

Mansfield Township Board of Education



December 12, 2024

7:00 p.m. Executive Session

7:30 p.m. Regular Meeting

Call to Order - Mrs. Quinn called the meeting to order at 7:02 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, Principal

Mr. Richard Corcoran, Forensic Auditor from PKF OD

There were community and staff members in attendance.

First Executive Session

On a motion by Mr. Rood and seconded by Ms. Quinn, the Board of Education adjourned to closed session at 7:03 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*
- ☐ *Matters of Attorney Client Privilege*

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 Mr. Rood, the Board of Education returned to open session at 7:32 p.m.
Voice Vote. All Yes.*

Call to Order - *Ms. Quinn opened the public BOE meeting at 7:33 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 thanked the public for the privilege to serve the community and children of Mansfield Township for the past three years. She also thanked the Board for placing their trust in her to serve as the Board President.*
- *Ms. Quinn thanked Denise Heymann, Amy Kemp, and Lisa Foster Clarke for their many years of time and dedicated service to the students of our district and expressed how much they will all be missed.*
- *Mr. Corcoran from PKF O'Conner Davies presented the final findings of the forensic audit and made recommendations for the District to follow moving forward. He noted that the current business practices presently in place are reflective of all recommendations.*

Superintendent's Report - Diana Mai

- *Ms. Mai reported that there were two HIB cases for November, both of which were founded. Restorative practices, counseling, and discipline were given in each case.*

- *Ms. Mai thanked Ms. Margolin and Ms. Quinn for their service to the Board of Education.*
- *Ms. Mai thanked Mr. Corcoran and his firm for a thorough and complete audit of the District's financial practices. She shared that the current administration is dedicated to transparency both to the Board and to the public.*
- *Ms. Mai wished everyone a Happy Holiday, and expressed her gratitude to everyone as the District works through its unique challenges this year.*

Administrators' Reports

Principal - Noreen Matias

- *Ms. Matias presented the Governor's Educator of the Year recipients for Mansfield Township School:*
 - *Mrs. Mingie Maida - Teacher of the Year*
 - *Mrs. Danielle Samuels - Support Professional of the Year**She shared comments from the nomination letters about each and congratulated them on this special honor.*

Communications and Petitions (If required) – 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 November 21, 2024 Regular meeting.
2. Motion to receive/approve the **HIB Report Cases**, as presented, as recommended by the Superintendent.

On a Motion by Ms. Lorentson and seconded by Mr. Rood, the Consent Agenda was approved by the Mansfield Township Board of Education with a 5-0-0 roll call vote.

Approval Agenda**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 approve the appointment of **Gregory Wilson** to the position of 10-Month Assistant Principal at an annual salary of \$84,000.00, prorated based on an effective date of January 6, 2025 through June 30, 2025, as recommended by the Superintendent.
2. Motion to approve the reassignment of **Kaylee Bennett**, Special Education Teacher, to the position of Grade 6 Math Teacher, effective January 6, 2025 through June 30, 2025, as recommended by the Superintendent.
3. Motion to approve the appointment of **Stephanie Albiani** to the position of Preschool Teacher at an annual salary at MA/Step 2 on the guide, prorated based on an effective date of January 6, 2025 through June 30, 2025, as recommended by the Superintendent.
4. Motion to accept the resignation for reason of retirement of **Denise Heymann**, 12-Month Secretary, with sincere gratitude for 23 years of service, effective June 30, 2025, as recommended by the Superintendent.
5. Motion to accept the resignation for reason of retirement of **Amy Kemp**, Special Education Teacher, with sincere gratitude for 25 years of service, effective June 30, 2025, as recommended by the Superintendent.
6. Motion to accept the resignation for reason of retirement of **Lisa Foster-Clarke**, Occupational Therapy Teacher, with sincere gratitude for 21 years of service, effective June 30, 2025, as recommended by the Superintendent.
7. Motion to approve horizontal movement on the salary guide for **Laurie O'Brien**, Teacher, from MA+30/Step 18 to MA+45/Step 18, effective February 1, 2025, as recommended by the Superintendent.
8. 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 -5033-W1:Research, Inquiry, Evidence Based Practice; Southeastern Oklahoma State University	Spring 2025	954.00
Putignano, Kristi	SPED -5083-W1:Teaching Students w. Autism; Southeastern	Spring 2025	954.00

	Oklahoma State University		
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9. Motion to appoint the below **Substitute Teachers** as presented, effective immediately, as recommended by the Superintendent.

Marissa Dillon	Pending paperwork completion
Julianna Valli	Pending paperwork completion

On a Motion by Ms. Lorentson and seconded by Ms. Quinn, the above Personnel Items were approved by the Mansfield Township Board of Education with a 5-0-0 roll call vote.

10. ADDENDUM: Motion to approve a **Separation Agreement** between the Mansfield Township Board of Education and Employee #64540453, as presented, effective December 12, 2024, as recommended by the Superintendent.

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 5-0-0 roll call vote.

Township Liaison Agenda

Township Chair: Linda Watters and Jennifer Rosenblum

Township Committee - Recommended Action(s):

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

Approval Agenda

Chair: James Winand

Facilities/Finance Committee - Recommended Action(s)

1. Motion to approve the **payment of bills** for the period of November 22, 2024 through December 12, 2024, as presented, in the amount of \$767,818.17.
2. Motion to approve **line item transfers** for the month of November 2024 in the amount of \$7,940.00, as presented.

On a Motion by Ms. Irwin and seconded by Ms. Quinn, the above Facilities/Finance Items were approved by the Mansfield Township Board of Education with a 5-0-0 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, MEA President shared that the association donated two tricky tray baskets to the church for their fundraiser held the past weekend to maintain strong community relations. She also shared that representatives from the NJEA and the WCEA visited and toured our school on December 5th. They provided lunch to the staff. She thanked Laurie O'Brien for coordinating the day's events. She also thanked Salena Donaldson and the staff who volunteered to host a successful family craft night during the book fair.*

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

Ms. Quinn congratulated Mr. Wilson in his new role as Assistant Principal. She also reminded everyone that the Winter Holiday Concert is scheduled for Tuesday, December 17th at 7pm where our school band and chorus will perform.

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

Future Board Meeting Dates:

Monday, January 6, 2025 - Reorganization Meeting

****2025 Board Meetings will be announced at the annual reorganization meeting.**

Recommended Action - Adjournment:

On a motion by Mr. Rood and seconded by Ms. Quinn, the Board of Education adjourned from the Regular Meeting with a 5-0-0 roll call vote at 8:22 p.m.

Respectfully submitted,



Kelly Morris
Acting Board Secretary