

Mansfield Township Board of Education
Annual Reorganization Meeting Minutes



Monday, January 5, 2026
7:00 p.m.

Call to Order - Megan Sliker, Substitute Board Secretary at 7:00 pm

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

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*.

Oath of Office

Three (3) Three-Year Terms:

Alison Lorentson

Roll Call Megan Sliker, Substitute 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
Richard Stewart	X	

Linda Watters	X	
James J. Winand		X

Others in Attendance:

Ms. Diana Mai, Superintendent
 Ms. Megan Sliker, Substitute Board Secretary

Nominations

1. Open Nomination for Board President:

Motion by Ms. Watters, seconded by Mr. Stewart, to elect Alison Lorentson to serve as President of the Mansfield Township Board of Education for the 2026 calendar year.

Roll Call Vote. 6-0-0

*****Ms. Lorentson assumed the chair.***

2. Open Nomination for Board Vice President:

Motion by Mr. Stewart, seconded by Ms. Lemp, to elect Linda Watters to serve as Vice President of the Mansfield Township Board of Education for the 2026 calendar year.

Roll Call Vote. 6-0-0

Code of Ethics Review and Approval

Motion by Ms. Watters, seconded by Ms. Lorenston, to approve that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Mansfield Township Board of Education.

Voice Vote. All Yes.

The Code of Ethics was read aloud (Round Robin) by the Board members.

Communications and Petitions (If required) – None

Public Comment - Agenda Items Only - none

Reorganization Meeting Consent Agenda:

1. Motion to approve the 2026 Board of Education Meeting Schedule as per the below:

RESOLVED that the Mansfield Township Board of Education, pursuant to Chapter 231, PAL (Open Public Meetings Act) does hereby proclaim the public meetings for the Board of Education will be the third Thursday of each month, at 7:00 pm, prevailing time, in the Mansfield Township School All Purpose Room, unless noted otherwise*; and

Be it Further Resolved to adopt the 2026 annual notice of scheduled meetings, including the amount of \$12.00 per person as the annual fee for persons requesting copies of official Board meeting notices and minutes, which are otherwise available at no cost on the school district website; and

Be it Further Resolved that the Board of Education does hereby designate the *Express Times* as the official newspaper to receive notices of meetings; and

Be it Further Resolved that notices of the Board of Education meetings will be posted in the main office at the Mansfield Township School Buildings, the Mansfield Township Municipal Building, and on the District website; and

Be it Further Resolved that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss matters that may be considered in closed session; however, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

Be it Further Resolved that the Board of Education will meet on the following dates for calendar year 2026:

2026 Board of Education Meetings

Monday, January 5, 2026	Annual Reorganization Meeting
Thursday, January 15, 2026	Regular Business Meeting
Thursday, February 19, 2026	Regular Business Meeting
Thursday, March 12, 2026	Regular Business Meeting
Thursday, April 16, 2026	Regular Business Meeting
Wednesday, May 6, 2026	Budget Hearing Meeting
Thursday, June 11, 2026	Regular Business Meeting
Thursday, July 16, 2026 (if needed)	Regular Business Meeting
Thursday, August 20, 2026	Regular Business Meeting
Thursday, September 17, 2026	Regular Business Meeting
Thursday, October 15, 2026	Regular Business Meeting
Thursday, November 19, 2026	Regular Business Meeting
Thursday, December 10, 2026	Regular Business Meeting
Wednesday, January 5, 2027	Annual Reorganization Meeting

**Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.*

2. Motion to acknowledge the following 2025 appointments/reappointments:

504 Officer	Danielle Samuels
Accounting Software System	CDK Systems
Affirmative Action Officer	Business Administrator/Acting Business Administrator
AHERA Consultant	RK Environmental
Architect of Record	Gianforcaro Architects and Engineers
Asbestos Management Officer	Joseph Kady
Attendance Officer	Gregory Wilson
Board Secretary	Business Administrator/Acting Business Administrator
Drinking Water Compliance Manager	McGowan Water Management
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Integrity Consulting
HIB Coordinator	Noreen Matias
HIB Specialist	Danielle Samuels
Homeless Liaison	Noreen Matias
Home Instruction Coordinator	Noreen Matias
Insurance Agency of Record	Cedar Risk Management
Insurance Carrier	NJSIG
RTI Coordinator	Gregory Wilson
Indoor Air Quality Designee	Joseph Kady
IPM Coordinator	Joseph Kady
Integrated Pest Management Consultant	Viking Pest Control
Lead Testing Program Manager	Joseph Kady
Official Newspapers	Express Times
Payroll Services	R&L Payroll Services

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Personnel Management System	CDK Systems
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Business Administrator/Acting Business Administrator
Public Records Custodian	Business Administrator/Acting Business Administrator
Qualified Purchasing Agent	Business Administrator/Acting Business Administrator
Registrar	Mercedes Cosme
Right-to-Know Training and Compliance	R.K Environmental
Right to Know Officer	Joe Kady
School Attorney	Busch Law
School Auditor	Anthony Ardito
School Physician	Ana Gomes, DO
School Safety Specialist	Noreen Matias
Student Information System	Genesis
Treasurer of School Monies	Joseph Schneider
Water Testing	Eurofins Laboratories

3. Motion to approve the following resolution designating the depository of record:

BE IT RESOLVED that Fulton Bank be designated as the depository of record for the Mansfield Township Board of Education accounts; and

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

4. Motion to designate the School Funds Investor as the Acting School Business Administrator, pursuant to 17:12B-241.
5. Motion to approve the existing policies, by-laws, and administrative procedures of the Mansfield Township School District Board of Education.
6. Motion to approve the existing curriculum and textbooks and instructional materials.

