

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, April 25, 2017**

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, April 25, 2017.

Mrs. Skwirut, Board President, called the meeting to order at 7:04 p.m.

Mrs. Skwirut led the group in the pledge to the flag.

Mrs. Skwirut 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, Mr. Robinson, and Mrs. Skwirut. Members Excused: Mrs. Richman 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**

Student of the Month Recognitions

**AUDIENCE PARTICIPATION I - None**

**PUBLIC HEARING 2017-2018 BUDGET & BOARD APPROVAL**

Presentation of the 2017-2018 Mannington School Budget.

Following discussion and any questions on the 2017-2018 budget as presented:

Motion by Mr. Buzby and seconded by Mr. DiGregorio that the Board of Education approve by Resolution the fiscal year 2017-2018 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 3% decrease in the tax levy.

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$ 3,580,687	\$ 2,668,575
Special Revenue Fund	\$ 201,822	\$ 0
Debt Service Fund	\$ 159,415	\$ 109,651
<b>Total Base Budget</b>	<b>\$ 3,941,924</b>	<b>\$ 2,778,226</b>

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

**APPROVAL OF MINUTES**

Motion by Ms. Porter and seconded by Mr. Robinson that the Board of Education approve the regular meeting minutes of March 16, 2017, 2017.

*Approved by voice vote. Abstain: Mr. Buzby and Mr. DiGregorio. Motion Carried.*

## FINANCIAL

Motion by Mr. DiGregorio and seconded by Ms. Porter that the Board of Education approve the following financial items:

1. **Board Secretary Certification** *(Page 5904-5914)*  
 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 February 28, 2017 and after review of the Secretary's Monthly Financial Reports 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 February 28, 2017, 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 February 28, 2017.
2. **Cash Reconciliation Report** *(Page 5915)*  
 Approve the cash reconciliation report for the month of February 2017.
3. **Transfers** *(Page 5916)*  
 Approve the transfer list for the month of March 2017.
4. **Bills To Be Paid** *(Pages 5917-5919)*  
 Approve payroll and agency for March 2017 and the bills list for April 2017.
5. **District Tax Schedule** *(Page 5920)*  
 Approve the District Tax Schedule for 2017-2018, based on the approved budget, in the amount of \$2,668,575 general fund and \$109,651 debt service fund for a total of \$2,778,226.
6. **Transportation Contract**  
 Approve entering into a Participation Agreement for 2017-2018 with the Gloucester County Special Services School District for the administration of the Salem County Transportation Cooperative for transportation involving:  
 Homeless, Nonpublic, Choice, Special Education, and Vocational Routes  
 In addition, approve entering into agreement with GCSSSD for their administration of the Aid-in-Lieu payments for NonPublic and Choice students.
7. **NJSIG Safety Grant** *(Page 5921)*  
 Approve by Resolution the digital submission of the application for the Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$2465.42.
8. **Child Study Team Contract**  
 Approve the agreement with Salem County Special Services School District to provide Child Study Team Services for the 2017-2018 school year at an annual rate of \$71,944 (2016-2017 rate is \$70,533).

9. **SCVTS Tuition**  
Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2017-2018 school year. Tuition rates are \$1,400 shared-time and \$2,800 full-time. Estimated enrollment is 40 full-time students for a total cost of \$112,000.
10. **Cafeteria Services**  
Approve the SFA to SFA Vended Meals Contract with Salem County Vocational Technical School for vended meals for the 2017-2018 school year. Estimated yearly total cost is \$45,135 (\$2.95 per meal). Delivery cost is \$16 per day.
11. **Public Employer Trust**  
Approve the Public Employer Trust Agreement for the period July 1, 2016 to June 30, 2017. This is a participation agreement for the medical and prescription plans administered by Brown & Brown Benefit Advisors.
12. **Pineland Learning Center Resolution** (Page 5922)  
Approve by Resolution that Mannington Township School does not require Pineland Learning Center, Inc. to charge Mannington students, who are attending Pineland, for reduced and/or paid meals for the 2017-2018 school year.
13. **Right To Know**  
Approve participation in the Right to Know consortium for completion of the RTK Update Survey by TTI Environmental, Inc. The cost is \$508.88 for the yearly update, to be completed in July 2017.
14. **AHERA**  
Approve participation in the AHERA Compliance consortium for AHERA Compliance Inspections to be completed by TTI Environmental, Inc. The cost is \$350 per inspection and inspections are done twice a year (June and December).
15. **Lead Testing**  
Approve utilizing Eurofins QC to conduct mandatory lead testing prior to July 13, 2017 at a total cost of \$820.
16. **Technology Services**  
Approve Ian Wilkinson as a consultant on an as needed basis for technology services. District will be billed at a rate of \$20 per hour.

*Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (1) Ms. Porter #9 & #10. Motion carried.*

#### BOARD OF EDUCATION BUSINESS

1. **Correspondence** - None
2. **Committee Reports**
  - a. Personnel Committee - Business Administrator contract
  - b. Township Committee Meeting update - Mr. Buzby (March and April)
3. **Unfinished Business**
  - a. Online Ethics Financial Disclosure Forms - Complete by April 30th.
  - b. Superintendent Evaluation for 2017 - Complete by April 30th.

4. New Business

## a. Mandated Training for 2017 -

The following board members selected online training:

- Michael Bower - Governance I
- Scott Robinson - Governance II
- Robert DiGregorio - Governance III
- Patricia Skwirut - Governance IV

## SUPERINTENDENT'S RECOMMENDATIONS

Motion by Ms. Porter and seconded by Mr. Robinson that the Board of Education approve the following item:

A. Professional Personnel

1. Approve the collective bargaining agreement between Mannington Board of Education and the Mannington Education Association for a three (3) year agreement effective July 1, 2017 through June 30, 2020. The agreement provides for salary increases (inclusive of increments) of 3% for each year of the agreement. The Mannington Education Association ratified the contract on March 29, 2017.

