Mansfield Township Board of Education

Thursday November 12, 2026

7:00 pm

Call to Order - Alison Lorentson, President

Roll Call - Gail Libby, Board Secretary

Mansfield Township Board of Education

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

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.

President's Report - Alison Lorentson

Superintendent's Report - Diana Mai

- Mansfield Dragons Initiatives

Administrators' Reports
Gail Libby - Business Administrator

Noreen Matias - Principal
- MTSD Happenings
- November's Dragon Spirit Award Recipients
    - Kindergarten - Aya Khalaf
    - First Grade - Landon Brotzman
    - Second Grade - Braelyn Zipko
    - Third Grade - Izzac Henao
    - Fourth Grade - Elsa Stanavitch
    - Fifth Grade - Noah Mayorga
    - Sixth Grade - Miles Knickerbocker

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 October 22, 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	none				
Sept. 2026	none				
Oct. 2026	none				
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					Alison Lorentson				
Colette DeRosa					Vincent Weiss				
James J. Winand					Alexis DeLeon				
Jonathan Rood					Jonathan Lemp				
Richard Stewart									

Approval Agenda
Chair: Vincent Weiss
Education/Policy Committee - Recommended Action(s):

1. Motion to **Approve the Final Reading and Implementation** of the below Policies, as recommended by the Superintendent.

   P 2415 Every Student Succeeds Act (M) (Revised)
   P 2415.02 Title I-Fiscal Responsibilities (Revised)
   P 2415.04 Title I-District-Wide Parent and Family Engagement (Revised)
   P 2415.20 Every Student Succeeds Act Complaints (Revised)
   P 2415.50 Mansfield Township School District Title I-School Parent And Family Engagement (New)

2. Motion to **Approve the below Student Field Trips** for the 2026-2027 school year, as recommended by the Superintendent.

Grade/Group	**Location**	**Dates/Times**	**Cost Per Student**
6th Grade Fine Arts Showcase	Warren Hills High School- Washington, NJ	11/24/26 9:30am-1:30pm	$0.00 Student Cost $150.00 Transportation Cost Funded by the District.

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

Approval Agenda
Chair: James Winand
Personnel Committee - Recommended Action(s)

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

Employee	Event/Provider	Date(s)	District Cost
Jennifer Feldman	WHRMS - Math A Magicians GATE event	12/9/26	0
Jennifer Feldman	WHRMS Marvelous Math - GATE Event	12/16/26	0
Gail Libby	NJASBO - Office Automations and Efficiencies for the BA: Practical Tools You Can Use Tomorrow	12/15/26	$199 plus mileage of $35.91
Gail Libby	NJASBO - Pension Review/Update	1/12/27	$199 plus mileage of $35.91

2. WHEREAS, the Mansfield Township Board of Education recognizes the vital importance of establishing clear organizational structures, roles, and operational accountabilities across all departments; and

   WHEREAS, Board has developed, compiled, and presented a comprehensive set of job descriptions detailing the specific duties, qualifications, reporting structures, and core responsibilities for positions within the District, and

   WHEREAS, the Board has reviewed the proposed Job Descriptions and finds them to be aligned with the District's strategic objectives, legal compliance standards, and governance framework;

   NOW, THEREFORE, BE IT RESOLVED, that the Board hereby formally approves and adopts the Job Descriptions presented, effective immediately; and

   BE IT FURTHER RESOLVED, that the executive leadership team are authorized and directed to implement these Job Descriptions, integrate them into the District's operational and hiring frameworks, and distribute them to relevant personnel; and

   BE IT FURTHER RESOLVED, that District is granted the authority to make minor, non-material administrative updates to these Job Descriptions as operational needs require, provided that any new executive positions or substantial modifications to core functions shall be brought back to the Board for formal approval.

3. 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
Emily Boniface	Special Education Teacher/2 ICS *transfer	BA Step 1	January 4, 2027
James Craig	Long Term Substitute-Special Education Teacher/6 ICS	$125/day	January 4, 2027 pending completion of paperwork
James Craig	Special Education Teacher/6 ICS	BA Step 1	Pending certification

4. 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**
Gabriella Miller	Centenary University/Foundations of Education	6 hours during Fall 2026/Winter 2027	Erin Granitski
Georgina De Stafano	Centenary University/Prek-3 Certification Program	Spring 2027 through Fall 2027	Marlene Fontana
Gabriella Molnar	Notre Dame High School-shadow for a HS Assignment	November 19, 2026	Kate Mattison

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

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 October 23, 2026 through November 12, 2026, as presented, in the amount of $726,665.45, as recommended by the Superintendent.

