

Mansfield Township Board of Education



Thursday, August 21, 2025

7:00 p.m.

Call to Order - Ms. Lorentson called the meeting to order at 7:01 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, Business Administrator/Board Secretary

Ms. Noreen Matias, Principal

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

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 - *nothing to report*

Superintendent's Report - Diana Mai

- *Ms. Mai welcomed everyone back and shared her excitement for the start of a new school year. She also shared special thanks to our custodial staff for their hard work getting the school ready to go, especially with a large number of classroom and office moves.*
- *Districts are required to report out to the Board twice per year the number of HIBs alleged and confirmed. For the 2nd reporting period of last school year (which runs from January-June), MTSD had 5 alleged HIBs reported with 4 of them confirmed.*
- *Goals for the 2025-2026 school year were presented as follows:*
 1. *District Goal 1: By June 30, 2026, Student achievement will continue to increase through the use of data-driven, student-centered instruction and MTSS intervention practices.*
 2. *District Goal 2: By June 30, 2026, MTSD will implement a schoolwide Positive Behavioral Interventions and Supports (PBIS) framework for grades PK–6, using common language, clearly defined behavioral expectations, and effective classroom management strategies. The goal is to increase positive student behavior, reduce disciplinary referrals by 20%, and promote a more consistent and supportive school culture.*
 3. *District Goal 3: By June 30, 2026, MTSD will develop and adopt a comprehensive five-year strategic plan that reflects the shared vision, priorities, and values of students, staff, families, and the broader community. This plan will serve as a roadmap to guide future decision-making, resource allocation, and continuous improvement.*
- *Three Grant Funding Opportunities are on the agenda. We are committed to looking for ways to support our students and provide the best we can for them while maintaining our responsibility to our taxpayers. Three grants that we are eligible all support literacy instruction in our school and provide meaningful outreach for early literacy to our families. Ms. Morris and Ms. Mai spent over 40 hours in a few days giving these competitive grants their best effort.*

Administrators' Reports

Business Administrator - Kelly Morris

- *The annual statutory audit was completed the week of August 4, 2025. Feedback has been all positive, and there are no findings or recommendations. Final reports will be available in the coming months. We have \$828K in excess surplus and will deposit \$800K to the Capital Reserve as we save for the gas line transition, and the remaining \$28K to the Maintenance Reserve. This will bring our CapRes balance to about \$1.2million. All cash that was depleted a year ago has been returned to the proper bank accounts, and our reconciliations between bank and book are accurate.*

- *There is approval to allocate funds from FY25 Extraordinary Aid.. ExAid is an annual reimbursements from the state based on actual expenditures for extraordinary special education services provided to certain students who qualified in the prior year. Such services include out of district placements, IEP required paraprofessionals, ESY participation, and more than 6 hours per week of related services such as OT, PT, Speech, nursing care, etc.*
- *For FY24, the district received about \$4,500 in ExAid last summer. For FY25, we will receive \$271,258 this summer. This year, the state funded the reimbursement at 50%, which is less than the 60% funded last year.*
- *NP Transportation is an annual reimbursement from the state based on actual expenditures for the transportation of resident students who attend nonpublic schools. We pay \$1,170 per student in aid-in-lieu of transportation, which is much less than the cost of providing a bus. In FY25, we paid \$9,952.39 in AIL and received 12% back.*
- *The Federal Government finally released IDEA and ESEA Title Funds to the state. This is very good news! There is motion to approve the grants on the agenda. We received a small overall increase in federal funding of \$846.00. This includes funding for math, literacy, and science instruction, professional development, English language learner programs, and STEM, arts, and gifted programs.*
- *ROD grants were awarded in January 2024, and they should have been Board approved and executed with the state at that time. Unfortunately, that did not happen. However, I was able to secure an extension to August 22, 2025 so that we do not lose these state funding opportunities. There are four resolutions on the agenda that are required for execution, as well as proof of available funding. With the excess surplus deposit of \$800K to the capital reserve, we will meet the funding requirements to move forward. Our ROD grants are for univent upgrades and roof repairs in the 4th grade wing. We do not have a deadline to do the grant projects, so the gas line still takes precedence.*
- *This summer, we had an excellent staff of summer help! Everyone worked hard, maintained a positive attitude, and cooperated with one another to not only get the school and grounds clean and shiny, but also to relocate many classrooms and do some painting. We have already talked to our summer staff about returning next summer. Last Tuesday, we held an end of summer picnic to thank all of summer and ten month staff for a job well done.*

Principal - Noreen Matias

- *First and foremost, I would like to extend heartfelt congratulations to Kaylee Birmingham and Lauren Linus for earning tenure. Their hard work, dedication, and commitment to our students are commendable, and we are thrilled to recognize their accomplishments.*
- *I would also like to take a moment to express our gratitude to our maintenance team. This summer, they put in an incredible amount of hard work preparing our*

school building for the upcoming school year. Their dedication ensures a safe and welcoming environment for our students and staff.

- *We held a New Hire Orientation today, which provided an opportunity for the new staff members to familiarize themselves with our school, meet their colleagues, and learn about our mission and values. We look forward to the great contributions each will make to our school.*
- *Community Support: I would also like to extend our thanks to the Warren County Library for their generous donation of books and crayons to our incoming Kindergarten students. Such contributions help foster a love for learning and creativity. Thank you for your continued support and looking forward to an exciting school year.*

Upcoming Events:

- *Kindergarten Orientation and PreK Meet & Greet, will be held on August 26 at 1 PM. This event is an excellent opportunity for new families to familiarize themselves with our school community and for students to meet their teachers.*
- *PTA is inviting families to participate in a Chalk Walk on August 26, the day before school starts. This event will allow families to write welcoming messages to students for their first day of school, which will be Wednesday, August 27. We encourage everyone to join in this festive activity!*

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

Public Comment - *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 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	Discipline	Counseling

			(Y/N)	(Y/N)	(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					

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

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)

On a Motion by Mr. Stewart and seconded by Mr. Winand, Education / Policy action items were approved by the Mansfield Township Board of Education with a 6-0-0 roll call vote.

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 645 Diagnosis & Correction : Early Literacy	8/26/25-12/9/25	2148.90
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

On a Motion by Mr. Winand and seconded by Mr. Breheney, Personnel action items were approved by the Mansfield Township Board of Education with a 6-0-0 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 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.

On a Motion by Ms. Irwin and seconded by Ms. Lorentson, Finance/Facilities action items were approved by the Mansfield Township Board of Education with a 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 - Members of the Board may introduce any new item or topic of discussion for the Board to consider. *None*

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, September 18, 2025 - Regular Business Meeting

Thursday, October 16, 2025 - Regular Business Meeting

Adjournment

Recommended Action - Motion to adjourn the meeting.

On a motion by Mr. Winand and seconded by Ms. Rosenblum, the Board of Education adjourned from the Regular Meeting at 7:39 p.m.

Voice Vote. All Yes.