

Mansfield Township Board of Education



November 21, 2024

7:00 p.m. Executive Session

7:30 p.m. Regular Meeting

Call to Order - Mrs. Quinn called the meeting to order at 7:00 p.m.

Roll Call - Ms. Morris, Acting Business Administrator, conducted Roll Call. The following members of the Board of Education were present:

Mansfield Township Board of Education

Name	Present	Absent
Judy Irwin		X
Jonathan Lemp	X	
Alison Lorentson	X	
Diane Margolin	X	
Constance Quinn	X	
Jonathan Rood	X	
Jennifer Rosenblum		X
Linda Watters	X	
James J. Winand	X	

Others in Attendance

Ms. Diana Mai, Superintendent,

Ms. Kelly Morris, Acting Business Administrator/Board Secretary

Ms. Noreen Matias, Director of Curriculum and Instruction

There were community and staff members in attendance.

First Executive Session

On a motion by Ms. Watters and seconded by Mr Winand, the Board of Education adjourned to closed session at 7:01 p.m. to discuss personnel matters.

Voice Vote. All Yes.

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:

☐ *Personnel 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.

*On a motion by Ms. Quinn and seconded by Ms. Watters, the Board of Education returned to open session at 7:34 p.m.
Voice Vote. All Yes.*

Call to Order - *Ms. Quinn opened the public BOE meeting at 7:34 p.m.*

President's Announcement - *Ms. Quinn read the Statement of Advance Notice*

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 - *Ms. Quinn conducted the Pledge of Allegiance*

President's Report - Constance Quinn

- *Ms. Quinn congratulated Ms. Watters, Mr. Breheney, and Mr. Stewart for winning seats on the Board of Education in the November election..*
- *Ms. Quinn thanked Lizabeth Gensheimer for her many years of time and dedicated service to the students of our district and expressed how much she will be missed.*
- *Ms. Quinn shared that Mr. Corchoran from PKF O'Conner Davies, the forensic auditor, will be in attendance for the December 12th meeting to present his final report in public.*

Superintendent's Report - Diana Mai

- *Ms. Mai shared that Noreen Matias is on tonight's agenda for appointment to the position of School Principal. She explained that an administrative restructuring will occur with her appointment that will eliminate the position of Director of Curriculum and Instruction and add the 10-month position of Assistant Principal. Ms. Matias will continue to oversee curriculum and instruction, while the new Assistant Principal will provide much needed student support by overseeing discipline, PBIS, CAP for attendance, intervention services, testing, and SEL initiatives. This restructure will save the district a minimum of \$43,000 annually.*

- *Ms. Mai wished everyone a Happy Thanksgiving, and she expressed her gratitude for our staff, students, and Board. She thanked Ms. Quinn and Ms. Margolin for their support and service to the Board as they prepare to leave at the end of the year.*

Administrators' Reports

Business Administrator - Kelly Morris

- *Ms. Morris shared that the annual statutory audit that is normally conducted in the summer was started on November 18th by Anthony Ardito. Mr. Ardito, Mr. Corcoran, and Ms. Morris will collaborate to establish end of year balances for June 30, 2024, and then all financial reports for FY25 to date will be completed and presented for Board approval as soon as possible.*

Director of Curriculum & Instruction - Noreen Matias

- *Ms. Matias shared several exciting happenings at Mansfield School:*
 - *Toys for Tots donations will be collected by the fire department next week. Thank you to all who donated.*
 - *Trunk or Treat was a huge success with great community participation. There was a DJ, and many parents, the police and the fire department took part by decorating their vehicles.*
 - *Winter Concert will be held on December 17th*
 - *Parent Teacher Conferences were completed the first week of November, and they were a great success.*
 - *Report Cards will be issued on November 27th*
 - *The Scholastic Book Fair is scheduled for December 2nd to 6th.*
 - *Student Council Movie Night last Friday. Thank you to all volunteers who made it a fun night.*
 - *School will be closed for the Thanksgiving holiday on November 28th and 29th.*

Communications and Petitions (If required) – The Superintendent and members of the Board may acknowledge any communications and/or petitions received. *None*

Public Comment - Agenda Items Only - *None*

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 October 17, 2024 Regular meeting.
2. Motion to approve the below staff requests for **Tuition Reimbursement**, as recommended by the Superintendent.

Employee	School/Course	Date(s)	District Cost
Putignano, Kristi	SPED -5043-W1:Student Assessment & RTI Process; Southeastern Oklahoma State University	Spring 2025	954.00

3. Motion to approve the below staff requests for Professional Development, as recommended by the Superintendent.

Employee	Course/Location	Date(s)	District Cost
Ruth Byrne	AENJ Fall Conference, Princeton, NJ	10/22/2024	Reg.: \$205.00 Mileage: \$0.00 Sub: \$125.00
Joe Kady	School IPM, Sparta, NJ	3/7/2025	Reg.: \$0.00 Mileage: \$25.94 Sub: \$0.00
Joe Kady	Designated Persons Air Quality; Bridgewater, NJ	11/25/2024	Reg.: \$25.00 Mileage: \$28.00 Sub: \$0.00
Deboranne Marley	NJALC Law & Order, East Windsor, NJ	10/25/2024	Reg.: \$130.00 Mileage: \$25.94 Sub: \$0.00

4. Motion to receive/approve the **HIB Report Cases**, if any. *None reported*

On a Motion by Ms. Watters and seconded by Ms. Quinn, the Consent Agenda was approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.