2. Motion to **Approve line item transfers** for October 2026 totaling $49,166.73

3. Motion to **Acknowledge receipt of the monthly certification of the Board Secretary for October 2026, and after review of the Board Secretary's and October 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. WHEREAS, the New Jersey Department of Education requires all public school districts to annually submit an **Anticipated Facility Request Form** to the County Office of Education to certify the status of facility usage; and

   WHEREAS, the Mansfield Township School District has reviewed its current facilities and determined there are no anticipated requests for temporary spaces, dual use of space, change of use, or alternate Kindergarten toilet compliance for the upcoming school year;

   NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby approves the submission of the 2026-2027 Anticipated Facility Request Form, indicating no active facility deviations, to the Warren County Office of Education; and

   BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent and the School Business Administrator/Board Secretary to execute and sign all necessary documentation required for this submission.

5. Motion to **Approve the Health and Safety Evaluation of School Buildings** for the 2026-2027 school year, as recommended by the Superintendent.

6. Motion to **Approve the donation of holiday gifts** for families from the Mansfield Meadows Homeowners Association,1-15 Clubhouse Court, Port Murray, NJ 07865 as recommended by the Superintendent.

7. Motion to **Approve the donation of holiday gifts** for families from the Rockport Presbyterian Church, 395 Rockport Road, Port Murray, NJ as recommended by the Superintendent.

8. Motion to approve **Service Contract Not To Exceed $25,000 with Stone Hill Excavating** for the following rates:

    Snow Removal:
    1-2.99" - $1050.00
    3-5.99" - $1550.00
    6-8.99" - $1850.00
    9-12" -$2250.00
    Backhoe service to move snow - $225.00 per hour
    Dump truck to haul snow if needed - $175.00 per hour
    Salting: Per application - per lot - $1050.00 flat rate

9. **WHEREAS,** pursuant to New Jersey State Law **N.J.S.A. 18A:41-1** and New Jersey Administrative Code **N.J.C.A. 6A:30**, every public school principal is required to conduct at least one fire drill and one school security drill each month within school hours; and

    WHEREAS, the Mansfield Township Board of Education requires the annual submission of the School Security Drill Statement of Assurance to verify that all mandatory security drills—including active shooter, lockdown, bomb threat, and non-fire evacuations—have been conducted in accordance with state guidelines; and

    WHEREAS, the Superintendent of Schools has certified that all schools within the district have successfully completed the mandated fire and school security drills for the 2025-2026 school year, utilizing protocols that ensure drills are age-appropriate and trauma-informed pursuant to P.L. 2021, c.365;

    NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby approves the completion and execution of the **School Security Drill Statement of Assurance** for the 2025-2026 school year; and

    BE IT FURTHER RESOLVED, that the Board of Education authorizes the Superintendent of Schools and the School Business Administrator to submit the signed Statement of Assurance to the Warren County Office of Education in satisfaction of state reporting requirements.

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
Marlene Fontana for Kindergarten and 1st Grade Students	Dove Environmental Education-Science Lab and Outdoors	10/27/26 10:00am -11:00 am and 10/28/26 10:55 am -12:10pm	0
Marlene Fontana for Kindergarten and 1st Grade Students	Dove Environmental Education-Science Lab and Outdoors	11/23/26 10:00am -11:00 am and 11/24/26 10:55 am -12:10pm	0
Danielle Samuels for 2nd Grade Students	Community Prevention Resources of Warren County - Forest Friends	5/14/27, 5/21/27, 5/28/27 and 6/4/27	0

Selena Donaldson	Spelling Bee-5th and 6th Grade	12/11/26 9:30-11	0
PTA	BJ Ward 4th Grade Poetry Series	January 11-14, 2027	PTA Funded

11. **WHEREAS,** Dove Environmental Education has offered to run interactive environmental programs for District students; and

    WHEREAS, this Program will be provided at **no cost** to the Board, the school district, or the participating families; and

    WHEREAS, the Superintendent has reviewed the Program and determined that it benefits students and aligns with district goals; and

    WHEREAS, the Program is scheduled to run at various dates and times throughout the 2026-2027 school year;

    NOW, THEREFORE, BE IT RESOLVED, by the Mansfield Board of Education **Approves Dove Environmental Education** to run their environmental programs at various dates and times for the 2026-2027 school year.

