

# *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 May 9, 2019 at 7:03 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Ms. Karri Reyes  
Ms. Darlene Bertoldi  
Mr. Michael Coombs  
Mr. John Falco  
Ms. Annamarie Lalevee  
Ms. Mastrolacasa  
Mr. Jim Momary  
Ms. Krysti Mastrolacasa  
Mr. Joseph Rodriguez

Absent

Mr. Mark Smith

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

Superintendent's Report  
May 9, 2019

1. The Spring Hat festival was held the Thursday before Spring Break. All the hats were very unique!!!
2. The Greek God and Goddesses Festival was held last Friday May 3rd
3. We received good news regarding the Oil Remediation. All documentation has been uploaded to the NJDEP website by Partners and they are closing our case. Once we get the "Official" documentation I will let the BOE know. We will discuss this in closed session tonight under attorney client privilege.

There was no communication for the BOE.

Communication

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

**Executive  
Session  
Public  
Comment**

No Public Comment

## CONSENT AGENDA

- ***Motion by Ms., second by Ms.*** and carried by 7-0-1 vote to approve the minutes on the meeting: **Minutes**

May 2, 2019 Regular Meeting  
May 2, 2019 Executive Session

## APPROVAL AGENDA PERSONNEL

1. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve the schedules and carried by a 8-0-0 vote as listed for the 2019/20 School Year, as recommended by the Superintendent: **Personnel  
2019-20**  
  
Schedule A is Certificated Staff as Tenure and Non Tenured  
Schedule B is New Hires  
Schedule C is paraprofessional  
Schedule D is Support Staff/Admin
2. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 vote to approve the retirement of Sharon Taylor as of June 30, 2019, with regret. **Retirement  
– Sharon  
Taylor**
3. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 vote to approve the retirement of Terri Lucas as of January 1, 2020, with regret. **Retirement  
– Terri  
Lucas**
4. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 vote to approve the FMLA for SMID#61268926. **FMLA**
5. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 vote to approve Paul DeAngelo as Business Administrator for the 2019/2020 School Year. **BA 2019-20  
– Paul  
DeAngelo**
6. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 vote to appoint Andrew Coppola, Treasurer of School Monies, effective July 1, 2019, through June 30, 2020, as recommended by the Superintendent. **Treasurer  
2019-20 –  
Andrew  
Coppola**
7. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by a 8-0-0 vote to appoint Brown & Brown as Broker of Record for property and general liability insurances for 2019/2020 with Robert Gemmell serving as Broker of Record, pending receipt of Pay to Play Certification. **Brown and  
Brown –  
Property  
Insurance**
8. ***Motion by Mr. Momary, and second by Mr. Coombs*** to approve and carried by an 8-0-0 **2019-20 -**

- vote to appoint Gianforcaro Architects, Engineers, & Planners as District Architects of Record for the 2019/2020 school year as recommended by the Superintendent. **Architect of Record**
9. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint Sister Mary Denisita Health Center as School Physician for the 2019/20 school year as recommended by the Superintendent. **2019-20 - School Physician**
10. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to approve the contract with Franklin Township Transportation Cooperative agreement for the 2019/20 school year. **2019-20 Transportation - Franklin**
11. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint Joe Kady the Right to Know (RTK), AHERA Contact Person Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Chemical Hygiene Officer for the 2019/2020 school year as recommended by the Superintendent. **RTK – Joe Kady**
12. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint Paul DeAngelo as Custodian of Records for the 2019/20 school year as recommended by the Superintendent. **Custodian of Records – Paul DeAngelo**
13. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint Paul DeAngelo, Public Agency Compliance Officer (PACO), July 1, 2019 through June 30, 2020, as recommended by the Superintendent. **PACO – Paul DeAngelo**
14. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint John Melitsky Attendance Officer for the 2019/20 school year as recommended by the Superintendent. **Attendance Officer – John Melitsky**
15. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint John Melitsky Homeless Liaison for the 2019/20 school year as recommended by the Superintendent. **Homeless Liaison – John Melitsky**
16. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to appoint Paul DeAngelo as School Funds Investor for the 2019/2020 school year as recommended by the Superintendent. **School Investor – Paul DeAngelo**
17. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by a 8-0-0 vote to appoint the following Tax Shelter Annuity Companies: **2019-20 Tax Shelters**
- AXA Equitable  
Lincoln Investment Planning, Inc.  
Syracusa Benefits Programs  
FTJ Fundchoice LLC  
Oppenheimer
18. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to establish a Petty Cash Fund in the amount of \$250. **Petty Cash**
19. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by a 8-0-0 vote **Tuition**

to approve the following tuition rates for the programs offered by the district:

**Rates**

Preschool Inclusion Program: \$500 per month for a full-day program, five days/week;

Special Ed Programs: \$18,500 per year.

Before and After Care increase for 2019-20: Increase \$15 for (5) Days/Week

20. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 to reject the 2019/2020 Transportation Bids. **Transportation Bids Rejection 2019-20 Curriculum**
21. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to adopt and approve the attached curricula, textbooks and programs for 2019/2020 school year. **2019-20 Curriculum**
22. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote Designate Sussex County Regional Cooperative to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2019/2020 school year. **2019-20 Transportation - Sussex**
23. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 8-0-0 vote to designate Warren County Special Schools District to provide transportation at a 4% administrative fee for Mansfield Township Special Education students for the 2019/2020 school year. **2019-20 Transportation - WCSSD**
24. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by a 8-0-0 vote tan appoint Patti Jo Raiello as ADA Coordinator for the 2019/2020 school year as recommended by the Superintendent. **2019-20 ADA Coordinator**
25. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve the Lead Teacher job description as recommended by the Superintendent. **Lead Teacher Job Description**

Items 1 through 25 were approved by one motion.

