

MANSFIELD TOWNSHIP BOARD OF EDUCATION
MINUTES
March 12, 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 7:00 p.m.

Roll Call - Mr. DeAngelo, Board Secretary conducted Roll Call. The following members of the Board of Education were present:

Mansfield Township Board of Education

MOTION:				
Name	Present			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

Others in Attendance - Dr. McCartney, Interim Superintendent, Mr. Paul DeAngelo, Business Administrator/Board Secretary, Mr. John Melitsky, Principal and Ms. Caryn Coscia, Director of Curriculum and Instruction. There were community and staff members in attendance. Ms. Diana Mai and family were present.

First Executive Session - On a motion by Linda Watters and second by Ms. Quinn, the Board of Education adjourned to closed session at 7:00 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.

On a motion by Ms. Quinn, seconded by Ms. Watters, the Board of Education adjourned from Executive Session at 7:30 p.m.

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

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*.

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

President's Report

Good Evening and thank you to everyone who is here tonight. Ms. Quinn mentioned her President's report is short, but very exciting. We are happy to announce that tonight we will be approving our new Superintendent starting on July 1st. Through stakeholder feedback and many Board of Education discussions, we found an educational leader, an innovator, who uses a forum making every child successful in all aspects of life. The goal of the Board of Education was not only to find a great fit, but the best fit. We are so happy we have found that in Ms. Diana Mai.

Personnel Committee

On a Motion by Ms. Lorentson and seconded by Ms. Quinn, Item 1.) Personnel was approved by the Mansfield Township Board of Education with an 8-0-0 roll call vote.

1. Motion to approve the Contract of Employment for Ms Diana Mai for the position of Superintendent/Director of Special Services effective July 1, 2024 and expiring at midnight on June 30, 2029. The Contract of Employment received the prior approval of the Executive County Superintendent. A copy of the approval letter from the Executive County Superintendent and the approved Contract of Employment are attached on the District website.

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

Ms. Quinn Congratulations - We are so excited to have you at Mansfield and move our district.

Ms. Diana Mai thanked everyone so much and mentioned this is so wonderful. I want to thank the Board of Education for a professional and thorough process. You looked at every part of what was necessary in hiring the next Superintendent. I am grateful you chose me. I look forward to a wonderful start and do great work wherever I go. I want to do good work with kids. It is my hallmark for kids. My passion for education began at Mansfield. Ms. Mai shared a personal story unpacking boxes, writing on the blackboard, opening the boxes, marking the boxes, and lining up workbooks. Ms. Mai stated that at this point she remembers thinking this is the greatest job and this is what I want to do for my life and my career.. It always stayed with me. I want to set forth the best conditions for the students and the school community. The way it moves forward is meeting with staff, administrators, parents, and community members. I am the biggest cheerleader and I will make sure Mansfield has the best of everything and that our students walk through these doors every day also have the best. I look forward to a future "Meet and Greet" coming up soon. Talking, listening, learning, about the great things that are happening at Mansfield. Ms. Mai looks forward to meeting with the administrative cabinet at Mansfield so we can move forward in the most positive way. Thank you again and I am grateful and appreciate your trust in me as your next leader.

Ms. Quinn thanked Ms. Mai and reiterated will be organizing a "Meet and Greet: with our new CSA, so stay tuned for that.

Interim Superintendent Report

Dr. McCartney began the 2024/25 Preliminary Budget process for Mansfield Township School District by discussing the budget as a financial plan which balances competing interests between students and learning and the ability of taxpayers to pay. We must be mindful and the budget must fit our students and taxpayers. As that is a backdrop, Dr. McCartney mentioned that budgeting content has not changed. School budgets are made up of salaries, benefits, transportation, but the context sure has changed!

Dr. McCartney discussed the compounding and the complexity in how we prepare a budget. Dr. McCartney discussed the various content:

Senate Bill 2 (S2) to redistribute cash. Seven years later, most districts are out of it. In 2023-24 we lost (\$188)K.

The 2% Tax Levy Cap there was time when budgets went out for referendum on whether school budgets would pass. The state decided to have a referendum to live within the 2% cap. Most modest of increase when thinking of increases.

Local Fair Share that portion of our budget provided by the local tax payers and according to state formula must rise to a level in order to be eligible for funding. State can hold funding. Must have recurring local income that does not allow you to have state aid. Important to have annual revenue that we met our due diligence.

Adequacy Spending - Number of years ago the State Committee decided the adequate cost for education at \$13946 and special needs child \$21,868. If you spend more than adequacy some of your state aid disappears. 82.9% adequacy, just under.

