Mansfield Township Board of Education

Thursday, September 18, 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
- HIB

Administrators' Reports
Business Administrator - Kelly Morris
- NJSBA Conference

Principal - Noreen Matias
- 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 session **minutes** of the August 21, 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	none				
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 **Dispose of Obsolete Curricular Materials** (i.e: textbooks and consumable materials) as presented, as recommended by the Superintendent.

2. Motion to approve the new **Science Curriculum** as written by the Warren Hills Consortium to meet current NJSLA standards, as presented, as recommended by the Superintendent.

3. Motion to approve the below **Student Field Trips** for the 2025-2026 school year, as recommended by the Superintendent.

Grade/Group	Location	Dates/Times	Cost Per Student
Kindergarten	Tranquility Farms Green Twp, NJ	10/7/25 8:45-12:30	$21.17
Preschool/MD Albiabi	Ort Farms Long Valley, NJ	10/22/25 9:30-12:35	$25.25
Fourth Grade	Waterloo Village Stanhope, NJ	10/9/25 9:00-2:00	$19.11
First Grade	Merrill Creek / Washington, NJ	10/3/25 8:45-1:15	$9.44
MD Maida	Ort Farms Long Valley, NJ	10/22/25 9:30-12:35	$25.25

4. Motion to approve the **Second 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 approve the Resignation for the reason of **Retirement of Robin Florentine**, with gratitude for 24 years of service to the District, effective 10/31/2025, as recommended by the Superintendent.

2. Motion to approve the appointment of the below staff members, as presented, as recommended by the Superintendent.

Employee	Position	Salary/Guide Step	Effective Date
Nicole Wong	Physical Education Teacher - part time	BA/Step 6 (prorated to 0.7 FTE)	11/01/2025
Silvia Farinella	Leave Replacement Teacher - Grade 2	MA/Step 1 (per diem)	10/01/2025 - 12/31/2025
Kimberly LaRou	Lunch Aid	$16.50 per hour	08/27/2025

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

Employee	Event/Provider	Date(s)	District Cost
Jennifer Cagnassola	Fall Articulation Meeting/ WHRSD BOE	9/15/25	Fee:0 Mileage:5.17 Sub:no
Ruth Byrne	Cluster Articulation Meeting / District Office	10/1/25	Fee:0 Mileage:0 Sub: AM Only
Ruth Byrne	AENJ Fall Conference / AENJ	10/27/25 and 10/28/25	Fee:265.00 Mileage:47.37 Sub:2 Full Days
Selena Donaldson	Fall Articulation Meeting/WHRSD BOE	9/15/25	Fee:0 Mileage:5.17 Sub: Full Day
Kelly Morris	NJASBO - DOE Updates Whippany, NJ	10/14/25	Fee:145.00 Mileage:47.60 Sub: na
Joan Isemann	CPR for Health Professionals/Centenary	10/8/25	Fee:95.00 Mileage:11.93 Sub: no

Joe Kady	How to Implement Pest Management Law / Warren County Vo-Tech	9/26/25	Fee:0 Mileage:6.11 Sub: no
Joe Kady	Refresher and Updates on PEOSH Indoor Air Quality Standards / Warren County Vo-Tech	9/19/25	Fee:0 Mileage: 6.11 Sub: no
Noreen Matias	How to Implement Pest Management Law / Warren County Vo-Tech	9/26/25	Fee:25 Mileage:0 Sub: no
Noreen Matias	Schools Safety and Security Symposium Bergen County Law & Public Safety	9/29/25	Fee:0 Mileage: 52.26 Sub: no
Tanya Slate	Music Articulation Meeting / WH Admin Building	10/1/25	Fee:0 Mileage: 0 Sub: PM Only
Jennifer Cagnassola	Music Articulation Meeting / WH Admin Building	10/1/25	Fee:0 Mileage: 0 Sub: PM Only

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

Employee	**Type of Leave**	**Date(s)**
#74729278	Paid Medical Leave/FMLA	10/01/2025 - 12/23/2025

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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 August 22, 2025 through September 18, 2025, as presented, in the amount of $741,107.66.

2. Motion to affirm that there are no **line item transfers** for the month of August 2025.

3. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **July 2025,** and after review of the **Board Secretary's and July 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).

4. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **August 2025,** and after review of the **Board Secretary's and August 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 accept, with sincere gratitude, a donation from the **Warren Hills Youth Baseball Association** to refurbish the baseball field (left side in the back of the school), as recommended by the Superintendent.

6. Motion to approve an agreement with Kathleen Helewa for the provision of **Strategic Planning Coordination** at a cost of $3,000.00, as recommended by the Superintendent.

7. Motion to approve the below requests for **Facilities Usage** as presented, as recommended by the Superintendent.

Requesting Party	Event/Location Requested	Dates	Cost to Use
St Theodore, RCC (Elizabeth Saam)	CCD - Rooms 35, 47, 45, 46, 38, 36 APR, Principal Conference Room, Teacher Lounge	Monday Nights from September thru May 6pm-7:45pm	0
PTA - Alexis DeLeon	PTA Meetings - APR	9/10,10/8, 11/12,1/14, 2/11,3/11,4/15,5/13	0
Laurie O'Brien	Halloween Community Movie Event	10/17/25	0
Laurie O'Brien	MEA Workshop/Dinner - Media Center and Faculty Room	10/23/25	0

Jen Cagnassola	Winter Concert	12/16/25	0
PTA - Alexis DeLeon	Trunk or Treat	10/24/25	0
Gerald Mattessich	Mansfield Meadows Homeowners Association Meeting	11/19/25	0

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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, 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:

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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.