Mansfield Township Board of Education

Thursday October 22, 2026

7:08 pm

Call to Order - Alison Lorentson, President

Roll Call - Gail Libby, Board Secretary

Mansfield Township Board of Education

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

Pledge of Allegiance - Alison Lorentson

Executive Session - NOT NEEDED

President's Announcement - NONE

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 - NONE

Superintendent's Report - Diana Mai

- 2026-2027 State Testing Results - Presentation

Administrators' Reports - NONE

Communications and Petitions (If required) – The Superintendent and members of the Board may acknowledge any communications and/or petitions received. NONE

Public Comment - Agenda Items Only - NONE

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 September 24, 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					
Nov. 2026					
Dec. 2026					
Jan. 2027					
Feb. 2027					
Mar. 2027					
Apr. 2027					
May 2027					
June 2027					

3. **WHEREAS**, the New Jersey Quality Single Accountability Continuum (NJQSAC) is the Department of Education's monitoring and evaluation system for public school districts; and

WHEREAS, NJQSAC requires all public school districts to complete and submit a District Performance Review (DPR) spanning the five core components of school district effectiveness: Instruction and Program, Fiscal Management, Governance, Operations, and Personnel; and

WHEREAS, the Superintendent of Schools, in conjunction with the district's administrative staff, has developed and completed the District Performance Reviews for the 2026-2027 school year evaluation cycle; and

WHEREAS, the Board of Education has reviewed the designated responses and metrics outlined within each section of the 2026-2027 DPR self-assessment;

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby approves the 2026-2027 NJQSAC District Performance Reviews (DPRs) as presented by the Superintendent of Schools; and

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent of Schools and the School Business Administrator to officially submit the completed DPR metrics and this signed resolution to the New Jersey Department of Education and the Executive County Superintendent of Schools in accordance with state compliance timelines.

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

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 5111 Eligibility of Resident/Nonresident Students (M)

2. Motion to **Approve the First Reading** of the below Policies, as recommended by the Superintendent.
   P 8660 – Transportation by Private Vehicles – To and From School-Related Activities (Revised)
   P 8662 – Transportation by Private or District-Owned Vehicles – To and From School (New)
   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)

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3. Motion to **Approve the Title I Schoolwide Plan / ASP** for the 2026-2027 school year, as recommended by the Superintendent.

4. Motion to **Approve the 2026-2027 Right to Know Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.

5. Motion to **Approve the annual Nursing Services Plan** for the 2026-2027 school year, as recommended by the Superintendent.

6. 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 2026-2027 school year, as presented, as recommended by the Superintendent.

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

Approval Agenda
Chair: James Winand
<u>Personnel Committee - Recommended Action(s)</u>

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

Employee	Event/Provider	Date(s)	District Cost
Selena Donalson	GATE Physics of Skating - Villa Roller Rink, Washington NJ	1/28/27	$ 6.96 Mileage
Selena Donaldson	GATE 24 Math Game -Phillipsburg	2/25/27	$15.13 Mileage

Selena Donaldson	GATE Strategic Thinking-Washington, NJ	April 2027	$4.32 Mileage
Selena Donalson	Battle of the Books-	May 2027	$125 Substitute $15.42 Mileage
Selena Donaldson	Restaurant Expo- Mansfield Hosting	May 19, 2027	$62.50 AM Substitute
Selena Donaldson	Future Educator's Day - Centenary University	October 23, 2026	$125 Substitute
Selena Donaldson	Battle of The Minds-Phillipsburg	December 7, 2026	$13.82 Mileage
Kaeleen Sylvester	Connecting Speech to Function-Panther Valley, NJ	October 12, 2025	$85 Registration
Ruth Byrne	AENJ Fall Conference - Princeton, NJ	October 16, 2026 thru October 18, 2026	0
Joan Isemann	Warren County School Nurses Training - Mt Villa School	October 12, 2026	0
Noreen Matias	IPM Training- Warren County-Vo Tech	October 16, 2026	$25 Registration
Joe Kady	IPM Training- Warren County-Vo Tech	October 16, 2026	0.00
Joe Kady	Indoor Air Quality Training - VoTech	October 30, 2026	0.00
Tanya Slate	WH Articulation Meeting - Warren Hills	October 21, 2026 12-3pm	$62.50 PM Sub
Christian Shrout	WH Articulation Meeting - Warren Hills	October 21, 2026 12-3pm	0

