

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Thursday, March 16, 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 Thursday, March 16, 2017.

Mrs. Skwirut, Board President, called the meeting to order at 7:09 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, Ms. Porter, Mrs. Richman, Mr. Robinson, and Mrs. Skwirut.

Members Excused: Mr. Buzby Members Absent: Mr. DiGregorio

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

**AUDIENCE PARTICIPATION I - None**

**APPROVAL OF MINUTES**

Motion by Ms. Porter and seconded by Mrs. Richman that the Board of Education approve the regular meeting minutes and executive session minutes of February 21, 2017.

*Unanimously approved by voice vote. Motion Carried.  
Abstain: Mrs. Richman and Mr. Bower - Executive session only*

**FINANCIAL**

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

1. **Board Secretary Certification** *(Pages 5875-5885)*  
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 January 31, 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 January 31, 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 January 31, 2017.
2. **Cash Reconciliation Report** *(Page 5886)*  
Approve the cash reconciliation report for the month of January 2017.
3. **Transfers** *(Page 5887)*

Approve the transfer list for the month of February 2017.

4. **Bills To Be Paid** (Pages 5888-5889)  
Approve payroll and agency for February 2017 and the bills list for March 2017.

5. **Preliminary Budget Submission** (Page 5890)  
After finance committee review and discussion of the proposed 2017-2018 budget and upon discussion with the full board, it is recommended that the Mannington Board of Education approve by Resolution the submission of the 2017-2018 budget to the Salem County Office of Education for Executive County Superintendent approval, noting that the budget is within the statutory cap and reflects a less than 2% increase in the tax levy.

Further, to approve scheduling the public hearing on the 2017-2018 budget for Tuesday, April 25, 2016 at 7:00 p.m. with the regular monthly meeting to follow.

(Note: 4th Tuesday of April to comply with Public Hearing date requirements)

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

**BOARD OF EDUCATION BUSINESS**

1. Committee Reports - None
2. Committee Reports
  - a. Policy Committee met to review the policies on this agenda.
  - b. Personnel & Finance Committee met to review the budget.
  - c. Negotiations Committee update - Salary guides were reviewed.
3. Unfinished Business
  - a. Online Ethics Financial Disclosure Forms - Complete by April 30th.
4. New Business
  - a. Superintendent Evaluation for 2017 - Complete by April 30th.

**SUPERINTENDENT'S RECOMMENDATIONS**

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

- A. **Professional Personnel**
  1. Approve the request for reimbursement from Noelle Kitchin for course MRD7920, Practicum in Reading for the summer session. This course is part of the Wilmington University Masters of Reading Program. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
- B. **Support Personnel**
  1. Approve the appointment of Amber McLaughlin as a Part-time Cafeteria Worker at the rate of \$10.00 per hour, for approximately nine (9) hours per week effective March 28, 2017 through June 30, 2017. Vacation and personal time per Board Policy. Due to part-time status, there are no other benefits associated with this contract.
  2. Approve the appointment of Mary Wilson as a Part-time Cafeteria Worker at the rate of \$10.00 per hour, for approximately six (6) hours per week effective March 27, 2017 through June 30, 2017. Vacation and personal time per Board Policy. Due to part-time

status, there are no other benefits associated with this contract.

3. Approve a revised contract for Carol Ives, increasing to 5.5 hours per day at a rate of \$10.75 per hour. Prorated contract for the period of April 1, 2017 through June 30, 2017 is \$3,031.25. Vacation and personal time per Board Policy. Due to part-time status, there are no other benefits associated with this contract.
4. Approval to advertise for part-time summer custodial/maintenance workers.
5. Approve the following substitutes at the 2016-2017 board approved rates:
  - Elizabeth Hickman - teacher and aide
  - Melissa Young - teacher and aide
  - Suzann Mendenhall - teacher and aide
  - Andrew Misinkavitch - custodian

C. **Other**

1. **Policies** – Approve the following policies according to status:  
(Recommended changes due to a review of the Policy Manual by NJSBA)

CODE	POLICY	STATUS
2256 (Replaces 2255)	Administration Action Planning for NJQSAC	2nd Reading
6145.4	Instructional Program Sports-Related Concussions & Head Injuries	2nd Reading

2. **Policies** – Approve the following policies according to status:  
(Policy Committee met and reviewed policy changes)

CODE	POLICY	STATUS
3542.46	Business and Non-Instructional Operations Meals on Credit/Charged Meals	Revision
4150.2	Instructional Personnel Sick Days	Delete
4150.3	Instructional Personnel Employee Vacations and Holidays	Delete
4250.2	Support Personnel Sick Days	Revision
4250.3	Support Personnel Employee Vacations	Revision
6171.4	Instructional Program Special Education	Revision

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

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
TEAM	5/13/17	10:00 am to 2:00 pm	Backyard	Cow-munity Day	Joyce Pompper

4. **Field Trip** – Approve the following request:

DATE	GRADE	# OF STUD	LOCATION	TEACHERS	PER STUD COST	BUS COST	ANTICIPATED SUB COST
5/3/17	5	14	Greenwich, NJ	Mrs. Carullo	\$3.00 (paid by TEAM)	\$150 (est.)	\$85

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

Student	Grade	Student	Grade	Student	Grade
Wesley Hewitt	1	Brayden Call	3	Anabel Schaal	3
Logan Schaal	1	Olivia C. Foster	3	Noah Azamar	5
Isabel Azamar	2	Xavier Jones	3	Hannah Ayars	8
Mallory Paulding	2	Tyler Land	3		

6. **Student Admissions** - Approve the attendance of Emma Savidge (daughter of Katelyn Savidge) in the PreKindergarten program for the 2017-2018 school year.
7. **Assurance Statement** - Approve by Resolution the Assurance Statement for Special Education Policies and Procedures. (Page 5891)
8. **School Calendar** - Approve the revised 2016-2017 school calendar. Revision is due to two snow closing days (Page 5892)
9. **School Calendar** - Approve the 2017-2018 school calendar (Page 5893)
10. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of February 17, 2017 to March 10, 2017.
11. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of December 24, 2016 to February 16, 2017, noting there were no incidents.

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

5874

**SUPERINTENDENT'S REPORT**

(Pages 5894-5895)

Motion by Ms. Porter and seconded by Mr. Robinson that the Board of Education approve the Superintendent's Report, including:

Fire Drill - 2/24/17

Security Drill - 2/15/17

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

**FOR YOUR INFORMATION**

1. School Report

(Page 5896)

2. Mannington Messenger - February

3. Important Dates:

a. Public Hearing on the Budget and Regular Monthly Meeting

- Tuesday, April 25, 2017 at 7:00 pm (Note: This is the 4th Tuesday of the month)

b. TEAM Beef & Boogie - March 25, 2017 at 7:00 pm at Woodstown Moose Lodge

c. TEAM Bingo - Friday, April 7, 2017

d. TEAM Cowmunity Day - Saturday, May 13, 2017

**AUDIENCE PARTICIPATION II - None**

**ADJOURNMENT**

Motion by Mrs. Richman and seconded by Ms. Porter that the Board of Education meeting be adjourned at 7:41 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary