

Mansfield Township Board of Education



March 13, 2025

7:00 p.m.

Call to Order - Alison Lorentson, President

Roll Call – Kelly Morris, Board Secretary

Mansfield Township Board of Education

Alison Lorentson, President	Judy Irwin	Jennifer Rosenblum
Linda Watters, Vice President	Jonathan Lemp	Richard Stewart
Sean Breheny	Jonathan Rood	James J. Winand

Executive Session - If needed

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 on the District website and in the Mansfield Township Municipal Building, and sent to the following newspapers: *The Express Times and Star Ledger*.

Pledge of Allegiance - Alison Lorentson

President’s Report - Alison Lorentson

- “Roles and Responsibilities” Presentation - Patti Reis from NJSBA

Superintendent’s Report - Diana Mai

Administrators’ Reports

Business Administrator - Kelly Morris

- FY24 Audit

Principal - Noreen Matias

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

1. K.Snyder letter

Public Comment - Agenda Items Only

Public Comment on Agenda Items Only, in accordance with Board Policy 6130 which is available for review on our website, will be heard at this time. Each speaker must state their name, address, and group affiliation, if applicable. Comments are limited to 3 minutes per person.

The Board bears no responsibility for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

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 February 20, 2025 Regular meeting.
2. Motion to receive/approve the **HIB Report Cases**, as presented, as recommended by the Superintendent.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheny					Richard Stewart				
Judy Irwin					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Jennifer Rosenblum									

Approval Agenda**Chair: Linda Watters****Education/Policy Committee - Recommended Action(s):**

1. Motion to approve the Mansfield Township School District **Extended School Year (ESY) Program** for the 2025-2026 school year on Mondays to Thursdays, June 16, 2025 to July 17, 2025, from 9:00am to 12:00pm, as recommended by the Superintendent.
2. Motion to approve the **Final Reading and Approval** of the below policies, as presented, as recommended by the Superintendent.
 - A. Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions
 - P 5512 Harassment, Intimidation, or Bullying (M) (Revised)
 - P 5533 Student Smoking (M) (Revised)
 - R 5533 Student Smoking (Revised)
 - P & R 7441 Electronic Surveillance In School Buildings and On School Grounds (M) (Revised)
 - P & R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
 - B. General Policy and Regulation Updates
 - P 2365 Acceptable Use of Generative Artificial Intelligence (AI) (New)
 - P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
 - P 5516 Use of Electronic Communication Devices (Revised)
 - R 5516 Use of Electronic Communication Devices (New)
 - P 5701 Academic Integrity (Revised)
 - P 5710 Student Grievance (Revised)
 - P 8500 Food Services (M) (Revised)

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheny					Richard Stewart				
Judy Irwin					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Jennifer Rosenblum									

Approval Agenda

Chair: James Winand

Personnel Committee - Recommended Action(s)

1. Motion to accept the resignation of **Samantha Ortiz**, Receptionist, effective March 21, 2025, as recommended by the Superintendent.
2. Motion to approve the appointment of **Reginald Nonez** to the position of Custodian with an annual salary of \$40,000, prorated based on a start date of March 17, 2025, pending completion of required paperwork, as recommended by the Superintendent.
3. Motion to approve the placement of **Emily Boniface**, Education Student at Centenary University, to conduct her Student Teaching Field Experience in Grade 4 during the 2025-2026 school year, as recommended by the Superintendent.
4. Motion to approve the placement of **Doris Molina**, Education Student at Sterling College, to fulfill a twenty-five-hour math field experience requirement with cooperating teacher, Stephanie Hahn, during the 2024-2025 school year, as recommended by the Superintendent.
5. Motion to approve the appointment of the below **Substitute Teacher(s)**, as presented, as recommended by the Superintendent.

Samantha Barnowski	Effective upon completion of paperwork
Alyssa Mendoza-Siersma	Effective upon completion of paperwork
Colleen O'Connell	Effective upon completion of paperwork.
Brenda Ghio	Effective upon completion of paperwork.

