

Mansfield Township Board of Education



Thursday, August 21, 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 Breheney	Jonathan Rood	James J. Winand

Pledge of Allegiance - Alison Lorentson

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*.

President's Report - Alison Lorentson

Superintendent's Report - Diana Mai

- FY26 District Goals
- Bi-Annual HIB Reporting (Feb.-June 2025)

Administrators' Reports

Business Administrator - Kelly Morris

- FY25 Annual Statutory Audit

Principal - Noreen Matias

- Achievement of Tenure: Kaylee (Bennett) Birmingham and Lauren Linus
- MTSD Happenings

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

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 June 12, 2025 Regular meeting.
2. Motion to receive/approve the **HIB Report Cases**, as presented, as recommended by the Superintendent.

Month/Year	HIB #	Founded (Y/N)	Remediation (Y/N)	Discipline (Y/N)	Counseling (Y/N)
July 2025	none				
Aug. 2025					
Sept. 2025					
Oct. 2025					
Nov. 2025					
Dec. 2025					
Jan. 2025					
Feb. 2025					
Mar. 2025					
Apr. 2025					
May 2025					
June 2025					

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									

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

1. Motion to approve the implementation of **Tools of the Mind** as the Preschool curriculum program for the District, as recommended by the Superintendent.
2. Motion to approve the **2025-2026 District Professional Development Plan**, as presented, as recommended by the Superintendent.
3. Motion to approve the **2025-2026 District Mentoring Plan**, as presented, as recommended by the Superintendent.
4. Motion to approve the **2025-2026 Student Handbook**, as presented, as recommended by the Superintendent.
5. Motion to approve the **2025-2026 Remote Instructional Plan**, as presented, as recommended by the Superintendent.
6. Motion to **Reaffirm** the below **Policies and Regulations** as required by the District's Comprehensive Equity Plan, as recommended by the Superintendent.

P1140	Educational Equity/Affirmative Action
P1523	Comprehensive Equity Plan
P2260/R2260	Equity in School and Classroom Practices
P5750/R5750	Equitable Educational Opportunity
P2416	Programs for Pregnant Students
P5752	Marital Status and Pregnancy
P1530	Equal Employment Opportunity
P1550	Equal Employment/Anti-Discrimination Practices
P2423/R2423	Bilingual Education
P2428.1	Standards Based Instructional Priorities
P2610	Educational Program Evaluation
P2622	Student Assessment
P5512	Harassment, Intimidation, & Bullying
P1510/R1510	Americans with Disabilities Act
P3240/R3240	Professional Development for Teachers and School Leaders
P4240/R4240	Employee Training
P2200/R2200	Curriculum Content
P2422	Comprehensive Health and Physical Education
P2520	Instructional Supplies
P2411/R2411	Guidance Counseling
P5751/R5751	Sexual Harassment of Students
P7102/R7102	Site Selection and Acquisition
P5111/R5111	Eligibility of Resident/Nonresident Students
P2460	Special Education
R2460.1	Special Education - Location, Identification, and Referral
R2460.8	Special Education - Free and Appropriate Public Education (FAPE)
R2460.9	Special Education - Transition from Early Intervention to Preschool Programs
R2460.15	Special Education - In-Service Needs for Professional and Paraprofessional Staff
R2460.16	Special Education - Instructional Material to Blind or Print Disabled Students

7. Motion to approve the **First Reading** of the below policies, as recommended by the Superintendent.

- A. N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures:
- P 0173 Duties of Public School Accountant (Revised)
 - P 0174 Legal Services (M) (Revised)
 - P 0177 Professional Services (M) (Revised)
 - P & R 1570 Internal Controls (M) (Revised)
 - P 1620 Administrative Employment Contracts (M) (Revised)
 - P & R 6111 SEMI Program (M) (Revised)
 - P 6220 Budget Preparation (M) (Revised)
 - R 6220 Budget Preparation (Revised)
- B. General Policy and Regulation Updates:
- P 0141.3 Board Member Number and Term Regional District (New)
 - P 0143 Board Member Election and Appointment (Revised)
 - P 1636.01 Notification of Promotion, New Job, & Transfer Opportunities (New)
 - P 1648.15 Recordkeeping for Healthcare Settings In Schools Covid-19 (M) (Abolished)
 - P 2422 Statutory Curricular Requirements (M) (Revised)
 - P & R 5117 Interdistrict Public School Choice (Revised)
 - P 5339.01 Student Sun Protection (M) (New)

