote to table the 1st Reading of Policy 5131.1, Harassment, Intimidation and Bullying.                | <b>Policy 5131.1<br/>Harassment</b>                            |
| 5. | <i>Motion by Mr. Coombs, second by Ms. Lalevee</i> and carried by unanimous vote to approve the bus stop change as requested by police.   | <b>Bus Stop<br/>Change Issue</b>                               |

**APPROVAL AGENDA  
PERSONNEL**

- |    |   |   |
|----|---|---|
| 1. | <i>Motion by Mr. Momary, second by Mr. Coombs</i> and carried by unanimous vote to approve Facilities Management schooling and contract modification for Joseph Kady (Randy Wandous).                             | <b>School - Kady</b>                              |
| 2. | <i>Motion by Mr. Momary, second by Mr. Coombs</i> and carried by unanimous vote to approve Tyler Allen as a substitute teacher (Criminal History Check completed), as recommended by the Superintendent.          | <b>Sub Teacher –<br/>Tyler Allen</b>              |
| 3. | <i>Motion by Mr. Momary, second by Mr. Coombs</i> and carried by unanimous vote to approve Bernadette Johansson as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. | <b>Sub Teacher –<br/>Bernadette<br/>Johansson</b> |
| 4. | <i>Motion by Mr. Momary, second by Mr. Coombs</i> , abstained by Ms. Mastrolacasa and carried by 5-0-1 vote to approval for Tori Piccione to  | <b>Long Term<br/>Sub – Tori</b>                   |





be a leave teacher( BOE Meeting 11/16/17), starting January 2, 2018 until approximately May 23, 2018. BA – Step 1 per diem basis.

**Piccione**

**APPROVAL AGENDA  
FINANCE**

1. **Motion by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote to approve the following bills list/(s):

**Bill Lists**

- General Account: October 24, 2017 in the amount of \$283.28.
- General Account: November 17 to 30, 2017, bills list in the amount of \$320,167.71.
- General Account: December 1, 2017, to December 14, 2017, bills list in the amount of \$171,490.73;
- Referendum Account: December 1, 2017, to December 14, 2017, in the amount of \$0.00;
- Cafeteria Account: November 17 to 30, 2017, in the amount of \$24,072.44;
- Cafeteria Account: December 1, 2017, to December 14, 2017, in the amount of \$22,253.37.

2. **Motion by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote to approve to approve transfers as per December 14, 2017 Report:

**Budget  
Transfers**

October 2017, for the following:

Fund 10: \$ 283.28  
Fund 20: \$ 0.00  
Fund 30: \$ 0.00

November 2017, for the following:

Fund 10: \$ 3,072.97  
Fund 20: \$10,370.39  
Fund 30: \$ 0.00

3. **Motion by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote to approve the Treasurer's and Secretary's monthly financial report as of October 31, 2017, with a balance of \$1,821,069.69.

**Treasurer's  
and  
Secretary's  
Report**

4. **Motion by Mr. Momary, second by Mr. Coombs** and carried by unanimous vote to approve the Treasurer's and Secretary's monthly financial report as of November 30, 2017, with a balance of \$1,724,600.39.

**Treasurer's  
and  
Secretary's  
Report**

5. **Motion by Mr. Momary, second by Mr. Coombs** and carried by 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

**Treasurer's  
and  
Secretary's  
Report**



expended in violation of NJAC 6A:23-2.11(b) for the month ended October 31, 2017, with a balance of \$1,821,069.69.

6. *Motion by Mr. Momary, second by Mr. Coombs* and carried by 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:23-2.11(b) for the month ended November 30, 2017, with a balance of \$1,724,600.39. **Treasurer's and Secretary's Report**
7. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to accept the 2016/2017 Comprehensive Annual Financial Report (CAFR) as presented. **2016/17 CAFR**
8. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve Workshop/Travel per the December 14, 2017, Request. **Workshop/Travel**
9. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve the purchase of Food Service equipment per Culinary Depot Design Build Supply Quote RB250045 dated 11/29/17 in the amount of \$5,260.00 to be purchased from Food Service account, Fund 51. **Food Svc Culinary Depot**
10. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve the purchase of HSCDOUGfleenor from Troxell in the amount of \$1,700.00. **Troxell Purchase**
11. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve the purchase of acoustical panels for the gymnasium. ~~from Wenger dated 1/23/2017 in the amount of \$26,689.00 to be purchased from the Capital Projects account.~~ Actual vendors were Eckel Industries, Inc. \$16,625.00 and Coskey Electronic Systems, Inc. **Acoustical Panels**
12. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to table that student SID#6783610439 remains in Mansfield Township School District for the remainder of the 2017-18 school year. **Student Request to Remain at Mansfield**
13. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve the resolution from Skyland Education Foundation of Warren County, NJ to dissolve the Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation. Total value to Mansfield Township BOE is \$1,323.78 **Skyland Foundation Dissolve**
14. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to approve the following positions et. Al., as signatories on the following Fulton Bank of NJ accounts effective January 1, 2018: **Bank Accts and Signatures**



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

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



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

15. *Motion by Mr. Momary, second by Mr. Coombs* and carried by unanimous vote to pay by borrowing from Capital Reserve Account the oil leak vendors/contractors in the amount of \$334,231.29:

**VENDOR  
PAYMENT  
Oil/Insurance  
Claim**

Vendor Payments were:

Fairfield	\$20,011.23
Hobbie Heat	\$5,584.37
J.F. Young Electric Co.	\$6,782.94
PARS	<u>\$301,852.75</u>
 Total Loan	 \$334,231.29

None

**PUBLIC  
COMMENT**

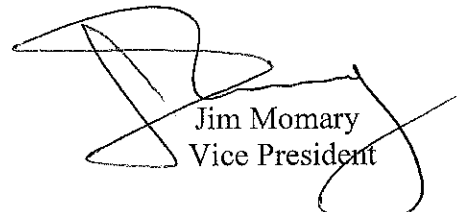
Mr. Momary discussed the Summary of NJSBA Delegate Assebmly dated November 18, 2017.

**DISCUSSION**

Mr. Falco and Mr. Coombs adjourned the meeting at 8:25 P.M.

**ADJOURNMENT**

  
Paul DeAngelo  
SBA/Board Secretary

  
Jim Momary  
Vice President

