

Mansfield Township Board of Education



Tuesday, March 24, 2026

7:00 p.m.

Call to Order - Alison Lorentson, President

Roll Call - Gail Libby, Acting Board Secretary

Mansfield Township Board of Education

Alison Lorentson, President		Richard Stewart
Linda Watters, Vice President	Jonathan Lemp	James J. Winand
Sean Breheney	Jonathan Rood	Vincent Weiss

Pledge of Allegiance - Alison Lorentson

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

Superintendent's Report - Diana Mai

- State of the District Presentation

Administrators' Reports

- Acting Business Administrator/Board Secretary - Gail Libby
- Principal - 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.

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 February 19, 2026 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	none				
Jan. 2026	1	Y	Y	Y	Y
Feb. 2026					
Mar. 2026					
Apr. 2026					
May 2026					
June 2026					

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Vincent Weiss									

Approval Agenda

Chair: Linda Watters

Education/Policy Committee - Recommended Action(s):

1. Motion to approve **Submission of the New Jersey Arts Education Census** to the New Jersey Department of Education, upon recommendation of the Superintendent.
2. Motion to approve a **Special Education Tuition Contract** with Warren Glen Academy for the provision of out of district educational services and accompanying related services for Student #7804500856, effective March 9, 2026 to June 30, 2026, at a prorated annual cost of \$21,384.00, as recommended by the Superintendent.
3. 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
6th Grade	Dorney Park	6/5/26 9:00 AM to 5:00 PM	\$0.00 (PTA Funded)
Preschool/MD	WHRHS FFA Food For America Event	4/27/26 9:15am -11:15am	\$5.00

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Vincent Weiss									

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
Gail Romanella	Substitute Lunch Aide	\$16.50 per hour	3/25/26
Gail Romanella	Substitute Paraprofessional	\$125 per day	3/25/26
Daniel Weissman	Leave Replacement Teacher - MD	Step 1/MA Per diem	4/20/26 - 5/29/26

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

Employee	School/Course	Date(s)	District Cost
Diana Mai	Centenary University - GED 793-OL Assess and Eval Special Ed Programs	5/12/26-6/29/26	\$1674.00

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

Employee	Event/Provider	Date(s)	District Cost
Gail Libby	NJASBO Annual Conference	June 2-June 5, 2026	\$500 Reg \$417.91 Hotel \$63 Meals \$160.98 Mileage, Tolls, Parking
Deb Marley	NJ Association of Learning Consultants Spring Conference 2026	4/17/26	\$225 Reg \$26.80 Mileage

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Vincent Weiss					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				

Township Liaison Agenda

Township Chair:

Township Committee - Recommended Action(s):

1. No requested action/update as needed.

Approval Agenda

Chair: XXXX

Facilities/Finance Committee - Recommended Action(s)

1. Motion to approve the **Payment of Bills** for the period of February 20, 2026 through March 24, 2026, as presented, in the amount of \$1,351,963.12, as recommended by the Superintendent.
2. Motion to approve **line item transfers** for February 2026 in the amount of \$30,345.31.
3. Motion to acknowledge receipt of the monthly certification of the Board Secretary for February 28, 2026, and after review of the **Board Secretary's and February 28, 2026 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 removal of the underground heating oil storage tank (UST) and associated piping including required environmental testing and remediation if necessary, at a cost not to exceed \$43,599.00 through T Slack Environmental located in Kenilworth, NJ, as recommended by the Superintendent.
5. Motion to approve an **Extension of the Not to Exceed Amount** from \$20,000 to \$30,000 for snow removal services performed by Stone Hill Excavating, as recommended by the Superintendent.
6. Motion to approve a Shared Services Agreement with **Hunterdon County Educational Services Commission** for the provision of **Technology Networking and Support** for the 2026-2027 school year, at an annual cost of \$96,916.32 plus the items listed below, as recommended by the Superintendent.

