

Mansfield Township Board of Education

AGENDA Regular Meeting March 16, 2023 7:00 p.m.

Call to Order - President, Ms. Constance Quinn

Pledge of Allegiance - President, Ms. Constance Quinn

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*.

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

Mansfield Township Board of Education:

Ms. Annamaria Laveve
Ms. Alison Lorentson
Ms. Diane Margolin
Ms. Krysti Mastrolacasa
Ms. Constance Quinn - President
Mr. Joseph Rodriguez
Mr. Jonathan Rood
Ms. Linda Watters - Vice President
Mr. James J. Winand

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

Executive Session (If Required)

President's Report - Ms. Constance Quinn

Superintendent's Report – Dr. Anthony Giordano

Mr. Paul DeAngelo - Tentative 2023/2024 Budget to the County

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

Public Comments on Action Items

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 - Ms. Annamaria Lalavee

1. Motion to approve the open and closed session minutes of the February 9, 2023 regular meeting on meeting.
2. Resolved that the Mansfield Township Board of Education hereby affirms the Superintendent's decision(s) provided in the Harassment, Intimidation and Bullying (HIB) Report dated 10/20/22 and 3/10/23.

Approval Agenda Chair- Ms. Diane Margolin Education/Policy Committee - Recommended Action(s)

1. Approve the 2023/2024 School Calendar.
2. Approve the 1st Reading of Policy Updates 229 from Strauss Esmay:

A. COVID-10 Policy Updates

- P 1648.11 The Road Forward COVID-19 - HEalth and Safety (M) (Abolished)
- P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

B. Bylaw, Policy, and Regulation Updates

- P 0152 Board Ovviars (Revised)
- P 0161 Call, Adjournment, and Cancellation (Revised)
- P 0162 Notice of Board Meetings (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)
- P 2425 Emergency Virtual or Remote Instructions Program (M) (New)

P & R 5200	Attendance (M) (Revised)
P 5512	Harassment, Intimidation, or Bullying (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
P 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
P 8420.10	Active Shooter (M) (Revised)

3. Approve the CEP, Comprehensive Equity Plan, for the 2023/2024 School Year.
4. Approve the Inclusive Preschool Program for the 2023/2024 school year. Tuition amount for 2023-2024 is \$525.00 per month and the 2022/2023 tuition is \$500.00.
5. Approve the Before and Afterschool Program for the 2023/2024 school year. Tuition amount for 2023/2024 is \$425.00 per month and the 2022/2023 tuition is \$400.00.
6. Ratify the submission of SEMI, Special Education Medicaid Initiative, waiver to participate and budget SEMI for 2023/2024 School Year.

Approval Agenda

Chair: Ms. Krysti Mastrolacasa

Personnel Committee - Recommended Action(s)

1. Approve the FMLA for SMID#72699390 effective March 6, 2023, as recommended by the Superintendent.
2. Approve Susan Maurer as a substitute teacher (Criminal History check completed, pending Chapter 5) as recommended by the Superintendent.
3. Approve Susan Sacco as a substitute nurse (Criminal History check completed, pending Chapter 5) as recommended by the Superintendent.
4. Approve the resignation of Heather Gilmartin, the Before and Aftercare coordinator, effective 6/30/2023, as recommended by the Superintendent.
5. Approve the hiring of Katie Snyder, the Before and Aftercare coordinator, effective 7/1/2023, as recommended by the Superintendent.
6. Approve the attendance and expenses for Dr. Anthony Giordano to attend the 2023 NJASA conference from May 17, 2023 to May 19, 2023. Conference Registration plus travel and accommodations.
7. Approve the GSCS, Garden State Coalition of Schools, Membership Resolution in the amount of the \$2,500 dues

WHEREAS, the Board of Education wishes to join the Garden State Coalition of Schools (GSCS), a member-directed grassroots advocacy organization successfully representing Boards of Education, parents, school administrators and community members in advocating for quality education for all New Jersey

students for 26 years, and

WHEREAS, the Board of Education desires to be part of GSCS' efforts to focus on the inter-related issues of academic achievement, educational practices and school finance, while continuing to strengthen New Jersey school programs that have led to high student achievement, and

