

MANSFIELD TOWNSHIP BOARD OF EDUCATION

Minutes

December 14, 2023

7:00 p.m. - Executive Session

7:30 p.m. - Regular Meeting

Call to Order - Constance Quinn, President called the meeting to order at 7:03 p.m.

Mr. DeAngelo, Board Secretary conducted Roll Call

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee	X			
Alison Lorentson	X			
Diane Margolin	X			
Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand				X

First Executive Session - On a motion by Linda Watters and second by Krysti Mastrolacasa, the Board of Education adjourned to closed session at 7:03 p.m. to discuss personnel and legal matters.

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) Matters 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.

The Board of Education adjourned from Executive Session at 7:31 p.m.

Call to Order - Mrs. Quinn opened the BOE meeting.

Pledge of Allegiance - Mrs. Quinn conducted the Pledge of Allegiance

Statement of Adequate Notice

Mrs. Quinn provided the Statement of Adequate Notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Mansfield Township Board of Education Office, by mailing copies to The Express-Times, Star-Ledger and to the Township clerk in Mansfield Township.

President's Report

Mrs. Quinn quick update on the Superintendent Search. We have several applicants. Our advertisement closes a week from tomorrow. Second, we want to thank Mrs. Byrne the Educator of the Year and Mrs. Salvo Educational Services Professional of the year. Mrs. Quinn discussed this being the December and the next meeting is the Reorganization meeting and we have three Board members leaving us. Krysti Mastrolasca and Annamaria Lalevee served for six years and Joseph Rodriguez for five years. Thank you so much for your services. Your dedication to students, staff, and community is deeply appreciated.

Interim Superintendent's Report

Teacher of the Year piggyback on Teacher of the Year with John Melitsky making some introductions and comments.

Mr. Melitsky discussed the process for Governor's Teacher of the Year and Educator of the Year. Deb Salvo and Ruth Byres.

Dr. McCartney - One of the beauties in life when you do your best and being the best intersects. Hard work, doing your best and being recognized. Rare when then occurs that well deserved honor and thank you for what you do here at Mansfield.

Laura Atwell, from BKC, presented the Annual Comprehensive Financial Report (ACFR) 2022-23. Ms. Atwell introduced her colleague, Kelsey Oakes. Ms. Atwell provided suggestions and recommendations from the 2022/23 audit. Members of the audience asked for copies of the audit presentation. Mr. DeAngelo displayed on the Viewsonic Board for the auditors.

President, Ms. Quinn thanked us and looked forward to working with you in this upcoming year. Ms. Quinn asked about the fluctuation in fund balances. Ms. Atwell discussed the County guidance and grant funds timing issues. Ms. Atwell mentioned the information given to the district is different from the information provided to the auditors which was clarified until approximately two months ago. There were some hiccups this year. There were some fluctuations. Is stabilization aid new this year? Depends on their application. Which grants, COVID funding Cares, ESSERS, ARP-ESSERS funds. Thank you for the information.

Dr. McCartney thanked Laura Atwell.

Dr. McCartney presented the New Jersey Quality Single Accountability Continuum (NJQSAC) which is the Department of Education's monitoring and district self-evaluation system for public school districts. The system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement. It is a single comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements. The system focuses on monitoring and evaluating school districts in five key components that, based on research, have been identified to be key factors in effective school districts. These components are Instruction & Program, Fiscal, Governance, Operations, and Personnel. Dr. McCartney mentioned that we need to upload the information to the State. Later on the agenda, you will be asked to approve the QSAC submission.

Dr. McCartney discussed the number of things approved annually. Dr. McCartney searched everything needed for QSAC, namely Nurse's Servicing Plan Report. The next item the BOE should approve is The Marzano Evaluation Model for observation to value the data of the teachers work. The state requires a teacher Mentoring Plan for new teachers to partner with experienced teachers. Similar approaches to teaching at Mansfield. The Mansfield Professional Development Plan provides the goals tied to achievement and analyzing the data and what will we do based on performance levels. To teach in a more effective way.