6. Motion to approve the below staff requests for **Tuition Reimbursement**, as recommended by the Superintendent.

Employee	School/Course	Date(s)	District Cost
Selena Donaldson	ELLM 5170: Information Sources and Services William Paterson University	Spring/Summer 2025	\$1,947.00
Selena Donaldson	ELLM 6110: Management and Supervision of the School Library Media Program	Spring/Summer 2025	\$1,947.00

	William Paterson University		
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7. Motion to approve the below staff requests for **Professional Development**, as recommended by the Superintendent.

Employee	Program/Location	Date(s)	District Cost
Noreen Matias	Legal One Anti-Bullying Online Cert NJPSA - Virtual	February, 2025	\$500.00

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Judy Irwin					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Jennifer Rosenblum									

Township Liaison Agenda

Township Chair: Jennifer Rosenblum

Township Committee - Recommended Action(s):

1. No requested action/update as needed.

Approval Agenda

Chair: Judy Irwin

Facilities/Finance Committee - Recommended Action(s)

1. Motion to approve the **payment of bills** for the period of February 21, 2025 through March 12, 2025, as presented, in the amount of \$1,008,603.87.
2. Motion to approve **line item transfers** for the month of February 2025 in the amount of \$2,365.00.
3. Motion to approve the following **2025/2026 Coordinated Transportation** agreement, as recommended by the Superintendent:

Whereas, the Mansfield Township School District Board of Education desires to transport special education and their own public school students to specific destinations; and

Whereas, the Warren County Special Services School District, hereinafter referred to as WCSSSD, offers coordinated transportation services; and

Whereas, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness, so

Therefore be it resolved, this coordinated agreement is approved in consideration of prorated contract costs, plus a 4.5% administration fee as presented.

4. Motion to approve the **2025/2026 Proposed Budget** as follows:

WHEREAS, the 2025/2026 preliminary budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A.18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards; and

WHEREAS, the 2025/2026 preliminary budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE BE IT RESOLVED the Mansfield Township School District Board of Education approves the preliminary 2025/2026 budget in the amount of \$13,191,448 and authorizes its submission to the Warren County Superintendent of Schools for approval as follows:

General Fund.....	\$12,421,983
Special Revenue Fund	\$ 301,515
Total Budget	\$13,191,448
Taxes To Be Raised	\$6,468,337

BE IT FURTHER RESOLVED that the Mansfield Township School District Board of Education authorizes a withdrawal of \$120,000 from Capital Reserve in accordance with N.J.A.C. 6A:23A-14.1(h) for the following purposes: replacement of lights with UV efficient lights in the gym, sealing and caulking of outside roof and door panels, miscellaneous boiler repairs and upgrades, installation of an above ground oil storage tank; and represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards necessary to achieve the New Jersey Student Learning Standards; and

BE IT FURTHER RESOLVED that the Mansfield Township School District Board of Education will deposit \$66,751 of excess surplus to the Capital Reserve for future funding of capital projects as listed in the District’s approved long range facility plan and represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards necessary to achieve the New Jersey Student Learning Standards; and

BE IT FURTHER RESOLVED that the Mansfield Township School District Board of Education authorizes a withdrawal of \$100,000 from Unemployment Reserve for general fund expenditures; and

BE IT FURTHER RESOLVED that the maximum general fund travel allowance for the 2025/2026 school year shall be established at \$38,000, and the maximum regular business travel amount shall not exceed \$2,000 per employee; and

BE IT FURTHER RESOLVED to advertise said tentative budget in the Express Times (to be posted on NJ.com) in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that a public hearing be held on May 7, 2025 at the Mansfield Township Elementary School located at 50 Port Murray Road, Port Murray, Warren County, New Jersey 07865 at 7:00 p.m. for the purpose of conducting a Public Hearing on the budget for the 2025/2026 school year.

5. Motion to approve the following resolution accepting the June 30, 2023 **Annual Comprehensive Financial Report**:

Be It Resolved that the Mansfield Township School District Board of Education accepts the June 30, 2024 Annual Comprehensive Financial Report (ACFR) as presented; and

Be It Resolved that the Mansfield Township School District Board of Education accepts the following Audit Recommendations and Corrective Action Plan as presented for fiscal year ending June 30, 2024.