WHEREAS, by joining GSCS, the Board of Education will be joining 100 other New Jersey school districts, and

WHEREAS, membership in GSCS is initiated by a one-time resolution form each Board of Education wishing to join the Coalition,

NOW THEREFORE BE IT RESOLVED that the Board of Education does agree to join the Garden State Coalition of Schools, and

BE IT FURTHER RESOLVED that the Board secretary be authorized to initiate membership arrangements and pay the yearly dues, which may be prorated for the remainder of the year where applicable, based on the resolution date.

8. Approve the attendance and expenses for Paul DeAngelo at the NJASBO 100th Anniversary Conference in Atlantic City - 6/5/2023 to 6/9/2023. Registration \$275.00, hotel \$318.15, plus travel and accommodations.

Approval Agenda

Chair: Mr. James Winand

Facilities/Finance Committee - Recommended Action(s)

1. Approve the Dell quote #3000146215760.1 for (20) Dell Latitude 3520 @ \$652.61 each total \$13,052.20 for teacher/staff laptops for 2023/2024 school year.
2. Appoint Anthony Gianforcaro, AIA, PE, of Chester, NJ, Architect of Record.
3. Approve the release of the Generator Bid to be paid by Food Service (\$125K) and Capital and Maintenance reserves and by 60/40 split Rod Grant.
4. Ratify the agreement with Green Wave Electronics Recycling Vendor for obsolete technology inventory. Sycamore is the other recycling vendor; however, we did not have inventory for Sycamore.
5. Approve the renewal of Asset Panda for the 2023/2024 school year in the amount of \$3,025.29. Asset Panda is the software company for tracking district assets.
6. Ratify the 2023/2024 E-rate 470 submission for technology paid 50% with E-rate funding utilizing e2e per contract for internet only.
7. Approve of Monthly Payroll:

February 15, 2023 regular payroll in the amount of \$396,456.40

February 28, 2023 regular payroll in the amount of \$371,198.51

March 15, 2023 regular payroll in the amount of \$375,933.29

8. Approve the February 10, 2023 to February 28, 2023 Bill Lists in the amount of \$1,032,958.94, March 1, 2023 to March 16, 2023 in the amount of \$115,306.02. Cafeteria check February 17, 2023 to March 16, 2023 in the amount of \$29,986.70.

9. Approve the Final December, 2022 Budget Transfer Report:

Fund 10 - \$ 24,185.25
Fund 20 - \$ 12,785.12
Fund 60 - \$ 9,699.04

10. Approve the January, 2023 Budget Transfer Report:

Fund 10 - \$29,579.97
Fund 20 - \$ 8,008.41

11. Approve the February, 2023 Budget Transfer Report:

Fund 10 - \$77,666.13
Fund 20 - \$20,802.60
Fund 60 - \$ 2,395.13

12. Approve the reclassifications for the month of January 31, 2023 in the amount of \$0.00.

13. Approve the reclassifications for the month of February 28, 2023 in the amount of \$23,790.00.

14. Approve the 2023/2024 Transportation agreement with WCSSSD, Warren County Special Services School District.

15. Approve Fulton Bank as our Financial Institution for the 2023/2024, 2024/2025, and 2025/2026 school years. RFP opening from March 8, 2023 results as follows:

Interest Earnings Potential

Fulton Bank \$41,965.00
PNC Bank \$37,992.00

16. Approve proposal for BKC Certified Public Accountants for the 2022/2023 school year in the amount of \$22,500 for the regular audit and \$3,000 for the federal single audit (if applicable). Total cost \$25,500.00.

17. Approve Hudson Shore as Healthcare Insurance Broker for the 2023/2024 school year..

18. Approve Paul DeAngelo as the purchasing agent for Mansfield Township School District:

WHEREAS Paul DeAngelo holds a District Qualified Purchasing Agent according to State Statutes 18A:18A-3 (b), NJSA40A:11-3 (c) et seq as recommended by the Superintendent.