Dr. McCartney concluded his report by quoting Winston Churchill, "You make a living by what you get; you make a life by what you give." Dr. McCartney thanked the outgoing BOE members, Krysti Mastrolacasa, Joseph Rodriguez, and Annamaria Lalevee for volunteering their time. Dr. McCartney wished everyone regardless of their beliefs a Happy Holiday and Happy New Year.

Business Administrator's Report

Mr. DeAngelo wished everyone a Happy Holiday, thanked Ed Kemp and John Melitsky for interviewing him, and thanked Krysti Mastrolacasa, Joseph Rodriguez, and Annamaria Lalavee for their years of service on the Mansfield Township BOE since 2016. Mr. DeAngelo discussed the four RFPs on the agenda. Mr. DeAngelo mentioned the ROD grants and thanked the auditors. Lastly, Mr. DeAngelo mentioned the change in minimum wages to \$15.13 effective January 1, 2024.

Communication - None

Public Comment- None

Mrs. Quinn made a motion to close the public comment number one.

Action Items - Consent Agenda

Approval of Board Minutes and Reports

Motion by Mrs. Lalevee and second by Mr. Rodriguez to approve and adopt motion 1 and 2, separately as amended and described below and approved by a roll call vote:

Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand				X

Personnel - Krysti Mastrolacasa

Motions by Mrs. Krysti Mastrolacasa, seconded by Mr. Rodriguez to approve and carried by the Board of Education with a 7-0-0 roll call vote to adopt motions 1 through 16, as amended and described below. Mrs. Mastrolacasa thanked the retirees and congratulated the newly elected BOE members.

1. Motion to approve the retirement, with regret, of Pamela Davidson, paraprofessional, effective 12/31/2023, as recommended by the Superintendent.
2. Motion to approve paraprofessional posting, as recommended by the Superintendent.
3. Motion to approve the resignation, with regret, of Amber Werner, SMID#56757321, Special Education Teacher, effective January 19, 2023, as recommended by the Superintendent.
4. Motion to approve the Special Education Teacher posting, as recommended by the Superintendent.
5. Approve Rita Riotto, as a substitute paraprofessional (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.
6. Motion to approve the stay/leave for SMID#51889137 of absence for student teaching from January 2, 2024 through February 29, 2024, pending any potential inclement weather days, as recommended by the Superintendent.
7. Motion to approve the SCIP Committee. Mission: Ensure the effectiveness of the school's teachers. Duties: Oversee mentoring and foster a culture of continuous improvement, conduct evaluations (including mid-year evaluations of teachers rated ineffective or partially effective), and identify opportunities to inform professional development.

Teaching staff on the SCIP Committee will not participate in evaluation activities.

8. Motion to approve Paul DeAngelo as the Affirmative Action Officer, as recommended by the Superintendent.
9. Motion to approve the following members: Marc Tyson, Michele Cocuzza, Dawn Tironi, and Joan Iseman to the Affirmative Action Committee.

1. Motion to approve the open and closed session minutes of the November 15, 2023 regular meeting.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee			X	
Alison Lorentson	X			
Diane Margolin	X			
Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand	X			X

2. Motion to receive/approve the HIB Report Cases, if any. There were none.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee			X	
Alison Lorentson	X			
Diane Margolin	X			
Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand	X			X

Education and Policy - Diane Margolin

Motions by Mrs. Margolin, seconded by Mr. Rodriguez to approve and carried by the Board of Education with a 7-0-0 roll call vote to adopt motions 1 through 6, as amended and described below.

