

**MANNINGTON BOARD OF EDUCATION
REGULAR MEETING AGENDA
Tuesday, June 12, 2018 – 7:00 PM**

I. PLEDGE TO THE FLAG

II. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Mannington Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Municipal Building, Mannington Township School, and the SJ Times.

III. ROLL CALL

Board Secretary will roll call the attendance:

Michael Bower ___ Eric Buzby ___ Robert DiGregorio ___ Carmen Porter ___
Melanie Richman ___ Scott Robinson ___ Patricia Skwirut ___

IV. PRESENTATIONS

1. Student of the Month Recognitions

V. AUDIENCE PARTICIPATION I

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting.
4. Identify the agenda item that you wish to comment on.
5. All questions are to be directed to the Board President.
6. Time limit for discussion is 5 (five) minutes per person.
7. Total time limit for public discussion is 30 minutes.

VI. APPROVAL OF MINUTES

The Superintendent and Business Administrator recommend that the Board of Education approve the regular meeting minutes of May 15, 2018.

Motion: _____ *Second:* _____

Voice Vote: Yes: _____ *No:* _____ *Abstain:* _____

VII. FINANCIAL

The Superintendent and Business Administrator recommend that the Board of Education approve the following 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 April 30, 2018 and May 31, 2018 and after review of the Secretary's Monthly Financial Report (April and May) 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.

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Board Secretary's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10 (c) 3**, I certify that as of April 30, 2018 and May 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 months ending April 30, 2018 and May 31, 2018.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the months of April 2018 and May 2018.
3. **Transfers** – Approve the transfer list for the month of May 2018.
4. **Bills To Be Paid** – Approve payroll and agency for the months of April 2018 and May 2018 and the bills list for the month of June 2018.
Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June 2018 and July 2018 for year end close out of financial reports. A list of bills or transfers for this period will be presented at the next regularly scheduled meeting.
5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2018 with the payment list presented at the August meeting for final approval per the recommendation of the Superintendent and the Business Administrator.
6. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts.
7. **2018-2019 Anticipated Contracts to be Renewed, Awarded or to Expire** - Pursuant to P.L. 2015, Chapter 47, NJSA 18A:18A-42.2 the Mannington Board of Education intends to renew, award or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, NJ Title 18A:18A et seq., NJAC 6A Chapter 23A, and Federal Uniform Administrative Requirements 2CFR Part 200.317 et. Seq.
8. **Custodial Services Contact** - Approve the 2018-2019 Janitorial Services Proposal from Top Dog Cleaning Service in the amount of \$3,000 per month. (No increase from 2017-2018)
9. **Transportation** - Approve the 2018-2019 transportation renewals for Mannington District at the state renewable rate of 1.51% increase with contractor B.R.Williams, Inc. for the following routes:

Multi B Route 3	Mannington School	Renewal #17	\$17,387.16
Multi B Route 6	Mannington School	Renewal #17	\$26,511.60
Route 4A	Mannington School	Renewal #10	\$27,925.20
Route 5A	Mannington School	Renewal #10	\$27,925.20
Route HS1A	Salem HS	Renewal #6	\$24,638.40
Route HS2A	Woodstown HS & SCVTS	Renewal #6	\$32,554.80
		Total:	\$156,942.36

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10. **Cafeteria Services** - Approve the SFA to SFA Vended Meals Contract with Salem County Vocational Technical School for vended meals for the 2018-2019 school year. Estimated total yearly cost is \$29,700 (\$3.00 per meal). Delivery cost is \$16 per day.