Service	Qty (Server or Licenses)	Rate	Monthly Total	Yearly Total
Huntress (EDR)	20	\$2.45	\$49.00	\$588.00
Huntress (SAT)	90	\$1.80	\$162.00	\$1944.00
DUO	16	\$1.00	\$16.00	\$192.00

7. Motion to approve the **Joint Transportation Agreement** with the Sussex County Regional Transportation Cooperative at the cost of \$297 per diem, \$13,365.00 for the remainder of the 2025-2026 School Year for an out of district placement, as recommended by the Superintendent.
8. Motion to approve an **Extension of the Not to Exceed Amount** from \$84,325.72, to \$104,325.72 for heating oil through Griffith-Allied Trucking, LLC, as recommended by the Superintendent.
9. Motion to approve an **Extension of the Not to Exceed Amount** from \$8,000 to \$10,500 for garbage and recycling services performed by Republic Services, as recommended by the Superintendent.
10. Motion to approve the Acting School Business Administrator to advertise for a **Request for Proposal** for the provision of garbage and recycling services, as recommended by the Superintendent.
11. **WHEREAS**, N.J.A.C. 6A:23A-14.1 provides that a district board of education may, at any time, withdraw funds from the capital reserve account to fund the local share of school facilities projects, including those funded by the Schools Development Authority (SDA); and **WHEREAS**, the Mansfield Township School District Board of Education (the "Board") desires to undertake a school facilities project consisting of: Roof Repairs and HVAC System Upgrades (the "Projects"); and

WHEREAS, the Projects are consistent with the District’s approved Long-Range Facilities Plan (LRFP); and

WHEREAS, the total estimated cost of the Projects is \$942,200 (\$193,200 & \$749,000 respectively); (\$376,880) is expected to be funded by an SDA grant (the "State Share"), and \$565,320 is the local share to be funded by the District; and

WHEREAS, the Board desires to utilize \$565,320 from the Capital Reserve Account to fund the local share of the Project include G5-6707 & G5-6708;

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township School District Board of Education hereby authorizes the withdrawal of \$565,320 from the Capital Reserve Account in the 2025-2026 school year to be transferred to the Capital Projects Fund (Fund 30) for the purpose of funding the local share of the Project, “after signing of the Grant Agreement by the New Jersey School Development Authority” the total SS required for both grants are \$376,880.

12. 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
Alexis DeLeon -PTA	Author Visit for 1st Grade- Library	3/13/2026	0
Alexis DeLeon-PTA	Science Heroes for 5th Grade- APR	3/10/2026	0
Alexis	Living Voices for 4th, 5th, 6th Grade - APR and	3/16/2026	0

DeLeon-PTA	Library		
Marlene Fontana	Diana Dove Presentation for K & 1 - Computer Lab	3/5/26 -3/6/26	0
Laura Baggerly	Student Council Dance 5th and 6th Grade	3/27/26 7pm-9pm	0
Tara Oliveri-PTA	Spring Book Fair -Library	5/22/26 1pm-4pm 5/26-5/29 8am-4pm	0
Becky Summitt	Critter Chapter Chat with WHRHS FFA - 2nd Grade	4/15/2026 1:30 pm-3:00pm	0
Noreen Matias	Kindergarten Orientation	8/25/26 1:00 pm to 2:00 pm	0
Dawn Tironi	Greek Dance Organization-Hellenic Dancers of NJ-GYM	4/17/26 10:00 am	0 PTA Funded
Stephanie Hahn	5th Grade Breakfast - Science Lab	4/2/26 8:25am - 10:25 am	0
Alexis DeLeon	Variety Show-APR	5/15/26 5:30pm-8:30p m	0
Marlene Fontana	Mrs. Dove Bird Nest Making - Science Lab/Outside	4/28 & 4/30 9am to 11am	0
Marlene Fontana	Nature Walk with Mrs. Dove -Outside behind track	4/21/26 Rain Date 4/24/26 9:30-10:30	0
Tori Piccione	Club Photos - APR	3/25/26 1:45 PM	0
John Toth	Mansfield Recreation Baseball - Baseball Fields	3/25/26-8/31/2 6 M-F Evenings Saturdays Sundays	0
Alexis DeLeon - PTA	6th Grade Picnic- Baseball Fields and parking lot (GYM if weather does not permit being outdoors)	5/21/26 9:00 AM - 3:00 PM	0

13. Motion to approve the below **RESOLUTION**:

Motion to approve the following **2026/2027 Coordinated Transportation Agreement**, as recommended by the Superintendent:

WHEREAS, the Mansfield Township School District Board of Education desires to transport special education and their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District, hereinafter referred to as WCSSSD, offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness, so

THEREFORE BE IT RESOLVED, this coordinated agreement is approved in consideration of prorated contract costs, plus a 5.0% administration fee as presented.

