

Mansfield Township Board of Education



Thursday August 27, 2026

7:00 pm

Call to Order - Alison Lorentson, President

Roll Call - Gail Libby, Board Secretary

Mansfield Township Board of Education

Alison Lorentson, President	Alexis DeLeon	Colette DeRosa
Richard Stewart, Vice President	Jonathan Lemp	James J. Winand
Sean Breheney	Jonathan Rood	Vincent Weiss

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*

President's Report - Alison Lorentson**Superintendent's Report** - Diana Mai

- FY27 District Goals Presentation
- Bi-Annual HIB Reporting (Feb.-June 2026)

Administrators' Reports

Business Administrator/Board Secretary - Gail Libby

Principal's Report

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: Richard Stewart

Approval of Minutes and Reports

1. Motion to **Approve the Open and Closed Session Minutes** of the June 11, 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 2026	none				
Aug. 2026					
Sept. 2026					
Oct. 2026					
Nov. 2026					
Dec. 2026					
Jan. 2027					
Feb. 2027					
Mar. 2027					
Apr. 2027					
May 2027					
June 2027					

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Alexis DeLeon					Colette DeRosa				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Vincent Weiss									

Approval Agenda

Chair: Vincent Weiss

Education/Policy Committee - Recommended Action(s):

1. Motion to **Approve the 2026-2027 District Mentoring Plan**, as presented, as recommended by the Superintendent.
2. Motion to **Approve the 2026-2027 District Professional Development Plan**, as presented, as recommended by the Superintendent.

3. Motion to **Approve the 2026-2027 Student Handbook**, as presented, as recommended by the Superintendent.
4. Motion to **Approve the 2026-2027 Staff Handbook**, as presented, as recommended by the Superintendent.
5. Motion to **Approve the 2026-2027 Substitute Handbook**, as presented, as recommended by the Superintendent.
6. Motion to **Approve the 2026-2027 Remote Instructional Plan**, as presented, as recommended by the Superintendent.
7. Motion to **Approve the Certification of the SSDS Submission**, as recommended by the Superintendent.
8. Motion to **Approve the First Reading of the below policies**, as presented, as recommended by the Superintendent.
 - ◆ Policy Guide 2363 – Student Use of Privately-Owned Technology (Abolished)
 - ◆ Policy and Regulation Guides 5516 – Student Use of Internet-Enabled Devices (Revised)
9. Motion to **Approve the 2026 Board of Education Meeting Schedule Change** per the below, as recommended by the Superintendent.

September 24, 2026	October 22, 2026
November 12, 2026	December 10, 2026

10. Motion to **Approve the 2026-2027 Bilingual Waiver**, as presented, as recommended by the Superintendent.
11. Motion to **Approve the 2026-2027 AI Implementation Plan**, as presented, as recommended by the Superintendent.
12. Motion to **Approve the 2026-2027 Mansfield Township School District Calendar Change** as presented, as recommended by the Superintendent.

Date	Change
Monday, September 14, 2026	Early Dismissal and Gr 3 to 6 BTSN
Wednesday, September 16, 2026	Regular Dismissal - FULL day of school

13. **RESOLVED**, that the Mansfield Township Board of Education, upon the recommendation of the Superintendent, approves a contract with Strauss Esmay Associates, LLP to perform a

comprehensive policy manual audit and review for the District, at a total cost not to exceed \$4,000.00; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary is hereby authorized to execute any necessary agreements and documentation on behalf of the Board, with funds to be certified from the 2026-2027 general fund budget.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Alexis DeLeon					Colette DeRosa				
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 appointment of the below Substitute Staff** for the 2026-2027 school year, as recommended by the Superintendent.

