

# **Mansfield Township Board of Education**

## **AGENDA**

### **Virtual Reorganization and Regular Meeting**

**January 7, 2021**

**7:00 p.m.**

**Call to Order** - Board Secretary, Mr. Paul DeAngelo

**Pledge of Allegiance** - Board Secretary, Mr. Paul DeAngelo

#### **Statement of Advance Notice**

Pursuant to Executive Order #103, dated March 9, 2020, Governor Murphy declared a Public Health Emergency and a State of Emergency in New Jersey. On March 20, 2020, P.L. 2020 Chapter 11 amended the Open Public Meeting Act to allow local public bodies to conduct Remote Public Meetings by use of electronic communications technology during a period declared as a Public Health Emergency or a State of Emergency. Adequate Notice and Electronic Notice of this meeting was given by: 1. Publication in the Star-Gazette and Express-Times, January 17, 2020, December 30, 2020 and January 7, 2021; 2. Advance written notice to the Mansfield Township Clerk; 3. Advance written notice posted on the bulletin board of the Mansfield Township School; 4. Posting of an electronic notice of this meeting on the district website which provided the time, date and instructions for: (a) access to the Remote Public Meeting, (b) how to provide public comment and (c) how to access the agenda. During the business session portion of this Remote Public Meeting the audio of all members of the public attending the meeting will be muted. During the times of public comment indicated on the agenda, members of the public who desire to provide comment shall submit a written comment via the chat or text message section of the application. The Board Secretary or Board President will read the comments in the order in which they were submitted. Public comment shall be concise and to the point and shall not contain abusive, defamatory, or obscene language. Students, parents, employees, and community members are asked to state their name and address. Virtual Meeting: please state your name and address along with your question and or comment in the chat box and the President will address all comments during this portion of the meeting.

**Roll Call** – Mr. Paul DeAngelo, Business Administrator & Board Secretary

#### **Mansfield Township Board of Education:**

Mr. Michael Coombs

Mr. John Falco

Ms. Molly Fraumeni

Ms. Annamaria Lalevee

Ms. Krysti Mastrolacasa  
Mr. Jim Momary, Board Vice President  
Ms. Karri Reyes, Board President  
Mr. Joseph Rodriguez  
Mr. Mark Smith

**Administration:**

Dr. Anthony Giordano, Superintendent  
Mr. Paul DeAngelo, Business Administrator and Board Secretary  
Mr. John Melitsky, Principal  
Ms. Caryn Coscia, Director of Curriculum and Instruction

**Others in Attendance:**

**OATH OF OFFICE - NEWLY ELECTED MEMBERS - Board Secretary will virtually administer the Oath of Office to Newly Elected Members of the Board of Education. The oath of office will be signed, notarized, and held by the Board Secretary in the Board of Education Office.**

Ms. Annamaria Lalevee - Majority of votes cast, Three Years  
Ms. Krysti Mastrolacasa - Majority of votes cast, Three Years  
Mr. Joseph Rodriguez - Majority of votes cast, Three Years

**Reorganization Agenda - Board Organization**

**Temporary Chair Appointment to Conduct Election of Board President**

**Mr. John Falco**

1. Appoint Board Secretary, as temporary Chair, to conduct election of Board President.

**Board Organization - Board Secretary**

**NOMINATION OF OFFICERS THE BOARD SECRETARY CALLS FOR NOMINATIONS FOR PRESIDENT:**

1. Resolved to nominate \_\_\_\_\_ for President. Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ (Additional Nominees): if any Nomination: \_\_\_\_\_ Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Nomination: \_\_\_\_\_ Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_ Hearing no other nominations from the floor: Resolved to close nominations for President.

2. Appoint \_\_\_\_\_ as Board President. Nominations for Mansfield Board President.

**The Board Secretary turns the meeting over to the newly elected President.**

3. THE BOARD PRESIDENT WILL CALL FOR NOMINATIONS FOR VICE PRESIDENT: Resolved to nominate \_\_\_\_\_ for Vice President. Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ (Additional Nominees): if any Nomination: \_\_\_\_\_ Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Nomination: \_\_\_\_\_ Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Hearing no other nominations from the floor: Resolved to close nominations for Vice President.
4. Appoint \_\_\_\_\_ as Mansfield Board Vice President.

**Mr. John Falco**

5. Adopt Code of Ethics - 2001 Version Resolved that the Board of Education adopts the New Jersey School Boards Association Code of Ethics as listed; Be It Further Resolved each Board of Education Member will sign the documentation that he/she has received a copy of the code and it is understood.

**CODE OF ETHICS**

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will behave toward my fellow board members with the respect due their office-demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.

5. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.

6. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

7. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

8. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

9. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

10. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.

11. I will support and protect school personnel in proper performance of their duties.

12. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

6. Parliamentary Procedures Resolved, to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and to appoint the board secretary and board attorney to act as the parliamentarians until the next Reorganization Meeting on January 6, 2022.

