

Mansfield Township Board of Education



Thursday, June 12, 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

Pledge of Allegiance - Ms. Lorentson conducted the Pledge of Allegiance.

Executive Session -

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:

☐ *Confidential Student Matters*

☐ *Personnel 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 Ms. Watters, seconded by Mr. Winand, to move to Closed Session at 7:0pm for approximately 30 minutes.

Voice Vote. All Yes.

Reconvene to Open Session

Motion by Ms. Lorentson, seconded by Ms. Watters, to return to Open Session at 7:36pm.

Voice Vote. All Yes.

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*.

President's Report - Alison Lorentson - *nothing to report*

Superintendent's Report - Diana Mai

- *This year's District goals and associated successes were reviewed by Ms. Mai.*
 - *Student Achievement: LinkIt assessments show an average of 29 points improvement in all grades and all areas. We have met our District Improvement Plan for all grades in both Math and ELA, with the exception of one grade/area. The DIP required a 10 point improvement in all areas, so while we have made excellent gains, it will continue into the new school year.*
 - *MTSS Transition: This has been successful in all areas (academic, attendance, health). Professional development and research based programs were implemented this year, and a "What I Need" (WIN) period will be implemented for all students in the new school year to ensure adequate time and access to support are available.*
 - *Student Centered Instruction: Growth in this area was documented during classroom observations, and a 58% increase in student engagement was noted. Students are learning interactively with hands-on activities, and as a result, they are enjoying the learning process more.*

- *Financial Stability: All financial abnormalities identified in July 2024 have been resolved, and the District is positioned for financial stability and compliance for FY26. Ms. Mai thanked Ms. Morris for all of her efforts toward achieving this goal.*
- *HIB Report - Ms. Mai shared that there were three (3) HIB investigations in May, all of which were initially identified as founded. However, upon review, the Board overturned one of the founded HIBs.*
- *Board Self-Evaluation Timeline - Ms. Mai and Ms. Morris shared that the Board is required to complete a self-evaluation for acceptance in September. The format is through the NJSBA. Each Board member will be asked to provide feedback this summer.*

Administrators' Reports

Business Administrator - Kelly Morris

- *School Board Candidate Petitions - Due July 29, 2025*
 - *Three 3-year term positions available*
 - *Lorentson, Rood, Winand are up for re-election this year*
 - *Packets available on the school website*

Principal - Noreen Matias

- *Ms. Matias expressed her heartfelt gratitude to our staff for their incredible contributions to this school year. Their dedication and hard work have made a significant impact on our students.*
- *End of year thanks and appreciation were also shared as per the below:*
 - *the PTA for their generous support, providing beautiful balloon decorations and cookies for our graduation ceremony, as well as for the 6th-grade trip to Dorney Park.*
 - *Ed Kemp for his invaluable assistance with the music during our promotion ceremony.*
 - *Ms. Cosme for her outstanding efforts in creating the Promotion Programs, preparing the 6th-grade certificates, and ordering the plaques. Her dedication ensured that our students were celebrated.*
 - *Mansfield Education Association for sponsoring the 6th Grade Sundae Party on the last day of school. Additionally, we were delighted to have Spike make a special appearance during our 6th-grade clap-out, where we also took the opportunity to honor our retirees.*
- *Ms Matias offered congratulations to the following individuals on their well-deserved retirement after many dedicated years in education: Donna McPhillips, Liz Gensheimer, Amy Kemp, and Lisa Foster-Clarke. May this new chapter in their lives be filled with joy and adventure!*

- *Looking ahead to the 25-26 school year, she happily announced that our school has been accepted into the 3D Printing & Digital Design Professional Development Program, generously funded by Picatinny Arsenal. Our two Gifted and Talented Education Teachers will participate in self-paced professional development, engage in weekly design challenges, and gain access to ready-to-use lesson plans. This program represents a fantastic opportunity to enhance STEAM learning within our district.*

Communications and Petitions (If required) – The Superintendent and members of the Board may acknowledge any communications and/or petitions received. - *None*

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 May 7, 2025 Regular meeting.
2. Motion to receive/approve the **HIB Report Cases**, as presented, as recommended by the Superintendent.
3. Motion to authorize the Chief School Administrator and the School Business Administrator to **pay bills and make line item transfers** during the summer recess period as necessary to maintain operations of the district with all bills and transfers to be presented to the Board for approval at the August 2025 Regular Business Meeting of the Board.
4. Motion to authorize the Chief School Administrator to **extend offers of employment** during summer break as necessary to maintain operations of the District, with all appointments to be presented to the Board for final approval at the August 2025 Regular Business Meeting of the Board.

