

The Regular Meeting of the Board of Education of the Township of Mannington, County of Salem, New Jersey, was held at 7:00 p.m. on Tuesday, May 15, 2018.

Ms. Porter, Board President, called the meeting to order at 7:05 p.m.

Ms. Porter led the group in the pledge to the flag.

Ms. Porter read the New Jersey Open Public Meetings Law. Notice of this meeting was published in the South Jersey Times, as well as posted in the Municipal Building and the Mannington Township School.

Members Present: Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, and Mrs. Skwirut. Members Excused: Mr. Robinson Members Absent: None

Also Present: Ms. Williams, Chief School Administrator and Mrs. Mathews, Board Secretary
A list of the public attending is on file in the board office.

PRESENTATIONS

1. Student of the Month Recognitions
2. Mrs. Sakewicz-Frank - 7th grade trip to SCVTS for welding

AUDIENCE PARTICIPATION | - None

APPROVAL OF MINUTES

Motion by Mrs. Skwirut and seconded by Mr. Buzby that the Board of Education approve the public hearing/regular meeting minutes and executive session minutes of April 24, 2018.

Unanimously approved by voice vote. Motion Carried. Abstain: Mrs. Richman

FINANCIAL

Motion by Mrs. Richman and seconded by Mrs. Skwirut that the Board of Education approve the following financial items:

1. **Board Secretary Certification**

Board's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Mannington Township Board of Education certifies that as of March 31, 2018 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of **N.J.A.C. 6A:23A-16.10(a)1** and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10 (c) 3**, I certify that as of March 31, 2018, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Mannington Township Board of Education pursuant to **N.J.S.A. 18A:22-8.1** and **N.J.S.A. 18A:22-8.2** and no budgetary line item account has been over-expended in violation of **N.J.A.C. 6A:23A-16.10 (c) 4**. And, in accordance with **N.J.A.C. 6A:23A-16.10(c) 2**, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending March 31, 2018.

(pages 6242-6252)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of March 2018. (page 6253-6255)
3. **Transfers** – Approve the transfer list for the month of April 2018. (page 6256)
4. **Bills To Be Paid** – Approve payroll and agency for the month of April 2018 and the bills list for the month of May 2018. (pages 6257-6258)
5. **Awarding of Contracts** – Adopt a Resolution authorizing the awarding of contracts for professional services without competitive bidding for a one-year term commencing July 1, 2018 and including district assignments. (page 6258)
6. **Petty Cash** – Approve establishing a \$250 petty cash fund for board office, main office, and custodial expenses (Karen Mathews, custodian); a \$50 petty cash fund for cafeteria expenses (Karen Mathews, custodian), and a \$50 petty cash fund for SACC expenses (Karen Mathews, custodian) for the 2018-2019 school year.
7. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2018 to June 30, 2019.
8. **Transportation Contract** – Approve the 2018-2019 Contracts for Participation in the NonPublic AIL Program and Choice Program, administered by the Gloucester County Special Services School District.
9. **Salem City Tuition** - Approve the tuition contract agreement with Salem City School District as follows for the 2018-2019 school year:

Comprehensive High School	21.5 students at \$14,500	\$ 311,750
Comprehensive Resource Room	750 hours at \$25.40 per hour	\$19,050
2016-2017 Tuition Adjustment	Salem owes Mannington	(\$11,041)
	Total	\$319,759

10. **Shared Services - Elementary Teacher** - Approve the Memorandum of Understanding with the Elsinboro Board of Education for Shared Services - Elementary Spanish Teacher (40% time) at a cost of \$26,000 for the 2018-2019 school year.

Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.

BOARD OF EDUCATION BUSINESS

1. **Correspondence** - Approval of the 2018-2019 Preschool Program Plan Annual Update
2. **Committee Reports**
 - a. Township Committee Meeting - Patricia Skwirut

3. **Unfinished Business**

- a. Superintendent Evaluation for 2017 - Please complete by May 31st.

4. **New Business**

- a. Election Petitions for the November 2018 election are due to the Salem County Clerk by Monday, July 30, 2018 at 4:00 p.m.
Incumbents are: Melanie Richman and Scott Robinson
Mrs. Richman stated that she is not planning to run for re-election.

SUPERINTENDENT'S RECOMMENDATIONS

Motion by Mrs. Richman and seconded by Mr. Bower that the Board of Education approve the following items:

A. Professional Personnel

- 1. Approve the Business Administrator contract for Karen Mathews effective July 1, 2018 through June 30, 2019 reflecting a 2% increase in salary.
It has been reviewed and approved by the Salem County Office of Education.
- 2. Approve the appointment of Jody Viereck as the Coordinator of Student Services and Technology for the 2018-2019 school year with an annual stipend of \$10,000.

B. Support Personnel

- 1. Approve the 2018-2019 contracts and salaries for the Instructional Aides. *(page 6260)*
- 2. Approve the 2018-2019 contracts and salaries for the 10 month Cafeteria Worker and Playground/Lunchroom Aide. *(page 6260)*
- 3. Approve the 2018-2019 contracts and salaries for the 12 month Business Office Clerk, Confidential Secretary and Maintenance Staff. *(page 6260)*
- 4. Approve Cynthia Foster as the SACC After School Care Attendant at a rate of \$12.00 per hour effective September 1, 2018 through June 30, 2019. Due to the part-time status, there are no benefits associated with this contract.
- 5. Approve Bruce Schamp as the Part-time Seasonal Worker for Grounds and Maintenance at a rate of \$12.00 per hour for approximately 16 hours per week effective June 1, 2018 through September 30, 2018 and on an as needed basis effective October 1, 2018 through June 30, 2019. Due to the part-time status, there are no benefits associated with this contract.

