

# 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 August 22, 2019 at 7:04 P.M. in the Township of Mansfield New Jersey.

The following Members of the Board of Education were present:

Present:

Ms. Karri Reyes

Mr. John Falco

Mr. Jim Momary

Ms. Krysti Mastrolacasa

Mr. Mark Smith

Absent

Ms. Darlene Bertoldi

Mr. Michael Coombs

Mr. Joseph Rodriguez

Ms. Annamarie Lalevee

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

## Superintendent's Report

8/22/19

1. Construction is almost completed on the front entrance way. Trees were trimmed back or removed as well. The Sunshades were ordered for Big and Little Toy. We are waiting on permits from the town.
2. I would like to thank our Maintenance and Custodial Staff for the amazing job they have done this summer!!
3. All summer programs (ESY, Summer Camps, Kindergarten Academy) went very well.
4. All parents should have received their bus and teacher assignments as of today. Next year we are hopeful of utilizing Genesis Parent Portal to notify our community.
5. Our new website is up and running. We will continue to make adjustments/improvements to the site (visual, content, etc..).
6. We had approximately 50% of Certificated Staff come in over the summer for Genesis training. The rest will receive training on Tuesday Sept 3rd.
7. Murals are coming along nicely. I would like to thank the PTA and Ms. Byrne!

8. The school, in partnership with the PTA, held our second annual Kindergarten BBQ. We had over 200 kids and adults attend!

There were 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 Mr. Smith, seconded by Mr. Momary* and carried by 4-0-1 vote to approve the minutes on the meeting. Mr. Smith abstained from the minutes.

Minutes

June 6, 2019 Regular Meeting

June 6, 2019 Executive Session

## APPROVAL AGENDA

### PERSONNEL

1. *Motion by Mr. Falco, and second by Ms. Mastrolacasa* to approve and carried by an 5-0-0 vote to affirm/accept HIB findings as reported at the June 6, 2019, meeting.
2. *Motion by Mr. Falco, and second by Ms. Mastrolacasa* to approve and carried by an 5-0-0 vote to approve the School Improvement Panel consisting of Anthony Giordano, John Melitsky, and Laurie O'Brien.
3. *Motion by Mr. Falco, and second by Ms. Mastrolacasa* to approve and carried by an 5-0-0 vote to approve Amy Rubin MindfulSelf Inc. as a consultant for Mindfulness. Program to be paid from Title II and Title IV.

HIB

School Improvement Panel

MindfulSelf Consultant

Items 1 through 3 were approved by one motion.

## APPROVAL

### POLICY/CURRICULUM/FACILITIES

1. *Motion by Mr. Momary, and second by Mr. Coombs* and carried by a 5-0-0 vote to discuss the Superintendent contract amendment for Mr. Anthony Giordano, as recommended by the BOE.
2. *Motion by Mr. Momary, and second by Ms. Mastrolacasa* and carried by a 5-0-0 vote to approve the 2019/2020 Substitute Roster, as recommended by the Superintendent.

Superintendent Contract

Sub-Roster

- |     |   |  |
|-----|---|--|
| 3.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to appoint John Melitsky as the District Anti-Bullying Coordinator, as recommended by the Superintendent.   | <b>Anti-Bullying Coordinator</b>                 |
| 4.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to appoint Lauri Favreau as the School Anti-bullying Specialist, as recommended by the Superintendent.  | <b>Anti-Bullying Specialist</b>                  |
| 5.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to appoint Barry Dilts as Custodian in Charge, when Joe Kady is out of the building, for the 2019/2020 school year at a stipend of \$1,000, as recommended by the Superintendent.   | <b>Custodian in Charge</b>                       |
| 6.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to approve the following contract change, Anita Merton, for (5) days per week, as recommended by the Superintendent.  | <b>Contract Change A. Merton</b>                 |
| 7.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to ratify the posting and job description for an Education Technology Specialist Position as recommended by the Superintendent.   | <b>Posting – Education Technology Specialist</b> |
| 8.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to ratify the posting for a part-time receptionist, as recommended by the Superintendent.   | <b>Posting- Part-time Receptionist</b>           |
| 9.  | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to approve the hiring of Jennifer Teets as Education Technology Specialist effective August 22nd at the amount of \$40,000.00 as recommended by the Superintendent.   | <b>Education Specialist – J. Teets</b>           |
| 10. | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to approve the hiring of Mercedes Cosme as full-time receptionist for front entrance effective September 2, 2019 at the amount of \$30,000.00 plus single benefits to be charged from both General Fund and Cafeteria Fund, as recommended by the Superintendent. | <b>FT Receptionist M. Cosme</b>                  |
| 11. | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to approve the hiring of Erin Sassaman, Teacher, in the amount of \$56,051.00 effective September 2, 2019, as recommended by the Superintendent.  | <b>New Teacher E. Sassaman</b>                   |
| 12. | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to approve the retirement of Patricia M. Cericola effective July 31, 2019.  | <b>Retirement – P. Cericola</b>                  |
| 13. | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to ratify the hiring of Eric Herner as Summer Custodian as recommended by the Superintendent.   | <b>Summer Custodian – E. Herner</b>              |
| 14. | <i>Motion by Mr. Momary, and second by Ms. Mastrolacasa</i> and carried by a 5-0-0 vote to rescind a portion of Personnel Motion 3.) ESY staffing from the June 6, 2019 Board Meeting for paraprofessionals for ESY program as listed per MEA contract:   | <b>ESY Staffing</b>                              |