5. Motion to accept, with sincere gratitude, a donation from the **Washington Rotary Club** in the amount of \$200.00 for the purchase of Scholastic Books to enhance our third grade classroom libraries, as recommended by the Superintendent.
6. Motion to appoint Kelly Morris, School Business Administrator, to the position of **Affirmative Action Officer** for the 2025-2026 school year; and,

Furthermore, to authorize the Affirmative Action Team to conduct the needs assessment and development of a **Comprehensive Equity Plan**; and,

Furthermore, to **approve and authorize the submission** of the Comprehensive Equity Plan to the Executive County Superintendent of Schools, as recommended by the Superintendent.

On a Motion by Ms. Watters and seconded by Mr. Winand, the Consent Agenda was approved by the Mansfield Township Board of Education with a 8-0-0 roll call vote.

Approval Agenda

Chair: Linda Watters

Education/Policy Committee - Recommended Action(s):

1. Motion to approve the **Charlotte Danielson Evaluation Model** for Certified Staff for the 2025-2026 school year, as recommended by the Superintendent.

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 a 8-0-0 roll call vote.

Approval Agenda

Chair: James Winand

Personnel Committee - Recommended Action(s)

1. Motion to approve the appointment of **Hannah Foster** to the position of Occupational Therapist at Step MA/4 on the guide, effective July 1, 2025, as recommended by the Superintendent.
2. Motion to approve the appointment of **Ginny Moran** to the position of 12-Month Child Study Team Secretary (.7 FTE) with an annual salary of \$29,400, effective July 1, 2025, as recommended by the Superintendent.
3. Motion to accept the resignation of **Rebecca Osman**, Paraprofessional effective June 30, 2025, as recommended by the Superintendent.
4. Motion to accept the resignation of **Erica Zarro**, Social Worker, effective June 30, 2025, as recommended by the Superintendent.
5. Motion to approve horizontal movement on the salary guide for **Erin Burton**, Teacher, from Step MA+30/13 to MA+45/14, pending course completion, effective September 1, 2025, as recommended by the Superintendent.

6. Motion to accept the **2024-2025 Superintendent Evaluation** for Ms. Diana Mai, as presented.
7. Motion to approve the below staff requests for **Tuition Reimbursement**, as recommended by the Superintendent.

Employee	School/Course	Date(s)	District Cost
Laurie O'Brien	Teaching Early Learners Through Project Based Learning Augustana University	06/2025 - 11/2025	\$409.00
Diana Mai	Rescind: GED-750 HR Law Centenary University	6/30/25-8/24/25	\$2,416.50
Diana Mai	GED-790 Special Education Law Centenary University	6/30/25-8/24/25	\$2,416.50
Kristi Putignano	EDUC 5203 Intro to Educ. Research Southeastern Oklahoma State University	6/30/25-8/17/25	\$954.00
Kristen Endrizzi	GED 604 Behavior Management Centenary University	7/1/25-8/21/25	\$2,068.95

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

Employee	Type of Leave	Date(s)
Melissa Jeppson	Paid FMLA Unpaid /NJFLA	10/06/25 - 11/23/25 11/24/25 - 03/01/26

9. Motion to approve the below staff requests for **Professional Development**, as recommended by the Superintendent.

Employee	Program/Location	Date(s)	District Cost
Kaeleen Sylvester	Warren County Speech-Language Hearing Assoc. Spring Workshop Farmstead Golf Club	5/20/2025	Fee: \$65.00 Mileage: \$15.98
Matthew Magnuson	Warren County Speech-Language Hearing Assoc. Spring Workshop Farmstead Golf Club	5/20/2025	Fee: \$65.00 Mileage: \$15.98
Noreen Matias	School Safety and Security Symposium Ocean County College	07/16/25	Fee: \$0 Mileage: \$87.23
Jake Wilson	Adopting the Code of Conduct to Address Specialized Populations NJPSA	07/22/2025	Fee: \$150.00 Mileage: \$44.18
Jen Cagnassola	Professional Development for Gifted and Talented Education	2025-26 School Year	Paid by Picatinny Arsenal Grant

	(GATE) - 3D Printing and Design		
Selena Donaldson	Professional Development for Gifted and Talented Education (GATE) - 3D Printing and Design	2025-26 School Year	Paid by Picatinny Arsenal Grant

10. Motion to approve the appointment of the below **Substitute Teachers**, as recommended by the Superintendent.

Employee	Effective Date
Laura Ruccio	Pending completion of paperwork

11. Motion to approve the below **Staff Members** to provide services during the Extended School Year program for 2025, to be paid as per the MEA Agreement, as recommended by the Superintendent.