C. Other

- 1. **Policies** – Approve the following policies according to status:

CODE	POLICY	STATUS	REASON
4111	Instructional Personnel Recruitment, Selection & Hiring	Revision	Required - Law Change
4211	Support Personnel Recruitment, Selection & Hiring	Revision	Required - Law Change

2. **Facilities Use** – Approve the following request:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Class of 2019	6/14/18	7:00 pm - 9:00 pm	Cafeteria	Graduation Reception	Parents

3. **Field Trip** – Approve the following requests:

DATE	GRADE	# OF STUD	LOCATION	TEACHERS	PER STUD COST	BUS COST	ANTICIPATED SUB COST
5/11/18	PK-1st	40	Coombs Barnyard	Miss Spano, Mrs. Breslin, Mrs. Richman & Mrs. Pompper	n/a	n/a	n/a
5/10/18 - 5/11/18	8	18	Woodloch	8th Grade Class Trip	n/a	n/a	n/a
5/14/18	7	16	SCVTS Welding Class	Mrs. Sakewicz-Frank and Mrs. Viereck	n/a	\$150 (est.)	n/a
TBD		50 (est.)	Woodlanes	TEAM rewards party	n/a	n/a	n/a

4. **Workshops** - Approve the following requests:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mr. Stamm	Quinton Township School	Writing Articulation	5/31/18	n/a	X	\$85
Miss Fair, Miss DiSanto, Miss Dyer & Mr. Stamm	Quinton Township School	Classroom Management	6/5/18	n/a	X	\$170

5. **Student Admissions** - Approve the following non-resident (parent paid) tuition students for the 2018-2019 school year:

Student	Grade	Student	Grade
Madison Derrick	PK	Andrew Derrick	2nd
Jason Derrick	6		

(Letters of request have been received from these families)

6. **Summer Schedule** – Approve going to a summer schedule for administration, office staff and maintenance staff of 4 days per week (Monday through Thursday) effective July 2, 2018 through August 31, 2018, working contracted hours in 4 days. Note: One day off utilizes 1.25 vacation, personal or sick days.

7. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of April 21, 2018 to May 14, 2018.
8. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of March 16, 2018 to April 20, 2018.

Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.

FOR YOUR INFORMATION

1. Fire Drills - 4/13/18
2. Security Drills - 4/30/18
3. School Report (page 6261)
4. Mannington Messenger - March/April
5. Noteworthy Items:
 - a. Community Day - T.E.A.M.
 - b. Pretzel Sales for the Arts & Music Fund
6. Important Dates:
 - a. SCSBA Spring Meeting - Wednesday, May 16, 2018 from 6:45 pm to 9:00 pm
 - b. NJSBA/NJPTA Legislative Day - Thursday, May 17, 2018 from 8:15 am to 2:00 pm
 - c. NJSBA School Security & Student Safety Conference - Friday, June 1, 2018 from 9:30 am to 4:00 pm
 - d. Regular Monthly Meeting - Tuesday, June 12, 2018 at 7:00 pm (*Note date change*)
 - e. NJSBA Workshop 2018 - October 22nd to 25th at the Atlantic City Convention Center

AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Mr. Buzby and seconded by Mrs. Richman that the Board of Education meeting be adjourned at 7:46 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews
Business Administrator/Board Secretary

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** MANNINGTON TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

FINAL

Interim Balance Sheet
March 2018

ASSETS AND RESOURCES

ASSETS:			
101	Cash in bank		1,448,178.46
103	Petty cash		250.00
116	Investments - Capital reserve account		567,599.49
121	Tax levy receivable		555,645.00
	Accounts receivable:		
141	Intergovernmental - state	169,261.47	
153	Other	--	169,261.47
RESOURCES:			
301	Estimated revenues	3,281,734.00	
302	Less revenues	(3,283,181.43)	-1,447.43
	Total assets and resources		2,739,486.99

LIABILITIES AND FUND EQUITY

LIABILITIES:			
421	Accounts payable		335.00
	Total liabilities		335.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** MANNINGTON TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

FINAL

Interim Balance Sheet
March 2018

FUND BALANCE:			
Appropriated:			
753	Reserve for encumbrances - current year		824,935.69
754	Reserve for encumbrances - prior year		--
Reserved fund balance:			
761	Capital reserve account		567,599.49
762	Adult education programs		--
763	Sale/leaseback reserve		--
605	Add: Increase in sale/leaseback		--
308	Less: Budgeted w/d sale/leaseback		--
764	Maintenance reserve		--
606	Add: Increase in maintenance reserve	100,000.00	
310	Less: Budgeted w/d maintenance res.		100,000.00
765	Tuition reserve account		--
311	Less: Budgeted w/d tuition reserve		--
766	Current expense emergency reserve		--
607	Add: Increase curr. exp. emer. res.		--
312	Less: W/d from curr. exp. emer.res.		--
755	Bus Adv Revenue Reserved for Fuel Cst		--
610	Add: Increase bus adv reserve		--
312	Less: W/d from bus adv reserve		--
756	Federal Impact Aid Reserve (General)		--
611	Add: Incr Fed Impact Aid Res (Gen)		--
318	Less: W/d Fed Impact Aid Res (Gen)		--
757	Federal Impact Aid Reserve (Capital)		--
612	Add: Incr Fed Impact Aid Res (Cap)		--
319	Less: W/d Fed Impact Aid Res (Cap)		--
751,752,76x	Other reserves		--
601	Appropriations	3,606,744.44	
602	Less: Expenditures	(2,102,897.69)	
603	Encumbrances	(824,935.69)	(2,927,833.38)
604	Increase in capital reserve		678,911.06
			25.00
	Total appropriated		2,171,471.24
Unappropriated:			