Ruth Byrne	WH Articulation Meeting - Warren Hills	October 21, 2026 12-3pm	$62.50 AM Sub

2. Motion to **Approve rate of pay for Substitute Secretaries** to $20.00 per hour.

3. 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**
Morgan Blake	Pennsylvania State University -Human Development and Family Studies (HDFS)	January 11-April 30, 2027 pending clearances	Danielle Samuels

4. 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
Natalie Ventura	Part Time Office Assistant NTE 20 hours a week	$20.00 per hour	Pending completion of paperwork
Natalie Ventura	Substitute Secretary	$20.00 per hour	Pending completion of paperwork
Kristina Sodano	Lunch Aide	$16.50 per hour	Pending completion of paperwork
Silvia Farinella	Long Term Substitute -Teacher Grade 2	MA/Step 1 (per diem)	10/23/26-12/23/26
Sean Woods	Substitute Custodian	$17.00 per hour	Pending completion of paperwork

5. Motion to **Approve the Resignation for the Reason of Retirement** of Dawn Tironi, with gratitude for 27 years of service to the District, effective December 31, 2026, as recommended by the Superintendent.

6. Motion to **Approve the Resignation for the Reason of Retirement** of Denise Heyman, with gratitude for 25 years of service to the District, effective June 30, 2027, as recommended by the Superintendent.

7. Motion to **Accept with regret the resignation** of Jessica Shipley, Special Education Teacher, effective October 22, 2026, as recommended by the Superintendent.

8. Motion to **Approve the increase in minimum hourly rate to $15.92 per hour in alignment with the NJ minimum hourly wage requirement**, as recommended by the Superintendent.

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

Employee	**Type of Leave**	**Date(s)**
98925498	Paid Medical Leave/FMLA	~~3 weeks minimum TBD~~ 12/17/26-1/8/27

MOTION: President Lorentson					SECOND: Trustee Breheney				
As amended (resolution #9)									
Name	Ayes	Nays	Abstain	Absent	Name	Ayes	Nays	Abstain	Absent
Sean Breheney	X				Alison Lorentson	X			
Colette DeRosa	X				Vincent Weiss	X			
James J. Winand				X	Alexis DeLeon				X
Jonathan Rood				X	Jonathan Lemp	X			
Richard Stewart				X					

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 September 25, 2026 through October 22, 2026, as presented, in the amount of $1,336,476.71, as recommended by the Superintendent.

2. Motion to **Approve line item transfers** for September 2026 totaling $118,817.30

3. Motion to **Acknowledge receipt of the monthly certification of the Board Secretary for September 2026, and after review of the Board Secretary's and September 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 School Safety and Security Plan Annual Review Statement of Assurance** for the 2026-2027 school year, as presented, as recommended by the Superintendent.

5. The Board was informed that K.W. Rastall Oil, LLC no longer services our area. SJ Fuel South Co, Inc part of HCESC Coop has submitted the mandatory New Jersey statutory compliance documentation required for public vendors, including a valid New Jersey Business Registration Certificate (BRC), an updated W-9 Form, and a Chapter 271 Political Contribution Disclosure Form; and

   WHEREAS, pursuant to the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.), the Board must formally authorize the assignment of contracts to a successor legal entity before public funds may be disbursed.

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

   1. Contract Assignment: The Board hereby formally approves the assignment of the fuel and oil delivery services contract from K.W. Rastall Oil, LLC, to SJ Fuel South Co, Inc, effective retroactively to September 15, 2026, for the remainder of the unexpired contract term.
   2. Authorization to Procure and Pay: The School Business Administrator/Board Secretary is authorized to update the district's financial systems, issue purchase orders, and process payments to SJ Fuel South Co, Inc in accordance with the terms of the original contract.

   3. Execution of Documents: The Board President and School Business Administrator are hereby authorized to execute any necessary contract amendments or assignment agreements to formalize this transition.