Employee	Position
Joan Iseman Sue Sacco Laurie Prussack Maidahweh Williams	Nurse
Claudia Burrows Yamir Vitale	Interpreters
Matthew Magnuson Kaeleen Sylvester	Speech Teachers
Hannah Foster or Lisa Foster-Clark Aliana Dombrowski	Occupational Therapist COTA
All Certified Staff	Attendance at IEP meetings as necessary

12. Motion to approve the below **Substitute Teachers and Paraprofessionals** for Extended School Year for 2025, as recommended by the Superintendent.

Erin McCrea-Iaione	Karen Staada
Christina Morello	Giovanna Valli
Kerri Seyfarth	Julianna Valli
	Gia Vitale

13. Motion to approve **Child Study Team 2025 Summer Hours** as presented below, as recommended by the Superintendent.

Patti-Jo Raiello	ESY Coordinator	\$6,500 Stipend (non-pensionable)	Per MEA Agreement
Patti-Jo Raiello	Psychologist	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 49 hours
Patti-Jo Raiello	CST Coordinator (summer hours)	\$50/hr	Not to exceed 60 hours
Kaeleen Sylvester or Matthew Magnuson	Speech Teacher	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 20 hours
Erica Zarro	Social Worker	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 40 hours
Deb Marley	LDTC	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 10 hours
Hannah Foster or Lisa Foster-Clark	Occupational Therapist	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 10 hours.
Claudia Burrows or Yamir Vitale	Interpreters	\$30/hr.	Not to exceed 10 hours
Special Ed Teachers TBD	IEP Meetings	\$50/hr. - non-student contact	Not to exceed 10 hours
Regular Ed Teachers TBD	IEP Meetings	\$50/hr. - non-student contact	Not to exceed 10 hours

14. Motion to approve the appointment of the below **Summer Custodial Staff** at an hourly rate of \$16.50 per hour, not to exceed 1,700 hours in aggregate, effective June 13, 2025 to August 22, 2025, as recommended by the Superintendent.

Rachel Allen	David Drummond	Emma Matias
Chris Dimitriou	Corin Francisco	Kristi Putignano
William Dineen	Erin McCrea-Iaione	

On a Motion by Mr. Winand and seconded by Ms. Lorentson, Personnel action items were approved by the Mansfield Township Board of Education with a 8-0-0 roll call vote.

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 May 7, 2025 through June 12, 2025, as presented, in the amount of \$1,101,157.39.
2. Motion to approve **line item transfers** for the month of May 2025 in the amount of \$15,360.00.
3. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **December 2024**, and after review of the **Board Secretary's and December 2024 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).
4. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **January 2025**, and after review of the **Board Secretary's and January 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).
5. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **February 2025**, and after review of the **Board Secretary's and February 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 acknowledge receipt of the monthly certification of the Board Secretary for **March 2025**, and after review of the **Board Secretary's and March 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).

7. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **April 2025**, and after review of the **Board Secretary's and April 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).
8. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **May 2025**, and after review of the **Board Secretary's and May 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).
9. WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A: 7G-31, and N.J.S.A. 18A 7F-41 permit a Board of Education to establish and/or deposit into certain **Reserve Accounts** at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into the Capital Reserve Account at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that an amount not to exceed \$800,000 is available for transfer to the Capital Reserve Account; and

WHEREAS, the Mansfield Township Board of Education anticipates current year surplus into the Maintenance Reserve Account at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that an amount not to exceed \$200,000, is available for transfer to the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED, by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make these transfers consistent with all applicable laws and regulations, as recommended by the Chief School Administrator.

10. Motion to approve the below **Tuition Rates** for the Mansfield Township School District Before/After Care Program for the 2025-2026 school year, as recommended by the Superintendent.

