

MANSFIELD TOWNSHIP BOARD OF EDUCATION
MINUTES

January 18, 2024

7:00- Executive Session

7:30 - Regular Meeting

Mansfield Township Board of Education

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

Call to Order - Ms. Quinn called the meeting to order at 7:01 p.m.

Roll Call - Mr. DeAngelo, Board Secretary conducted Roll Call.

Mansfield Township Board of Education

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

First Executive Session - On a motion by Linda Watters and second by Jonathan Rood, the Board of Education adjourned to closed session at 7:01 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 7:37 p.m.

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

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

President's Announcement - Ms. Quinn read the Statement of Advance Notice

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*.

President's Report

Mrs. Quinn quick update on the Superintendent Search.

Interim Superintendent Report

Dr. McCartney spoke on behalf of the Mansfield Township Community on the importance of School Board Recognition Month.

Dr. McCartney presented on Bi-Annual Report of Incidents of Violence, vandalism, Harassment, Intimidation or Bully, Weapons, Substance Abuse.

Mr. Melitsky introduced three members of the Student Council, who presented.

Business Administrator Report

Mr. DeAngelo conducted a Grant Forum. There were several suggestions from BOE members and staff such as Reading Program, Summer Rec Program, Clubs, and Food for Kids with none. At the suggestion of Diane Margolin, a follow up email will be sent to staff and stakeholders.

Communication - Mr. DeAngelo read four letters in support of John Melitsky for the Superintendent. The letters were received from Beth Scheiner, Deb Salvo, BJ Ward, and Denise Heymann.

Public Comment- None

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

Action Items - Consent Agenda

Chair - Ms. Watters

Approval of Board Minutes and Reports

On a Motion by Ms. Watters and seconded by Ms. Quinn to approve and adopt motion 1 and 2, approved by a roll call vote:

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. Dr. McCartney mentioned we only had two HIB cases.

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

Approval Agenda

Chair: Diane Margolin

Education/Policy Committee - Recommended Action(s)

1. None

Approval Agenda

Chair: Alison Lorentson

Personnel Committee - Recommended Action(s)

On a Motion by Ms. Lorentson and second by Ms. Watters to approve and adopt motion 1 through 4, approved by a roll call vote:

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.
4. Motion to approve the resignation, with regret, of Caryn Coscia, Director of Curriculum and Instruction, effective March 18, 2023, as recommended by the Superintendent.

Ms. Quinn thanked Ms. Coscia for the positive changes for staff and students of Mansfield.

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

Township Liaison Agenda

Township Chair: Linda Watters and Jonathan Rood

Township Committee - Recommended Action(s):

1. No requested Action/Update as Needed. - None

Approval Agenda

Co-Chair: Jonathan Rood

Facilities/Finance Committee - Recommended Action(s)

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

Public Comment

Public comments are invited on matters pertaining to the district 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.

Support for John Melitsky

- The 6th Grade Team, (Marc Tyson, Dawn Tironi, Tori Picconie, and Kayte Snyder) presented a letter read by Mr. Tyson in support of John Melitsky for Superintendent.
- Ms. Selena Donaldson read a letter of support for John Melitsky for Superintendent.
- Mr. Manoj Bonam spoke in support of John Melitsky as the next Superintendent.
- Ms. Marlene Fontana spoke in support of John Melitsky for Superintendent.
- Ms. Laurie O'Brien spoke in support of John Melitsky for Superintendent.

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

Mr. Melitsky announced that tomorrow will be a snow day and the district will be closed.

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:

Saturday, January 20, 2024 at 10:00 a.m. - Ms. Quinn mentioned the Special Executive Session meeting will have no business.

Tuesday, January 30, 2024 at 7:00 p.m.

Second Executive Session - On a motion by Linda Watters and seconded by Ms. Quinn, the Board of Education adjourned to closed session at 8:35 p.m. to discuss personnel and legal matters.

Executive Session

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.

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2. *Personnel Matters*

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

Reconvene - On a Motion by Ms. Quinn and seconded by Ms. Rosenblum the Board of Education reconvened from Executive Session at 9:35 p.m.

Recommended Action - Adjournment - On a motion by Ms. Quinn and seconded by Ms. Rosenblum the Board of Education adjourned from the Regular Meeting at 9:35 p.m.

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

Respectfully Submitted,

Mr. Paul DeAngelo
SBA/Board Secretary

Mrs. Linda Watters
Vice-President