

MANSFIELD TOWNSHIP BOARD OF EDUCATION
MINUTES
June 20, 2024

7:00- Executive Session
7:30 - Regular Meeting

Mansfield Township Board of Education

Constance Quinn, President	Jonathan Lemp	Jonathan Rood
Linda Watters, Vice President	Alison Lorentson	Jennifer Rosenblum
Judy Irwin	Diane Margolin	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. 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, Paul DeAngelo, Business Administrator/Board Secretary, John Melitsky, Principal. Diana Mai, (New MTSD CSA effective 7/1/2024) was also in attendance. There were several staff members in attendance.

First Executive Session - On a motion by Linda Watters and second by James Winand, the Board of Education adjourned to closed session at 7:01 p.m. to discuss personnel 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 Mr. Rood, Board of Education adjourned from Executive Session at 7:30 p.m.

Call to Order - Ms. 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

Ms. Quinn, "Good Evening and Thank you for Coming." Ms. Quinn opened with her President's Report discussing the following items:

- To my fellow BOE members, as previously discussed, the NJSBA Workshop is from October 21st to October 24. Encourage everyone to attend and reservations were made for all board members including hotel accommodations. Please review your calendars for October and we will revisit in the middle of July. We would like to cancel ahead of time for anyone not attending.
- The 6th Graders and Great End of Year:
 - Dorney Park Trip - Had a great time.
 - Promotion - Thank you for the Words Dr. McCartney and John Melitsky

- Field Day
- Followed by Clap Out - 6th Graders excited to go to Middle School and difficult leaving the Elementary School
- Thank you to the staff for making them feel loved.
- Ms. Quinn acknowledged Dr. McCartney's time at Mansfield:
 - When searching for a Superintendent, we had no idea how lucky we were or how good we were going to have it.
 - A teacher asked Ms. Quinn if he would come out of retirement. He is not.
 - Words to describe: Savior, "Super" Hero, Breathe of Fresh Air.
 - Dr. McCartney has done above and beyond everything the District and Board has asked of him. Some of his accomplishments just to name a few:
 - Morale
 - QSAC
 - Superintendent Search
 - Teacher Negotiations
 - His advice and insight are invaluable to all of us.

We are appreciative and grateful for your time and work dedicated to Mansfield. We will miss you and wish you all the best and hope you will come back to visit. You are always welcomed.

The BOE provided a token of their appreciation to reflect on his time at Mansfield, a glass with the Mansfield logo and the following inspirational quote from Lincoln, "Whatever you are, be a good one."

Interim Superintendent Report

Dr. McCartney provided Farewell Remarks:

On the occasion of this final BOE meeting, I'd like to offer a few concluding comments.

Let me begin by extending thanks to the BOE, Paul DeAngelo, Jennifer Teets, John Melitsky, Denise Heymann and the staff for their many kindnesses and accommodations.

I want to offer my special thanks to President Connie Quinn for her endless hours of commitment and support not only to the District but to my superintendency. The linkage between the BOE and the Superintendent depends on the Board President's role, and for that I say "thank-you".

I was able to work on many issues during my time here...

- QSAC
- Rumored Financial peril upon arrival
- Superintendent Search
- Collective Bargaining
- Budget building

- DEP issues/contaminated soils; and
- Recovery of \$340,000 dollars from a broker
- Completing an unfinished construction project; and the beat goes on...

Working in many areas w/lots of people is bound to create some frayed feelings.

Thomas Jefferson probably said it best... “One never leaves office with the reputation that carried them in”.

My work and the nature of some of the issues didn’t allow for happiness for all.

And for that, I can say that in every decision, I always wanted what was best for the District.

I wish Diana much success and offer my best to the District moving forward.

Business Administrator Report

Paul DeAngelo discussed the following items:

1. Auditors will be in the district July 10th and July 11, 2024.

Communication and Petitions - None

Public Comment - Katie Mattison - Negotiations process and thank you.

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

Action Items - Consent Agenda

Chair - Ms. Watters, Vice-President

Approval of Board Minutes and Reports

On a Motion by Ms. Watters and seconded by Ms. Quinn, 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 May 7, 2024 Public Budget Hearing, May 16, 2024 Regular meeting, and May 28, 2024 Special Meeting.
2. Motion to receive/approve the HIB Report Cases, if any.

Alison Lorentson asked if there were any HIB cases. Dr. McCartney confirmed there were none.

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			

Approval Agenda

Chair: Diane Margolin

Education/Policy Committee - Recommended Action(s)

On a Motion by Ms. Margolin and seconded by Ms. Quinn, Item 1 through 3 were approved by the Board of Education with an 8-0-0 roll call vote.

1. Motion to approve the 2024 - 2025 contract with Strauss Esmay for Policy Services. Total 2024-2025 amount is \$4,965.00.
2. Motion to approve the existing curriculum and textbooks for implementation in the 2024-2025 school year. Curriculum guides and textbooks available at <https://www.mansfieldtsd.org/departments/curriculum>.
3. Motion to approve the following School Bus Emergency Evacuation Drill Statement as stipulated by 6A:27-11.2. On May 28, 2024 for all bus routes; the School Principal of Mansfield Township School, John Melitsky, oversaw the school bus emergency evacuation drills.

Approval Agenda

Chair: Alison Lorentson

Personnel Committee - Recommended Action(s)

On a Motion by Ms. Lorentson and seconded by Mr. Rood, Items 1 through Item 21 with the exception of Motion 3 - MEA - BOE Agreement were approved by the Mansfield Township Board of Education with an 8-0-0 roll call vote.

1. Motion to approve the State-Required School Residency Agreement with Robert Magnuson and Mansfield Township School District Chief School Administrator (CSA), Diana Mai, as recommended by the Superintendent.
2. Motion to approve the hiring of Noreen Matias, Director of Curriculum and Instruction, as recommended by the Superintendent, at an annual salary of \$107,945.00 effective July 15, 2024.
3. Motion to approve the MEA - BOE Collective Bargaining Agreement (CBA). CBA will be effective from 2024 - 2025 to 2028 - 2029, as recommended by the Superintendent.

4. Motion to approve the attached 2024 - 2025 employment contract for Paul DeAngelo, School Business Administrator/Board Secretary at an annual salary of \$126,959.00 as recommended by the Superintendent, and approved by the Executive County Superintendent.
5. Motion to approve the hiring of Tracy Rowe, School Treasurer, at the rate of \$5,000.00, as recommended by the Superintendent. The School Treasurer must be bonded at the expense of the district. NJSIG/Cedar Risk will provide the bond application.
6. Motion to approve the 2023 - 2024 contractual (non-pensionable) stipend for Patti-Jo Raellio in the amount of \$6,500.00, as recommended by the Superintendent.
7. Motion to approve the 2024 - 2025 salaries for non-unit personnel as listed and recommended by the Superintendent:

Employee Name	Salary	Longevity	Total Compensation
Josh Allen	\$41,574	\$0	\$41,574
Mercedes Cosme	\$50,992	\$0	\$50,992
Denise Heymann	\$67,990	\$1,950	\$69,940
Joe Kady	\$85,020	\$0	\$85,020
Samantha Ortiz	\$33,996	\$0	\$33,996
Danielle Reber	\$19,831	\$0	\$19,831
Megan Sliker	\$45,540	\$0	\$45,540
Jennifee Teets	\$85,284	\$0	\$85,284

8. Motion to approve the hiring of Julie Allen, Custodian, effective July 1, 2024, as recommended by the Superintendent. Starting salary is \$35,000.00. This is a replacement position.
9. Motion to accept with regret, the resignation of Caitlin Diaz, as recommended by the Superintendent.
10. Motion to accept with regret, the resignation of Angela Bridygham, as recommended by the Superintendent.
11. Motion to accept with regret, the resignation of Kayte Snyder, as recommended by the Superintendent.
12. Motion to approve the following appointments/reappointments for the 2024-2025 school year or until superseded by another resolution, as recommended by the Superintendent:

Business Administrator	Paul DeAngelo
Treasurer	Tracy Rowe
School Attorney	Busch Law Group, LLC
School Auditor	Ardito and Company, LLC

School Physician	Sister Mary Denisita Family Health SMD Health/Ana P. Gomes
School Insurance Broker	Cedar Risk Insurance
School Health Insurance Broker	Integrity Consulting Group
Licensed Water Operator	McGowan, LLC
Architect of Record	Gianforcaro Architects, Engineers & Planners
Engineer for DEP Issues	Gianforcaro Architects, Engineers & Planners/Partners Engineering and Science, Inc.
Continuing Disclosure Agent Services	Phoenix Advisory
Occupation Therapy Services	Avalon Therapy, LLC
Physical Therapy Services	Applied Behavioral Consultant
Affirmative Action Officer	Paul DeAngelo
Title IX Coordinator	Paul DeAngelo
Attendance Officer	John Melitsky
Substance Awareness Coordinator	John Melitsky
Anti-Bullying Coordinator	John Melitsky
School Safety Administrator	John Melitsky
Anti-Bullying Specialists	Danielle Samuels/Lauri Faverau
Labor Relations Officer	Diana Mai/Jonathan Busch
Homeless Liaison	John Melitsky
504 Officer	Diana Mai
Liaison to Dept of Child Protection & Perm	John Melitsky
Right to Know Custodian	Paul DeAngelo
AHERA Representative	Joseph Kady
Safety Committee Coordinator	John Melitsky
IPM Coordinator	Joseph Kady
Indoor Air Quality Coordinator	Joseph Kady
Toxic Hazard Preparedness Officer	Joseph Kady
Public Agency Compliance Officer	Paul DeAngelo
Purchasing Agent	Paul DeAngelo
Custodian of Records	Paul DeAngelo
Official Newspaper	Express Times
Alternate Newspaper	Star Ledger

13. Motion to approve the members of the 2024 - 2025 Safety Team: Diana Mai, John Melitsky, Lauri Faverau, Danielle Samuels, and Joan Isemann, Megan Sliker (parent), and Corin Francisco, as recommended by the Superintendent.