Position Title	Employee Name	Effective Date
Substitute Custodian	William Derosiers	Pending completion of paperwork
Substitute Custodian	Chris Dimitriou	9/1/2026
Substitute Nurse	Jennifer Bazyl	9/1/2026
Substitute Teacher	Jessica Roberts	9/1/2026
Substitute Teacher	Sarah Haas	Pending Completion of Paperwork

2. Motion to **Approve the Resignation of Giovanna Valli**, with gratitude for 13 years of service to the District, effective 6/30/2026, as recommended by the Superintendent.
3. Motion to **Approve the Resignation of Terri Cummins**, with gratitude for 10 years of service to the District, effective 6/30/2026, as recommended by the Superintendent.
4. Motion to **Approve the Resignation of Abby Melvin**, with gratitude for 1 year of service to the District, effective 6/30/2026, as recommended by the Superintendent.
5. Motion to **Approve the Resignation of Jennifer Cagnassola**, with gratitude for 7 years of service to the District, effective 6/30/2026, as recommended by the Superintendent.

6. Motion to **Approve the Resignation of Terese Buczek**, with gratitude for 1 years of service to the District, effective 6/30/2026, as recommended by the Superintendent.
7. Motion to approve the below placements of **Student Teachers/Student Observation Hours** for the 2026-2027 school year, as presented, as recommended by the Superintendent.

Student	School/Experience	Date(s)	Cooperating Teacher
James Craig	Centenary University, Student Teaching	8/31/26-12/13/26	Lauren Linus

8. Motion to **Approve One Additional Work Day for Jake Wilson**, at the 25/26 contracted rate, as recommended by the Superintendent.
9. Motion to **Approve the below Extended School Year (ESY) Staff** for Summer 2026, to be paid in accordance with the MEA Collective Bargaining Agreement, as recommended by the Superintendent.

ESY Substitute Teacher	Jennifer Cicala
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10. Motion to **Approve Child Study Team 2026 Summer Hours** as presented below, as recommended by the Superintendent.

Hannah Foster or Aliana Dombroski	Occupational Therapist	\$60/hr - student contact \$50/hr - non-student contact	Not to exceed 22 hours.
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11. Motion to **Approve the appointment of the below Certificated Staff** for the 2026-2027 school year, with annual salaries as per the MEA Agreement, as recommended by the Superintendent.

Position Title/Subject	Employee Name	FTE	Guide Step
Teacher/Special Ed/6 ICS	Boniface, Emily	1	BA Step 1
Teacher/GATE & RTI	Jennifer Feldman	.5	MA+15 Step 1

12. Motion to **Approve the appointment of the below Staff** for the 2026-2027 school year, as recommended by the Superintendent.

Paraprofessional	Leslie Veneziano	.7	ND Step 1
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Paraprofessional	Jamie Kot	.7	ND Step 1
Part Time Custodian	Javier Buzzio	.5	\$19/hour pending completion of paperwork

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

Employee	Event/Provider	Date(s)	District Cost
Joe Kady	North/South Facilities Training - Morris Knolls Regional High School	July 22, 2026	Mileage : \$25.38
Nicole Wong	Nonviolent Crisis Intervention (Certification Program) - Crisis Prevention Institute	September 2026	\$4949.00 Grant Funded
Diana Mai	School Boards Convention - Atlantic City, NJ	October 19-22, 2026	Registration:\$550 Hotel:\$595.40 Meals:\$238.00 Mileage \$140.00 Tolls: \$17.50
Gail Libby	School Boards Convention - Atlantic City, NJ	October 19-22, 2026	Registration:\$550 Hotel:\$595.40 Mileage:\$140.00 Meals:\$238.00 Tolls: \$17.50
Megan Sliker	NJASBO-Administrative Assistant Program/Whippany, NJ	11/12/26	Registration: \$218 Mileage:\$26.00
Megan Sliker	NJASBO -Purchasing Review/Update Professional Development Session/Whippany, NJ	3/11/27	Registration : \$218 Mileage:\$26.00
Megan Sliker	NJASBO-Accounts Payable Professional Development Session/Whippany, NJ	5/11/27	Registration : \$218 Mileage:\$26.00
Jennifer Teets	NJASBO - HR and the BA Professional Development Session/Whippany, NJ	9/22/26	Registration: \$218 Mileage:\$26.00

