Mansfield Township Board of Education

Annual Reorganization Meeting Minutes

January 6, 2025 at 7:00 p.m.

Call to Order - Kelly Morris, Board Secretary, called the meeting to order at 7:03 p.m.

Flag Salute

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.*

Oath of Office

Ms. Morris led the newly elected Board members, as presented below, in the Oath of Office.

Three (3) Three-Year Terms:
Sean Breheney
Richard Stewart
Linda Watters

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

Mansfield Township Board of Education

Name	Present	Absent
Sean Breheney	X	
Judy Irwin	X	
Jonathan Lemp	X	
Alison Lorentson	X	
Jonathan Rood		X
Jennifer Rosenblum	X	
Richard Stewart		X

Linda Watters		X
James J. Winand	X	

Others in Attendance
Ms. Diana Mai, Superintendent,
Ms. Kelly Morris, Acting Business Administrator/Board Secretary

Nominations

1. Open Nomination for Board President:

Motion by Ms. Watters, seconded by Mr. Lemp, to elect Alison Lorentson to serve as President of the Mansfield Township Board of Education for the 2025 calendar year.
Roll Call Vote. 7-0-0

***Ms. Lorentson assumed the chair.**

2. Open Nomination for Board Vice President:

Motion by Mr. Lemp, seconded by Ms. Rosenblum, to elect Linda Watters to serve as Vice President of the Mansfield Township Board of Education for the 2025 calendar year.
Roll Call Vote. 7-0-0

Code of Ethics Review and Approval

Motion by Ms. Watters, seconded by Ms. Irwin, to approve that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Mansfield Township Board of Education.
Voice Vote. All Yes.

The Code of Ethics was read aloud (Round Robin) by the Board members.

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.

Reorganization Meeting Consent Agenda:

1. Motion to approve the 2025 Board of Education Meeting Schedule as per the below:

   RESOLVED that the Mansfield Township Board of Education, pursuant to Chapter 231, PAL (Open Public Meetings Act) does hereby proclaim the public meetings for the Board of Education will be the third Thursday of each month, at 7:00 pm, prevailing time, in the Mansfield Township School All Purpose Room, unless noted otherwise*; and

   Be it Further Resolved to adopt the 2025 annual notice of scheduled meetings, including the amount of $12.00 per person as the annual fee for persons requesting copies of official Board meeting notices and minutes, which are otherwise available at no cost on the school district website; and

   Be it Further Resolved that the Board of Education does hereby designate the *Express Times* as the official newspaper to receive notices of meetings; and

   Be it Further Resolved that notices of the Board of Education meetings will be posted in the main office at the Mansfield Township School Buildings, the Mansfield Township Municipal Building, and on the District website; and

   Be it Further Resolved that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss matters that may be considered in closed session; however, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

   Be it Further Resolved that the Board of Education will meet on the following dates for calendar year 2025:

2025 Board of Education Meetings

Monday, January 6, 2025	Annual Reorganization Meeting
Thursday, January 16, 2025	Regular Business Meeting
Thursday, February 20, 2025	Regular Business Meeting
Thursday, March 13, 2025	Regular Business Meeting (2nd Thursday)
Thursday, April 10, 2025	Regular Business Meeting (2nd Thursday)
Wednesday, May 7, 2025	Public Budget Hearing Meeting
Thursday, June 12, 2025	Regular Business Meeting (2nd Thursday)
Thursday, July 17, 2025	Regular Business Meeting (if needed)

Thursday, August 21, 2025	Regular Business Meeting
Thursday, September 18, 2025	Regular Business Meeting
Thursday, October 16, 2025	Regular Business Meeting
Thursday, November 20, 2025	Regular Business Meeting
Thursday, December 11, 2025	Regular Business Meeting (2nd Thursday)
Wednesday, January 7, 2026	Annual Reorganization Meeting

**Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.*

2. Motion to acknowledge the following 2025 appointments/reappointments:

504 Officer	Laurie Favreau
Accounting Software System	CDK Systems
Affirmative Action Officer	Kelly Morris
AHERA Consultant	RK Environmental
Architect of Record	Gianforcaro Architects and Engineers
Asbestos Management Officer	Joseph Kady
Attendance Officer	Gregory Wilson
Board Secretary	Kelly Morris
Drinking Water Compliance Manager	McGowan Water Management
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Integrity Consulting
HIB Coordinator	Noreen Matias
HIB Specialist	Laurie Favreau
Homeless Liaison	Noreen Matias
Home Instruction Coordinator	Noreen Matias
Insurance Agency of Record	Cedar Risk Management
Insurance Carrier	NJSIG
RTI Coordinator	Gregory Wilson
Indoor Air Quality Designee	Joseph Kady
IPM Coordinator	Joseph Kady
Integrated Pest Management Consultant	Viking Pest Control
Lead Testing Program Manager	Joseph Kady