Enrollment Growth is something we cannot control. Over the last sixteen years 192 lost students. Last two years, Mansfield picked up 40 students. Important factor when calculating state aid. Usually declining enrollment impacts state aid. Mindful that the two largest classes are 4th and 5th grade 91 and 98 in the other. We will see some enrollment drop off. Enrollment could have implications for state aid. We cannot control.

The State of the Economy is another thing we cannot control. State re 14th Amendment to Constitution. Federal and efficient education we provide one. State Aid and the pour over the district data to ascertain the well represented with state aid.

Full Funding Formula the Fully funding the formula for. This was a banner year in that regard for Mansfield. Dr. McCartney turned the presentation to Mr. DeAngelo, who discussed the 2024-2025 Preliminary Expenditures.

Dr. McCartney finalized the Preliminary Budget discussion reviewing the Sixteen Year Look Back for Mansfield for Equalized Aid, State Aid, and Enrollment. Dr. McCartney discussed the 2024-2025 Spending Plan for the additional State aid of \$1,453,699. The recommendation for adopting the 2024-2025 Mansfield Township Preliminary Budget is a 2% Increase on the Tax

Levy and no use of the banked cap tools, namely Enrollment, Medical, and 2023-2024 accrual of banked cap.

Communication and Petitions - None

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. Lorentson Items 1 through 2 were approved by the Board of Education with a 8-0-0 roll call vote:

1. Motion to approve the open and closed session minutes of the February 15, 2024 regular meeting and the February 22, 2024 and February 29, 2024 Special Executive Session Meetings.
2. Motion to receive/approve the HIB Report Case from February 2024.

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)

On a Motion by Ms. Margolin and seconded by Ms. Quinn Items 1-2 were approved by the Board of Education with an 8-0-0 roll call vote.

1. Motion to approve the 2024/2025 School Calendar.

Ms. Lorentson inquired if the other sending district's align their calendars with Warren Hills for which Dr. McCartney responded not all are aligned..

2. Motion to rescind the Special Education Medicaid Initiative (Semi) Waiver for the 2024-25 school year. (Mansfield Township School District Medicaid-eligible student count per NJ Smart submission as of 10/13/2023 is (48) students for \$25,351.68 in reimbursement).

Approval Agenda

Chair: Alison Lorentson

Personnel Committee - Recommended Action(s)

2. Motion to approve contractual education movement in the amount of \$2,000.00 for DeborahAnn Marley effective April 1, 2024.
3. Motion to approve the professional workshops and travel, as recommended by the Superintendent.
4. Motion to approve the retirement of Kathleen Montgomery, with regret, as paraprofessional, effective June 30, 2024.
5. Motion to approve substitute custodian, Ligia Torrez, effective April 1, 2024, (Criminal History check and Chapter 5 pending), as recommended by the Superintendent.
6. Motion to approve paraprofessional, Michelle Profita, (Davidson) effective March 12, 2024, (Criminal History check and Chapter 5 pending), as recommended by the Superintendent.
7. Motion to approve the hiring of paraprofessional, Francesca Budd, (Hawkins) effective April 1, 2024, (Criminal History check and Chapter 5 pending), as recommended by the Superintendent.
8. Approve Theresa DeSimone as a substitute teacher (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.

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. Ms. Watter mentioned there is no Toll Brother housing development being put in Mansfield.

Approval Agenda

Member: Judy Irwin

Facilities/Finance Committee - Recommended Action(s)

On a Motion by Ms. Irwin and seconded by Ms. Watters Motions 1 through 10, 12, & 13 were approved by the Board of Education by an 8-0-0 roll call vote.

On a Motion by Ms. Irwin and seconded by Ms. Quinn, and approved by a separate 8-0-0 roll call vote to approve the 2024-2025 Preliminary Budget to the County with the necessary resolutions including a 2% tax increase, no use of Banked Cap for Enrollment or Medical.