1. Motion to introduce and conduct a 2nd Reading of Policy Alert 231, as listed.
 - 1642.01 Sick Leave - Policy & Regulation (NEW)
 - 2270 Religion in Schools - Policy

- 2419 School Threat Assessment Teams - Policy & Regulation (M) (NEW)
 - 3161 Examination for Cause – Policy
 - 3212 Attendance - Policy & Regulation
 - 3324 Right of Privacy - Policy
 - 3432 Sick Leave – Policy & Regulation (ABOLISHED)
 - 4161 Examination for Cause - Policy
 - 4212 Attendance – Policy & Regulation
 - 4324 Right of Privacy - Policy
 - 4432 Sick Leave – Policy & Regulation (ABOLISHED)
 - 5111 Eligibility of Resident/Nonresident Students – Policy & Regulation (M)
 - 5116 Education of Homeless Children and Youths – Policy & Regulation
 - 8500 Food Services – Policy (M)
 - 8540 School Nutrition Programs - Policy (M) (ABOLISHED)
 - 8550 Meal Charges/Outstanding Food Service Bill - Policy (M) (ABOLISHED)
2. Motion to approve Motion to approve the 2023-24 Nursing Service Plan for the Mansfield Township School District. The Plan provides information about our services and levels of care.
 3. Motion to approve The Marzano Teacher Evaluation Model for the 2023-24 school year. The Framework for observation and evaluation is utilized with teachers and administrators.
 4. Motion to approve the Mansfield Township School District Professional Development Plan for 2023-24. This plan illustrates the Professional Learning Goals for the staff and shares the Professional Learning Activities that will be pursued in achieving the stated goals.
 5. Motion to approve the 2023-24 Mansfield Township School District Teacher Mentoring Plan. This Plan is designed to provide guidance and assistance to new staff and is aligned with the New Jersey Professional Standard for Teachers and the mentoring regulations of N.J.A.C. 6A:9-8.4.
 6. Motion to approve the district-scored New Jersey Quality Single Accountability Continuum (QSAC) District Performance Reviews (DPRS) in the area of Fiscal; Instruction & Program; Personnel; Governance; and Operations.

Ms. Quinn thanked and appreciated all the time spent by Dr. McCartney pulling together all the information for QSAC.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee	X			
Alison Lorentson	X			
Diane Margolin	X			

10. Motion to approve Dr. Gary McCartney as the Anti-Bully Coordinator, as recommended by the Superintendent.

11. Motion to approve the following people to the School Safety Team:

Dr. Gary McCartney	Interim-Superintendent
Mr. John Melitisky	Principal
Ms. Laurie Favreau	Chair
Ms. Danielle Samuels	Co-Chair
Ms. Corin Francisco	Teacher
Ms. Joan Iseman	Nurse
Ms. Megan Sliker	Parent

12. Motion to approve Danielle Samuels and Lauri Favreau as the Anti-bullying Specialists, as recommended by the Superintendent.

13. Motion to approve custodian substitutes, as recommended by the Superintendent. The substitutes to be determined.

14. Motion to approve the 2023-24 Professional Workshop and Travel expenses, as recommended by the Superintendent.

15. Motion to approve the 2023-24 coursework, as recommended by the Superintendent.

16. Motion to Approve Maggie Alder as a substitute (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee	X			
Alison Lorentson	X			
Diane Margolin	X			
Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand				X

Township Committee Update - Mrs. Watters provided an update when the Township was notified about the DEP.

Mrs. Kate Mattison asked that the microphones be used during discussion.

Facilities/Finance -Joseph Rodriguez reported

Motion by Mr. Rodriguez and second by Mrs. Quinn approved and carried by the Board of Education with a 7-0-0 roll call vote to adopt motions 1. through 24, as amended and described below. Item 2 was tabled until January. Mr. Rodriguez asked about the settlement agreement which was explained by Dr. McCartney. Mrs. Margolin asked about the releases which were addressed by Dr. McCartney.