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									

Approval Agenda

Chair: James Winand

Personnel Committee - Recommended Action(s)

1. Motion to accept with regret the resignation of **Kaitlin Kent**, Grade 1 Teacher, effective August 9, 2025, as recommended by the Superintendent.
2. Motion to accept the resignation of **Reginald Nonez**, Custodian, effective July 26, 2025, as recommended by the Superintendent.
3. Motion to approve **Noreen Matias**, Doctoral Student at Centenary University, to complete an Internship during the 2025-2026 school year with Diana Mai as her assigned mentor, as recommended by the Superintendent.
4. Motion to approve the appointment of the below staff members, as presented, as recommended by the Superintendent.

Employee	Position	Salary/Guide Step	Effective Date
Annalee Smith	Social Worker (0.7 FTE)	Step MA/2	08/25/2025
Catherine Cucciniello	Grade 1 Teacher	Step BA/1	08/25/2025

Jacob Allshouse	Custodian	\$41,000 (prorated)	08/01/2025
Therese Buczek	Lunch Aid	\$16.50/hr.	08/27/2025
Nydia Martinez	Paraprofessional	Step Assoc/5	08/25/2025
Tami Phelps	Substitute Teacher	Per diem	08/27/2025
Rachel Allen	Substitute Custodian & Substitute Office Asst.	\$16.50/hr.	08/25/2025
Antonia Zackowski	Substitute Teacher	Per diem	08/27/2025
Christy Enchelmaier	Leave Replacement Teacher (Grade 3)	Step 1/MA (per diem)	8/25/2025 - 10/15/2025
Maidaweh Williams	Substitute Teacher	Coverage under current salary	8/25/2025 Pending paperwork
Nicole Wong	Leave Replacement Teacher	Step 1/BA (per diem)	08/25/2025

5. Motion to approve the appointment of **Karen Mele** to serve as Mentor for Catherine Cucciniello for the 2025-2026 and 2026-2027 school years, as required by the State of New Jersey, as recommended by the Superintendent.
6. Motion to approve the appointment of **Kaylee Bennett/Birmingham** to serve as Cooperating Teacher for Emily Boniface, Education Student at Centenary University, for the 2025-2026 school year, as recommended by the Superintendent.
7. Motion to approve the **2025-2026 Faculty/Staff Handbook**, as recommended by the Superintendent.
8. Motion to approve the **2025-2026 Substitute Handbook**, as recommended by the Superintendent.
9. Motion to approve the below staff requests for **Tuition Reimbursement**, as recommended by the Superintendent.

Employee	School/Course	Date(s)	District Cost
Erin Sassaman	William Paterson University/SPED 6730 Teacher as a Professional Leader	9/8/25 to 10/26/25	\$1,530.00
Diana Mai	Centenary University/GED 735 Technology	8/25/25-12/14/25	\$1,719.00
Noreen Matias	Centenary University/GED 770 School Administrator Internship	8/25/25-12/14/25	\$1,719.00
Kristen Endrizzi	Centenary University/ GED 639	8/26/25-12/9/25	2148.90

	Diagnosis & Correction : Reading and Writing Difficulties		
Kristen Endrizzi	Centenary University/ GED 664 Sociolinguistics	8/28/25-12/11/25	2148.90

10. Motion to approve the below **Leaves of Absence** as recommended by the Superintendent.

Employee	Type of Leave	Date(s)
68288398	Paid Medical Leave/FMLA, then Unpaid Medical Leave/FMLA if paid time off is exhausted	08/25/2025-06/30/2026 (intermittent)
20458840	Paid Medical Leave/FMLA	08/25/2025-10/03/2025

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 June 13, 2025 through June 30, 2025, as presented, in the amount of \$1,089,082.84.
2. Motion to approve the **payment of bills** for the period of July 1, 2025 through August 21, 2025, as presented, in the amount of \$1,330,037.92
3. Motion to approve **line item transfers** for the month of June 2025 in the amount of \$259,199.67.
4. Motion to acknowledge that there are no **line item transfers** for the month of July 2025.
5. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **June 2025**, and after review of the **Board Secretary's and June 2025 Treasurer's**

Reports, certify that no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10 (c) 3 and 4, and that sufficient funds are available to meet the District's financial obligation for the remainder of the fiscal year, and that no budgetary line-item account has been exceeded pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

6. Motion to accept the 2024-2025 New Jersey **Extraordinary Aid Reimbursement** in the amount of \$271,258.00 and to appropriate funding into the 2025-2026 Budget as detailed below, as recommended by the Superintendent.

