

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 June 6, 2019 at 7:03 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Absent

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
Mr. Mark Smith

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

Superintendent's Report
June 6, 2019

There was no communication for the BOE.

Communication

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

**Executive
Session**

No Public Comment

**Public
Comment**

CONSENT AGENDA

- *Motion by Coombs, seconded by Mr. Falco* and carried by 8-0-1 vote to approve the minutes on the meeting. Mr. Smith abstained from the minutes. **Minutes**

May 9, 2019 Regular Meeting
 May 9, 2019 Executive Session

**APPROVAL AGENDA
 PERSONNEL**

1. *Motion by Mr. Momary, and second by Mr. Coombs* to approve the District/School Professional Development Plan. **Professional Development**
2. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 9-0-0 vote to approve the Mentoring Plan. **Mentoring Plan**
3. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 9-0-0 vote to the hiring of Lizette Quinones as ESL teacher for Mansfield Township BOE as recommended by the Superintendent. Ms. Quinones was previously shared services between Mansfield Township BOE and Washington Borough School District. Salary \$83,188.08. **Hire - Ms. Quinones**
4. *Motion by Mr. Momary, and second by Mr. Coombs* to approve and carried by an 9-0-0 vote to approve/ratify the resolution authorizing the submission of the proposed Comprehensive Equity Plan. **Comp Plan**

Items 1 through 4 were approved by one motion.

**APPROVAL
 POLICY/CURRICULUM/FACILITIES**

1. *Motion by Mr. Falco, and second by Mr. Coombs and carried by an 9-0-0 vote* to approve Approve the 2019/20 Business Administrator/Board Secretary contract for Paul DeAngelo, as recommended by the Superintendent and approved by the County. **Business Administrator or 2019-20**
2. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 9-0-0 vote to authorize Approve the 2018/19 Business Administrator/Board Secretary merit goal payment for becoming a SFO, School Finance and Operations Officer for Mansfield Township BOE School as recommended by the Superintendent. **Merit Goal BA**
3. *Motion by Mr. Falco, and second by Mr. Coombs* and carried by an 9-0-0 vote to approve 2019 Special Education Summer Needs – In District **Special Education Summer Needs**

ESY Program: Date: July 1, 2019 to July 26, 2019
 Time: 9:00am to 12:00 noon

Nurse: Joan Isemann or Substitute 19 days (3 hours) @ \$135.00

ESY Program Teachers:

Erin Burton or Substitute 19 days (3.5 hours) @ \$157.50
Beth Deo or Substitute 19 days (3.5 hours) @ \$157.50
Lauren Babcock or Substitute 19 days (3.5 hours) @ \$157.50 Magnolia Pedersen
or Substitute 19 days (3.5 hours) @ \$157.50 Missie Wilkinson or Substitute 19
days (3.5 hours) @ \$157.50
Amy Kemp or Substitute 10 days (3.5 hours) @ \$157.50

ESY Program Aides:

Anita Merton or Substitute 19 days @ \$51.00
Rita Riotto or Substitute 19 days @ \$51.00
Kathy Montgomery or Substitute 19 days @ \$51.00
Stacey Hawkins or Substitute 19 days @ \$51.00
Patricia Cericola or Substitute 19 days @ \$51.00
Additional Aide (TBD) 19 days @ \$51.00
Melissa Stalb or Substitute 10 days @ \$51.00

Speech Therapists:

Matt Magnuson or Danielle Millett 24 days @ \$135.00

Occupational Therapist:

Lisa Foster Clarke 16 days @ \$135.00

Physical Therapist:

Children's Therapy Services 24 hours @ contracted rate

ABA Provider:

Pam Davidson or Suzanne Brands 14 days @ \$51.00

Behaviorist:

ABC Consulting 12 hours @ contracted rate

Special Education Summer Enrichment Program: July 1, 2019 to July 26, 2019

Teachers:

Michelle Zappulla or Substitute 19 days (3.5 hours) @ \$157.50
Meredith Abbate or Substitute 19 days (3.5 hours) @ \$157.50

Aide:

Jen Teets 19 days @ \$51.00

Additional ESY Programs/Needs:

This is for ESY programs and/or or needs anticipated but not finalized \$7500.00

Child Study Team Summer Work:

Coordinator:

Patti-Jo Raiello 15 additional days @ per diem

Evaluations:

School Psychologist:

Patti-Jo Raiello 12 days @ per diem
(includes evaluation and report)

Learning Consultant:

Deboranne Marley 12 days @ per diem
(includes evaluation and report)

Social Worker:

Erica Zarro 12 days @ per diem
(includes evaluation and report)

Speech Language Specialist:

Matthew Magnuson or 12 days @ per diem
Danielle Millett (includes evaluation and report)

Occupational Therapist:

Lisa Foster-Clarke 7 days @ per diem
(includes evaluation and report)

Physical Therapist:

