

Mansfield Township Board of Education



Thursday, November 20, 2025

7:00 p.m.

Call to Order - Alison Lorentson, President

Roll Call

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*.

New Business

1. Motion to Approve Megan Sliker as **Substitute Board Secretary** on an as needed basis upon recommendation of the Superintendent, effective November 20, 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									

President's Report - Alison Lorentson

Superintendent's Report - Diana Mai

Administrators' Reports

Principal's Report- Noreen Matias

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.

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 **Memorandum of Understanding with Law Enforcement** between the Mansfield Township Board of Education and the Mansfield Township Police Department for the 2025-2026 school year, as presented, as recommended by the Superintendent.
2. Motion to approve the **Emergency Response Template (ERT)** for the 2025-2026 school year, as presented, as recommended by the Superintendent.
3. Motion to approve the updated **Student and Family Handbook** to include additions to the Student Code of Conduct as recommended by the Superintendent.
4. 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 and First Grade	Growing Stage Theater, Netcong NJ	May 21, 2026 9:00am-12:00 pm	\$21.00
Fourth Grade	Sterling Mine Hill, Ogdensburg, NJ	April 29, 2026 8:45am -2:45 pm	\$28.00

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 appointments and transfers of the below staff members, as presented, as recommended by the Superintendent.

Employee	Position	Salary/Guide Step	Effective Date
Jaelynn Miller	In-class Support Teacher Grade 6	Step 1/ BA	1/5/2026

Lauren Connelly	Voluntary Transfer to Resource Teacher	No Change	1/5/2026
Molly Margolin	Substitute Teacher	\$125 p.d.	11/21/2025
Cecilia Plante	Substitute Teacher	\$125 p.d.	11/21/2025
Sydney Quackenbush	Substitute Teacher	\$125 p.d.	11/21/2025
Callie Williams	Substitute Teacher	\$125 p.d.	11/21/2025
Abby Melvin	Office Assistant	\$20/hr	1/5/2026
Grant Brensinger	Clerical Assistant, Special Project (mx. 50 hours)	\$16.50/hr	11/21/2025
Emma Matias	Clerical Assistant, Special Project (mx. 50 hours)	\$16.50/hr	11/21/2025

2. Motion to approve the below placements of **Student Teachers/Student Observation Hours** for the 2025-2026 school year, as presented, as recommended by the Superintendent.

Student	School/Experience	Date(s)	Cooperating Teacher
Alison Renfors	Centenary University, Elementary Education, Observation	10 hours	Marc Tyson

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

Employee	Event/Provider	Date(s)	District Cost
Noreen Matias	IPM Training - Somerset County Vo-Tech	April 10, 2026	Fee : \$25 Mileage : \$36.66
Lizette Quinones	NJTESOL/NJBE Spring Conference	May 27 & 28, 2026	Fee: \$350 Mileage : \$0
Jessica Eresman	NJTESOL/NJBE Spring Conference	May 27 & 28, 2026	Fee: \$350 Mileage : \$0

4. Motion to approve the below staff requests for **Tuition Reimbursement**, as recommended by the Superintendent.

Employee	School/Course	Date(s)	District Cost
Kristi Putignano	SPED 5113-W1 Advanced Foundations of Special Education	1/12/26 - 3/1/26	\$954.00

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

Employee	Type of Leave	Date(s)
#56175227	FMLA-Continuous	11/1/25 - 11/14/25
#56175227	FMLA-Intermittent	11/17/25 - 12/29/25

- Motion to approve the updated job description for the **Personnel and Technology Coordinator**, as recommended by the Superintendent.
- Motion to approve the job description for the **Interim Assistant Superintendent**, as recommended by the Superintendent.
- Motion to approve Dr. Timothy Frederiks as the **Interim Assistant Superintendent** for one half day (0.5) days per week at a rate of \$400 per half day (0.5), as recommended by the Superintendent.

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Sean Breheny					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):

- No requested action/update as needed.

Approval Agenda

Chair: Judy Irwin

Facilities/Finance Committee - Recommended Action(s)

- Motion to approve the **payment of bills** for the period of October 17, 2025 through November 20, 2025, as presented, in the amount of \$1,056,801.91, as recommended by the Superintendent.
- Motion to approve the **2026-2027 Annual Budget Preparation Calendar**, as presented, as recommended by the Superintendent.
- Motion to approve a **Business Services Contract** with Warren County Special Services School District for Business Support Services at a rate of \$95/hr for a maximum of eight hours per week.
- Motion to approve **Service Contract with Stone Hill Excavating** for the following rates:

Snow Removal:

1-3" - \$990.00

3-6" - \$1320.00

6-9" - \$1787.50

9-12" - \$2145.00

Backhoe service to move snow - \$181.50 per hour

Dump truck to haul snow if needed - \$165.00 per hour

Salting: Per application - per lot - \$929.50 flat rate

5. Motion to approve the **Statement of Assurance for the 2025-2026 School Security Plan**, as presented, as recommended by the Superintendent.
6. Motion to approve the **Joint Transportation Agreement** with the Sussex County Regional Transportation Cooperative at the cost of \$288 per diem for the remainder of the 2025-2026 School Year for an out of district placement, 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
Saint Theodore Church	Tricky Tray/APR and hallways	12/5 6 pm to 10 pm and 12/6 7 am to 3 pm	Overtime Custodial Costs
Mansfield PTA - Alexis DeLeon	Tricky Tray / APR and hallways	3/20/2025 6pm - 10 pm 3/21/25 7am - 5pm	Overtime Custodial Costs
MEA PEP - Erin Sassaman	Holiday Craft Night	12/4/2025 6:00pm-8:00pm	\$0.00
Mansfield PTA - Alexis DeLeon	Book Fair and Family Night	12/1/25-12/5/25 Family night 12/4/25 6p-8p	\$0.00
Mansfield PTA - Alexis DeLeon	PTA Bingo Night	12/5/25 5:30pm-8:00pm	\$0.00

8. Motion to approve the below resolution:

BE IT RESOLVED that Peter Fallon, Esq. is hereby retained by the Board as Special Legal Counsel for the purpose of conducting an internal investigation of an employee complaint, in accordance with the terms and conditions set forth in his proposal dated November 5, 2025, at the hourly rate of \$190. Mr. Fallon's engagement shall terminate upon completion of this assignment.

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Judy Irwin					Linda Watters				
Jonathan Lemp					James J. Winand				

Jonathan Rood					Alison Lorentson				
Jennifer Rosenblum									

Public Comment

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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, December 11, 2025 - Regular Business Meeting

Wednesday, January 7, 2026 - Reorganization 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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- ☐ *Pending Litigation*
- ☐ *Personnel Matters*
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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.