1. Motion to ratify Motion to approve the amended 2024-25 Budget Calendar.
2. Motion to award the following vendors in connection with the 2024/2025 Request for Proposals:

- ☐ BOE Auditor - **TBD**
- ☐ BOE Architect of Record - **TBD**
- ☐ BOE Insurance Broker - Healthcare, Prescription, Dental, Vision - **TBD**
- ☐ BOE Insurance Broker - Property/General Liability Crime, Umbrella Liability School BOE EE&O, Boiler/Machinery/Bonds and Automotive. - **TBD**

3. Motion to approve 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% \$299,600.00

Total \$749,000.00

- Roof Renovations at Mansfield Township School

District Share 60% \$ 115,920.00

State Share 40% \$ 77,280.00

Total \$193,200.00

4. Motion to approve the Monthly Payroll:

November 30, 2023 Payroll in the amount of \$384,656.58

5. Motion to approve the November 16, 2023 to November 30, 2023 Bill Lists in the amount of \$405,730.46. December 1, 2023 to December 14, 2023 in the amount of \$298,062.75. Cafeteria check November 16, 2023 to November 30, 2023 in the amount of \$252.50 and December 1, 2023 to December 14, 2023 in the amount of \$298,062.75.
6. Motion to approve the quote from Fulton Bank for check scanner for deposit effective 1/2024 for General Fund and Student Activities accounts. No cost to the district.
7. Motion to approve the 2023-24 Before and Aftercare and Preschool payments via credit card and ACH at no cost to the parents in connection with the Payschool method previously BOE approved.

8. Motion to approve the contract from DocuSign Business Pro for contracts and approval process in the amount of \$2,760.00 for (500) envelope, not to exceed \$4,715.00.
9. Motion to approve the 2023-24 Choice Students, presently the district has no choice students.
10. Motion to approve the 2023-24 Charter School submission of records for two students..
11. Motion to approve the 2022-23 Audit Summary Application (AudSum). The AudSum is a required annual submission of budgetary basis revenue, expense and fund balance made by every school district, charter school and renaissance school project in conjunction with their independent school auditors. AudSum must be certified via electronic signature by the independent auditor and the school's business administrator. The AudSum was submitted on December 5, 2023.
12. Motion to approve the allocation of 2022-23 activity club balances as of 6/30/2023, as recommended by the auditor.
13. Motion to approve the auditor Journal Entries for 2022-23.
14. Motion to approve the final Treasurer's and Board Secretary Reports, as a result of the 2022/2023 financial audit:

June 30, 2023	\$ 775,387.50
July 31, 2023	\$ 1,308,250.13
August 31, 2023	\$ 1,589,005.96
September 30, 2023	\$ 949,200.42
October 31, 2023	\$ 1,272,877.49

15. Motion to approve the following 2023-24 Budget Transfers, as listed:

July 31, 2023	\$ 61,182.73	Fund 10
August 31, 2023	\$ 52,250.00	Fund 10
September 30, 2023	\$ 39,569.87	Fund 10
October 31, 2023	\$ 34,968.50	Fund 10
October 31, 2023	\$ 3,084.15	Fund 20

16. Motion to approve the following 2023-24 Budget Reclassifications, as listed:

June 30, 2023	\$ 541,141.55
July 31, 2023	\$ 15,760.00
August 31, 2023	\$ 22,641.77
September 30, 2023	\$ 23,739.73
October 31, 2023	\$ 99.15

17. Motion to approve the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) for 2022-23 school year, as presented by BKC.
18. Motion to ratify the Unemployment Compensation Insurance (UCI) payment in the amount of \$5,019.57 funded by the General Fund paid from UCI Funds.

19. Motion to approve a settlement agreement between Brown and Brown Insurance Brokers and Mansfield Township School District resolving a dispute about insurance liability over contaminated soil remediation costs.
20. Motion to submit mandated TPAF/FICA Reimbursement for the 2022-23 School Year payment to the Treasurer of the State of New Jersey. There is no reimbursement.
21. Approve the obsolete inventory, as listed.
22. 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 October 31, 2023 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
23. Motion to approve the 2023-24 Crum & Forster Insurance policy provided and paid to Brown and Brown Metro, LLC in the amount of \$1,699.00. Underground Storage Tank (UST) Policy #STP-420287 for the period of 1/19/24 - 1/19/2025.
24. Motion to approve the Remediation Resolution Approving Settlement, as reference under Item 19:

RESOLUTION APPROVING SETTLEMENT

WHEREAS, in or about September, 2018, litigation was commenced by plaintiff Mansfield Township Board of Education; and

WHEREAS, the Parties in the matter captioned Mansfield Township Board of Education v. Brown & Brown Metro, LLC; Brown & Brown, Inc. and Robert Gemmell, Dkt. No. WRN-L-293-18 have reached an amicable agreement in order to avoid the expenses and uncertainties of litigation;

AND WHEREAS, the Mansfield Township Board of Education has agreed to accept the settlement amount of \$338,000 agreed to between the parties at a mediation on September 17, 2019;

AND WHEREAS, the Mansfield Township Board of Education agrees that it will not be able to recover any remediation costs incurred after September 17, 2019 from the above-captioned defendants;

RESOLVED, that the Board approves the settlement in the matter captioned Mansfield Township Board of Education v. Brown & Brown Metro, LLC; Brown & Brown, Inc. and Robert Gemmell, Dkt. No. WRN-L-293-18, in accordance with the terms and conditions therein; and

Be it further resolved that Board President Constance Quinn is authorized to sign the Settlement Agreement and Release on behalf of the Board.

Public Comment

Kate Mattison, President of the Teacher Association, brought to light some events that occurred at Mansfield. She thanked the Pride coordinator and thanked Mrs. Donaldson for the fundraising for the event. Kate Mattison discussed some upcoming January 2024 events. Mrs. Mattison, Interventionist, thanked Dr. McCartney for the holiday message whichever holiday you celebrate was well timed and received. Mrs. Mattison discussed her perception regarding the BOE from using cell phones during meetings.

Mrs. Watters addressed the cell phone usage.

Mrs. Jennifer Rosenblum thanked John Melitsky for updating the flags displayed in the All Purpose Room, APR. Ms. Rosenblum mentioned that several people were coming up to her asking questions about:

1. BookFair/Library/Classroom books regarding Bullying - Who monitors these books?
2. Fundraiser for FireFighters Santa and the Grinch - Suggested the school have a reading competition for toys and Santa was supposed to visit. Asked if this had been brought to the BOE's attention.

Dr. McCartney mentioned that Mr. Melitsky was the next person to speak, who can discuss the matter at hand.

Ms. Quinn and Ms. Watters provided insight on the two items being raised by the public.

Mr. Melitsky addressed the public question regarding the book fair and that there was no BOE banned book list Mr. Melitsky discussed fundraising and will entertain the Chief for future years. We discussed all the academics and there are a lot of great things happening here at the school. We just held our Spelling B and mentioned the Mansfield winner, Arjun Bonam, 6th grade student from Mrs. Piccione's class.

Ms. Quinn asked when the championship will be held. Mr. Melitsky discussed the Holiday Concert and discussed the involvement of the sixth grade members for the Food Testing Panel. Bento boxes, replacing bagel bags, were a great hit and pita for a healthy diet. The overwhelming item was Ms. T's Pierogies. Mr. Melitsky went to Allamuchy for students solving math projects.

Ms. Quinn thanked Mr. Melitsky for his update.

Mr. Joseph Farino discussed the Firefighter fundraiser to bring Santa and Grinch and he hoped that this was not a political issue.

Mrs. Quinn closed public comment.

New Business - None

Old Business - None

Future Board Meeting Dates:

Wednesday, January 3, 2024 - Reorganization

Second Executive Session - None

Approval to Adjourn

On a motion by Mr. Rodriguez and second by Ms. Mastrolacasa adjourned at 8:57 p.m.
with full board consent.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee	X			
Alison Lorentson	X			
Diane Margolin	X			
Krysti Mastrolacasa	X			
Constance Quinn	X			
Joseph Rodriguez	X			
Jonathan Rood				X
Linda Watters	X			
James J. Winand				X

Respectfully Submitted,

Mr. Paul DeAngelo
SBA/Board Secretary

Mrs. Linda Watters
Vice-President