

Mansfield Township Board of Education

January 18, 2024

7:00 p.m. - Executive Session

7:30 p.m. - Regular Meeting

Call to Order - Constance Quinn, President

Roll Call – Paul DeAngelo, Business Administrator/Board Secretary

Mansfield Township Board of Education:

Judy Irwin	Diane Margolin	Jennifer Rosenblum
Jonathan Lemp	Constance Quinn	Linda Watters
Alison Lorentson	Jonathan Rood	James J. Winand

Executive Session - 7:00 p.m. (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Mansfield Township Board of Education adjourns to closed session to discuss:

1. *Matters rendered confidential by Federal Law, State Law, or Court Rule*
2. *Pending Litigation*
3. *Personnel Matters*
4. *Matter of Attorney/Client Privilege*
5. *Confidential Student Matters*

BE IT FURTHER RESOLVED, that the Mansfield Township Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Approval to go into Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				

Jonathan Lemp				
Alison Lorentson				
Diane Margolin				
Constance Quinn				
Jonathan Rood				
Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Reconvene: _____

**President’s Announcement
Statement of Advance Notice**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, The Mansfield Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mansfield Township Municipal Building and sent to the following newspapers: *The Express Times and Star Ledger*.

Pledge of Allegiance - Constance Quinn, President

President’s Report - Constance Quinn

Interim Superintendent’s Report - Dr. Gary McCartney

Business Administrator’s Report - Paul DeAngelo

Communications and Petitions (If required) – The Superintendent and members of the Board may acknowledge any communications and/or petitions received.

Public Comment

Public comments are invited on matters pertaining only to the agenda action items at this time. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff

member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you. The Board will hear all public comments and then close the public comment session and respond if appropriate.

Consent Agenda - Recommended Action(s)

Approval of Minutes and Reports

1. Motion to approve the open and closed session minutes of the December 14, 2023 regular meeting and the January 3, 2024 Reorganization meeting.
2. Motion to receive/approve the HIB Report Cases, if any.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
Jonathan Lemp				
Alison Lorentson				
Diane Margolin				
Constance Quinn				
Jonathan Rood				
Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Approval Agenda

Chair: Diane Margolin

Education/Policy Committee - Recommended Action(s)

1. None

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
Jonathan Lemp				
Alison Lorentson				
Diane Margolin				
Constance Quinn				
Jonathan Rood				

Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Approval Agenda

Chair: Alison Lorentson

Personnel Committee - Recommended Action(s)

1. Ratify the State of New Jersey minimum wage change effective January 1, 2024 from \$14.13 hour to \$15.13 an hour for any impacted staff, as recommended by the Superintendent.
2. Motion to approve the quote from CMS Cleaning for (4) staff members at 2x per week for a total of \$1,275.00, as recommended by the Superintendent.
3. Motion to approve the professional workshops and travel, as recommended by the Superintendent.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
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Alison Lorentson				
Diane Margolin				
Constance Quinn				
Jonathan Rood				
Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Township Liaison Agenda

Township Chair: Linda Watters and Jonathan Rood

Township Committee - Recommended Action(s):

1. No requested Action/Update as Needed.

Approval Agenda

Chair: James Winand

Facilities/Finance Committee - Recommended Action(s)

1. Motion to approve the stainless steel shelving in the Walk-in Refrigerator and Freezers not to exceed \$12,000.00 paid by the Food Service Account.
2. Motion to approve the floor scrubber not to exceed \$6,000.00 to be paid by the Food Service Account.
3. Motion to approve the student cafeteria tables not to exceed \$65,000.00 and multi-purpose use tables \$16,000.00 paid by the Food Service Account.
4. Motion to approve the 2024-25 Budget Calendar.
5. Motion to award the following vendors in connection with the 2024-25 Request for Proposals:
 - BOE Architect of Record - Gianforcaro Architect and Engineering
 - BOE Insurance Broker - Healthcare, Prescription, Dental, Vision - Integrity Consultant Group
 - BOE Auditor - Ardito & Company LLC for the 2023-24 audit
6. Motion to rebid the BOE Property Casualty for 2024-25.
7. Ratify the investment of \$338,000.00 into a 6-month, Certificate of Deposit, CD, at 3% interest rates, maturing on 7/2/2024 with Fulton Bank.
8. Motion to proceed with the Regular Operating District (ROD) Grants for the following projects:
 - HVAC Renovations at Mansfield Township School