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

ABA Provider:

Pam Davidson or Suzanne Brands 14 days @ \$51.00

Special Education Summer Enrichment Program:

July 1, 2019 to July 26, 2019

Aide:

Jen Teets 19 days @ \$51.00

15. *Motion by Mr. Momary, and second by Ms. Mastrolacasa* and carried by a 5-0-0 vote to ratify the hiring of paraprofessional for ESY programs as listed:

**ESY  
Staffing**

Special Education ESY Program:

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

ESY Program Aides:

Anita Merton or Substitute	19 days @ \$67.50/day
Rita Riotto or Substitute	19 days @ \$67.50/day
Kathy Montgomery or Substitute	19 days @ \$67.50/day
Stacey Hawkins or Substitute	19 days @ \$67.50/day
Patricia Cericola or Substitute	19 days @ \$67.50/day
Melissa Stalb or Substitute	10 days @ \$67.50/day

ABA Provider:

Pam Davidson or Suzanne Brands 14 days @ \$67.50/day

Special Education Summer Enrichment Program:

July 1, 2019 to July 26, 2019

Aide:

Jen Teets 19 days @ \$67.50/day

16. *Motion by Mr. Momary, and second by Ms. Mastrolacasa* and carried by a 5-0-0 vote to appoint the following people to the School Safety Team:

**School  
Safety Team**

- John Melitsky
- Lauri Favreau (Chair)
- Corin Francisco (Teacher)
- Tracy Wykoff (Parent)
- Joan Isemann (Nurse) Mr. Momary/

Items 1 through 16 were approved by one motion.

**APPROVAL AGENDA  
FINANCE**

1. ***Motion by Ms. Mastrolacasa and second by Mr. Momary*** and carried by 5-0-0 vote to approve the following bills lists: Approve the following bills lists: **Bill List**
  - General Fund: June 7, 2019, to June 30, 2019, in the amount of \$947,347.00;
  - Referendum Account: June 7, 2019, to June 30, 2019, in the amount of \$0.00;
  - Cafeteria Account: June 7, 2019, to June 30, 2019, in the amount of \$40,348.04;
  - General Fund: July 1, 2019, to July 31, 2019, in the amount of \$931,283.78;
  - Referendum Account: July 1, 2019, to July 31, 2019, in the amount of \$0.00;
  - Cafeteria Account: July 1, 2019, to July 31, 2019, in the amount of \$0.00.
  - General Fund: August 1, 2019, to August 22, 2019, in the amount of \$206,089.79;
  - Referendum Account: August 1, 2019, to August 22, 2019, in the amount of \$0.00;
  - Cafeteria Account: August 1, 2019, to August 22, 2019, in the amount of \$0.00;
  - Void stale checks in the amount of \$
  
2. ***Motion by Ms. Mastrolacasa and second by Mr. Momary*** and carried by 5-0-0 vote to approve the August 22, 2019, Transfer Report for the period May 1, 2019, through May 31, 2019 as follows: **Fund Transfers**
  - Fund 10: \$116,132.34
  
3. ***Motion by Ms. Mastrolacasa and second by Mr. Momary*** and carried by 5-0-0 vote to approve the August 22, 2019, Transfer Report for the period June 1, 2019, through June 30, 2019 as follows: **Fund Transfers**
  - Fund 10: \$382,259.35
  - Fund 30: \$ 5,000.00
  - Fund 60: \$ 32,393.01
  
4. ***Motion by Ms. Mastrolacasa and second by Mr. Momary*** and tabled by 5-0-0 vote to approve the quotation from Varsity Scoreboards in the amount of \$3,413.47 for replacement gym scoreboard. **Scoreboard**

- 5. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve a tuition contract with Belvidere School District in the amount of \$1 to receive Student ID #9762354517 for the 2019/20 school year, transportation to be provided by the parent. **Belvidere Contract**
  
- 6. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 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. **Funding**
  
- 7. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to rescind the 2019-20 Student Transportation Contract Renewal: **Student 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
  
- 8. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve 2019-20 Student Transportation Bid and Contract: **Student Transportation**

Krapf School Bus – NJN, Inc. BID #

Tier #	Route ID	Krapf School Bus	
O/WH8	O	\$149.00	WH8 \$149.00
I/WH29	I	\$149.00	WH29 \$149.00
B/WH10/SH1	B	\$149.00	WH10 \$149.00
SH1	\$10.00		
Total Per Diem		\$904.0	
Bulk Discount		0%	
Total Bid Per Diem		\$904.00	
Total Per Year		\$163,624.00	

District Share Per Year:

Mansfield	\$80,907.00
Warren Hills	\$82,717.00
  
- 9. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to ratify the purchase from The JDM Group for Sonicwall NSA 4650 Advanced W/3YR Advanced Security Suite with 3 year A.S.S. Item # 01-ssc-4097. **Sonicwall**
  
- 10. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to ratify the purchase of (2) Power Edge T640 Servers at \$7,885.41 for a total of **Servers**

\$15,770.82 per Dell Quote No. 3000044068356.1.

