

**Mansfield Township Board of Education**

**October 12, 2023**

**7:00 p.m. - Executive Session**

**7:30 p.m. - Regular Meeting**

**Call to Order - Constance Quinn, President**

**Roll Call – Paul DeAngelo, Business Administrator/Board Secretary**

**Mansfield Township Board of Education:**

Annamaria Lalevee	Krysti Mastrolacasa	Jonathan Rood
Alison Lorentson	Constance Quinn	Linda Watters
Diane Margolin	Joseph Rodriguez	James J. Winand

**Executive Session - 7:00 p.m. (If Necessary)**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Mansfield Township Board of Education adjourns to closed session to discuss:

1. *Matters rendered confidential by Federal Law, State Law, or Court Rule*
2. *Pending Litigation*
3. *Personnel Matters*
4. *Matter of Attorney/Client Privilege*
5. *Confidential Student Matters*

BE IT FURTHER RESOLVED, that the Mansfield Township Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Approval to go into Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee				

Alison Lorentson				
Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				
Linda Watters				
James J. Winand				

Reconvene: \_\_\_\_\_

**President’s Announcement  
Statement of Advance Notice**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, The Mansfield Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mansfield Township Municipal Building and sent to the following newspapers: *The Express Times and Star Ledger*.

**Pledge of Allegiance - President, Constance Quinn**

**President’s Report - Constance Quinn**

**Interim Superintendent’s Report - Dr. Gary McCartney**

- State Testing Results - John Melitsky and Caryn Coscia
- Violence and Vandalism Report (School Safety month) HIB Training  
Dr. McCartney, John Melitsky, Laurie Favreau, Danielle Samuels

**Business Administrator’s Report - Paul DeAngelo**

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

**Public Comment**

Public comments are invited on matters pertaining only to the agenda action items at this time. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board

meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you. The Board will hear all public comments and then close the public comment session and respond if appropriate.

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

**Approval of Minutes and Reports - Annamaria Lalavee**

1. Motion to approve the open and closed session minutes of the September 13, 2023 regular meeting.
2. Motion to approve the HIB Report.

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

**Approval Agenda**

**Chair: Diane Margolin**

**Education/Policy Committee - Recommended Action(s)**

1. Motion to introduce and conduct a Second Reading of Policy 5512 - Harassment, Intimidation or Bully, which amends Article G to include Principal's Determination.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Laveve				
Alison Lorentson				

Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				
Linda Watters				
James J. Winand				

**Approval Agenda**

**Chair: Krysti Mastrolacasa**

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

1. Motion to approve the hiring of Donna Creedon, as a paraprofessional, for the 2023/2024 school year, as recommended by the Superintendent.
2. Motion to approve the \$2,000.00 MEA contractual educational movement for Jessica Eresman, as recommended by the Superintendent.
3. Motion to approve 2023/2024 ASBO School Facilities and Operations, SFO and NJASBO Qualified Purchasing Agent, QPA, applications and expenses for Paul DeAngelo, as recommended by the Superintendent. SFO costs \$550.00 and QPA is \$450.00. Total expenses are \$1,000.00.
4. Motion to approve Paul DeAngelo as a NJASBO mentor for Ian Fallstich to obtain Business Administrator’s Certificate with no time or expense to the Mansfield Township School District, as recommended by the Superintendent. Mr. Fallstich is currently utilizing provision BA certification for a Newark Charter School.
5. Motion to approve the 2023/2024 workshop and travel expenses, as recommended by the Superintendent.
6. Motion to approve the 2023/2024 coursework, as recommended by the Superintendent.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Lalevee				
Alison Lorentson				
Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
Joseph Rodriguez				
Jonathan Rood				

Linda Watters				
James J. Winand				

**Township Liaison Agenda**  
**Township Chair: Linda Watters and Jonathan Rood**  
**Township Committee - Recommended Action(s):**

- 1. Update

**Approval Agenda**  
**Chair: James Winand**  
**Facilities/Finance Committee - Recommended Action(s)**

- 1. Motion to ratify the 2023/2024 Stabilization Aid application in the amount of \$64,021.00. The Equalization Aid in 2023/2024 was reduced from \$3,008,166 to \$2,819,868, a difference of \$188,298.00. MTSD applied for Stabilization Aid and received \$124,277. Total application amount \$64,021.00.
- 2. Motion to approve the 2023/2024 renewal with Snow Removal Agreement with Stone Hill Excavating:
  - Snow Removal:
  - 1-3” - \$ 900.00
  - 3-6” - \$1,200.00
  - 6-9” - \$1,625.00
  - 9-12” - \$1,950.00
  - Backhoe Service to Move Snow \$165.00 per hour
  - Dump truck to haul snow if needed - \$150.00
  - Salting: Per application - per lot - \$845.00 flat rate.
- 3. Motion to approve the 2023/2024 School Integrated Pest Management Plan.
- 4. Motion to approve 2023/2024 M-1 and CMP report maintenance requirements.

