

# **Mansfield Township Board of Education**

## **AGENDA**

### **Regular Meeting and Public Budget Hearing**

**April 27, 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**

**Dr. Giordano and Mr. Paul DeAngelo - Public Budget Hearing 2023/2024**

**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 March 16, 2023 regular meeting.

### **Approval Agenda**

**Chair- Ms. Diane Margolin**

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

1. Approve the 2nd 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 Officers (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)

**Amend Policy P0152 Board Officers include Verbal and Majority and P&R 5200 to included Language Excused Absence.**

2. Approve the 2022/2023 School Calendar change for the last student day from June 13, 2023 to June 14, 2023 due to snow day. June 9th is now a full day and the 12th, 13th, and 14th are half days and Promotion is on June 13, 2023.
3. Approve the Quote #10515957 from JourneyEd.com in the amount of \$11,505.00 for Microsoft 365 (100) Users @ \$115.05 each for a total of \$11,505.00.
4. Approve the Quote # NGSK874 from CDW-G in the amount of \$2,564.10 for (15) AVerVision U50 USB Flexarm Document cameras @ \$170.94 each for a total of \$2,564.10.
5. Approve Proposal # 008629524 from Houghton Mifflin Harcourt for Go Math 2023 Gr-K-6: 3 Year Print & Digital Subscription not to exceed \$108,069.20 to be paid by ESSERS II and ESSERS III.

**Approval Agenda**

**Chair: Ms. Krysti Mastrolacasa**

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

1. Approve the revised FMLA request for SMID#72699390, as recommended by the Superintendent.
2. Approve Grace Weiner, School Counselor intern, through Seton Hall University affiliation agreement, as recommended by the Superintendent under the supervision of the school counselors.
3. Approve the Preschool Inclusive Teacher, Angela Bridygham, \$65,000.00, as recommended by the Superintendent paid by IDEA funding for 2022/2023 and 2023/2024.
4. Approve the retirement of SMID#90501768 effective August 31, 2023 last day worked, September 1, 2023 day of retirement.
5. Approval of the HR Company, Keyser Agency, for the 2023/2024 School year paid by ESSERS III.
6. Approve Danielle Stymacks as a substitute teacher (Criminal History check completed, pending Chapter 5), as recommended by the Superintendent.

## Township Update

Chair: Ms. Watters and Mr. Rood

## Approval Agenda

Chair: Mr. James Winand

### Facilities/Finance Committee - Recommended Action(s)

1. Approve the Toilet Room Renovations at Mansfield Elementary School Project Base Bid. Approved Contractor, Venus Tile & Marble in the amount of \$143,700.00. Project to Begin July 1, 2023 and paid by the Capital Reserve Account:

***Venus Tile & Marble \$143,700.00***

**Other Bidders**

DeSapio \$249,800.00

Lanyi & Tevald \$178,000.00

BGD Contracting \$167,000.00

Charles Mann General Contracting \$196,972.00

2. Approve Invoice dated March 17, 2023 from Gianforcaro Architects - Engineers - Planners in the amount of \$8,622.00 for architectural services for the toilet room project total amount is \$11,496.00.

3. Approve the ROD Grant applications for:

HVAC - Priority One \$749,000.00

Roof - Priority Two \$193,200.00

Generator - Priority Three \$509,600.00

Once the Rod Grants are approved by the State, we can approve or decline the ROD grants.

4. Approve the Monthly Payroll:

March 31, 2023 regular payroll in the amount of \$372,438.36

April 6, 2023 regular payroll in the amount of \$372,806.07

5. Approve the March 17, 2023 to March 31, 2023 Bill Lists in the amount of \$853,220.85. April 1, 2023 to April 27, 2023 in the amount of \$761,234.55. Cafeteria check March 17, 2023 to March 31, 2023 in the amount of \$36,680.77 and April 1, 2023 to April 27, 2023 in the amount of \$31,700.51.