- |     |   |   |
|-----|---|---|
| 11. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to ratify the purchase of (20) Dell Latitude 3500/Dell USB Slim DVD+RW Drive – DW316 teacher computers in the amount of \$962.78 each, \$19,255.60 and (150) Dell Latitude 3190 for Education student computer in the amount of \$328.77 each, \$49,315.50 for a total of \$68,571.10. | <b>Dell<br/>Computers<br/>2019-20</b>                                     |
| 12. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to ratify the District Administration Leadership Institute Membership for Anthony Giordano in the amount of \$3,187.50.  | <b>Leadership<br/>Academy</b>   |
| 13. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to ratification of the Memorandum of Agreement between Warren County Special Services School District and Mansfield Township School District for ESY – July 1, 2019 – August 30, 2019.   | <b>MOA<br/>Warren<br/>County<br/>Special<br/>Services<br/>Shade Sails</b> |
| 14. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to approve the proposal from Ben Shaffer Recreation Inc. in the amount of \$32,159.53 Bid # ESCN 17/18-20; Co-op # 65MCESCCPS. Budgeted \$40,000.00 for Little Toy Playground and Big Toy Playground.  |   |
| 15. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to approve Circular State of New Jersey Department of the Treasury, in accordance with the Fiscal Year 2020 Appropriations Act and until further notice, the mileage reimburse rate shall be \$0.35 per mile from \$0.31 per mile.   | <b>Transportation<br/>Circular<br/>Mileage</b>                            |
| 16. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 4-0-1 vote to approve the 2019 NJSBA Annual Workshop for Mr. Momary. Conference from October 21 – October 24, 2019. Conference \$300 plus reservations, travel and meals. Mr. Momary abstained.   | <b>NJSBA<br/>Conference</b>   |
| 17. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to approve the 2019 NJSBA Annual Workshop for Mr. Giordano, Conference from October 21 – October 24, 2019. No cost to the district.  | <b>NJSBA<br/>Conference</b>   |
| 18. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to approve the 2019 NJSBA Annual Workshop for Mr. DeAngelo. Conference from October 21 – October 24, 2019. Conference \$300 plus reservation, travel and meals.  | <b>NJSBA<br/>Conference</b>   |
| 19. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to ratify contract with Washington Borough for SID#8071847785 \$4,105.84 for ESY Program.  | <b>ESY</b>  |
| 20. | <i>Motion by Ms. Mastrolacasa and second by Mr. Momary</i> and carried by 5-0-0 vote to approve contract with Washington Borough for SID#8071847785 for the 2019-20 school year. Total contract for services provided by Mansfield Township BOE is  | <b>2019-20<br/>Tuition<br/>Contract</b>                                   |

\$38,897.50.

21. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve credit change order from Venus Tile for security door project to include epoxy floor and change order for the installation of (2) doors for the 4th grade wing. **Door Project**
22. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of May 31, 2019, with a balance of \$2,052,651.45. **Treasurer's Report**
23. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 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 month ended May 31, 2019, with a balance of \$2,052,651.45. **Secretary's Report**
24. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve the Treasurer's and Secretary's monthly financial reports as of June 30, 2019, with a balance of \$1,790,735.92. **Treasury's Report**
25. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 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 month ended June 30, 2019, with a balance of \$1,790,735.92. **Secretary's Report**
26. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote Approve the purchase of (2) Smartboards at \$5,325.00 SPNL-6265-V2 Interactive 65" Flat Panel for a total of \$10,650.00 per JTF Quote. **Smartboards**
27. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve the Food Service Contract with between Mansfield Township School District and Maschio's per the 2019-20 RFP Bid Results. **Food Service Contract 2019-20**
28. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to approve the payment of Partner's Invoice 313941 in the amount of \$2,426.07 for professional services relating to DEP and the oil remediation to be paid by insurance company. **Partners**
29. **Motion by Ms. Mastrolacasa and second by Mr. Momary** and carried by 5-0-0 vote to Approve Schenck Price Smith & King, LLP as Board Attorney/Retainer Agreement for the 2019-2020 School Year. **Attorney 2019-20**

Items 1 through 22, 24 and 26 – 29 were approved with one motion. Item 24 and 26



were approved by roll call votes.

**Discussion Items:**

**Discussion**

**Public Participation:**

**Public  
Participation**

**Executive Session:**

**Executive  
Session**

The BOE held an executive session from 7:33 p.m. until 7:42 p.m. on personnel and legal matters

Ms. Mastrolacasa adjourned the Regular BOE meeting at 7:43 p.m.

**Adjournment**

Next Meeting: September 19, 2019

Respectfully Submitted,

  
Paul DeAngelo  
SBA/Board Secretary

  
Jim Momary  
Vice President