14. Motion to approve the 2024 - 2025 Sub Rates, as recommended by the Superintendent:

Nurse Sub Rate \$200.00 per Day
Sub Rate \$125.00 per Day

15. Motion to approve the following staff for the 2024 - 2025 Summer program, as recommended by the Superintendent. Subject to the number of students participating in the Summer Program.

Kristen Endrizzi
Monica Navas
Laurie O'Brien (sub)
Jessica Eresman

Christine Morello
Rebecca Summitt
Richard VanDien
Karen Mele

Gregory Wilson
Dawn Tironi
Jennifer Cagnassola
Lauri Favreau
Kayte Snyder

Alison Lorentson asked if Kayte Snyder's resignation impacts her working the Summer Program. Dr. McCartney mentioned that Kayte Snyder will be working the Summer program.

16. Motion to ratify the following staff for 2024 - 2025 training new ELA program at the contractual rate of \$50 hour not to exceed \$200 each charged to ESSER, as recommended by the Superintendent:

Deb Salvo
Sue Codey
Liz Gensheimer

Kate Mattison
Kaylee Bennett
Heather Gilmartin
Tracey Janowski

Corin Francisco
Robin Florentine
Tracy Momorato
Beth Scheiner
Jake Wilson

17. Motion to approve the professional workshops and travel, as recommended by the Superintendent and as listed below:

Professional Workshop Approvals 2023-2024								
						Mileage	Mileage	Total
Teacher	Grade	WS Date	Destination	Topic	Cost	Roundtrip	Cost	Cost
Deb Salvo	Interventionist	6/5- 6/6	Virtual	Spotlight on Dyslexia	0.00	0.00		\$0.00
Beth Scheiner	Interventionist	6/5-6/6	Virtual	Spotlight on Dyslexia	0.00	0.00		\$0.00
Matt Magnuson	Speech	5/20/24	Farmstead Golf Club	ADHD & the Internal Exec.Function Skills	60.00			\$60.00
Grand Totals								\$60.00

Professional Workshop Approvals 2024-2025								
						Mileage	Mileage	Total
Teacher	Grade	WS Date	Destination	Topic	Cost	Roundtrip	Cost	Cost
Kristin Baker	G&T	11/21-24	Seattle	Nat'l Assoc. Gifted Convention	\$499.00	airfare	\$495.00	\$994.00
						\$785.00 Reg. Fee, room, travel will be paid by employee		
Lisa Foster-Clarke	PT	8/15-8/18/24	Trumbull, CT	SOS-Pediatric Feeding Cert.				\$785.00
Total								\$1,779.00

18. Motion to approve the NJSBA Workshop and School Board members travel, meals, and mileage from October 21-24, 2024. The special group registration rate of \$2,100.00.

19. Motion to approve the salary schedules as listed for the 2024/2025 School Year, as recommended by the Superintendent:

~~Schedule A -- (Certificated Staff and Paraprofessionals)~~

~~Schedule B -- (New Hires)~~

Schedule C - (Administration)

Schedule D - (Non-Unit Members)

20. Motion to approve the 2024 Summer Program Extended School Year and the Child Study Team Summer Work:

Extended School Year Program: June 17, 2024 to July 18, 2024 (4 days per week - Monday thru Thursday)

ESY Teachers: 8 Teachers or Substitutes

19 days – 3.5 hours/day @ \$60.00/hour Plus 10 additional hours @ \$50.00/hour

Herminia Maida

Erin Burton

Erin Iaione

Melissa Tirone

Michele Cocuzza

Tracy Marmorato

Beth Deo

Missie Wilkinson

Substitutes

ESY Aides: Aides or Substitutes 19 days – 3.0 hours/day @ \$30.00/hour

Jen Cicala

Giovanna Valli

Rebecca Osman

Claudia Burrows

Barbara Maze

Michelle Profita

Thomas Sylvester

Yamir Vitale

Donna Creedon
Substitutes

ESY Tch Assist:

Teacher Assistants or Substitutes 19 days – 3.0 hours/day @ \$20.00/hour
Gia Vitale
Mia Jones
Joseph Kletter

Teacher Assistants or Substitutes 19 days – 3.0 hours/day @ \$30.00/hour
Shannon Vitale
Substitutes

Speech Therapists: Matthew Magnuson
Kaeleen Sylvester
19 days (each) – 3.0 hours/day @ \$60.00/hour

Occupational Therapists:

Aliana Dombroski
19 days – 3.0 hours/day @ \$60.00/hour

Nurse: Joan Iseman
Sam Ortiz
Linda Katstra
Sue Sacco
19 days (total) - 3.0 hours/day @ \$60.00/hour