Chair: Diane Margolin**Education/Policy Committee - Recommended Action(s):**

1. *No requested action/update as needed.*

Approval Agenda**Chair: Alison Lorentson****Personnel Committee - Recommended Action(s)**

1. Motion to accept the resignation for reason of retirement of **Lizabeth Gensheimer**, Special Education Teacher, with sincere gratitude for 21 years of service to the District, effective June 30, 2025, as recommended by the Superintendent.
2. Motion to approve the appointment of **Noreen Matias** to the position of School Principal at an annual salary of \$114,000.00, prorated based on an effective date of December 1, 2024 through June 30, 2025, as recommended by the Superintendent.
3. Motion to approve a new job description for **Assistant Principal**, as presented, as recommended by the Superintendent.
4. Motion to approve **Dillon Fryer** and **Joy Emisiko**, Education Students at Warren County Community College, to conduct field observations at the Mansfield Township Elementary School during the Fall 2024 semester, as recommended by the Superintendent.
5. Motion to approve **Sydney Smith**, Education Student at Centenary University, to conduct field observations at the Mansfield Township Elementary School during the Fall 2024 semester, as recommended by the Superintendent.
6. Motion to amend the approval of a paid **leave of absence for Employee #47264429** under Federal FMLA beginning on October 17, 2024 to November 12, 2024, and an unpaid leave of absence to immediately follow, with a return to work date of June 2, 2025, as recommended by the Superintendent.
7. Motion to appoint the below **Substitute Teachers** as presented, effective immediately, as recommended by the Superintendent.

Dwight Bailey	Pending paperwork completion
Tara Oliveri	Pending paperwork completion
Betty Paolella	Pending paperwork completion
Amy Riotto	Pending paperwork completion
Gia Vitale	Pending paperwork completion

On a Motion by Ms. Lorentson and seconded by Mr. Rood, the above Personnel Items were approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.

Township Liaison Agenda

Township Chair: Linda Watters and Jennifer Rosenblum

Township Committee - Recommended Action(s):

1. *Ms. Watters confirmed that the District has sent the electric bills requested by the town as they assess a possible solar project.*

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

1. Motion to approve the **payment of bills** for the period of October 18, 2024 through November 21, 2024, as presented, in the amount of \$1,150,504.91.

Ms. Lorentson asked if the high salary lines for substitutes on the bill list are normal, as they seem excessive. She asked if we were staying within our budget for substitute costs. Ms. Mai responded that some of the costs are associated with leaves of absence, but she also shared that we have had a staff attendance problem. Recent communication about attendance matters with the staff has shown some improvement.

2. Motion to approve **line item transfers** for the month of October 2024 in the amount of \$3,000, as presented.
3. Motion to approve the **2025-2026 Annual Budget Preparation Calendar** as presented, as recommended by the Superintendent.
4. Motion to approve the Statement of Assurance for the **2024-25 School Security Plan**, as presented, as recommended by the Superintendent.
5. Motion to approve the **Memorandum of Understanding with Law Enforcement** for the 2024-2025 school year, as presented, as recommended by the Superintendent.

On a Motion by Mr. Winand and seconded by Mr. Rood, the above Facilities/Finance Items were approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.

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.

1. *Kate Mattison, Teacher at Mansfield School, asked the Board how much longer the District will pay for two business administrators. Ms. Mai reminded everyone that the Forensic Audit report and presentation will be delivered on December 12th, and that steps will then be taken as quickly as possible. She also shared that limited discussion was permitted as it relates to a personnel issue.*

New Business - Members of the Board may introduce any new item or topic of discussion for the Board to consider. *None*

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

Ms. Watters asked about the status of our contract for math curriculum materials. Ms. Mai responded that this is year two of a three year agreement that included an update to curriculum standards. She also shared that our staff is now using the program with fidelity as they are using more layers of the program, including the intervention pieces.

Mr. Lemp asked if there is an update about adding a fence to Port Murray Road. Ms. Mai shared that there is no update at this time.

Ms. Margolin shared that she will not be in attendance at the December meeting, so this is her last meeting before leaving the Board. She thanked everyone for a warm welcome back for this three year term and wished the Board well moving forward.

Future Board Meeting Dates:

Thursday, December 12, 2024 - Regular Meeting (2nd Tuesday due to the holidays)

Thursday, January 2, 2025 - Reorganization Meeting

Recommended Action - Adjournment:

On a motion by Mr. Rood and seconded by Ms. Watters, the Board of Education adjourned from the Regular Meeting with a 7-0-0 roll call vote at 7:54 p.m.

Respectfully submitted,



Kelly Morris
Acting Board Secretary