

Mansfield Township Board of Education



Thursday, November 20, 2025

7:00 p.m.

Call to Order - Alison Lorentson, President

Roll Call Diana Mai, Superintendent, 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. Noreen Matias, Principal
- Ms. Megan Sliker, Substitute Board Secretary

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

- *Ms. Lorentson reported that the Board would be going into Executive Session and estimated it to be 45 minutes to 1 hour. No action was taken.*

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.

On a Motion by Ms. Lorentson and seconded by Mr. Lemp, the New Business Agenda was approved by the Mansfield Township Board of Education with a 7-0-0 roll call vote.

Superintendent's Report - Diana Mai

- *Ms. Mai was pleased to share the embargoed data from New Jersey Department of Education highlighting Mansfield's exceptional growth in both English and Language Arts ELA and Math. According to the latest analysis, Mansfield ranks #1 in Warren County for growth in ELA and #3 in Math. Ms. Mai proudly reported that our students are exceeding in every single academic progress indicator in all designated subgroups which demonstrates the effectiveness of our instructional programs and the dedication of our educators. The results reflect sustained, district-wide efforts to ensure academic success for all. The only area not exceeding the target was chronic absenteeism. However, Ms. Mai noted that our first trimester rates have shown significant improvement, decreasing from 17% last year to 11.5% this year. This decrease indicates the schools initiatives to improve attendance are having a meaningful impact. Ms. Mai thanked the teaching staff for their hard work and dedication, the Child Study Team, interventionists, and support staff for supporting every single child in the district and the administration for leading through collaboration and enthusiasm.*

Administrators' Reports

Principal - Noreen Matias

- *Ms. Matias shared a warm thank you to the PTA for hosting Trunk or Treat October 24th and a big thank you to all the parents, community members, Police, Fire and EMS that decorated a trunk and passed candy out.*
- *On October 30th, students enjoyed the Grand Falloon - Earth Science Circus Assembly, made possible through generous funding of the Mansfield Township Clean Communities grant. Ms. Matias is grateful for their support, as programs like this play a vital role in promoting environmental awareness.*

- *Ms. Matias spoke of Red Ribbon Week Festivities (October 27th - 31st), our school community demonstrated incredible spirit! Students and staff participated enthusiastically by wearing themed attire each day: from outlaw gear, team sports, pajamas day, hat day, and, of course, dressing up for Halloween. She was thrilled to share that the Kindergarten teachers and one Pre-K class came together to claim victory in the Halloween costume contest as "The Wizard of Oz!" This year we held our 1st ever 6th-grade student organized Halloween Costume Contest. They took charge of creating flyers, coordinating groupings, and scheduling the event. Winners celebrated with a pizza party with me on 11/10!*
- *From November 3rd to 5th, we held 560 Parent-Teacher Conferences over the three days.*
- *Again, Ms. Matias shared a heartfelt thank you to the PTA for supporting Art in Education - Artist and Book author Julia Mills presented to Prek - 3rd grade, and then spoke to some older students about the many paths illustration, creative writing and the arts can take you.*

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 October 16, 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	none				
Nov. 2025	none				
Dec. 2025					
Jan. 2025					
Feb. 2025					
Mar. 2025					
Apr. 2025					
May 2025					
June 2025					

On a Motion by Ms. Watters and seconded by Mr. Winard, 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 **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
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On a Motion by Ms. Watters and seconded by Ms. Lorenston, 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 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

6. Motion to approve the updated job description for the **Personnel and Technology Coordinator**, as recommended by the Superintendent.
7. Motion to approve the job description for the **Interim Assistant Superintendent**, as recommended by the Superintendent.
8. 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.

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 October 17, 2025 through November 20, 2025, as presented, in the amount of \$1,056,801.91, as recommended by the Superintendent.
2. Motion to approve the **2026-2027 Annual Budget Preparation Calendar**, as presented, as recommended by the Superintendent.
3. 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.
4. 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 - \$165.00per 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.

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, December 11, 2025 - Regular Business Meeting

Monday, January 5, 2026 (snow date Wednesday, January 7, 2026) - Reorganization Meeting

Adjournment

Recommended Action - Motion to adjourn the meeting.

On a motion by Mr. Breheny and seconded by Mr. Lemp, the Board of Education adjourned from the Regular Meeting at 8:22 p.m.

Voice Vote. All Yes.

Respectfully submitted,

Megan Sliker
Substitute Board Secretary