Children's Therapy Services 3 evaluations at contracted price

Attendance at Eligibility/Evaluation Plan Meetings:

School Psychologist:

Patti-Jo Raiello 30 hours @ \$45.00

Learning Consultant:

Deboranne Marley 30 hours @ \$45.00

Social Worker:

Erica Zarro 30 hours @ \$45.00

Speech Language Specialist:

Matthew Magnuson 30 hours @ \$45.00

Or Danielle Millett

Occupational Therapist:

Lisa Foster-Clarke 24 hours @ \$45.00

Special Education Teacher:

To Be Determined 36 hours @ \$45.00

General Education Teacher:

To Be Determined 36 hours @ \$45.00

Case Management and/or Paperwork Preparation for Meetings:

School Psychologist:
Patti-Jo Raiello 10 days @ per diem

Learning Consultant:
Deboranne Marley 10 days @ per diem

Social Worker:
Erica Zarro 10 days @ per diem

Speech Language Specialist:
Matthew Magnuson 3 days @ per diem
Or Danielle Millett

Interpreter for Meetings:
10 Hours @ \$15.00

4. ***Motion by Mr. Falco, and second by Mr. Coombs*** and carried by an 9-0-0 vote to approve the following teachers for the Special Education Summer Enrichment Program: July 1, 2019 to July 29, 2019 **Summer Enrichment Program**

5. ***Motion by Mr. Falco, and second by Mr. Coombs*** and carried by an 9-0-0 vote to approve Approve the following personnel to work from June 24, 2019, through July 29, 2019, providing services for the Summer Rec Program, as recommended by the Superintendent: **Summer Rec Program**

- Eric Morgan
- Dana Tarnowski
- Eric Herner

Substitutes:

- Caryn Coscia
- Christina McLeavey

6. ***Motion by Mr. Falco, and second by Mr. Coombs*** and carried by an 9-0-0 vote to approve Approve the following personnel to work as summer custodians, as recommended by the Superintendent: **Summer Custodians**

- Katie Synder
- Rich Van Dien
- Patrick McDonough

Items 1 through 6 were approved by one motion.

**APPROVAL AGENDA
FINANCE**

- | | |
|--|---|
| <p>1. <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to approve the following bills lists:</p> <ul style="list-style-type: none"> • General Account: May 10 to May 31, 2019, in the amount of \$760,517.85; • Referendum Account: May 10 to May 31, 2019, in the amount of \$0.00; • Cafeteria Account: May 10 to May 31, 2019, in the amount of \$39,892.66; • General Account: June 1, 2019 to June 4, 2019, in the amount of \$202,284.71; • Referendum Account: June 1, 2019, to June 4, 2019, in the amount of \$0.00; • Cafeteria Account: June 1, 2019, to June 4, 2019, for \$0.00. | <p>Bill List</p> |
| <p>2. <i>Motion by Ms. Mastrolacasa and second by Mr. Coombs</i> and carried by 9-0-0 roll call vote to approve the June 6, 2019, Funds transfer report in the following amount/(s):</p> <ul style="list-style-type: none"> • Fund 10 \$86,116.62 • Fund 20 \$26,953.66 • Fund 30 \$ 4,710.00 | <p>Fund Transfers</p> |
| <p>3. <i>Motion by Ms. Mastrolacasa and second by Mr. Rodriquez</i> and carried by 9-0-0 roll call vote to approve Workshop/Travel per the June 6, 2019, Request.</p> | <p>Workshops/Travel</p> |
| <p>4. <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to authorize the submission of the following grants for approval:</p> <ul style="list-style-type: none"> - ESEA(Elementary and Secondary Education Act)/NCLB - Title I - \$82,207.00 - Title II - \$16,767.00 - Title III - \$ 9,091.00 - Title III - \$ 2,390.00 (Immigrant) - Title III - \$10,000.00 - Total \$120,455.00 | <p>2019-20 Title Grants Submission</p> |
| <p>5. <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to 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, 2019.</p> | <p>Interest Transfers</p> |
| <p>6. <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to approve the payment of bills to close out the 2018/2019 fiscal year and the transfer of funds as needed for the 2018/2019 school year.</p> | <p>Bill Payments</p> |
| <p>7. <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to ratify the release of the Food Service RFP and allow the administration to take the necessary actions regarding the award of FSC for 2019-20 and beyond.</p> | <p>Food Service RFP 2019-20</p> |

- | | | |
|-----|--|---|
| 8. | <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to approve the Menu Prices for Food Service for 2019/20. Only change from 2018/2019 is the lunch price increase from \$2.90 to \$3.00. | Menu Prices
for 2019-20 |
| 9. | <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to approve the return of the unused portion of the \$545,000 Capital Withdrawal from the 2018/2019 school year. | Capital
Transfer
Refunds |
| 10. | <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 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 |
| 11. | <i>Motion by Ms. Mastrolacasa and second by Ms. Bertoldi</i> and carried by 9-0-0 vote to 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. | 2019-20
Contracts |