Account Name	Account Number	Amount
Related Services Vendors	11-000-216-320	\$203,258
Tuition - Out of District	11-000-100-566	\$68,000

7. Motion to accept the 2024-2025 New Jersey **Non-Public Transportation Reimbursement** in the amount of \$2,802 and to appropriate funding into the 2025-2026 Budget as detailed below, as recommended by the Superintendent.

Account Name	Account Number	Amount
Aid In Lieu - Private	11-000-270-503	\$2,802

8. Motion to approve the submission of applications for the below **2025-2026 New Jersey Competitive Grant Opportunities**, and to accept any subsequent awards, as recommended by the Superintendent.

- Literacy Initiative for Families and Thriving Communities (LIFT)
Max \$20,000
- Instructional Materials for Professional Advancement and Coherent Teaching (IMPACT)
Max \$100,000
- Cultivating Ongoing Achievement through Coaching in Literacy (COACH) (Yr. 1 of 5)
Max \$150,000

9. Motion to approve the submission of the application for the 2025-2026 **Individuals with Disabilities in Education Act (IDEA)** federal grant, and to accept the subsequent award in the amounts as listed below, as recommended by the Superintendent.

IDEA Basic	\$175,917.00
IDEA Preschool	\$ 7,671.00

10. Motion to approve the submission of the application for the 2025-2026 **Elementary and Secondary Education Act (ESEA)** federal grant, and to accept the subsequent award in the amounts as listed below, as recommended by the Superintendent.

Title I	\$95,995.00
Title II	\$15,363.00
Title III	\$ 9,379.00
Title III - Immigrant	\$ 2,473.00
Title IV	\$10,000.00

11. Motion to approve an agreement between the Mansfield Township Board of Education and **Warren Glen Academy** for the provision of **Out-of-District Special Education Services** for Student #8371575943 at a New Jersey approved private school for students with disabilities for the 2025-2026 fiscal year, at an annual tuition rate of \$68,040.00 as recommended by the Superintendent.
12. Motion to authorize the **Execution and Delivery** of ROD Grant Agreement G5-6707 for Project 2970-020-23-R501 for the provision of HVAC System Upgrades, as recommended by the Superintendent.
13. Motion to authorize **Delegation of Authority** to the School Business Administrator for supervision of ROD Grant Agreement G5-6707 for Project 2970-020-23-R501 for the provision of HVAC System Upgrades, as recommended by the Superintendent.
14. Motion to authorize the **Execution and Delivery** of ROD Grant Agreement G5-6708 for Project 2970-020-23-R502 for the provision of Roofing Repairs, as recommended by the Superintendent.
15. Motion to authorize **Delegation of Authority** to the School Business Administrator for supervision of ROD Grant Agreement G5-6708 for Project 2970-020-23-R502 for the provision of Roofing Repairs, as recommended by the Superintendent.
16. Motion to approve the below **Parental Contracts for Student Transportation** with the parents of the below referenced students, as recommended by the Superintendent.

Student #	District Cost	Effective Dates
774112806	\$6,163.20	July 1, 2025 - June 30, 2026
5921258922	\$3,213.86	July 1, 2025 - June 30, 2026

17. Motion to award a contract under Omnia Partners National Cooperative Purchasing to procure goods from **Amazon Business** as per the below:

Whereas the Mansfield Township Board of Education is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3); and

Whereas the Mansfield Township Board of Education anticipates joining Omnia Partners to contract with Amazon Business on July 1, 2025 - June 30, 2026; and

Whereas there are no administrative costs associated with participation with Omnia Partners National Cooperative or Amazon Business; and

Whereas the Mansfield Township Board of Education is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3);

Therefore, be it resolved that the Mansfield Township Board of Education may purchase from Amazon Business when doing so is financially advantageous to the District.

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									

Public Comment

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 - 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, October 16, 2025 - Regular Business Meeting

Thursday, November 20, 2025 - 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.