11. **Cafeteria Prices** – Approve setting the following prices for the 2018-2019 school year:

Student Breakfast Regular	\$1.75	Staff Breakfast	\$2.50
Student Breakfast Reduced	\$0.30	Staff Lunch (Student Lunch)	\$4.50
Student Lunch Regular	\$3.00	Staff Lunch (Deli or Cold Platter)	\$4.50
Student Lunch Reduced	\$0.40	Staff Lunch (Hot Platter)	\$6.00
Milk	\$0.65	Staff Soup (Bowl)	\$2.00
Extra Entree/Pizza Slice	\$2.25	Staff Soup (Quart)	\$6.50

NJ State Paid Lunch Equity tool does not require lunch price increase for 2018-2019.

12. **ESEA** – Approve applying for fiscal year 2019 funds:

Title I	\$ 97,261
Title IIA	\$ 7,753
Title IV	<u>\$ 10,000</u>
Total	\$115,014

Motion: _____ Second: _____

Roll call vote: MB____ EB____ RD____ CP____ MR____ SR____ PS____

VIII. BOARD OF EDUCATION BUSINESS

1. **Correspondence** - None
2. **Committee Reports**
 - a. SCSBA Spring Meeting - Carmen Porter
3. **Unfinished Business**
 - a. Superintendent Evaluation - Summary to be provided in Executive Session.
 - b. 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
4. **New Business**
 - a. Superintendent reports that all staff evaluations are complete for the 2017-2018 school year.
 - b. NJSBA Workshop 2018 is October 22nd to 25th. Please notify the Board Office by August 1st if you plan to attend.

IX. SUPERINTENDENT'S RECOMMENDATIONS

The Superintendent recommends that the Board of Education approve the following items:

A. Professional Personnel

1. Approve the following staff members as alternates for the Knowledge Garden/Power Hour After School Program:
 - i. Kimberly Giova
 - ii. Margaret McCormick

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2. A name change for one staff member and subsequent reissuing of the contract for the 2018-2019 school year: Allyson Parris to Allyson Murphy.

3. Approve the following staff members for summer curriculum writing positions:
 - i. Elizabeth Carullo
 - ii. Heather Sakewicz-Frank
 - iii. Lisa Stiles
 - iv. Shaun Stamm
 Payment upon completion of the curriculum writing and the submission of a signed voucher.

4. Approve payment (with a combined total of \$8,000) to the following staff members for graduate coursework completed during the 2017-2018 school year in accordance with the terms of the negotiated contractual agreement:
 - i. Jessica Dyer \$5,038.92
 - ii. Noelle Kitchin \$2,961.08

5. Approve lateral movement on the salary guide for Jessica Dyer from BA+15 (\$57,341) to MA (\$58,341) effective September 1, 2018. A transcript has been provided.

6. Approve the requests for reimbursement from the following staff members for one graduate course per semester. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
 - i. Shaun Stamm - Summer 2018
 - ii. Carmela Spano - Summer 2018, Fall 2018, Spring 2019

7. Authority for the Superintendent to make any necessary staffing changes in July with final approval at the August board meeting.

B. Support Personnel

1. Approve the following substitute at the 2017-2018 board approved rates:
 - i. Alec DeViscio - teacher and aide

2. Approve Dorothy Breslin as the SACC Before School Care Attendant at a rate of \$12.00 per hour effective September 1, 2018 through June 30, 2019.

3. Authority for the Superintendent to make any necessary staffing changes in July with final approval at the August board meeting.

C. Other

1. **Workshops** - Approve the following request:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Kristin Williams	Atlantic City	Symposium on the Psychology of the School Shooter	7/11/18	\$150	X	n/a

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

Student	Grade		Student	Grade
Jimmy Gillespie	PK		Jordana Cooper	1
Maverick Reale	PK		Ian McKinney	5
Brynlee Chafin	K			