7. Approve the 2021-2022 Mansfield Township Board of Education Meeting Dates as listed.

February 18, 2021

March 11, 2021  
 April 29, 2021 Public Budget Hearing  
 May 6, 2021 Budget Adoption  
 June 3, 2021 – Awards Night  
 June 24, 2021 - HIB Bi-Annual Report  
 July 15, 2021  
 August 19, 2021  
 September 23, 2021 Report/Test Results  
 October 7, 2021 – Violence/Vandalism  
 November 11, 2021 – HIB Bi-Annual Report  
 December 9, 2021  
 January 6, 2022 Reorganization and Regular Meeting

8. Readoption of Policy Manual Resolved, to readopt all current written policies, by-laws and rules/regulations of the Mansfield Township School District for the period from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

9. Appointment of Delegates and Representatives Resolved, to appoint the following delegates/representatives:

Warren County Educational Services Commission \_\_\_\_\_  
 Warren County School Boards Association \_\_\_\_\_  
 New Jersey School Boards Association \_\_\_\_\_  
 Township Committee Liaison \_\_\_\_\_

10. Designate Official Newspapers/Meeting Schedule Whereas, Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the “Open Public Meetings Act” requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it Resolved, that for purposes of compliance with the Open Public Meetings Act the Mansfield Township Board of Education hereby makes the following designations: The Star-Gazette and (primary) and The Express Times (secondary) are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act. Notices of meetings shall be posted on the bulletin boards in the main entrance of the schools, on the district website, and sent to the Township Clerk. Be it Further Resolved, to approve the annual board meeting calendar as follows: The regular monthly meetings of the Mansfield Township Board of Education in Warren County will be held at 7:00 p.m. on the following dates: February 18, 2021, March 11, 2021, April 29, 2021 Public Budget Hearing, May 6, 2021 Budget Adoption, June 3, 2021 – Awards Night, June 24, 2021 - HIB Bi-Annual Report, July 15, 2021,

August 19, 2021, September 23, 2021 Report/Test Results, October 7, 2021 – Violence/Vandalism, November 11, 2021 – HIB Bi-Annual Report, December 9, 2021, January 6, 2022 Reorganization and Regular Meetings will be held in the All Purpose Room at Mansfield Township Elementary School located at 50 Port Murray Road, Port Murray, NJ 07865 and are open to the public. If meetings are held in a virtual format, due to health concerns from the COVID-19 pandemic, a notice and a link to the virtual meeting will be posted on the district website ([www.mansfieldtsd.org](http://www.mansfieldtsd.org)) by 4:00 pm on the date of the meeting. Formal action may or will be taken at all meetings. The Board reserves the right to go into Closed Session during any or all of the above meetings.

11. Adopt the Mansfield Township BOE - 2021/2022 Chart of Accounts.
12. Approve the procurement of goods and services through State Agencies (State Contracts).
13. EFT Claimant Certification (Electronic Funds Transfer) Resolved to adopt the following required under Local Finance Notice #2018-13, distributed on 3/29/18 addressing electronic funds transfer or “EFT” and claimant certification changes and requirements: 1. The School Business Administrator/Board Secretary shall be responsible to initiate a claim for payment using an EFT method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation and to make the payment once authorization is granted. 2. The Superintendent of Schools or the Superintendent’s designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary. 3. An employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.
14. Authorize the Board Secretary/Business Administrator and the Superintendent to transfer funds between accounts, if necessary, with approval of the Board of Education at the next scheduled meeting.
15. WHEREAS Paul DeAngelo does not hold a District Qualified Purchasing Agent according to State Statutes 18A:18A-3 (b), NJSA40A:11-3 (c) et seq as recommended by the Superintendent.

WHEREAS, if the non-qualified purchasing agent, the board of education may establish a bid threshold up to \$29,000, and

WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A.18A:18A-3

NOW THEREFORE BE IT RESOLVED, that the Board of Education designate a bid threshold of \$29,000 and a quote threshold of \$4,350.

BE IT RESOLVED that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1, authorizes the School Business Administrator/Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification.

16. Authorize Paul DeAngelo to wire and transfer funds between accounts as needed to conduct school business.

17. Authorize the Superintendent to approve travel and workshops up to a ceiling of \$175 per occurrence before requiring Board of Education approval.

#### **Superintendent's Report – Dr. Anthony Giordano**

**Communications and Petitions (If required)** – The Superintendent and members of the Board may acknowledge any communications and/or petitions received.

#### **Executive Session (If Required)**

#### **Public Comments on Action Items**

Members of the community may comment on any action item included on the agenda. Please state your name and address for the record. All comments must be respectfully presented. Abusive or obscene comments will not be tolerated.

#### **Consent Agenda - Recommended Action(s)**

#### **Approval of Minutes - Ms. Annamaria Lalavee**

1. Motion to approve the open and closed session minutes of the December 10, 2020 meetings.

#### **Approval Agenda**

#### **Curriculum/Policy/Facility Chair- Mr. John Falco**

#### **Curriculum/Policy/Facility Committee - Recommended Action(s)**

1. Ratify the proposal from The JDM Group for Go Guardian software \$1,012.50.

2. Ratify the proposal from The JDM Group for renewal of Microsoft licenses.
3. Approve the purchase of tractor from Powerco, Inc. in the amount of \$28,187.04 to be paid from the Capital Reserve account.
4. Approve the proposal from Independence Constructors for the UST Pad/Trench Drain/Sump pump project not to exceed \$17,500.00. Project to be paid from the Capital Reserve Account.