Physical Therapist: Michelle DeSanto or Substitute
30 hours @ contracted rate

Behaviorist: ABC Consulting
20 hours @ contracted rate

Child Study Team Summer Work:

Coordinator: Patti-Jo Raiello @\$50.00/hour

Evaluations/Case Management Responsibilities:

School Psychologist: Patti-Jo Raiello @\$60.00/hour
Learning Consultant: Deboranne Marley @\$60.00/hour
Social Worker: Erica Zarro @\$60.00/hour

Speech Language Specialist:

Matthew Magnuson @\$60.00/hour
Kaeleen Sylvester @\$60.00/hour
Occupational Therapist: Lisa Foster-Clarke @\$60.00/hour
Physical Therapist: Michelle DeSanto @ contracted rate

Attendance at Eligibility/Evaluation Plan Meetings:

School Psychologist: Patti-Jo Raiello @\$50.00/hour
Learning Consultant: Deboranne Marley @\$50.00/hour
Social Worker: Erica Zarro @\$50.00/hour

Speech Language Specialist:

Matthew Magnuson		@\$50.00/hour
Kaeleen Sylvester		@\$50.00/hour
Occupational Therapist:	Lisa Foster-Clarke	@\$50.00/hour
Special Education Teacher:	TBD	@\$50.00/hour
General Education Teacher:	TBD	@\$50.00/hour
<u>Interpreter for Meetings:</u>		@\$30.00/hour

21. Motion to accept with regret, the resignation of Richard VanDien, as recommended by the Superintendent.

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			

Township Liaison Agenda

Township Chair: Linda Watters and Jonathan Rood

Township Committee - Recommended Action(s):

1. Ms. Watters reported the Giant in Hackettstown is being turned into a Gymnastics studio.

Approval Agenda

Chair: James Winand

Facilities/Finance Committee - Recommended Action(s)

On a Motion by Mr. Winand and seconded by Mr. Rood, Motions 1 - 52, were approved with one motion by a separate 8-0-0 roll call vote.

1. Motion to approve the 2024 - 2025 Quote No. 3000176759716.1 from Dell Technologies for (6) Dell Latitude 3540 at \$680.00 each for replacement staff computers in the amount of \$4,080.00.
2. Motion to approve the 2024 - 2025 Estimate# MTES550 from The JDM Group for replacement staff computers, monitors, and keyboards in the amount of \$7,567.62.

(1) Dell 5540 Latitude	\$1,909.70	\$1,909.70
(1) Dell WD19S Docking station	\$ 218.00	\$ 218.00
(2) Dell E272HS - LED Monitors	\$ 199.99 each	\$ 399.98

(3) Microsoft Surface Pro 9	\$1,499.99 each	\$4,499.97
(3) 8XB-00001 Microsoft Surface Pro 9 Signature Keyboard	\$ 179.99 each	<u>\$ 539.97</u>
Total		\$7,567.62

3. Motion to declare the obsolete inventory as surplus property with no value and authorize the Business Administrator to dispose of the property pursuant to N.J.S.A 18A:18A-45.
4. Motion to ratify the ordinary and necessary disposal of electronic equipment from the obsolete inventory listing utilizing Sycamore Computer and Recycling Company.
5. Motion to approve the ordinary and necessary disposal of all approved 2017 records per NJ Record Destruction approval approved by the Custodian of Records, the New Jersey State contractor, Artemis (Records Retention and Disposition Management System) <https://www.nj.gov/treasury/revenue/rms/artemis.shtml>, and approved by the financial auditor.
6. Motion to approve the submission of the following 2024 - 2025 Grant Application to the NJ Department of Education. No salary to Grants due to N.J.S.A 18A:66-90.

2024-205 ESEA(Elementary and Secondary Education Act):

Title I	\$ 95,869.00
Title II	\$ 12,284.00
Title III	\$ 10,316.00
Title III Immigrant	\$ 2,503.00
Title IV	<u>\$ 10,000.00</u>
Total	\$ 130,972.00

School Rural Grant \$ 41,500.00 (2024-2025)

7. Motion to approve the participation in a Title III consortium consisting of Washington Borough, Great Meadows Regional, and Warren Hills Regional H.S., with Mansfield Township acting as the lead LEA (Local Education Association).
8. Motion to approve the submission of the 2024 - 2025 IDEA-B Grant Application to the NJ Department of Education. No salary to Grants due to N.J.S.A 18A:66-90. The Budgetary Numbers Below.

IDEA - Basic Age 3-21	\$171,000.00
Preschool Age – 3-5	<u>\$ 7,000.00</u>
Total	\$178,000.00
9. Motion to approve the 2023 - 2024 Homeless reimbursement provided by the State.
10. Motion to approve the Business Administrator to close out all the 2023 - 2024 Grants and submit Final Expenditure and Reimbursement reports.