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Mansfield Township School are consistent with these requirements, and Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby approves the attached Comprehensive Maintenance Plan (CMP); Be It Further Resolved that the Mansfield Township Board of Education authorizes the School Business Administrator to submit the attached CMP for the Mansfield Township School in compliance with Department of Education requirement.

5. Motion to approve the 2023/2024 Statement of Assurance, SOA. Health and Safety Evaluation of School Buildings Checklist and preschool/kindergarten toilet waiver.
6. Motion to approve the 2023/2024 DRTRS Transportation Report for reimbursement.
7. Motion to approve the Monthly Payroll:

September 21, 2023 regular payroll in the amount of \$371,573.55

8. Motion to approve the September 14, 2023 to September 30, 2023 Bill Lists in the amount of \$638,993.66. October 1, 2023 to October 12, 2023 in the amount of \$152,791.25. Cafeteria check September 14, 2023 to September 30, 2023 in the amount of \$0.00 and October 1, 2023 to October 12, 2023 in the amount of \$0.00.
9. Motion to approve the July 2023 Budget Transfers in the amount of \$61,182.73.
10. Motion to approve the July 2023 Reclassification in the amount of \$15,760.00.
11. Motion to approve the August 2023 Board Secretary and Treasurer’s Report in the amount of \$1,588,339.48.

August 31, 2023						
Per Treasurer		<b>Beginning Cash Balance</b>	<b>Cash Receipts This Month</b>	<b>Cash Disbursements This Month</b>	<b>Reclassifications</b>	<b>Ending Cash Balance</b>
General Fund	10	\$645,230.33	\$ 755,278.12	\$ 562,935.76	\$ 15,760.00	\$ 853,332.69
Special Fund	20	(\$512,927.61)	\$ 85,991.00	\$ 894.99	\$ (15,760.00)	\$ (443,591.60)
Referendum	30	\$5,100.50	\$0.00	\$ 0.00	\$ 0.00	\$ 5,100.50
Debt Service	40	\$41,618.65	\$0.00	\$ 0.00	\$ 0.00	\$ 41,618.65
Before /Aftercare	60	\$164,122.16	\$ 7,499.16	\$ 4,181.70	\$ 0.00	\$ 167,439.62
Summer Rec	61	\$3,616.96	\$0.00	\$ 0.00	\$ 0.00	\$ 3,616.96
Capital Reserve	10/31	\$433,185.06	\$0.00	\$ 0.00	\$ 0.00	\$ 433,185.06
Maintenance Reserve	10	\$526,240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 526,240.00
Emergency Reserve	10	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>		<b>\$1,306,186.05</b>	<b>\$ 848,768.28</b>	<b>\$ 568,012.45</b>	<b>\$0.00</b>	<b>\$ 1,586,941.88</b>
Payroll		\$1,147.60	\$ 66,354.17	\$ 66,354.17	\$0.00	\$1,147.60
Petty Cash		\$250.00	\$0.00	\$ 0.00	\$ 0.00	\$250.00
<b>Total</b>		<b>\$1,307,583.65</b>	<b>\$ 915,122.45</b>	<b>\$ 634,366.62</b>	<b>\$ 0.00</b>	<b>\$ 1,588,339.48</b>

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:23A-16.10 (c)

3 and 4 for the month of September 30, 2023 that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

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

**Old Business** - Members of the Board may comment on any item or topic that was previously discussed by the Board.

**Future Board Meeting Dates:**

- Wednesday, October 18, 2023 - Special Meeting 7:00 PM
- Wednesday, November 15, 2023
- Wednesday, December 20, 2023
- Wednesday, January 3, 2024 - Reorganization

**Second Executive Session (If Necessary)**

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

Reconvene: \_\_\_\_\_

**Joseph Rodriguez**

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

Adjournment \_\_\_\_\_ p.m.

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Annamaria Laveve				
Alison Lorentson				
Diane Margolin				
Krysti Mastrolacasa				
Constance Quinn				
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