6. Approve the March, 2023 Budget Transfer Report:

Fund 10 - \$96,774.30

Fund 20 - \$ 9,807.60

Fund 60 - \$ 0.00

7. Approve the reclassifications for the month of March 31, 2023 in the amount of \$0.00.
8. Approve the Professional Workshops and Travel.
9. Approve the prorated tuition for Before and Aftercare for the month of June 2023. Two weeks versus four weeks.  $\$400 \times 50\%$  (two weeks) = \$200.00.
10. Approve the new billing cycle for Before and Aftercare and Preschool due to the new aligned 2023/2024 calendar. Billing cycle changes from September to June to August through May.
11. Approve the 2023/2024 transportation consultant agreement in the amount of \$12,860.00 with Logic 54.
12. Approve the 2022/2023 Safety Grant for security in the amount of \$2,000.00. The safety grant is a part of the NJSIG insurance consortium.
13. Approve the 2023/2024 NJ ARP Stabilization Grant Application for the Before and Aftercare Program in the amount of \$75,000.00. This is in addition to the retention bonuses and the \$120,000.00 grant previously awarded.

\$37,500.00 Staffing  
\$37,500.00 Other

14. Approve Brown and Brown NJSIG as the Broker of Record for General Liability, Workers Compensation, Errors and Omissions for 2023/2024 with Bob Gemmell serving as Broker of Record.
15. Approve Gallagher Insurance, Inc. as the Broker of Record for Student Accident Insurance Basic & Voluntary for 2023/2024 with Maria Huber serving as Broker of Record.
16. Approve BKC as the Auditors for the 2023/2024 school year with Jonathan Weiss serving as Auditor of Record.
17. Approve the Contract for Professional Accounting and Auditing Services for the Year 2023-2024 \$22,500.00 plus an additional fee for performance of Federal Single Audit (If applicable) will be \$3,000.00.
18. Approve Phoenix Advisory serving as debt service advisor for the 2023/2024 school year with Bryan Morris serving as advisor.
19. Approve the transfer of the Capital Reserve account to the General Fund which includes encumbrances.
20. Approve Outsourced Technology Bidder from the April 16, 2023 bid opening results as follows:

<u>Year 1</u>	<u>Bidders</u> <u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
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**The JDM Group                    \$117,000.00    \$119,340.00    \$121,726.00    \$358,066.00**

	<u>Other Bidders:</u>			
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Fortec	\$127,800.00	\$134,184.00	\$140,892.00	\$402,876.00
Eastern Datacomm - No Bid				
Warren Hills - On going				
Johnson Controls - No Bid				

21. Roll call vote to approve the Budget for School Year 2023/2024

**BE IT RESOLVED**, that the budget be approved for the 2023/2024 school year

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
<b>2023-24 Total Expenditures</b>	\$10,853,155	\$735,700	\$463,126	\$ 12,051,981
<b>Less: Anticipated Revenues</b>	\$ 4,565,149	\$735,700	\$173,827	\$ 5,474,676
<b>Taxes to be Raised</b>	<b>\$6,288,006</b>	<b>\$0</b>	<b>\$289,299</b>	<b>\$ 6,577,305</b>

**BE IT FURTHER RESOLVED**, that the Board of Education includes in the budget a capital withdrawal in the amount of \$250,000.00 for the 2023/2024 budget:

Doors	\$ 25,000.00
Toilet Room	\$150,000.00
Security	\$ 25,000.00
Gym Floor	\$ 25,000.00
Track, Fence, Trees	<u>\$ 25,000.00</u>
Total Estimate	\$ 250,000.00

**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 the appropriation of surplus in the amount of \$151,518.00.

**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.

22. Roll Call Vote - Resolve that the amount of district taxes needed to meet the obligations of the Board of Education beginning July 1, 2023, through June 30, 2024, is \$6,288,006 for General Current Expense and \$289,299 for debt service to be received as follows:

Current Expense: Twelve payments of \$524,000.50 on the fifteenth (15th) of every month for a total of \$6,288,006.00.

23. 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 March 31, 2023 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

## **Public Comments**

Public comments are invited on matters pertaining to the district 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.

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

**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:**

May 11, 2023 - Regular Meeting and possible final Budget approval

June 8, 2023 - Regular Meeting

**\*\*\* User Friendly Budget Posted to Website: April 29, 2023 (48 hours after public hearing).**

**Deadline to adopt budget: At or after public hearing, but no later than May 15, 2023.**

## **Mr. Joseph Rodriguez**

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