District Share	60%	\$449,400.00
State Share	40%	<u>\$299,600.00</u>
Total		\$749,000.00
 - Roof Renovations at Mansfield Township School

District Share	60%	\$ 115,920.00
State Share	40%	<u>\$ 77,280.00</u>
Total		\$193,200.00
9. Approve the transportation agreement with Warren County Special Services School District for students for the 2024-25 school year. There is one student being transported by WCSSSD in 2023-24.

10. Motion to approve the Monthly Payroll:

December 22, 2023 regular payroll in the amount of \$492,647.70
January 15, 2024 regular payroll in the amount \$378,165.85

11. Motion to approve the December 15, 2023 to December 31, 2023 Bill Lists in the amount of \$1,174,162.28. January 1, 2024 to January 18, 2024 in the amount of \$471,409.24. Cafeteria check December 15, 2023 to December 31, 2023 in the amount of \$0.00 and January 1, 2024 to January 18, 2024 in the amount of \$31,426.45.

12. Motion to approve the 2023-24 Standard Operation Procedure, SOP. The SOP is a requirement of each school district and CVSD to establish SOPs for each task or function of the business operations of the school district, per N.J. Admin. Code § 6A:23A-6.6. The revisions to Mansfield Township School District's manual include the following updates:

- The use of a check scanner from Fulton Bank for deposits effective 1/2024.
- The use of two-factor authentication.
- The use of docuSign for check, timesheets, and payroll registers.
- The use of Automated Clearing House, ACH, payments for ordinary and necessary vendors.
- Use of online payments utilizing Payschools for invoicing.
- The annual grant forum.
- Updated travel and expense policy BOE and staff of Mansfield Township.

13. Motion to amend the 2023-24 Elementary and Secondary Education Act, ESEA and Individuals with Disabilities Education Act, IDEA - Basic Grants. Amendment due to ESEA School Wide classification and IDEA removal of (2) paraprofessional positions previously submitted to category - Salary.

14. Motion to approve the November 2023 Treasurer's and Board Secretary Report in the amount of \$1,440,072.40.

15. Motion to approve the November 2023 Budget Transfers, as listed

Fund 10 to Fund 10 \$79,850.92
Fund 20 to Fund 20 \$ 2,900.00

16. Motion to approve the November 2023 Budget Reclassifications in the amount of \$39,000.00.

17. Motion to ratify the following Corrective Action Plans, CAPs, as a result of the 2022-23 audit:

- General Fund - Financial Planning, Accounting and Reporting
- Cafeteria Fund - Proprietary Funds – Food Service - Net Cash resources exceed three months of expenditures.

18. Motion to approve the Monthly Certification of Funds Roll Call Motion to certify that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) for the month of November 30, 2023 that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
Jonathan Lemp				
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Constance Quinn				
Jonathan Rood				
Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Public Comment

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Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you. The Board will hear all public comments and then close the public comment session and respond if appropriate.

New Business - Members of the Board may introduce any new item or topic of discussion for the Board to consider.

Old Business - Members of the Board may comment on any item or topic that was previously discussed by the Board.

Future Board Meeting Dates:

Thursday, February 15, 2024

Thursday, March 14, 2024 - Budget Due to County March 20, 2024

Special Executive Session Meetings:

Wednesday, January 17, 2024 at 7:00 P.M.

Saturday, January 20, 2024 at 10:00 A.M.

Tuesday, January 30, 2024 at 7:00 P.M.

Second Executive Session (If Necessary)

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
Jonathan Lemp				
Alison Lorentson				
Diane Margolin				
Constance Quinn				
Jonathan Rood				
Jennifer Rosenblum				
Linda Watters				
James J. Winand				

Reconvene: _____

Recommended Action - Motion to adjourn the meeting.

Adjournment _____ p.m.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Judy Irwin				
Jonathan Lemp				
Alison Lorentson				
Diane Margolin				
Constance Quinn				

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