1. Motion to approve the quote from Hubert Company for the procurement of Cafeteria capital equipment and supplies in the amount of \$19,964.94 paid from the Cafeteria account.
2. Motion to approve the Proposal #97499 from RFS Company for the procurement of (10) MTS1316-PWPECRGY, Rectangle table (no seats) at \$1,886.30 each in amount of \$18,863.00, (18) NPS, MTS1316-PWPECRGY06 Mobile Table (16 Stools and Benches) at \$3,372.85 each in the amount of \$60,711.30, Shipping and Handling \$1,351.00 for a total of \$80,925.30 paid from the Cafeteria account.
3. Motion to approve the procurement of audio receivers for the cafeteria not to exceed \$7,500.00 paid from the Cafeteria account.
4. Motion to approve the Monthly Payroll:

February 15, 2024 regular payroll in the amount of \$364,408.29
February 29, 2024 regular payroll in the amount of \$360,116.02
5. Motion to approve the February 15, 2024 to February 29, 2024 General Fund check in the amount of \$787,323.81. March 1, 2024 to March 12, 2024 in the amount of \$212,319.85. Cafeteria bill list from February 15, 2024 to February 29, 2024 in the amount of \$28,680.88 and March 1, 2024 to March 12, 2024 in the amount of \$3,818.72.
6. Motion to approve the January 2024 Budget Transfer Report:

Fund 10 - \$136,220.15

Fund 20 - \$ 54,395.06

Fund 60 - \$ 5,000.00

7. Motion to approve the January 2024 reclassifications to keep all accounts positively stated as listed:

Fund 10 - \$9,750.00

Fund 20 - (\$9,750.00)

8. Motion to approve the February 2024 Budget Transfer Report:

Fund 10 - \$67,639.55

Fund 20 - \$27,979.65

Fund 60 - \$ 15.00

9. Motion to approve the February 2024 reclassifications to keep all accounts positively stated as listed:

Fund 10 - (\$ 3,786.73)

Fund 20 - \$31,666.33

Fund 60 - (\$27,879.60)

10. Approve the January 2024 Treasurer's and Board Secretary Report in the amount of \$1,313,503.36.

11. Roll call vote to approve the Tentative Budget to be submitted to the County for School Year 2024/2025

BE IT RESOLVED, that the budget be approved for the 2024/2025 school year

	Fund 10	Fund 20	Fund 40	
	General	Special	Debt	
	<u>Fund</u>	<u>Revenues</u>	<u>Service</u>	<u>Total</u>
2024-25 Total Expenditures	\$11,490,937	\$357,000	\$463,162	\$12,311,099
Less: Anticipated Revenues	\$ 5,071,430	\$357,000	\$173,863	\$ 5,602,293
Taxes to be Raised	\$ 6,419,507	\$ 0	\$289,299	\$ 6,708,806

BE IT FURTHER RESOLVED, that the Board of Education with N.J.S.A. 18A:19-1, that for the 2024/2025 school year the annual maximum for regular business travel shall be \$1,500 per employee.

Further approve, that for the 2024/2025 school year the Mansfield Township Board of Education shall set \$12,500 as the maximum travel expenditure amount for the budget year.

Further approve, in accordance with N.J.A.C 6A:23A-5-2 and N.J.A.C. 6A-9.3 (c)14, the maximum dollar limit for professional services of \$25,000.00 for legal services, \$23,500.00 for auditing services.

12. 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 February 29, 2024 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

13. Motion to approve the February 2024 Treasurer's and Board Secretary Report in the amount of \$1,469,298.96.

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

Public Comment

Mr. Melitsky welcomed the new Superintendent, Ms. Diana Mai, and discussed the Chess Club Tournament success. Mr. Melitsky mentioned it was Arts and Science Month and the magazine "Arts and Science Magazine" has a publication from Mansfield Art teacher, Ms. Ruth Byrnes. The article showcased the art work displayed along the wall of the All Purpose Room and the great happening at Mansfield. Ms. Quinn inquired on the Science Night and Art Night dates and confirmed the rationale for Ms. Byrnes being Mansfield's Teacher of the Year.

Ms. Selena Donaldson thanked Caryn Coscia for her time at Mansfield Township School District. Ms. Quinn mentioned that they are excited for Ms. Coscia and that she can stop in!

New Business - Members of the Board may introduce any new item or topic of discussion for the Board to consider. Ms. Quinn mentioned Science Night is Thursday, March 14, 2024 and Art Night is Thursday, March 21st..

Old Business - Members of the Board may comment on any item or topic that was previously discussed by the Board. None.

Future Board Meeting Dates:

Thursday, April 18, 2024 - Regular Meeting

Tuesday, May 7, 2024 - Public Budget Hearing- Final Budget Approval

Thursday, May 16, 2024 - Regular Meeting

Second Executive Session - None

Recommended Action - Adjournment - On a motion by Mr. Rood and seconded by Ms. Irwin the Board of Education adjourned from the Regular Meeting with an 8-0-0 roll call vote at 8:31 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