## **Approval Agenda**

**Personnel Chair: Mr. James Momary**

### **Personnel Committee - Recommended Action(s)**

1. Approve the Chapter 44 State Educators Healthcare Plan as prepared by Doyle Alliance Group for employees who opted into the new State Educators plan and all employees hired after 7/1/2020 who are automatically moved into the new State Educators Healthcare plan.
2. Approve the appointment of the negotiations committee and any necessary costs for the Mansfield Township Board of Education for the Mansfield Education Association.
3. Approve to reimburse Joseph Kady, Supervisor of Custodians, up to an additional \$2,000.00 towards the cost of personal equipment to be used at Mansfield Township Elementary School. The Supervisor of Custodian shall follow Board policy in supplying the necessary documentation when seeking reimbursement.
4. Approve to reimburse Jen Teets, Educational Technology Specialist, the cost of technology equipment purchased to be used at Mansfield Township Elementary School. The Educational Technology Specialist shall follow Board policy in supplying the necessary documentation when seeking reimbursement.
5. Approve the differential between education levels and contract change for Joan Isemann, Nurse, in the amount of \$2,000.00 due to educational advancement.
6. Approve, with regret, the resignation for Danielle Millet, Speech Therapist, effective February 15, 2021.
7. Approve the hiring of Kaeleen Sylvester, Speech Therapist, effective February 15, 2021 at \$58,639.00 and sub-rate to shadow Danielle Millet.
8. Rescind the motion from the October Board of Education Meeting and continue Andrew Coppola, Board Treasurer, for the remainder of the 2020-21 School year.

## **Approval Agenda**

**Finance Chair: Ms. Krysti Mastrolacasa**



## Finance Committee - Recommended Action(s)

1. Approve of Monthly Payroll:

December 15, 2020 regular payroll in the amount of \$416,169.36  
December 23, 2020 regular payroll in the amount of \$343,363.96

2. Approve the December, 2020 Bill List in the amount of \$355,552.60:

General Fund: December 11, 2020 to December 31, 2020, in the amount of \$340,737.21;  
Referendum Account: December 11, 2020 to December 31, 2020, in the amount of \$0.00;  
Cafeteria Account: December 11, 2020 to December 31, 2020 in the amount of \$14,815.39;  
General Fund: January 1, 2021 to January 7, 2021, in the amount of \$0.00;  
Referendum Account: January 1, 2021 to January 7, 2021, in the amount of \$0.00;  
Cafeteria Account: January 1, 2021, to January 7, 2021, in the amount of \$0.00;

3. Approve the December, 2020 Transfer Report

Fund 10 - \$31,468.21

4. Approve the Fiscal Year June 30, 2020 Comprehensive Annual Financial Report - BKC Certified Public Accountants.
5. Approve a State of New Jersey Department of Education Special Education Tuition Contract Agreement between the Mansfield Township Board of Education (Sending District) and the Arc of Essex County(Receiving School) for Student #1955953658 for the 2020-2021 Regular School Year Program at the rate of \$335.00 per day for 111 days (to be prorated from 1/4/21).
6. Approve the student transportation contract with WCSSS for SMID#1955953658.
7. Approve the proposal from Sycamore for the recycling of obsolete technology inventory previously approved by the BOE.
8. Ratify the UST insurance proposal from Brown and Brown Metro, LLC in the amount of \$1,344.00 for the oil remediation area to insure the impacted area and procure oil.
9. Approve the Budget Calendar for 2021-2022.
10. Resolved to approve an Emergency SSO Food Service Management Company Breakfast Cost Reimbursable Contract for School Year 2020-2021, pursuant to

USDA COVID-19 and Child Nutrition Response #59: A. This Emergency SSO Breakfast contract is non-renewable and expires June 30, 2021; B. No increases in the management/administrative fee is allowed; C. Breakfast meals must be claimed through the Seamless Summer Option (SSO); D. Breakfast meals must only be served to sited listed within the SSO Application; and E. All other terms and conditions of the Contract or Renewal shall remain the same and continue to be in full force and effect.

11. Approve the use of COVID-19 grants funds for security improvements and upgrades for the Mansfield Township Elementary School.
12. Approve the security contract with Navigate 360 to be paid from the Referendum fund.
13. 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) as of December 31, 2020 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Executive Session** (If Required)

**Public Comments** - Students, parents, employees, and community members may comment on any item of interest pertaining to the Mansfield Township Elementary School. Please state your name and address for the record. All comments must be respectfully presented. Abusive or obscene comments will not be tolerated.

**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 BOE MEETING DATES:**

Board of Education Approved Meeting Dates as listed above for 2021/22.

**Mr. Joseph Rodriguez**

**Recommended Action** - Motion to adjourn the meeting.