7. Motion to approve the New Jersey Minimum Chart of Accounts as issued by the State of New Jersey.
8. Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:
 - Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship, gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed.
 - Daily attendance;
 - Description of pupil progress, including grade level, according to evaluation system used by the district;
 - History and status of physical health per state regulations;
 - Special education records pursuant to relevant rules and laws;
 - All other records required by the New Jersey State Board of Education.
9. Motion to authorize School Business Administrator/Acting School Business Administrator to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.
10. Motion to authorize the School Business Administrator/Acting School Business Administrator to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.
11. Motion to approve the below resolution Authorizing the Mansfield Township Board of Education to enter into NJSBA's Cooperative Pricing Agreement (E8801-ACESCPS) for energy usage:

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

WHEREAS, N.J.S.A. 18A:18A-11 authorizes local district boards of education to enter into cooperative pricing agreements; and

WHEREAS, the NJSBA CPS program has offered voluntary participation in a

cooperative pricing system for the aggregate purchase of products and services; and

WHEREAS, the New Jersey School Boards Association shall be responsible for complying with the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq., and all other applicable laws in connection with the preparation, bidding, negotiation and execution of contracts in connection with the NJSBA Cooperative Pricing System; and

WHEREAS, the Mansfield School District, in the county of Warren, State of New Jersey, desires to participate in the NJSBA TEC Cooperative Pricing System.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the provisions of N.J.S.A. 18A:18A-11, the Acting School Business Administrator is hereby authorized to enter into the NJSBA TEC Cooperative Pricing System Agreement on behalf of the Mansfield Township School Board of Education.

12. Motion to approve the following resolution authorizing bid/quote 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 the Business Administrator/Acting Business Administrator 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/Acting 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.

13. Motion to approve the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Mansfield Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Mansfield Township School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township School District Board of Education does hereby authorize Business Administrator/Acting School Business Administrator, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

14. Motion to approve the following 403(b) and 457(b) plan providers and to designate Plan Connect as the Tax Sheltered Annuity Third Party Administrator:

- AXA Equitable (Pre-tax and Roth)
- Security
- FTJ Fund Choice
- Siracusa Benefits

15. Motion to approve membership in the following Cooperative Purchasing Agreements:

- Education Data Services - Supplies, Services and Skilled Trades
- Hunterdon County Education Services Commission
- Educational Services Commission of New Jersey
- Morris County Cooperative Pricing Council
- Omnia National Cooperative

16. Motion to approve rates of pay for Substitutes as presented:

Substitute Teachers & Paraprofessionals	\$125 per day
Substitute Nurses	\$275 per day
Substitute Custodians	\$17 per hour
Substitute Secretaries	\$17 per hour

On a Motion by Ms. Watters and seconded by Ms. Lorenston, the Reorganization Consent Agenda was approved by the Mansfield Township Board of Education with 6-0-0 roll call vote.

Education/Policy

17. Motion to approve **QSAC District Improvement Plan for the 2025-2026 School Year** as recommended by the Superintendent.

On a Motion by Ms. Watters and seconded by Ms. Lorenston, the Reorganization Education/Policy Agenda was approved by the Mansfield Township Board of Education with 6-0-0 roll call vote.

Personnel

18. Motion to approve Gail Libby as **Consultant to the Business Office/Acting School Business Administrator/Acting Board Secretary**, effective January 8, 2026 through on or about June 30, 2026 at a per diem rate of \$650.00 per day, not to exceed 3 days per week, upon recommendation of the Superintendent.
19. Motion to approve Kate Mongioi as a **Clerical Assistant**, effective January 6, 2026 at a rate of \$16.50 per hour, not to exceed 50 hours, upon recommendation of the Superintendent.

On a Motion by Ms. Lorenston and seconded by Ms. Watters, the Reorganization Personnel Agenda was approved by the Mansfield Township Board of Education with 6-0-0 roll call vote.

Finance/Facilities

20. Motion to approve **Purchase of Fuel Oil** from Cooper's Oil Company, as a back up vendor in the event of an emergency, upon recommendation of the Superintendent.

On a Motion by Ms. Irwin and seconded by Ms. Watters, the Reorganization Finance/Facilities Agenda was approved by the Mansfield Township Board of Education with 6-0-0 roll call vote.

Adjournment

Motion by Mr. Breheney, seconded by Mr. Stewart to Adjourn the meeting at 7:13 pm (time). Voice Vote.