Jennifer Teets	NJASBO- Payroll and the BA Professional Development Session/Whippany, NJ	11/12/26	Registration: \$218 Mileage:\$26.00
Gail Libby	NJASBO - HR and the BA Professional Development Session/Whippany, NJ	9/22/26	Registration: \$199 Mileage:\$26.00

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

Employee	School/Course	Date(s)	District Cost
Kristin Endrizzi	Centenary University-GED 672 Supervised Clinical Experience:Literacy Instruction	8/25/26-12/8/26	\$2224.95
Diana Mai	Centenary University-GED 791 Autism ABA Theory Methodology	8/24/26-12/18/26	\$1674.00
Diana Mai	Centenary University-GED 800 Dissertation Seminar	8/24/26-12/18/26	\$1674.00
Noreen Matias	Centenary University - GED 710 Conflict Management	8/24/26-12/13/26	\$1674.00

15. 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
Erin Burton	Provisional Teacher Mentor - E. Boniface	Paid by Mentee	8/31/26

16. Motion to **Approve the below Leaves of Absence** as recommended by the Superintendent.

Employee	Type of Leave	Date(s)
49394828	Paid Medical Leave/FMLA	7/31//2026-08/14//2026 FMLA 8/17/2026-9/11/2026 Modified work conditions

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Vincent Weiss					Alexis DeLeon				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Colette DeRosa									

Township Liaison Agenda

Township Chair: Jonathan Lemp

Township Committee - Recommended Action(s):

1. No requested action/update as needed.

Approval Agenda

Chair: Sean Breheney

Facilities/Finance Committee - Recommended Action(s)

1. Motion to **Approve the Payment of Bills** for the period of June 12, 2026 through June 30, 2026, as presented, in the amount of \$1,039,475.29, as recommended by the Superintendent.
2. Motion to **Approve the Payment of Bills** for the period of July 1, 2026 through July 30, 2026, as presented, in the amount of \$1,332,611.47, as recommended by the Superintendent.
3. Motion to **Approve the Payment of Bills** for the period of July 31, 2026 through August 13, 2026, as presented, in the amount of \$383,232.98, as recommended by the Superintendent.
4. Motion to **Approve the Payment of Bills** for the period of August 14, 2026 through August 27, 2026, as presented, in the amount of \$499,055.65, as recommended by the Superintendent.
5. Motion to **Approve line item transfers for June 2026** totaling \$53,793.59
6. Motion to **Approve line item transfers for July 2026** totaling \$322,333.02
7. Motion to **Acknowledge receipt of the monthly certification of the Board Secretary for June 2026, and after review of the Board Secretary's and June 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).
8. Motion to **Acknowledge receipt of the monthly certification of the Board Secretary for July 2026, and after review of the Board Secretary's and July 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).

9. Motion to **Approve J&B Therapy as a vendor for Professional Services** effective July 1, 2026 through June 30, 2027, as recommended by the Superintendent.
10. 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
Rebecca Phoebus -PTA	September Meeting	9/9/26 7PM-10PM	0
Rebecca Phoebus -PTA	PTA Tricky Tray - Set-Up and Event	3/12/27 5PM-9PM 3/13/27 10AM-10PM	0
Rebecca Phoebus -PTA	Trunk or Treat - Parking Lot	10/30/26 4pm-9pm	0
John Toth - WH Youth Baseball Association	Baseball Games and Practices- Baseball Fields	9/1/26-10/31/26	0
Laurie O'Brien WCEA	Halloween Movie Night - Big Toy Lawn	10/16/2026 5:30pm-9:00pm	0
Laurie O'Brien WCEA	Professional Development Workshop and Dinner-Music Room and Staff Lounge	10/7/2026 3:30pm-7:00pm	0
Rebecca Phoebus -PTA	Kick-Off Movie Night-Big Toy Lawn	9/11/26 5pm-10pm	0
Elizabeth Saam-St. Theodore Church	CCD Classes - APR, Lounge, PCR, Classrooms 35, 36, 38, 45, 46, 47, 20	Mondays 9/21/26-5/10/27 6pm-7:45pm	0