11. Motion to approve the 2024-2025 Avalon Therapy, LLC contract for the Child Study Team, CST at the Rate of \$98.00/hr. The 2023 - 2024 Rate was \$95.00/hr.
12. Motion to approve the 2024 - 2025 Applied Behavior Consultant, ABC, contract for Child Study Team, CST at the Rate of \$124.00/hr. The 2023 - 2024 Rate was \$121.00/hr.
13. Motion to ratify the following 2024 - 2025 Food Service Contract resolution, as amended:

BE IT RESOLVED, that the Mansfield Township Board of Education renews a contract with Maschio's Food Services, Inc. to manage the food service program for the 2024 - 2025 school year with an annual Management Fee of \$20,200.00 (flat fee), a Total Contract Cost of \$290,306.03, and a Breakeven Guarantee. The contract term shall commence on July 1, 2024 and end on June 30, 2025, for the 2024 - 2025 school year.

Certifying Statement: I certify the foregoing to be a true copy of the resolution adopted by the Board of Education of Mansfield Township School District in the county of Warren, New Jersey, at a meeting held on June 20, 2024.

14. Motion to approve the Maschio's Trucking, LLC agreement for delivery services. The trucking agreement is an annual agreement to provide delivery services to the customer.
15. Motion to approve the following Financial Institution resolution:

BE IT RESOLVED that Fulton Bank be designated as the depository of record for the Mansfield Township Board of Education accounts; and

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current State of New Jersey Governmental Unit Depository Protection Act certificate.

16. Motion to approve the following 2024 - 2025 signatures on the accounts maintained by the Board of Education:

Cafeteria Account (Any 2 Signatures) CSA, Board President, Vice-President, Board Secretary, Treasurer

General Fund (Any 3 Signatures) Board President or Vice-President, Board Secretary, Treasurer

Payroll Fund (Any 2 Signatures) Board President or Vice-President, Board Secretary, Treasurer

Capital Reserve (Any 3 Signatures) Board President or Vice-President, Board Secretary, Treasurer

Payroll Agency (Any 3 Signature) Board President or Vice-President, Board Secretary, Treasurer

Petty Cash (Any 2 Signature) Board President or Vice-President, Board Secretary, Treasurer

UCI (Any 3 Signatures) Board President or Vice-President, Board Secretary, Treasurer

Student Activities (Any 2 Signatures) CSA, Board President or Vice-President, Board Secretary, Treasurer

Board Misc Account (Any 1 Signatures) Board President, Finance Chair

Tuition Account (Any 3 Signature) Board President or Vice-President, Board Secretary, Treasurer

17. Motion to approve designation of the School Funds Investor as the Business Administrator/Board Secretary pursuant to 17:12B-241.

18. Motion to approve the following Procurement resolution:

WHEREAS, the Mansfield Township Board of Education, pursuant to N.J.S.A. 18A:18A- 10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Mansfield Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Mansfield Township Board of Education intends to enter into contracts with the State Contract Vendors through this resolution and properly executed contracts which shall be subject to all the conditions applicable to the current State contracts.

THEREFORE BE IT RESOLVED, that the Mansfield Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the approved New Jersey State Contract Vendors for the 2024 - 2025 school year pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Mansfield Township Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

19. Motion to approve participation in the following cooperative purchasing services for the 2024 - 2025 school year:

- Hunterdon Educational Services Commission Educational Services Commission of New Jersey (ESCNJ)
- TAPS Cooperative

20. Motion to approve the following Travel expense resolution:

WHEREAS, the Mansfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.S.A. 18A:11-12 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only as described in NJ OMB Circular Letter 06-14, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500.00 or (5) x the Consumer Price Index (CPI) per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the NJ OMB mileage reimbursement rate is a reasonable rate: and

WHEREAS FURTHER APPROVES the 2024 - 2025 school year the Mansfield Township Board of Education shall set \$15,000 as the maximum travel expenditure amount for the budget year.

21. Motion to approve the following contracts/fees for professional services for the 2024 - 2025 school year as per attached resolution:

WHEREAS the Board of Education hereby gives notice that pursuant to PL 2015, Chapter 47 the Mansfield Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state

and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Approved Contract Listing:

4 Imprint, Inc.	C&M Door Controls
Academic Therapy Publications	Carolina
Ackerson Drapery & Decorator, Inc.	CDK
Active Internet Tech (Final Site)	CDW Government, Inc.
Adams Fire Protection, Inc.	Centenary College
Advanced Assessment, Inc. (Link-it)	Cedar Risk Management
Airhandler's Mechanical Services	Center for Assessment and Treatment
Alan Kunsman Roofing & Siding, Inc.	Chess.com
Allied Oil, LLC	Children's Therapy Services, Inc.
Amazon Payments, Inc.	Comcast/Xfinity
AME, Inc.	Commercial Interiors Direct, Inc.
American Wear, Inc.	Continental Mathematics League
Ameriflex	Continental Press
Amerigas Propane, LP	Culinary Depot
Amplified Education, INC	Curriculum Associates, LLC
Amplified IT, LLC	Danker, LLC.
Apple, Inc.	Dell
Applied Behavioral Consulting	Delta Dental of New Jersey
Aramco - New Jersey, Inc.	Deluxe
Ardito and Company, LLC	Direct Energy Business, LLC
Ark Therapeutic Services, INC.	Discovery Education, Inc.
Art Educators of New Jersey	Docusign, Inc.
Atlantic Tomorrows Office (Copiers)	Dragon Tree Reading Center, LLC
ATRA Janitorial Supply Co. Inc.	E2e Exchange
Atrium/Book Systems, Inc. (Library)	Eastern Datacomm, Inc.
Avalon Therapy, LLC	ESIS, Inc.
B&G Solutions, LLC	Eurofin QC, LLC
Barnes & Noble, Inc.	Follett Library Resources
Ben Shaffer Recreation, Inc.	Foundation for Educational
Bio Shine, Inc.	Frank Rymon & Sons, Inc.
BrainPop, LLC	Franklin Township Board of Education
Bureau of Education and Research	Frontline Technologies Group
Busch Law Group, LLC	Gaggle.Net, Inc.
Burley Musical Instrument Repair	Gamebreaker Inc.
Cedar Risk Management	Gangi graphics, Inc.
	Genesis Educational Services Inc.
	Genserve, Inc.
	Gianforaro Architects, Engineers & Planners
	Grainger

Great Lakes Recreation Co., LLC
 Great Meadows Regional BOE
 Gym Equipment Repairs, Inc.
 Half-Pint Kids, Inc.
 Hand2mind Inc.
 Heinemann Workshops
 Home Depot
 Horizon BCBSNJ
 Houghton Mifflin Harcourt (Go Math)
 Hoyt Signs, Scott W. Hoyt
 Independence Constructors, Inc.
 Institute for Educational Development
 Instructional Empowerment, Inc.
 Integrated Speech Pathology, LLC
 Iron Mountain Mechanical, LLC
 Iron Mountain Incorporated (Shredding)
 IXL Learning, Inc.
 JCP&L
 Jones School Supply Company, Inc.
 Journeymen.com, Inc.
 Kajeet, Inc.
 Kelley Bros. LLC
 Kleiza Enterprises, Inc.
 Krapf School Bus-NJN, Inc.
 Lakeshore Learning
 Learning A-Z
 Liminex (Go Guardian)
 Lin Supply Co.
 Logic 54
 Macgill Discount School Nurse Supplies
 MAP Restaurant Supplies
 Maschio's Food Services, Inc.
 Mathusek Inc.
 McGown (Water Compliance)
 Management, LLC
 McGraw Hill Education, Inc.(Wonders)
 Membean, Inc.
 Mind Research Institute (ST Math)
 Morris-Union Juncture Commission
 Multi-Health Systems Inc.
 Multilingual Psychoeducational
 Services LLC
 Municipal Capital Finance (Leases)
 Music is Elementary, Inc.

Mystery Science
 NASCO Learning Fun
 National Geographic,
 Navigate 360, LLC
 Nicky's Folders
 NJ Advance Media
 NJ School Insurance Group
 Notable, Inc. (Kami)
 Open Systems Integrators, Inc.
 Old Colony Group, LLC
 Oxford BOE
 Partners Engineering and Science, Inc.
 Payschools
 Pear Deck, Inc.
 Pearson Education
 Phoenix Advisors, LLC
 Planconnect
 Power with Prestige, Inc.
 R&L Data Centers, Inc.
 Reading A-Z
 Really Good Stuff
 Renaissance Learning Inc.
 Republic Service, Inc.
 Riverside Insights
 RJB Environmental, Inc.
 RK Occupational & Environmental
 Analysis, Inc.
 Roto Rooter Sewer & Drain
 S.A. Comunale Co., Inc.
 Samuel Stothoff Co., Inc.
 School Alliance Insurance (SAFE)
 School Datebooks Inc.
 School Speciality, LLC
 Screencastify
 Scribbles Software
 Service Plus
 Sister Mary Denisita Health Care
 Small Factory Inn, Inc.
 Snyder Bus Company
 Sonova USA Inc.
 Spectrum Communications
 Staples
 Starfall
 Stonehill Excavating

Strauss Esmay Associates, LLP
 Super Duper
 Sycamore International
 Teachers Curriculum Institute
 Teaching Strategies, Inc.
 TGM Electric
 The JDM Group
 The Rowman & Littlefield Publishing
 Typing Agent
 Uline
 University Behavioral Health EAP
 USI Laminating Inc.
 Verizon
 Viking Termite and Pest Control

VSP -Vision Service Plan
 Warren County ESC
 Warren County Special Services
 Warren Glen Academy
 Warren Hills Regional BOE
 Warren/Hunterdon ESC
 Washington Township BOE
 Waterford Research Institute, Inc.
 WB Mason, Co
 WeatherWorks, LLC
 Wilson Language Training Corp, Inc.
 Window Film Depot, Inc.
 Wire's Electrical Inc.
 Young, J.F. Electric Co.