Approved Contract Listing - July 2019 through June 2020

Ameriflex
Applied Behavioral Consulting
BKC CPA
Belvidere Board of Education
Brown & Brown Advisors
CDK
Children's Therapy Services, Inc.
Delta Dental
Logic 54
Eastern Datacom
eRate Exchange
First Student
Franklin Township Board of Education
Genesis Educational Services Inc.
Gianforcaro Architects, Engineers & Planners
GST Transportation Corporation
Hobbie Heat
Honeywell
Horizon
IXL
JDM
Maschio's Food Services, Inc.
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.
 Schenck, 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
 Venus Tile & Marble
 VSP (Horizon) Prescription
 Warren County ESC
 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.

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

12. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve the following 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

**Transfer
 Surplus to
 Reserve
 2018-19**

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 \$435,428 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$220,790 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 \$526,240 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. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve 2019-20 Student Transportation Contract Renewals:

**2019-20
Transportation**

First Student	BID #	\$ 137,660.60
L-1	71703	\$ 48,585.60
L-2	12/1/2011	\$ 43,519.00
L-3	7/1/2013-1	\$ 45,556.00
Total		\$ 135,691.72
Snyder Bus Company		\$ 329,682.60
S-1	071703	\$ 25,398.00
S2	2005-2006-1	\$ 58,834.80
S3	09/10	\$ 245,449.80
		\$ 329,682.60
Warren Hills (Joint Transportation)		\$ 188,343.35
WH	2019/20	\$ 188,343.35

14. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve a contract with WeatherWorks to provide Storm Alert Services, effective July 1, 2019, to June 30, 2020, at a cost of \$1,790.00. Same price as 2018-19.

**2019-20
Weather
Works**

15. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve the shared service resolution between Oxford BOE and Mansfield BOE

**2019-20
Oxford
Curriculum**

for 2018-19 curriculum writer agreement. Total amount \$4,200.00.

**Agreement
2019-20
IDEA Grant
Submission**

16. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve the submission of the IDEA-B Grant Application for fiscal year 2018-2019 to the NJ Department of Education. IDEA- Basic Age 3-21 and – Preschool Age – 3-5.

**Summer
Transportation**

17. Approve student Transportation Multi-Contract number Q-Summer 2018-19 SE, with Snyder Bus Company, for the contract period June 24, 2019, to July 31, 2019, in the amount of \$6,726.00 (Bus #1: \$177/day; Bus #2: \$177/day) as follows: M

Multi-Contract #: Q-Summer 2018SE		Contract Period: June 24, 2019– July 31, 2019							
Renewal #: QUOTED		Contract Amount: \$6,726							
Contractor Name: Snyder Bus Company									
Terminal Location: Warren									
Contractor Code: 0228									
Route #	Destination	School Type	Arrival Time	Departure Time	# Days	Amt Annual Renewal Contract	Inc./Dec. Provision	NJSA 18A:39-3 Extension	Total Cost Per Day
SSE-1	Mansfield Twp School	1	9 a.m.	12 noon	19	177.00			\$3.00
SSE-2	Mansfield Twp School	1	9 a.m.	12 noon	19	177.00			\$3.00

Other quotes:

- First Group: No Response
- GTS: No Response

**Obsolete
Inventory**

18. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve the disposal of obsolete inventory per the attached list.

**2019-20
Borrowing**

19. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 vote to approve the following motion:

Whereas, the Department of Education has informed school districts that the last two state aid payments will not be made in June, 2019;

Whereas, Mansfield Township School district will not receive aid in the amount of \$373,161 (\$186,580.00/\$186,581.00) until July, 2019, 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.

20. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 roll vote to approve the Treasurer's and Secretary's monthly financial reports as of April 30, 2019, with a balance of \$1,806,093.08.

Treasurer's Report

21. *Motion by Ms. Mastrolacasa and second by Ms. Bertoldi* and carried by 9-0-0 roll call 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:23A-16.10(a) for the months ended April 30, 2019, with a balance of \$1,806,093.08.

Secretary's Report

Discussion Items:

Discussion

Public Participation:

Public Participation

Executive Session:

Executive Session

The BOE held an executive session from 8:15 p.m. until 8:31 p.m. on personnel and legal matters

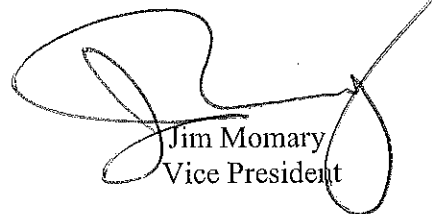
Mr. Rodriguez adjourned the Regular BOE meeting at ^{8:31}X p.m.

Adjournment

Next Meeting: August 8, 2019

Respectfully Submitted,

Paul DeAngelo
SBA/Board Secretary


Jim Momary
Vice President