11. Motion to **Accept the 2025-2026 BRIDGE GRANT** in the amount of \$71,183 and to appropriate funding into the 2026-2027 Budget, as recommended by the Superintendent.
12. Motion to **Approve the following stipends** as part of the BRIDGE Grant initiative, as recommended by the Superintendent.

Beth Scheiner	Data Team Leader	\$2500.00
Selena Donaldson	Early Literacy Lead	\$2500.00
Andrea Lynott	Kindergarten Literacy Lead	\$2500.00
Karen Mele	Grade 1 Literacy Lead	\$2500.00

Heather Gilmartin	Grade 2 Literacy Lead	\$2500.00
Corin Francisco	Grade 3 Literacy Lead	\$2500.00

13. Motion to **Accept the 2025-2026 New Jersey Extraordinary Aid Reimbursement** in the amount of \$200,503 and to appropriate funding into the 2026-2027 Budget as detailed below, as recommended by the Superintendent.

Account Name	Account Number	Amount
Related Services Vendors	11-000-216-320	\$75,000
Tuition - Out of District	11-000-100-566	\$125,503

14. Motion to **Accept the 2025-2026 New Jersey Non public Transportation Reimbursement** in the amount of \$1,478 and to appropriate funding into the 2026-2027 Budget as detailed below, as recommended by the Superintendent.

Account Name	Account Number	Amount
AIL - NP	11-000-270-503	\$1,478

15. Motion to **ratify the ordinary and necessary disposal of equipment** from the obsolete inventory listing, as recommended by the Superintendent.

16. **WHEREAS**, N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3 regulate the transfer of funds among line items and program categories within a school district budget; and

WHEREAS, the Mansfield Township Board of Education requires a minor capital outlay to procure and install safety/security bollards to protect a facility tank infrastructure; and

WHEREAS, the total estimated cost of this safety project is \$5,200.00, which falls below the \$10,000 threshold that mandates prior written approval from the Executive County Superintendent of Schools; and

NOW, THEREFORE, BE IT RESOLVED, by an affirmative vote of two-thirds of the full membership of the Board of Education, that the Business Administrator/Board Secretary is hereby authorized to execute the following budget transfer for the 2026–2027 school year:

From Account Number	Account Title	Amount
11-000-261-420	Custodial/Maintenance Services	\$5,200.00

To Account Number	Account Title	Amount
12-000-400-450	Capital Outlay - Construction Services	\$5,200.00

BE IT FURTHER RESOLVED, that this transfer is executed solely to fund the purchase and installation of protective bollards, ensuring compliance with New Jersey public purchasing laws and facilities safety guidelines.

17. **WHEREAS**, the Mansfield Township Board of Education requires professional Learning Disabilities Teacher-Consultant (LDTTC) services for the Child Study Team; and

WHEREAS, J&B Therapy, located at PO Box 151, Augusta, NJ 07822, provides qualified educational and therapeutic professionals; and

WHEREAS, the Superintendent recommends the approval of these professional services for the 2026-2027 school year;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent, the Mansfield Township Board of Education hereby approves the contract with J&B Therapy for LDTTC services for three (3) days a week at seven (7) hours per day, at a total not to exceed amount of **\$76,828**, for the period commencing September 2, 2026 through June 11, 2027; and

BE IT FURTHER RESOLVED, that this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 18A:18A-5(a)(1) because such services are rendered or performed by persons authorized by law to practice a recognized profession, are qualitative in nature, and require extensive specialized training; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary/School Business Administrator are hereby authorized to execute the contract and any other necessary documents on behalf of the Board.

