Mansfield Township Board of Education

March 13, 2025

7:00 p.m.

Call to Order - Ms. Lorentson called the meeting to order at 7:00 p.m.

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

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
Ms. Noreen Matias, Principal

President's Announcement- *Ms. Lorentson 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 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 - *Ms. Lorentson conducted the Pledge of Allegiance.*

President's Report - Alison Lorentson

- *Patti Reis from NJSBA presented to the Board of Education on "Roles and Responsibilities" of Board members.*

Superintendent's Report - Diana Mai

- *Ms. Mai shared that there are no new HIBs to report for February.*
- *Ms. Mai gave an overview of the 2025-2026 budget set for approval on tonight's agenda. She shared factors that contributed to expenditure increases, but highlighted that no staff members will be unemployed as a result of necessary position cuts due to attrition and position reorganization. The budget includes a 2% tax levy increase and a 4.6% increase in state aid from last year. She thanked Ms. Morris for her hard work and collaboration on the budget.*
- *Ms. Mai thanked Ms. Reis for her presentation. She also thanked the Board for working collaboratively together to meet the needs of our students.*

Administrators' Reports - Business Administrator - Kelly Morris

- *Ms. Morris presented the outcomes from the 2023-2024 audit, which was delayed as a result of the forensic audit and financial concerns identified in July 2024. All findings were read aloud to be posted publicly in the minutes. Approval is on tonight's agenda.*
- *Ms. Morris reminded Board members who have not already done so to please complete their SEC Financial Disclosures as soon as possible.*

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 - *None*

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. - *None to report for February 2025*

On a Motion by Ms. Watters and seconded by Mr. Winand, the Consent Agenda was approved by the Mansfield Township Board of Education with an 6-0-0 roll call vote.

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)

On a Motion by Ms. Watters and seconded by Ms. Lorentson, Education / Policy action items were approved by the Mansfield Township Board of Education with an 6-0-0 roll call vote.

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 William Paterson University	Spring/Summer 2025	$1,947.00

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

On a Motion by Mr. Winand and seconded by Ms. Watters, Personnel action items were approved by the Mansfield Township Board of Education with an 6-0-0 roll call vote.

Township Liaison Agenda
Township Chair: Jennifer Rosenblum
Township Committee - Recommended Action(s):

Ms. Watters shared that members of the Board and Administration will attend the Municipal Meeting on March 26, 2025 at 7:30pm to hear the presentation regarding a possible solar panel initiative that could benefit the school district.

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 $13,648,523 and authorizes its submission to the Warren County Superintendent of Schools for approval as follows:

   General Fund.....$12,879,058

   Special Revenue Fund .....$ 301,515

   Debt Service .....$ 467,951

   Total Budget $13,648,523

   Taxes To Be Raised $6,468,337 (2%)

   BE IT FURTHER RESOLVED that the Mansfield Township School District Board of Education authorizes a withdrawal of $380,000 from Capital Reserve in accordance with N.J.A.C. 6A:23A-14.1(h) for the following purposes: sealing and caulking of outside roof and door panels and 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 $150,000 from Maintenance Reserve for the following purposes: repairs and upgrades to existing boiler system; and

BE IT FURTHER RESOLVED that the Mansfield Township School District Board of Education authorizes a withdrawal of $150,000 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 budgetary records.	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
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

On a Motion by Ms. Irwin and seconded by Ms. Watters, Facilities/Finance action items were approved by the Mansfield Township Board of Education with an 6-0-0 roll call vote.

Public Comment - *None*
Public Comment, 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.

New Business - *None*

Old Business
1. Ms. Lorentson asked if there was any update on the 2025-2026 School Calendar. Ms. Mai shared that approvals are delayed while districts in the cluster wait for the Warren Hills Regional calendar. WHRHS is doing a capital project, and timing for completion could impact their ability to start school in August. We try to remain consistent with them to the extent possible to avoid additional costs of transportation that would be incurred on days when we have school and they do not due to shared/tiered routes. A calendar will be approved at the April 10th meeting.

Future Board Meeting Dates:
Thursday, April 10, 2025 - Regular Business Meeting
****Wednesday**, May 7, 2025 - Budget Hearing & Regular Business Meeting

Adjournment
Recommended Action - Adjournment:
On a motion by Mr. Winand and seconded by Ms. Irwin, the Board of Education adjourned from the Regular Meeting at 8:04 p.m.
Voice Vote. All Yes.

Respectfully submitted,

Kelly Morris

Kelly Morris
Acting Board Secretary