12. **WHEREAS**, N.J.A.C. 6A:23A-1.1 et seq. requires New Jersey school districts to establish and maintain a thorough purchasing manual and standard operating procedures for business office and school-level purchasing; and

    WHEREAS, the Mansfield Township Board of Education has reviewed and updated the District Purchasing Manual to ensure compliance with New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and state regulatory standards;

    NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby approves and adopts the District Purchasing Manual for the 2026-2027 school year and

    BE IT FURTHER RESOLVED, that the Superintendent, School Business Administrator are authorized to enforce the procedures and guidelines set forth within the manual across all district schools and departments.

13. **WHEREAS**, the New Jersey Department of Education (NJDOE) requires each district board of education to develop, submit, and publicize an annual school district budget pursuant to N.J.S.A. 18A:7F-5 and N.J.A.C. 6A:23A-8; and

    WHEREAS, the School Business Administrator, in consultation with the Superintendent of Schools, has developed a comprehensive Fiscal Year 2027–2028 (FY28) Budget Development Calendar outlining critical local milestones, administrative deadlines, and statutory target dates; and

    WHEREAS, this calendar establishes an orderly timeline for department resource assessments, preliminary allocations, building-level budget assemblies, and administrative reviews to ensure the fiscal integrity and educational efficacy of the Mansfield Township School District; and

WHEREAS, this timeline ensures strict compliance with state-mandated targets, including the release of state aid notifications, submission of the tentative budget to the Executive County Superintendent for Warren County, and subsequent public hearings;

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township School District Board of Education hereby authorizes, adopts, and approves the FY 2027–2028 School Budget Development Calendar as presented; and

BE IT FURTHER RESOLVED, that the Superintendent and School Business Administrator are authorized to modify local administrative deadlines within this calendar as necessary to accommodate changing state timelines, software updates, or regulatory guidance from the Warren County Office of the New Jersey Department of Education.

14. **WHEREAS**, pursuant to N.J.A.C. 6A:23A-6.6, every New Jersey school district is required to maintain an updated Guide for Standard Operating Procedures and Internal Controls to ensure efficiency, accountability, and proper financial management within the district's business practices; and

    WHEREAS, the School Business Administrator/Board Secretary has reviewed and updated the district's Standard Operating Procedures manual to align with current state regulations, Governmental Accounting Standards Board (GASB) pronouncements, and Department of Education guidelines;

    NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education, hereby approves and adopts the district's Guide for Standard Operating Procedures and

    BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary is authorized to implement these procedures and distribute the manual to all relevant district administrative staff and personnel to ensure compliance.

15. **WHEREAS**, the Mansfield Township Board of Education ("Board") wishes to provide comprehensive, competitive, and cost-effective voluntary insurance benefits to its eligible school district employees; and

    WHEREAS, **Legacy Benefits** serves as an authorized broker capable of facilitating and administering high-quality voluntary employee benefit programs; and

    WHEREAS, **Colonial Life & Accident Insurance Company** and **New York Life Insurance Company** offer valuable supplemental programs—including life insurance, disability coverage, and other voluntary benefits—that align with the personnel needs of the Mansfield Township School District; and

    WHEREAS, this agreement does not create any direct financial obligation or premium costs to the Board, as premiums are funded entirely through voluntary employee payroll deductions;

    NOW, THEREFORE, BE IT RESOLVED by the Mansfield Township Board of Education in the County of Warren, New Jersey, that:

a. **Broker Designation: Legacy Benefits** is hereby formally approved and designated as the Broker of Record to manage, service, and administer the voluntary benefit enrollment programs for the district's personnel.
b. **Provider Approval: Colonial Life** and **New York Life** are officially approved as authorized voluntary benefit providers available to district employees via payroll deduction workflows.
c. **Authorization to Execute:** The School Business Administrator / Board Secretary and the Superintendent of Schools are hereby authorized to sign and execute all necessary agreements, payroll deduction authorizations, and associated documents required to implement these voluntary programs.
d. **Effective Date:** This resolution shall take effect immediately upon its adoption by the Board.

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

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, 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*

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.