BE IT FURTHER RESOLVED, that notice of this action shall be published in the official district newspaper as required by law.

18. Motion to **Accept the 2025-2026 Homeless Reimbursement**, as recommended by the Superintendent.
19. BE IT RESOLVED that the Mansfield Township Board of Education hereby **Approves the submission of the application for the IDEA Part B Consolidated Subgrant** for the FY2027 fiscal year in the-sum of \$175,997 (Basic Allocation \$168,396 and Preschool Allocation \$7,601) and accepts the-grant/program stipulations as-set-forth in the application.
20. BE IT RESOLVED that the Board of Education hereby **Approves the submission of the application for the ESEA Subgrant** for the FY2-27 as follows:
- a. Title I, Part A (Improving Basic Programs): \$94,686
 - b. Title II, Part A (Supporting Effective Instruction): \$14,888
 - c. Title III (Immigrant): \$22,644
 - d. Title IV, Part A (Student Support & Academic Enrichment): \$10,000

Total ESEA Allocation Accepted: \$142,218

21. Motion to **Approve the 2026/2027 Transportation Jointure Agreement** between the Franklin Township Board of Education (host) and Mansfield Township Board of Education (joiner) for the provision of Student Transportation, as presented below, as recommended by the Superintendent.

Contractor	Route ID	Jointer Cost
GST	N	\$44,119.80
GST	W	\$44,771.40
TOTAL		\$88,891.20

22. Motion to approve the **Joint Transportation Agreement** with the Sussex County Regional Transportation Cooperative at the cost of \$307.63 per diem, \$55,373.40 for the remainder of the 2025-2026 School Year for an out of district placement, as recommended by the Superintendent.
23. Motion to approve the **Student Transportation Contract** renewal with Snyder Bus for route S2 for the 2026-2027 school year at the cost of \$366.86 per diem, \$68,398.20 for the school year, as recommended by the Superintendent.
24. **WHEREAS**, Partner Engineering and Science, Inc. possesses the necessary expertise and qualifications to perform these required services; and

WHEREAS, the Board desires to appoint Partner Engineering and Science, Inc. to conduct said inspections and compile the necessary reports for the 2026-2027 school year;

NOW, THEREFORE, BE IT RESOLVED, by the Mansfield Township Board of Education in the County of Warren, New Jersey, that the contract for annual inspections and reports is hereby awarded to Partner Engineering and Science, Inc.; and

BE IT FURTHER RESOLVED, that this contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5(a)(1)); and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to execute an agreement with Partner Engineering and Science, Inc. for an amount not to exceed **\$7,000.00**; and

BE IT FURTHER RESOLVED, that notice of this action shall be published in the official district newspaper as required by law.

25. **WHEREAS** the Mansfield Township Board of Education identifies the **Houghton Mifflin Harcourt GO Math! 2015 series** manipulatives, explains that curriculum updates have rendered them obsolete for local instruction, and establishes their minimal commercial value at \$0.00.

RESOLVED the Mansfield Township Board of Education formally declares the items unneeded, authorizes the **School Business Administrator/Board Secretary** to manage the process, and legalizes options for donations both in state and out-of-state donation to public schools or non-profits.

MOTION:					SECOND:				
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney					Richard Stewart				
Alexis DeLeon					Colette DeRosa				
Jonathan Lemp					James J. Winand				
Jonathan Rood					Alison Lorentson				
Vincent Weiss									

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, September 24, 2026	Regular Business Meeting
Thursday, October 22, 2026	Regular Business Meeting
Thursday, November 12, 2026	Regular Business Meeting
Thursday, December 10, 2026	Regular Business Meeting
Wednesday, January 5, 2027	Annual Reorganization Meeting

Executive Session

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*

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.