14. **WHEREAS**, the Board of Education of the Mansfield Township School District (the "Board") has determined that there is a need for a partial roof replacement and HVAC upgrades and

WHEREAS, the Projects are school facilities projects as defined in the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq., and has been approved by the New Jersey Department of Education (NJDOE Project 2970-020-23-R501 NJSDA Project G5-6707 and NJDOE Project #2970-050-23-R502; NJSDA Project G5-6708); and

WHEREAS, the Board has reviewed the plans and specifications for the Projects prepared by Gianfacaro Architects, Engineers & Planners (111 Howard Blvd. Mt Arlington, NJ); and

WHEREAS, the Board desires to solicit bids for the Projects in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education as follows:

- The Board hereby authorizes and directs the Acting School Business Administrator/Board Secretary to advertise for competitive bids for the partial roof replacement and HVAC upgrades in accordance with the Public School Contracts Law.
- The Advertisement for Bids, Instructions to Bidders, and Specification Documents, as approved by the Board's architect and legal counsel, are approved.
- The bids shall be received at the Board Office located at 50 Port Murray Road, Port Murray NJ 07865 on Tuesday, April 14, 2026 at 11:00 AM and 11:15 AM prevailing time.
- All bids must be submitted in accordance with the specifications, including, but not limited to, the submission of a Bid Bond, Consent of Surety, Stockholder Disclosure, and N.J. Business Registration Certificate.
- The Board reserves the right to reject all bids pursuant to N.J.S.A. 18A:18A-22 or to award a contract to the lowest responsible bidder as authorized by law.

15. **BE IT RESOLVED**, that the Mansfield Township Board of Education in the County of Warren, New Jersey hereby approves the **2026-2027 School District Budget** for submission to the Executive County Superintendent as follows:

General Fund: \$12,558,555
Special Revenue Fund: \$271,465
Debt Service Fund: \$473,830
Total Base Budget: \$13,303,850

BE IT FURTHER RESOLVED, that the proposed 2026-2027 budget results in a General Fund tax levy of \$6,778,818 and a Debt Service tax levy of \$296,588

16. **WHEREAS**, N.J.A.C. 6A:23:5.2 (a) mandates Boards of Education to establish annually, prior to budget preparation, a maximum level of spending for public relations and each type of professional service for the ensuing school year;

NOW THEREFORE BE IT RESOLVED, that the 2026-2027 Mansfield Township Board of Education budget hereby includes the following maximum level of spending for public relations and professional services:

Architect: \$0
Attorney: \$25,000
Auditor: \$25,000
Other Purchased Professional Services: \$32,500

17. **WHEREAS**, P.L. 2007 c. 53 requires that the Mansfield Township Board of Education shall establish, by Board resolution, a maximum travel (professional development) expenditure amount for the 2026-2027 budget year, which the school district shall not exceed in that budget year, and

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby establishes the following expenditure amounts pursuant to P.L. 2007 c 53:

Local and State Funds:

Maximum travel (professional development) expenditure amount for the 2026-2027 budget year: \$13,000

Maximum travel (professional development) expenditure amount for the 2025-2026 budget year: \$13,000

Travel expenditure (professional development) amount spent to date for the 2025-2026 budget year: \$7,889

18. **BE IT RESOLVED** that the Mansfield Township Board of Education hereby approves a **tax levy adjustment** in the tentative budget for banked cap in the amount of \$181,114 from the 2024-2025 school year. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the ELA, Math, Science and Spanish curriculum and materials needed in the district in 2026-2027.