NOTE: We are now required (by June 30 of each year) to LIST All Contracts that the Board has awarded (or believe will be awarded) and included in the official board minutes during the past 12 months, ending June 30. This would include contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services.

22. Motion to approve Student Transportation Contract Renewals at CPI 5.81% for the 2024 - 2025 school year:

	<u>2023 - 2024</u>	<u>2024 - 2025</u>
Franklin (Joint Transportation)	\$156,629.00	\$165,726.00
Krapf Bus Company	\$211,601.67	\$223,895.19
Snyder Bus Company	\$367,828.44	\$389,200.20
Warren Hills (Shared Transportation)	(\$243,716.13)	(\$257,876.09)
Snyder Bus Company Extended School Year (ESY)	\$ 10,168.80	\$ 12,369.00

23. Motion to approve the 2024 - 2025 Logic 54 Contract in the amount of \$13,607.00.

Transportation Coordination Assistance	\$ 13,078.00
Preparation of Transportation Contract	\$ <u>529.00</u>
Total Contract	\$ <u>13,607.00</u>

24. Motion to approve the 2024 - 2025 contract with R&L Payroll for the processing of the payroll and tax requirement at a cost not to exceed \$15,000.00.
25. Motion to approve Sister Mary Denisita (SMD) Health Center as School Physician for the 2024 - 2025 school year, as recommended by the Superintendent.
26. Motion to approve 2024 - 2025 Integrated Pest Management Plan for County submission.
27. Motion to approve the 2024 - 2025 Indoor Air Quality Program for County submission.
28. Motion to approve the 2024-2025 Anticipated Facilities Request for County submission.

29. Motion to approve the 2024 - 2025 Petty Cash Fund in the amount of \$250.

30. Motion to appoint the following 2024 - 2025 Tax Shelter Annuity Companies:

Equitable
Lincoln Investment Planning, Inc.
Security Benefits
Siracusa Benefits Programs
Orion previously FTJ Fundchoice LLC

31. Motion to approve the 2024 - 2025 WeatherWorks contract to provide Storm Alert Services, a cost of \$1,850.00. The cost of the contract is prorated through our shared service agreements with the cluster districts. Warren County Special Services, Washington Township BOE, Washington Boro Public School, Warren Hills Regional, Oxford Township, Franklin Township BOE. All Districts pay 1/7 of the bill.

32. Motion to authorize the Business Administrator/Board Secretary and the Superintendent to implement the 2024 - 2025 budget pursuant with Local, State, and Federal policies and regulations.

33. Motion to approve the payment of bills to close out the 2023 - 2024 fiscal year and the transfer of funds as needed for the 2024 - 2025 school year.

34. Motion to approve and return any unexpended dollars from the Capital Reserve from the 2023 - 2024 school year, if necessary.

35. Motion to approve and return any unexpended dollars from Maintenance Reserve from the 2023 - 2024 school year, if necessary.

36. Motion to approve the transfer of any interest earned by the Fund 30 Capital Project Account and Maintenance Account to be deposited directly into Fund 10 beginning July 1, 2024. CD Matures on 7/1/2024 Interest Earned \$4,237.30. Total CD Value as of 6/13/2024 \$342,237.30.

37. Motion to accept 2024 - 2025 State Aid as follows:

	<u>2023 - 2024</u>	<u>2024 - 2025</u>
Categorical Special Education Aid	\$ 439,697	\$ 647,818
Equalization Aid	2,819,868	3,802,907
Other State Aid	85,007	160,619
Categorical Transportation Aid	273,159	460,086
Total State Aid	\$3,617,731	\$5,071,430

38. Motion to approve the following Transfer of Current Year Surplus to Reserve Resolution:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed **\$942,000.00** into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$942,200 may be available for such purpose of transfer into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education is allowing a reserve at **4% for Maintenance Reserve** .

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or **\$1,200,000** – it does not necessarily mean that that much money will be going into that account. We are allowed to deposit up to **\$472,022** in the Capital Reserve Account and **\$184,000.00** in the Maintenance Reserve.

This resolution allows the Board to preserve its monies for projects such as ROD Grants for 4th Grade roof replacement and HVAC replacement, plus other building needs as they present themselves. Likewise on the Maintenance Reserve.

39. Motion to approve the following 2024-2025 Legal, Auditor, and Architect of Record and Engineer resolution:

WHEREAS, 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, **\$12,500.00** for auditing services, **\$12,000.00** for Architect of Record and Engineering Services.

40. Motion to approve the Law Firm of Busch Group, LLC to serve as General Counsel and Special Counsel for the 2024-2025 School Year.
41. Motion to approve Ardito and Company, LLC to serve as Auditor for the 2024-2025 School Year.