6. 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
Robin Iaione	Science Fair - APR and Gym	March 18, 2026 6pm-9pm	0
Ruth Byrne	Video Club/WCCSE	May 7, 2027 6pm-8:30pm Rain date: May 14, 2026.	0
Stephanie Hahn	Student Council Movie Night - APR	November 20, 2026 6:45-9:00pm	0

Noreen Matias	Weather Assembly with John Marshall Weather LLC	November 3, 2026 9am-11am	$2160.00
Stephanie Hahn	Student Council Card Decorating - APR	December 9, 2026 3:30-4:30	0
Rebecca Phoebus	PTA Meeting - APR	November 11, 2026 6:30-8:30 pm	0
Selena Donaldson	Winter Scholastic Book Fair	November 30, 2026 to December 4, 2026	0
Selena Donaldson	Spring Scholastic Book Fair	April 5-9, 2027	0
Selena Donaldson	Literacy Night/Family Book Fair Night	April 8, 2027 6-8pm	0

7. Motion to **Approve the donation** of pumpkins by Donaldson's Farm 358 Allen Road, Hackettstown, NJ 07840.

8. WHEREAS, the Mansfield Township School District Board of Education (the "Board") has determined that there **exists a need to procure comprehensive landscaping and grounds maintenance services** for all district facilities and properties for the 2026-2027 school year; and

   WHEREAS, the estimated cost of these services is anticipated to exceed the statutory bidding threshold established under the New Jersey Public School Contracts Law; and

   WHEREAS, pursuant to N.J.S.A. 18A:18A-4, all contracts for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, must be awarded through a competitive public bidding process;

   NOW, THEREFORE, BE IT RESOLVED, by the Mansfield Township School District Board of Education, in the County of Warren, State of New Jersey, as follows:

   a. Authorization to Bid: The Board hereby authorizes and directs the School Business Administrator/Board Secretary to prepare bid specifications and advertise for competitive public bids for District Landscaping and Grounds Maintenance Services in accordance with N.J.S.A. 18A:18A-5.
   b. Compliance: The procurement process shall be conducted in strict compliance with the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.).
   c. Reporting: Following the public opening and review of the submitted bids, the School Business Administrator shall present a recommendation to the Board of Education for the formal award of a contract to the lowest responsible bidder.

9. Motion to **Approve the 2026-2027 Integrated Pest Management Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.

10. Motion to **Approve the 2026-2027 Indoor Air Quality Plan** for the Mansfield Township School District, as presented, as recommended by the Superintendent.

11. WHEREAS, the Department of Education requires New Jersey School Districts to **submit three-year Comprehensive Maintenance Plans and annual Form M-1 submissions** reporting "actual" maintenance expenditures for the prior fiscal year and "estimated" maintenance expenditures for the current fiscal year; and

    WHEREAS, the required documents have been prepared by the Director of Facilities and the School Business Administrator/Board Secretary, and have been reviewed by the Board of Education;

    NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township School District Board of Education hereby authorizes the School Business Administrator to approve and submit the Comprehensive Maintenance Plan (CMP) and Form M-1 for the 2026–2027 school year to the Warren County Office of Education.

12. Motion to **Approve the Hazardous Communication Plan** for the 2026-2027 school year, as recommended by the Superintendent.

13. **WHEREAS,** N.J.A.C. 6A:23A-13.3(g) stipulates that a district board of education must obtain prior written approval from the Executive County Superintendent of Schools when the cumulative transfers to or from any specific line-item account or functional funding category exceed 10 percent of the amount originally budgeted; and

    WHEREAS, the School Business Administrator has identified an operational necessity to execute budget transfers that exceed this 10 percent threshold for the standard accounting period; and

    WHEREAS, the specific details, accounts, and justifications for these adjustments are fully documented on the prescribed New Jersey Department of Education *Request for Approval of Transfers* forms;

    NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Township Board of Education hereby authorizes and approves the budget transfers as detailed in the attached schedule; and

    BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary is directed to formally submit this resolution along with the completed application forms to the **Warren County Office of the New Jersey Department of Education** seeking the required regulatory endorsement from the Executive County Superintendent.

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

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.

Trustee Lemp - Can the new tree program be used to raise money - "Adopt a tree"?

Old Business - Members of the Board may comment on any item or topic that was previously discussed by the Board.

Trustee Weiss - When will the new tree be planted? Superintendent Mai noted the trees will be planted in the spring and then cared for by the grant group for a year.

Future Board Meeting Dates:

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

Executive Session - NONE

Adjournment
Recommended Action - Motion to adjourn the meeting.

Motion by Trustee Breheney, seconded by Trustee Lemp to Adjourn the meeting at 7:59 PM. Voice Vote.