Before School Care:

	Sept - May	August 27 - Aug. 30
<u>Days/Week</u>	<u>Monthly Tuition</u>	<u>1 Week Tuition</u>
1	\$38.00	\$9.50
2	\$64.00	\$16.00
3	\$90.00	\$22.50
4	\$118.00	\$29.50
5	\$150.00	\$37.50

After School Care:

	Sept - May	August 27 - Aug. 30
<u>Days/Week</u>	<u>Monthly Tuition</u>	<u>1 Week Tuition</u>
1	\$85.00	\$21.50
2	\$122.00	\$30.50
3	\$160.00	\$40.00
4	\$212.00	\$53.00
5	\$275.00	\$68.75

11. Motion to approve a contract with **Collex Incorporated** for the provision of debt collection services as needed, as recommended by the Superintendent.
12. Motion to approve a Shared Services Agreement with **Hunterdon County Educational Services Commission** for the provision of **Technology Networking and Support** for the 2025-2026 school year, at an annual rate of \$95,016.00, as recommended by the Superintendent.
13. Motion to approve a Shared Services Agreement with **Hunterdon County Educational Services Commission** for the provision of **Professional Educational Services** for the 2025-2026 school year, as needed, as recommended by the Superintendent.
14. Motion to approve the **2025/2026 Transportation Jointure Agreement** between the Mansfield Township Board of Education (joiner) and Franklin Township Board of Education (host) for the provision of Student Transportation, as presented below, as recommended by the Superintendent.

Route ID	Joiner Cost
F	\$ 42,595.20
N	\$ 42,595.20
W	\$ 43,223.40

15. Motion to approve the following appointments for **Professional Services** effective July 1, 2025 through June 30, 2026, through the acquisition of goods or services to be provided hereunder as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A 20.4 or 20.5, as applicable;

Whereas the anticipated term of this contract is one year(s); and be it further resolved that the secretary shall publish such notice, if any, as required under the law, as recommended by the Superintendent.

Accounting and Personnel System	CDK Systems
AHERA, Right to Know Compliance	RK Environmental
Architect of Record	Gianforaro Architects
Behavioral Consulting Services	Applied Behavioral Consulting
Board Attorney	Busch Law Group
District Auditor	Anthony Ardito, CPA
Employee Benefits Advisor	Integrity Consultants
Fee Management / POS System	PaySchools
Integrated Pest Management	Viking Pest Control
Food Service Management Company	Maschio's Food Service
Payroll Services	R&L Data Centers
Physical Therapy Consulting Services	Avalon Therapy
Physician Services	Dr. Mary Desina
Policy Consultant	Strauss Esmay
Retirement Plan Administrator	Plan Connect
Risk Management Consultants	Cedar Risk
Staff Attendance Management	Frontline
Student Information System	Genesis
Transportation Consulting and Routing	Logic 54
Water Testing	Eurofins
Well Water Compliance	McGowan
Waste Management	Republic Services

16. Motion to authorize, for the ensuing school year, the use of **State Contracts** for the purchasing of goods, materials, supplies and other items required for the operation of the school district, when use of state contracts is in the best interest of the district, as recommended by the Superintendent.
17. Motion to approve cooperative purchasing with the **Hunterdon County Educational Services Commission (HCESC)**, for the ensuing school year, as recommended by the Superintendent.
18. Motion to approve cooperative purchasing with the **Educational Data Cooperative** for the ensuing school year, as recommended by the Superintendent.
19. Motion to approve cooperative purchasing with the **Educational Services Commission of NJ** for the ensuing school year, as recommended by the Superintendent.

On a Motion by Ms. Irwin and seconded by Ms. Watters, Finance/Facilities action items were approved by the Mansfield Township Board of Education with a 8-0-0 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 - Members of the Board may introduce any new item or topic of discussion for the Board to consider.

- *Ms. Watters shared that she had the pleasure of attending the Grade 3 “Stay-cation field trip”, and that it was very well done. Students had a full day of learning about animals without needing a bus or extra supervision. The students had a blast!*
- *Ms. Rosenblum commented that the Promotion Ceremony was well done, but she found it odd that no one from the Board was asked to participate or speak. She felt the Board was underrepresented. Ms. Lorentson shared that Board members were acknowledged by name, which has not been done in the past. Ms. Watters commented that she felt adequately recognized.*

Old Business - Members of the Board may comment on any item or topic that was previously discussed by the Board. - None

Future Board Meeting Dates:

Thursday, August 21, 2025 - Regular Business Meeting

Thursday, September 18, 2025 - Regular Business Meeting

***Note that the July meeting was advertised as “if needed”; unless an urgent matter arises, a July meeting will not be held.*

Adjournment

Recommended Action - Adjournment:

On a motion by Mr. Winand and seconded by Ms. Watters, the Board of Education adjourned from the Regular Meeting at 8:01p.m.

Voice Vote. All Yes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Morris".

Kelly Morris
Acting Board Secretary