3. **Non-Resident Tuition Students** - Authorize the Superintendent to accept additional Non-Resident Tuition Students (space permitting) during the summer months with final Board approval at the next meeting.
4. **Graduation Awards** – Approve awarding \$25 each to seven (7) selected eighth grade students for achievement in the following areas: Valedictorian, Salutatorian, Mathematics, Language Arts, Science, Social Studies, and Spanish.
5. **Security Drills** - Approve the Security Drill Statement of Assurance that all requirements have been met relating to the practicing of school security drills for the 2017-2018 school year.
6. **Nursing Service Plan & Protocols** - Approve the 2018-2019 Nursing Service Plan and Nursing Protocols as reviewed and signed off on by the school medical examiner.
7. **Cafe Biosecurity Management Plan** - Approve the revisions made to the Cafe Biosecurity Management Plan, which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required per QSAC and was originally approved by the Board of Education on September 12, 2006.
8. **Student Safety Data System** - Approve submission for reporting period 2.
9. **HIB-ITP** - Approve submission of the HIB-ITP for reporting period 2.
10. **HIB Grade** - Approve the 2016-2017 HIB Grade of 73, noting that the maximum grade is 78.
11. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of May 15, 2018 to June 8, 2018.
12. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of April 21, 2018 to May 14, 2018.

Motion: _____ Second: _____

Roll call vote: MB ___ EB ___ RD ___ CP ___ MR ___ SR ___ PS ___

X. FOR YOUR INFORMATION

1. Fire Drills - 5/14/18
2. Security Drills - 5/30/18
3. School Report

4. Noteworthy Items:
 - a. MEA Family Fun Night
 - b. Kindergarten Graduation - Mrs. Richman
 - c. PreK Graduation - Miss Spano and Mrs. Breslin
 - d. Wellness Days - Miss Nessen and TEAM
 - e. Math Showcase - Miss Fair & Mrs. Stiles
5. Important Dates:
 - a. Regular Monthly Meeting - Tuesday, July 17, 2018 at 7:00 pm *(if needed)*
 - b. Regular Monthly Meeting - Tuesday, August 21, 2018 at 7:00 pm
 - c. NJSBA Workshop 2018 - October 22nd to 25th at the Atlantic City Convention Center

XI. AUDIENCE PARTICIPATION II

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting.
4. Identify the agenda item that you wish to comment on.
5. All questions are to be directed to the Board President.
6. Time limit for discussion is 5 (five) minutes per person.
7. Total time limit for public discussion is 30 minutes.

XII. RECESS INTO EXECUTIVE SESSION

Mannington Board of Education Resolution Authorizing Executive Session

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Mannington School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at approximately 8:00 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Mannington School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- _____ 1. Confidential Matters (Student) per Statute or Court Order
- _____ 2. Matters that would Impact Rights to Receive Federal Funds
- _____ 3. Unwarranted Invasion of Individual Privacy
- _____ 4. Collective Bargaining with the Mannington Education Association
- _____ 5. Acquisition of Real Property or Investment of Public Funds
- _____ 6. Tactics or Techniques utilized in Public Safety Procedures
- _____ 7. Litigation, Contract Negotiations or Attorney/Client Privilege
- X 8. Personnel Matters - Superintendent Evaluation & Staffing Contract
- _____ 9. Imposition of Penalties Upon an individual

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

Motion: _____ Second: _____ Time: _____

Voice Vote: Yes: _____ No: _____ Abstain: _____

XIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

It is recommended that the Board of Education resume the public portion of meeting.

Motion: _____ *Second:* _____ *Time:* _____

Voice Vote: Yes: _____ *No:* _____ *Abstain:* _____

XIV. SUPERINTENDENT EVALUATION

It is recommended that the Board of Education accept, and place on confidential file, the 2017-2018 Superintendent Evaluation for Kristin Williams.

Motion: _____ *Second:* _____

Roll call vote: MB _____ *EB* _____ *RD* _____ *CP* _____ *MR* _____ *SR* _____ *PS* _____

XV. ADJOURNMENT

It is recommended that there being no further business to come before the Board of Education, the meeting be adjourned.

Motion: _____ *Second:* _____ *Time:* _____

Voice Vote: Yes: _____ *No:* _____ *Abstain:* _____