## **APPROVAL**

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

1. *Motion by Mr. Falco, and second by Mr. Coombs and carried by an 8-0-0 vote* to approve the Affirm/accept HIB findings as reported at the May 2, meeting. **HIB**
2. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to authorize a one-time only 50% discount on the June payment for Before/After Care participant's tuition. **Before and After Care**
3. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve the observation methods of Marzano Causal Teacher Evaluation Model and the Marzano School Leader Evaluation Model for the principal for 2019-20 and the prior year. **2019-20 Evaluation Tool**
4. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve the 2019/2020 School Calendar as recommended by the Superintendent. **2019-20 School**

**Calendar**

- 5. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve the quote for IXL in the amount \$9,765.00 for math series. **IXL Math Series**
- 6. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve quote #35875 Scrubber in the amount of \$5,782.91 from Atra Janitorial Supply Co. to be paid by Cafeteria fund. **New Scrubber**
- 7. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 8-0-0 vote to approve the bid# 14/15-64 and 14/15-79 for Classroom #1 in the amount of \$10,429.94 to be paid by Capital Projects Fund. **2019-20 Floor Project**

Items 1 through 7 were approved by one motion.

**APPROVAL AGENDA**

**FINANCE**

- 1. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve the following State Funds: **2019-20 State Funds**

Categorical Special Education Aid	\$ 417,072
Equalization Aid	\$2,979,731
Categorical Security Aid	\$85,007
Other State Aid	
Categorical Transportation Aid	<u>\$273,159</u>
Total State Aid	\$3,754,969

- 2. *Motion by Ms. Mastrolacasa and second by Mr. Coombs* and carried by 8-0-0 roll call vote Approve adoption of the final 2019/2020 Mansfield Township School District budget as follows: **2019-20 Budget**

General Fund	\$10,326,534
Special Revenue Fund	293,790
Debt Service Fund	445,363
Total Base Budget	\$11,065,687*

\*Included in the budget is a \$545,000 Capital Reserve Withdrawal for the purpose of infrastructure, security and information system upgrades, parking lot, and \$143,400 Emergency Reserve Withdraw for healthcare.

- 3. *Motion by Ms. Mastrolacasa and second by Mr. Rodriguez* and carried by 8-0-0 roll call vote to resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2019, through June 30, 2020, is \$5,660,488 for General Current Expense and \$701,829 for debt service to be received as follows: **2019-20 School Payment Obligations**

Current Expense: Twelve payments of \$471,707.33 on the fifteenth (15th) of every month for a total of \$5,660,488.00.

Debt Service: One payment of \$278,204 due on July 1, 2019.

4. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to authorize the Board Secretary/Business Administrator and the Superintendent to implement the 2019/20 budget pursuant with local and State policies and regulations. **2019-20 Budget Permission**
  
5. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve the following bills lists: **Bill List**  
  
General Fund: May 1, 2019, to May 9, 2019, in the amount of \$228,689.57;  
Referendum Account: May 1, 2019, to May 9, 2019, in the amount of \$3,532.00;  
Cafeteria Fund May 1, 2019, to May 9, 2019 in the amount of \$23,427.22
  
6. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve travel and workshop requests per the May 9, 2019 Travel Requests Report, as presented **Workshops/Travel**
  
7. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve travel reimbursement for Mr. Momary at Mercer City CC on May 18, 2019. **Travel – Jim Momary**
  
8. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve the travel registration for Anthony Giordano NJASA/NJAPSA Spring Leadership Conference in the amount of \$550.00. **Travel – Anthony Giordano**
  
9. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve contract with Children’s Therapy Service at the same rate as 2019/20 **2019-20 Children Therapy Safety Grant**
  
10. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to approve the submission of the 2019-20 safety grant in the amount of \$2,000.00. **2019-20 Children Therapy Safety Grant**
  
11. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 8-0-0 vote to authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting. **Transfer of Funds**

Items 1, 4 – 11 were approved with one motion. Items 2 and 3 were approved by roll call votes.

**Discussion Items:**

Mr. Jim Momary discussed the various items discussed at the Warren County meeting: State Aide Shifting Money, 20% Reduction, Special Education Caps, Path to Progress, Graduation Requirements,

**Discussion  
Items**

Ms. Karrie Reyes mentioned prior Mansfield student, Kaliegih Cagnasolla, was nominated for Featured Dancer.

Mr. Giordano mentioned the possible cancellation of the June 27<sup>th</sup> BOE meeting.

**Public Participation:**

**Public  
Participation**

Ms. Ginny Plumo of 71 Heiser Road, Mansfield, NJ discussed her church and possible partnership regarding Mansfield homeless.

Ms. Sharon O'Meara thanked the Board of Education and the Administration regarding the 2019-20 School Calendar and the recent professional development via Google training.

Ms. Laurie O'Brien mentioned the importance of professional development for MEA staff.

**Executive Session:**

**Executive  
Session**

The BOE held an executive session from 7:24 p.m. until 7:40 p.m. on personnel and legal matters

Mr. Rodriguez adjourned the Regular BOE meeting at 7:40 p.m.

**Adjournment**

Next Meeting: June 6, 2019, cancelation June 27<sup>th</sup> Meeting

Respectfully Submitted,

  
Paul DeAngelo  
SBA/Board Secretary

  
Jim Momary  
Vice President