Official Newspapers	Express Times (primary) Star Ledger
Payroll Services	R&L Payroll Services
Personnel Management System	CDK Systems
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Kelly Morris
Public Records Custodian	Kelly Morris
Qualified Purchasing Agent	Kelly Morris
Registrar	Mercedes Cosme
Right-to-Know Training and Compliance	R.K Environmental
Right to Know Officer	Joe Kady
School Attorney	Busch Law
School Auditor	Anthony Ardito
School Physician	Ana Gomes, DO
School Safety Specialist	Noreen Matias
Student Information System	Genesis
Treasurer of School Monies	Tracy Rowe
Water Testing	Eurofins Laboratories

3. Motion to approve the following resolution designating the depository of record:

   BE IT RESOLVED that Fulton Bank be designated as the depository of record for the Mansfield Township Board of Education accounts; and

   BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

4. Motion to designate the School Funds Investor as the Acting School Business Administrator, pursuant to 17:12B-241.

5. Motion to approve the existing policies, by-laws, and administrative procedures of the Mansfield Township School District Board of Education.

6. Motion to approve the existing curriculum and textbooks and instructional materials.

7. Motion to approve the New Jersey Minimum Chart of Accounts as issued by the State of New Jersey.

8. Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:
    - Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship, gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed.
    - Daily attendance;
    - Description of pupil progress, including grade level, according to evaluation system used by the district;
    - History and status of physical health per state regulations;
    - Special education records pursuant to relevant rules and laws;
    - All other records required by the New Jersey State Board of Education.

9. Motion to authorize School Business Administrator to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.

10. Motion to authorize the School Business Administrator to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

11. Motion to approve the below resolution Authorizing the Mansfield Township Board of Education to enter into NJSBA's Cooperative Pricing Agreement (E8801-ACESCPS) for energy usage:

    WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

    WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

    WHEREAS, N.J.S.A. 18A:18A-11 authorizes local district boards of education to enter into cooperative pricing agreements; and

    WHEREAS, the NJSBA CPS program has offered voluntary participation in a cooperative pricing system for the aggregate purchase of products and services; and

    WHEREAS, the New Jersey School Boards Association shall be responsible for complying with the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq., and all other applicable laws in connection with the preparation, bidding, negotiation and execution of contracts in connection with the NJSBA Cooperative Pricing System; and

WHEREAS, the Mansfield School District, in the county of Warren, State of New Jersey, desires to participate in the NJSBA TEC Cooperative Pricing System.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the provisions of N.J.S.A. 18A:18A-11, the Acting School Business Administrator is hereby authorized to enter into the NJSBA TEC Cooperative Pricing System Agreement on behalf of the Mansfield Township School Board of Education.

12. Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of $44,000 if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% ($6,600) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the Mansfield Township School District Board of Education pursuant to the statutes cited above hereby appoints Kelly Morris, School Business Administrator, as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Mansfield Township School District, and;

BE IT FURTHER RESOLVED, that Kelly Morris is hereby authorized to award contracts on behalf of the Mansfield Township School District Board of Education that are in the aggregate less than 15% ($6,600) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Kelly Morris is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold.

13. Motion to approve the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Mansfield Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Mansfield Township School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township School District Board of Education does hereby authorize Kelly Morris, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

14. Motion to approve the following 403(b) and 457(b) plan providers and to designate Plan Connect as the Tax Sheltered Annuity Third Party Administrator:
    - AXA Equitable (Pre-tax and Roth)
    - Security
    - FTJ Fund Choice
    - Siracusa Benefits

15. Motion to approve membership in the following Cooperative Purchasing Agreements:
    - Education Data Services - Supplies, Services and Skilled Trades
    - Hunterdon County Education Services Commission
    - Educational Services Commission of New Jersey
    - Morris County Cooperative Pricing Council

16. Motion to approve rates of pay for Substitutes as presented:

Substitute Teachers & Paraprofessionals	$125 per day
Substitute Nurses	$200 per day
Substitute Custodians	$17 per hour
Substitute Secretaries	$17 per hour

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

Public Comment - *None*
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.

Adjournment

Motion by Ms. Lorentson, seconded by Ms. Rosenblum, to Adjourn the meeting at 7:24 p.m.
Voice Vote. All Yes.