*Roll Call vote: Ayes (5) Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (1) Mr. Bower. Motion carried.*

Motion by Mr. Buzby and seconded by Ms. Porter that the Board of Education approve the following items:

2. Accept the letter of notification of retirement from Elaine Cooke, effective March 17, 2017. Further, acknowledge receipt of the pension certification with a retirement date of April 1, 2017. Mrs. Cooke has been an employee at Mannington School for 31 years.
3. Approve issuing a contract to the tenured and non-tenured teachers for the 2017-2018 school year. (Page 5923)
4. Approve the 2017-2018 Teachers' Salaries as per the MEA Negotiated Agreement. (Page 5924)
5. Approve the tuition reimbursement requests from Jessica Dyer for two graduate level courses:
  - Summer 2017 session (1) and Fall 2017 session (1)
 Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
6. Approve lateral movement on the salary guide for Jessica Dyer from BA to BA+15 effective September 1, 2017. A transcript has been provided.

B. Support Personnel

1. Accept the letter of notification of retirement from Martin Lillya, effective July 1, 2017 and approve payment for unused sick days and vacation days as of June 30, 2017. Mr. Lillya has been an employee at Mannington School for 24 years.

2. Approve the 2017-2018 contracts and salaries for the Instructional Aides.  
(Page 5925)
3. Approve the following substitutes at the 2016-2017 board approved rates:  
Stephanie Bradway - Custodian

**C. Other**

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

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Salem Little League	Various Dates April, May & June	4:00 pm to 7:00 pm	Backyard	Baseball Practice	Joyce Pompper

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

DATE	GRADE	# OF STUD	LOCATION	TEACHERS	PER STUD COST	BUS COST	ANTICIPATED SUB COST
4/21/17	7 & 8	32	Salem County Teen Arts Festival	Mrs. Sakewicz-Frank, Mr. Stamm & Mrs. McCormick	\$225 group registration fee	\$150 (approx.)	\$85
6/1/17	4 to 8	45	Salem Community College	Mrs. McCormick & Mrs. Stiles	n/a	\$150 (approx.)	\$170
6/8/17	6	18	Penn Ancient History Museum	Mrs. Anderson & Mrs. Williams	\$250 group fee	\$250 (approx.)	n/a

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

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Karen Mathews	Mount Laurel, NJ	Purchasing with James Shoop	4/4/17	\$75	X	n/a
Karen Mathews	Franklin Twp, NJ	ESCNJ Vendor Expo 2017	5/12/17	\$0	X	n/a
Carmela Spano	Mullica Hill, NJ	Foundations Pre-Kindergarten Training	6/12/17	\$100	X	\$85

4. **Student Admissions** - Approve the following non-resident (parent paid) tuition students for the 2017-2018 school year:

Student	Grade	Student	Grade	Student	Grade
Brayden Anderson	PK	Bethany Mason	1	Jacey Beal	5
Frankie Ogbin	PK	Matthew Mason	1	Karly Sutton	6
Anika van Tonder	PK	Kaiden Mortimer	1	Dakota Beal	8

(Letters of request have been received from these families)

D. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent’s monthly report for the period of March 11, 2017 to April 21, 2017.

E. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent’s monthly report for the period of February 17, 2017 to March 10, 2017.

*Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (1) Mr. Bower A3 and A4. Motion carried.*

**SUPERINTENDENT’S REPORT**

Motion by Mr. Buzby and seconded by Mr. Robinson that the Board of Education approve the Superintendent’s Report, including:

Fire Drill - 3/9/17                      Security Drill - 3/30/17                      *(Pages 5926-5927)*

*Unanimously approved by voice vote. Motion Carried.*

**FOR YOUR INFORMATION**

1. School Report *(Page 5928)*
2. Mannington Messenger - March
3. Important Dates:
  - a. TEAM Community Day - Saturday, May 13, 2017
  - b. Board of Education Meeting - Tuesday, May 16, 2017

AUDIENCE PARTICIPATION II - None

**EXECUTIVE SESSION**

**Mannington Board 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 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 - 2017/2018 Assignments, New Hire, Resignation
- 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 by Mr. Buzby and seconded by Mr. DiGregorio that the Board of Education enter into executive session at 8:07 p.m.

*Unanimously approved by voice vote. Motion Carried.*

**RESUMPTION OF PUBLIC PORTION OF THE MEETING**

Motion by Mr. DiGregorio and seconded by Mr. Bower that the Board of Education resume the public portion of the meeting at 8:31 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Motion by Ms. Porter and seconded by Mr. DiGregorio that the Board of Education approve the following items:

1. Approve the appointment of Amber Fair as the Elementary Academic Support Instructor at an annual salary of \$52,869 Step 1 BA (to be prorated based on start date) effective May 1, 2017 through June 16, 2017. Benefits according to the MEA Collective Bargaining Agreement.
2. Accept, with regrets, the letter of resignation from Hayden Delia, effective June 30, 2017.

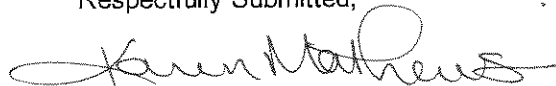
*Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.*

**ADJOURNMENT**

Motion by Mr. Buzby and seconded by Mr. Robinson that the Board of Education meeting be adjourned at 8:32 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary