

## Mansfield Township Board of Education



Thursday, October 16, 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 Breheny	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 - *no report*

**Superintendent's Report** - Diana Mai

- *Ms. Mai and Ms. Matias presented the NJSLA standardized test results from the 2024-2025 school year. Ms. Mai noted that all grade levels made tremendous progress with growth levels that exceeded state averages. The data from both NJSLA and LinkIt testing identified differentiation of instruction, planning, and identifying student needs at all levels as strengths among our dedicated teaching staff. One area of need identified was Grade 3 ELA, which reflects early learning deficiencies for our students. It was noted that all grade levels, including Grade 3, made excellent progress in math. Grade 5, which is the only grade tested, also showed much improvement in Science.*

**Administrators' Reports**

Business Administrator - Kelly Morris - *no report*

Principal - Noreen Matias

- *Ms. Matias shared a heartfelt Thank You to the Mansfield Elementary PTA! Mansfield Elementary is incredibly grateful for the PTA's generosity in supporting our classrooms this year! Through the Mansfield Elementary Enrichment Grants, four deserving projects have received funding. First Grade will enhance playtime with new playground equipment, and Second Grade will ignite creativity through hands-on STEM centers. In our specials, Ms. Byrne's Art Room will embrace technology for digital art exploration, and Ms. Cagnasola's Band Program will receive updated equipment to foster musical growth.*
- *Trunk or Treat will be held on October 24th.*

**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 - *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 session **minutes** of the September 18, 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	none				
Oct. 2025					
Nov. 2025					
Dec. 2025					
Jan. 2025					
Feb. 2025					
Mar. 2025					
Apr. 2025					
May 2025					
June 2025					

*On a Motion by Ms. Watters and seconded by Ms. Lorentson, the Consent Agenda was approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.*

**Approval Agenda**

**Chair: Linda Watters**

**Education/Policy Committee - Recommended Action(s):**

1. Motion to approve the purchase and implementation of the **Star Autism Program** for two self-contained classrooms, at a cost of \$15,240.00, as recommended by the Superintendent.
2. Motion to approve the annual **Nursing Services Plan** for the 2025-2026 school year, as recommended by the Superintendent.
3. Motion to **Dispose of Obsolete Technology Materials** as presented, 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
Second Grade	DaVinci Science Center, Allentown PA	11/25/25 8:45am -2:00pm	\$30.00
Third Grade	Growing Stage Theater, Netcong, NJ	3/13/26 9:00am-12:15pm	\$21.00

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Second Grade	Quiet Valley Historic Farm, Stroudsburg, PA	5/7/26 8:45am -2:00pm	\$23.00
6th Grade Band/Chorus/Art	WHRHS Fine Arts Showcase, Washington, NJ	11/25/25 9:20am -1:20pm	\$0.00

5. Motion to approve the **Final Reading and Implementation** 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 Ms. Watters and seconded by Mr. Rood, Education / Policy action items were approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.*

**Approval Agenda**

**Chair: James Winand**

**Personnel Committee - Recommended Action(s)**

1. Motion to accept the Resignation for Reason of Retirement of **Beth Deo**, Special Education Teacher, with sincere appreciation for 28 years of service to the District, effective December 31, 2025, as recommended by the Superintendent.
2. 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
Sarah DeMary	Special Education Teacher - MD classroom	MA+30/Step 6	12/16/2025
Jonathan Carlile	Leave Replacement - PE Teacher	BA/Step 1 - p.d.	10/13/2025
Eric Morgan	New Teacher Mentor	Paid by Mentee	10/13/2025
Erin Burton	Bus Aide (AM and PM)	Stipend:	10/20/2025

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		\$3,500 AM \$3,500 PM (prorated)	
Callie Williams	Cafeteria Aide	\$16.50 p.h.	10/17/2025 (pending paperwork)
Ariel Solimando	Substitute Teacher	\$125 p.d.	10/17/2025
Emily Boniface	Substitute Teacher	\$125 p.d.	10/17/2025
Tori Piccione	Yearbook Co-Advisor	Per the MEA Agreement	10/17/2025
Selena Donaldson	Yearbook Co-Advisor	Per the MEA Agreement	10/17/2025

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

Student	School/Experience	Date(s)	Cooperating Teacher
Doris Molina	Student Teaching Sterling College	Spring 2026	Becky Summitt
Kelly Sheridan	Classroom Observation (8 hours) Centenary University	Fall 2025	Mingie Maida Matt Magnussen Kayleen Sylvester
Georgina DeStefano	Science Observation (6 hours) Centenary University	Fall 2025	Marc Tyson
Daisy Mirabal	G1 -G3 Classroom Observation (20 hours) Warren County College	Fall 2025	Heather Townsend Catherine Cucciniello Karen Mele
Brionna Muldoon	Science Observation (6 hours) Centenary University	Fall 2025	Marc Tyson

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

Employee	Event/Provider	Date(s)	District Cost
Kaeleen Sylvester	Warren County Speech and Language Hearing Association	10/13/2025	\$65.00

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

Employee	School/Course	Date(s)	District Cost
Selena Donaldson	William Paterson University / ELLM 5180 Educational Theory and Teaching Methods for School Librarians	11/3/25 to 12/21/25	\$1,873.65

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

Employee	Type of Leave	Date(s)
#54534631	Paid Medical Leave	09/29/25-10/24/25

*On a Motion by Mr. Winand seconded by Ms. Watters, Personnel action items were approved by the Mansfield Township Board of Education with a 7-0-0 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 September 19, 2025 through October 16, 2025, as presented, in the amount of \$1,260,309.19.
2. Motion to acknowledge that there are no **line item transfers** for the month of September 2025.
3. Motion to acknowledge receipt of the monthly certification of the Board Secretary for **September 2025**, and after review of the **Board Secretary’s and September 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 approve the below resolution due to **Increase in New Jersey State Purchasing Thresholds**

**WHEREAS**, N.J.S.A. 18A:18A-3(a) authorizes a Board of Education to set a public bidding threshold of up to the statutory maximum if the school district has appointed a Qualified Purchasing Agent (QPA) in accordance with N.J.S.A. 18A:18A-2(b); and

**WHEREAS**, the Board of Education has duly appointed Kelly Morris as the Qualified Purchasing Agent to oversee the district's purchasing activities; and

**WHEREAS**, the State Treasurer, effective July 1, 2025, formally increased the maximum public bidding threshold for school districts with a QPA to \$53,000, and the corresponding quotation threshold to \$7,950, as specified in Local Finance Notice 2025-08; and

**WHEREAS**, the Board of Education wishes to increase the district's bid and quotation thresholds to these new statutory maximums to allow for more efficient procurement of goods and services;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Mansfield Township School District in the County of Warren and State of New Jersey, that the district's bid threshold is hereby increased to the new maximum of \$53,000, effective July 1, 2025; and

**BE IT FURTHER RESOLVED**, that the corresponding quotation threshold for the informal receipt of quotations is hereby increased to \$7,950, effective July 1, 2025; and

**BE IT FURTHER RESOLVED**, that the Board Secretary/School Business Administrator is hereby authorized to implement these new thresholds and take all necessary actions to ensure compliance with the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all other applicable regulations.

5. Motion to approve the below resolution for submission of the **2025-2026 Application for State School Aid (ASSA) Report:**

**WHEREAS**, in accordance with N.J.A.C. 6A:23A-17.4(a), each New Jersey school district is required to prepare and submit to the New Jersey Department of Education an Application for State School Aid (ASSA) report reflecting the official enrollment of the district as of October 15, 2025; and

**WHEREAS**, the Superintendent, School Business Administrator, and designated staff have completed the Annual School District Report of Enrollment (ASSA) in accordance with State guidelines and reporting requirements; and

**WHEREAS**, the Board of Education has reviewed the summary data of the ASSA submission, which includes pupil counts by program, resident enrollment, and other required categories used for state aid and budgetary purposes;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mansfield Township Board of Education hereby certifies the accuracy of the 2025-2026 ASSA report as presented, and authorizes the submission of the certified report to the New Jersey Department of Education in compliance with State regulations; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the Superintendent and the School Business Administrator to sign and attest to the accuracy of all required electronic and hard copy submissions of the ASSA report.

6. Motion to approve an agreement with **Independence Constructors** for the provision of delivery, installation, lease agreement, and removal of a temporary above ground storage tank for the 2025-2026 school year, with a cost to the District of \$17,730 from October 2025 through April 2026, as recommended by the Superintendent.

7. Motion to approve the **2025-2026 Integrated Pest Management Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.
8. Motion to approve the **2025-2026 Indoor Air Quality Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.
9. Motion to approve the **2025-2026 Right to Know Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.
10. Motion to approve the 2025-2026 Mansfield Township School District **Comprehensive Maintenance Plan and M-1 Report**, as presented, and to authorize its submission to the County Office, as recommended by the Superintendent.
11. 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
Laurie O'Brien	Warren County Librarian / Computer Lab	10/3/25, 12/5/25, 2/6/25, 3/27/25, 5/29/25	0
Laurie O'Brien	Rizzo's Wildlife Presentation / Science Lab	12/9/25	PTA Funded
Mansfield Twp Rec Basketball-Gene Melvin	2025-2026 Basketball Season	11/10/25-3/14/26	Overtime Custodial Fees

*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 7-0-0 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, November 20, 2025 - Regular Business Meeting

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Thursday, December 11, 2025 - Regular Business Meeting

**Adjournment**

**Recommended Action** - Motion to adjourn the meeting.

*On a motion by Mr. Rood and seconded by Mr. Stewart, the Board of Education adjourned from the Regular Meeting at 7:43 p.m.*

*Voice Vote. All Yes.*

Respectfully submitted,

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

Kelly Morris  
Board Secretary