42. Motion to approve Gianforcaro Architects, Engineers & Planners for the 2024-2025 School Year.

43. Motion to approve the following State Aid resolution:

WHEREAS, the Department of Education has informed school districts that the last two state aid payments will not be made in June, 2024;

WHEREAS, Mansfield Township School district will not receive aid in the amount of \$361,482.00, (\$180,741.00 x 2) until July, 2024, which will impact the district financially;

WHEREAS, the District has been informed that it has an option to either borrow funds to meet its obligations or to use its own money from the Capital and Maintenance Accounts and/or the UCI Account;

NOW THEREFORE, be it resolved that the Mansfield Township Board of Education allow the Business Administrator to use funds from the UCI, Student Activity, Cafeteria, Capital and Maintenance Accounts to meet its obligations;

Be it further resolved that any funds used to meet the District's obligations will be returned to those accounts when the Department of Education releases the two state aid payments in July.

44. Approve the 2024 - 2025 NJSIG Insurance Rates as listed and provided by Cedar Risk Management:

Premium Comparison & Summary

Company	Policy	2023-2024 Renewal Premium	2024-2025 Renewal Premium
NJSIG	Package Total	\$49,483	\$62,776
	Workers' Compensation Workers' Compensation - Return of Surplus	\$52,878	\$55,727 (\$1,654)
	Supplemental Workers Compensation	\$2,554	\$2,239
	School Board Legal Liability	\$18,216	\$19,640
	Total	\$123,131	\$138,728
	Less: Safety Grant	(\$2,000)	(\$2,000)
	Student Accident	\$3,458	\$2,500

	Bonds - Board Secretary/Treasurer	\$1,600	\$1,365
	Total	\$126,189	\$140,593

Renewal quote represents an increase of 8%. This is below the anticipated increase provided in earlier rate guidance. Property Value Increase- based on the CBIZ Appraisal performed earlier this year, Mansfield's replacement values increased from \$20,544,523 to \$30,871,200.

The increases were seen in the Package Line and the Workers Compensation lines. The Package line includes the Property, where the majority of increase is seen due to the state of the market. The WC line increased due to an increase in the individual MOD factor from .73 last year to .81 this year.

45. Motion to approve the 2024 - 2025 New Jersey School Board Association, NJSBA, annual fees are projected to be \$5,072.04.

46. Motion to approve the April 2024 Budget Transfer Report, as listed and to close out the year:

Fund 10 - \$151,858.73 (Transportation)
Fund 20 - \$ 21,601.54 (Facilities/Grants)
Fund 60 - \$ 622.10 (BAC Program)

47. Motion to approve the May 2024 Budget Transfer Report, as listed and to close out the year:

Fund 10 - \$223,277.01 (All Line Items)
Fund 20 - \$ 14,433.49 (Grants)

48. Motion to approve the May 2024 reclassifications in the amount of \$27,879.60 to keep all accounts positively stated. List the reclassifications.

49. Motion to approve the Monthly Payroll:

May 30, 2024 - \$361,815.60
June 15, 2024 - \$423,209.11 (Healthcare Waivers)
June 20, 2024 - \$373,939.19 (Final Payroll 2023-2024)

50. Motion to approve the Bill List:

General Fund - May 17, 2024 to May 31, 2024	\$565,247.08
June 1, 2024 to June 20, 2024	\$990,975.38
Cafeteria Fund - May 1, 2024 to May 31, 2024	\$ 28,109.47
June 1, 2024 to June 20, 2024	\$ 3,143.32

51. Motion to approve the May 2024 Treasurer's and Board Secretary Report in the amount of \$1,301,637.74.
52. Motion to approve the Monthly Certification of Funds Roll Call Motion to certify that no major account or fund has been over-expended. The Mansfield Township Board of Education accepts the Board Secretary's monthly certification, as attached, and pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of May 31, 2024 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (c) 3.

BE IT RESOLVED, that Pursuant to N.J.A.C 6A:23-2.12 (c) 4, the Mansfield Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial Reports certify that as of May 31, 2024 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C 6A:23A-16.10 (c) 4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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

Public Comment

John Melitsky confirmed the Great Closing of the School Year by both the Staff and Student Body. John Melitsky provided a special thank you to Dr. McCartney for the work at the school and John Melitsky as an individual.

New Business - Ms. Rosenblum asked about the status of recycled computers. Mr. DeAngelo mentioned they are recycled through Sycamore and hard drives wiped clean. Dr. McCartney mentioned the computers are obsolete and not usable.

Old Business - Ms. Lorentson asked "How is the administration doing with the Board Survey?" Dr. McCartney mentioned the survey is being worked on.

Future Board Meeting Dates:

Thursday, July 18, 2024 - Regular Meeting

Thursday, August 15, 2024 - Regular Meeting

Thursday, September 19, 2024 - Regular Meeting

Second Executive Session - None

Recommended Action - Adjournment - On a motion by Mr. Rood and seconded by Mr. Winand the Board of Education adjourned from the Regular Meeting with an 8-0-0 roll call vote at 7:58 p.m.

Respectfully Submitted,

Mr. Paul DeAngelo
SBA/Board Secretary

Mrs. Linda Watters
Vice-President

Attachments Approved:
Schedule C - Administration
Schedule D- Non-unit Staff