

Mansfield Township Board of Education



October 17, 2024

7:00 p.m. Executive Session

7:30 p.m. Regular Meeting

Call to Order - Constance Quinn, President

Roll Call – Kelly Morris, Board Secretary

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

Executive Session - 7:00 p.m.

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:

- Matters rendered confidential by Federal Law, State Law, or Court Rule*
- Pending Litigation*
- Personnel Matters*
- Matters of Attorney/Client Privilege*
- 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.

Approval to go into Executive Session

Motion by _____, seconded by _____ to move to Closed Session at _____ (time) for approximately _____ minutes. Action will / will not be taken upon return to open session. Voice Vote.

Reconvene to Open Session

Motion by _____, seconded by _____ to return to Open Session at _____ (time). Voice Vote.

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 - Constance Quinn

President’s Report - Constance Quinn

- Forensic Auditor Presentation - PKF O'Connor Davies

Superintendent’s Report - Diana Mai

- HIB Update
- School activities and community partners

Administrators’ Reports

Director of Curriculum & Instruction

- NJSLA Score Report Update

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

Public Comment - Agenda Items Only

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)

Board Member: Linda Watters

Approval of Minutes and Reports

1. Motion to approve the open and closed session **minutes** of the September 19, 2024 Regular meeting.
2. Motion to approve the open and closed session **minutes** of the October 7, 2024 Special Meeting.
3. Motion to approve the below staff requests for **Professional Development/Travel**, as recommended by the Superintendent.

Employee	Event	Date(s)	District Cost
Kelly Morris	NJASBO: Ethics and the BA Whippany, NJ	Dec. 10, 2024 8am to 2pm	Fee: \$145
Noreen Matias	N.J. DOE School Safety Specialist Certification Course Galloway, NJ	Oct. 15, 2024 Oct. 22, 2024 Oct. 29, 2024 Nov. 4, 2024	Fee: \$0 Mileage: \$511.36

4. Motion to receive/approve the **HIB Report Cases**, if any.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Constance Quinn President					Linda Watters Vice President				
Judy Irwin					Jonathan Rood				
Jonathan Lemp					Jennifer Rosenblum				
Alison Lorentson					James J. Winand				
Diane Margolin									

Approval Agenda

Chair: Diane Margolin

Education/Policy Committee - Recommended Action(s):

1. Motion to approve the Mansfield Township School District **Nursing Services Plan** for the 2024-2025 school year, as presented, as recommended by the Superintendent.
2. Motion to approve the **disposal** of the below obsolete curricular materials for health education as presented, as recommended by the Superintendent.
 - Totally Awesome Health - Macmillan/McGraw-Hill ISBN 0-02-280436-6/4
 - Teen Health, ISBN 0-07-823935-4

MOTION:	SECOND:
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Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Constance Quinn President					Linda Watters Vice President				
Judy Irwin					Jonathan Rood				
Jonathan Lemp					Jennifer Rosenblum				
Alison Lorentson					James J. Winand				
Diane Margolin									

Approval Agenda

Chair: Alison Lorentson

Personnel Committee - Recommended Action(s)

- Motion to approve the revised **Job Descriptions** as listed below, as recommended by the Superintendent.
 - Special Education Paraprofessional
 - Principal
- Motion to approve the appointment of the below **Extracurricular Advisor /Coordinators** for the 2024-2025 school year, to be paid in accordance with the active MTEA Collective Bargaining Agreement, as recommended by the Superintendent.
 - Yearbook: Tori Piccione and Jessica Eresmann
- Motion to approve the resignation for reason of retirement of **Donna McPhillips**, Kindergarten Teacher, with sincere gratitude for 36 years of service to the Mansfield Township School District, effective June 30, 2025, as recommended by the Superintendent.
- Motion to approve the appointment of **Kelly Morris** to the position of Assistant/Acting School Business Administrator at an annual salary of \$130,000.00, prorated based on an effective date of November 1, 2024 through June 30, 2025, as approved by the Warren County Executive Superintendent of Schools and as recommended by the Superintendent.
- Motion to approve the appointment of **Julian Alicia** to the position of Paraprofessional at salary step Associate/Step 1, effective on or about October 18, 2024, as recommended by the Superintendent.
- Motion to approve **Olivia Soucie**, Education Student at Raritan Valley Community College, to conduct field observations at the Mansfield Township Elementary School during the Fall 2024 semester, as recommended by the Superintendent.
- Motion to appoint the below Substitute Teachers as presented, effective immediately, as recommended by the Superintendent.

Jordanna Corbett	Pending paperwork completion
Nicole Davis	Pending paperwork completion
Jessilynn Marhevka	Pending paperwork completion

- Motion to approve the appointment of the below **Provisional Teacher Mentors** for the 2024-2025 school year, as recommended by the Superintendent.

Mentor	Provisional Teacher	Class Assignment
Erin Sassamann	Rachel Rothrock	Grade 4 (MLR)/PSD

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Constance Quinn President					Linda Watters Vice President				
Judy Irwin					Jonathan Rood				
Jonathan Lemp					Jennifer Rosenblum				
Alison Lorentson					James J. Winand				
Diane Margolin									

Township Liaison Agenda

Township Chair: Linda Watters and Jennifer Rosenblum

Township Committee - Recommended Action(s):

- No requested action/update as needed.

Approval Agenda

Chair: James Winand

Facilities/Finance Committee - Recommended Action(s)

- Motion to approve the **payment of bills** for the period of September 20, 2024 through October 17, 2024, as presented, in the amount of \$1,079,495.24.
- Motion to acknowledge that there are **no line item transfers** for the month of September 2024.
- Motion to approve the 2024-2025 Mansfield Township School District **Comprehensive Maintenance Plan and M-1 Report**, as presented, and to authorize its submission to the County Office, as recommended by the Superintendent.
- Motion to approve the annual Mansfield Township School District’s **Indoor Air Quality Program Plan** for the 2024-2025 school year, as recommended by the Superintendent.
- Motion to approve the submission of the Mansfield Township School District’s **Integrated Pest Management Plan** for the 2024-2025 school year, and to post and distribute corresponding documents for public access, as recommended by the Superintendent.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Constance Quinn President					Linda Watters Vice President				

Judy Irwin					Jonathan Rood				
Jonathan Lemp					Jennifer Rosenblum				
Alison Lorentson					James J. Winand				
Diane Margolin									

Public Comment

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.

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:

Thursday, November 21, 2024 - Regular Meeting

Thursday, December 19, 2024 - Regular Meeting

Second Executive Session (If Necessary)

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

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- Pending Litigation*
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- Confidential Student Matters*

Approval to go into Executive Session

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Reconvene to Open Session

Motion by _____, seconded by _____ to return to Open Session at _____ (time). Voice Vote.

Adjournment

Board Member: Mr. Jonathan Rood

Recommended Action - Motion to adjourn the meeting.

Motion by _____, seconded by _____ to Adjourn the meeting at _____ (time). Voice Vote.