19. Motion to approve the renewal of the **Food Services Management Company** contract with Maschio's Food Services, Inc, the district's Food Service Management Company for the 2026-2027 school year as follows:

Management Fee: The Local Education Agency shall pay Maschio's annual management fee in the amount of \$21,300.00. The Management fee shall be payable in monthly installments of \$2,130.00 per month commencing on September 1, 2026 and ending on June 30, 2027.

Guarantee: Maschio's guarantees a break even return profit. Maschio's will subsidize for any amount less than the guarantee.

Total cost of contract for the 2025-2026 school year is \$295,204.73

23. Approve the following **Breakfast and Lunch Prices for the 2026-2027** school year:

Student Lunch	\$4.05
Student Entree Only	\$3.00
Student Breakfast	\$2.55
Adult Lunch	\$4.75
Adult Breakfast	\$3.05
Coffee Bar	\$1.50
Milk	\$0.75
Bottled Water	\$1.00/\$1.50
Juice	\$0.75
Sparkling Juice	\$1.50

24. Approve the following **A la Carte Prices for the 2026-2027** school year:

A La Carte Pricing			
Fresh or Chilled Fruit	\$1.00	Churro /WG donut	\$1.50
Vegetable Side	\$1.00	Cereal Bar	\$1.25
Small Side Salad	\$1.50	Soft Pretzel	\$1.00
Savory Soup	\$3.25	Fresh Baked Cookie	\$1.00
Baked Chips sm/lg	\$1.25/\$1.75	Ice Cream sm/lg	\$1.50/\$2.00
Rice Krispie Treat	\$1.25	Pop Tart	\$1.25

25. Approve the **Hunterdon County Educational Service Commission Rates** for 2026-2027 school year, per the attached sheet, as recommended by the Superintendent.

26. Approve the **Warren County Special Services School District Rates** for 2026-2027, per the attached sheet, as recommended by the Superintendent.

27. Motion to approve **line item transfers** for August, 2025 totaling \$395,723.73.

28. **WHEREAS**, the Mansfield Township Board of Education ("Contracting Unit") has a need to lease, rather than purchase, new copier machines for various departments to replace outdated equipment; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-12(a) [or N.J.S.A. 18A:18A-10 for school districts], authorizes the contracting unit to purchase or lease goods and services without public bidding through the use of approved State Contracts; and

WHEREAS, the Atlantic Business Systems ("Vendor"), 400 Broadacres Drive, Bloomfield, NJ, has been awarded the New Jersey State Contract/Cooperative Purchasing Contract No. 25-COMG-99562 for Copiers & Managed Print Services; and

WHEREAS, the Purchasing Agent for the District, Gail M. Libby has recommended the use of this contract to lease four (4) copier machines for a period of 60 months; and

WHEREAS, the cost for the lease, maintenance, and supplies is estimated to be \$1,095.00 per month for a total not-to-exceed sum of \$65,700 over the lease term; and

WHEREAS, the School Business Administrator has certified that funds are available in Accounts 11-190-100-440, 11-000-219-592, 11-000-240-500; 11-000-251-500 for the 2026-2027 school year Budget, and the 2027-2033 budgets subject to annual appropriation;

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Township Board of Education that Atlantic Business Systems is hereby awarded a contract for the lease of four (4) copiers, and the proper officials are authorized to execute the lease agreement.

BE IT FURTHER RESOLVED that this contract is awarded pursuant to the State of New Jersey Cooperative Purchasing Program and compliant with all relevant laws.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
					Linda Watters				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Vincent Weiss									

Potential Board Member Interview(s)

Public Comment

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.

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, 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

Executive Session (if needed)

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*
- Potential Board of Education Member*

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.

Appointment of New Board of Education Member

BE IT THEREFORE RESOLVED, by the Mansfield Township District Board of Education, that upon reviewing the qualifications of _____, the Board hereby appoints _____ as a member of the School Board effective March 25, 2026, with a term ending January 4, 2027, due to their extensive experience in education and commitment to our community.

Adjournment

Recommended Action - Motion to adjourn the meeting.

Motion by _____, seconded by _____ to Adjourn the meeting at _____ (time). Voice Vote.