

Mansfield Township Board of Education

December 14, 2023

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:

Annamaria Laveve	Krysti Mastrolacasa	Jonathan Rood
Alison Lorentson	Constance Quinn	Linda Watters
Diane Margolin	Joseph Rodriguez	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
Annamaria Laveve				

Alison Lorentson				
Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				
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

- Annual Comprehensive Financial Report (ACFR) 2022-23 Presentation - BKC, Laura Atwell and Jonathan Weiss
- Educator of the Year and Educational Services Professional of the Year

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 - Annamaria Lalavee

1. Motion to approve the open and closed session minutes of the November 15, 2023 regular meeting.
2. Motion to receive/approve the HIB Report Cases if any.

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

Approval Agenda

Chair: Diane Margolin

Education/Policy Committee - Recommended Action(s)

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 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.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Laveve				
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Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				
Linda Watters				

James J. Winand				
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Approval Agenda

Chair: Krysti Mastrolacasa

Personnel Committee - Recommended Action(s)

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 Isemann to the Affirmative Action Committee.
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 Faverau	Chair
Ms. Danielle Samuels	Co-Chair
Ms. Corin Francisco	Teacher

Ms. Joan Isemann 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				
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Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				
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 amended 2023-24 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%	<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

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.

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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:

Wednesday, January 3, 2024 - Reorganization

Second Executive Session (If Necessary)

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

Reconvene: _____

Joseph Rodriguez

Recommended Action - Motion to adjourn the meeting.

Adjournment _____ p.m.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lavee				
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