Finding #	Finding	Recommendation	Method of Implementation	Responsible Party	Impl. Date
2024-001	Balance sheet asset or liability general ledger accounts were not reconciled to the underlying account details.	The district should document and implement internal controls to monitor the preparation of asset and liability reconciliations to ensure accounts are reconciled to the underlying account details on a monthly basis.	Review and update SOP/IC documents to ensure compliance with all processes. Reconcile all accounts to underlying account details monthly.	School Business Administrator	07/18/2024
2024-002	A detailed accounts receivable aging by customer and invoice was not available to support the general ledger balances as of June 30, 2024 for preschool tuition, amounts due from other school districts, and before/after school childcare amounts.	Internal controls should be improved to ensure that detailed records are maintained for all accounts receivable and that those accounts are monitored for timely collection.	Review and update SOP/IC documents to ensure compliance with all processes. Monitor all open receivables monthly to ensure timely receipt of payments. Ensure that payments against invoices are deposited to cash within the accounting system to close out paid receivables.	School Business Administrator	7/18/2024
2024-003	Interfund receivables and loans exist as of June 30, 2024 in the general fund, special revenue fund, food service fund, and the before and after school childcare fund.	Internal controls should be improved to ensure all Interfund balances are liquidated and returned to their respective funds in a timely fashion.	Limit need for Interfund loans and receivables by properly using the purchase order system within our accounting software. If needed for cash flow reasons, monitor open matters monthly and return funds promptly.	School Business Administrator	7/18/2024
2024-004	Maintenance reserve withdrawals of \$115,000 that were performed mid-year and at the year-end were not approved by the board of education by resolution, and were ultimately transferred to unallowed line-item accounts for teacher salary, construction services, and routine cleaning and maintenance.	Withdrawals for maintenance reserve should be approved at the time of the annual budget adoption, or by board of education resolution if performed during the fiscal year after the annual budget. Additionally, withdrawals are restricted to required maintenance appropriations. A district board of education shall not transfer such funds to any other line item account.	Maintenance reserve withdrawals will only be performed with board approval via the budget adoption or board resolution. Only required maintenance costs will be paid with future use of maintenance reserve funding.	School Business Administrator	7/18/2024
2024-005	Federal grant payments (drawdowns) were requested and paid to the district in advance of actual expenditures for various programs.	The board should monitor federal programs and request cash reimbursements subsequent to the program expenditure.	Monthly drawdowns will be performed based on monthly bill lists to ensure that all reimbursements occur after corresponding expenditures have been completed.	School Business Administrator	7/18/2024
2024-006	Budgetary appropriation accounts were over-expended in the following line items: salaries of teachers grades 1-5, salaries of teachers preschool disability, central services miscellaneous, custodial salaries, cleaning and repair, and various employee benefits.	Approved budgetary line accounts should not be over-expended. The Board Secretary should not approve the issuance of purchase orders that would cause an over-expenditure in the line account to be charged. The Board Secretary should file monthly certifications of the budgetary line-item status which are consistent with the actual	Purchase orders will not be issued so as to cause an over-expenditure in any line account. Monthly reconciliations and treasurer's reports will be certified consistently with actual budgetary records.	School Business Administrator Treasurer of School Monies	7/18/2025

		budgetary records.			
2024-007	Food service net cash resources exceeded the allowable three months average.	The board should reduce net cash resources by purchasing needed equipment, improving food quality, or taking other actions to eliminate the excess cash resources in the food service fund.	Food service related items will be purchased.	School Business Administrator	02/26/2025

MOTION:					SECOND:				
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Public Comment

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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, April 10, 2025 - Regular Business Meeting

Thursday, May 7, 2025 - Budget Hearing & Regular Business Meeting

Executive Session (if needed)

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*

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.

Adjournment

Recommended Action - Motion to adjourn the meeting.

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