NOW THEREFORE BE IT RESOLVED, that the Board of Education designated a

bid threshold of \$44,000.00 and a quote threshold of \$6,600.00.

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

19. Approve the following Travel and Expense Reimbursement Resolution:

Whereas, Mansfield School District Policy 9250b1 and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2023/2024 school year.

Now Therefore Be It Resolved, that the Mansfield Township Board of Education hereby establishes the school district travel maximum for the 2023/2024 school year at the sum of \$75,000 and

Be It Further Resolved that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Note: As of March 16, 2023, the mileage, workshop accounts have the following totals:

Workshops:	\$	7,920.27
Travel:	\$	<u>91.56</u>
Total	\$	8,011.83

20. Ratify the Food Service agreement and revenue associated with the disruption of supply chain and allocation of commodities for the 2022/2023 school year.

21. Ratify the submission of the 2022/2023 Homeless Grant in the amount of \$31,416.00 as listed:

- Nurse \$13,790.00
- Instructional Other Purchased Services \$5,000.00
- Support Services Other Purchased Services \$7,500.00
- Transportation \$5,126.00

22. Adoption of the Tentative Budget for School Year 2023/2024

BE IT RESOLVED, that the tentative budget be approved for the 2023/2024 school year using the 2023/2024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2023-24 Total Expenditures	\$10,853,155	\$735,700	\$463,125	\$12,051,980
Less: Anticipated Revenues	\$ 4,565,149	\$735,700	\$173,826	\$ 5,474,675

Taxes to be Raised **\$6,288,006** **\$0** **\$445,299** **\$ 6,577,305**

And, to advertise said tentative budget in the The Express Times in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2023/2024 school year will be held at Mansfield Township Elementary School, 50 Port Murray Road, Port Murray, NJ 07865 on Thursday, April 27, 2023 at 7:00 p.m.

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget a capital withdrawal in the amount of \$294,025 for the 2023/2024 budget:

Generator
Toilet Room Project

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$225,000 for the purpose of building repairs.

BE IT FURTHER RESOLVED, that the Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$70,032. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to offset equalization aid adjustment. The Board of Education will complete this by June 30, 2024 and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

23. Approve the following Capital Reserve and Maintenance Reserve appropriation resolution:

Whereas the Mansfield Township Board of Education, County of Warren desires to advance the following capital project, and

Whereas capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

Whereas the Mansfield Township Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

Whereas, by declaring a capital project as “otherwise” eligible, the Mansfield Township Board of Education hereby declares that the above-mentioned projects will be supported in full with local capital reserve funds.

Now Therefore Be it resolved, that the Mansfield Township Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

Be it Further Resolved, that the Mansfield Township Board of Education hereby appropriates \$519,025.00 from its capital and maintenance reserve fund to support the cost of these projects.

Be it Further Resolved, that the Mansfield Township Board of Education hereby approves the submission of the 2023/2024 Maintenance Reserve and Capital Projects utilizing Rod Grants.

24. Ratify the Final Treasurer's Report and Board Secretary report as of December 2022 in the amount of \$785,942.20.
25. Approve the Treasurer's Report and Board Secretary Report as of January 2023 in the amount of \$1,264,056.21.
26. Approve the Treasurer's Report and Board Secretary Report as of February 2023 in the amount of \$1,204,047.61.
27. 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 months of December 2022 (Final) through February 28, 2023 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Public Comments

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Executive Session (If Required)

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

- Food Service Negative Balances

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

- Update BKC ACFR 2021/2022

Future Board Meeting Dates:

April 27, 2023 - Regular Meeting and Budget Public Hearing/Budget Approval

May 11, 2023 - Regular Meeting and Final Approval of Budget

June 8, 2023 - Regular Meeting

Mr. Joseph Rodriguez

Recommended Action - Motion to adjourn the meeting.