

## MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES – January 5, 2016

The Reorganization Meeting of the Board of Education of the Township of Mannington, County of Salem, New Jersey, was held at 7:00 pm on Tuesday, January 5, 2016.

Mrs. Mathews called the meeting to order at 7:11 p.m.

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

Mrs. Mathews 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.

## OATH OF OFFICE

The Business Administrator issued the Oath of Office to elected Board Member:  
Scott Robinson

## ROLL CALL OF MEMBERS

Members Present: Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson, Mrs. Shimp, Mrs. Skwirut, and Mrs. Van Dover.

Members Excused: Mrs. Richman      Members Absent: None

Also Present: Ms. Kristin Williams, Principal/Superintendent and Mrs. Karen Mathews, Business Administrator/Board Secretary and members of the community attending on file in board office.

## NOMINATIONS

Motion by Mr. Buzby and seconded by Mrs. Shimp to nominate Mrs. Skwirut for President.

Motion by Mrs. Porter and seconded by Mr. Buzby to close nominations for President.

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

Motion by Mrs. Shimp and seconded by Mr. Buzby to nominate Ms. Porter for Vice President.

Motion by Mr. Buzby and seconded by Mrs. Shimp to close nominations for Vice President.

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

Mrs. Skwirut, President, presided over the meeting.

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

## DESIGNATION OF NEWSPAPER

Approve the designated official newspaper for the 2016 year as *South Jersey News Media* (This publication covers Salem, Gloucester & Cumberland Counties).

## ONLINE MEDIA

Approve the use of NJHire.com for online job postings for the 2016 year.

## DESIGNATION OF REGULAR MEETING DATES

Approve the third Tuesday of the month (unless noted) for meeting dates for calendar year 2016.

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#### APPOINTMENT OF BOARD SECRETARY

Approve the appointment of Karen Mathews, as Board Secretary, effective January 2016 and until the next reorganization meeting in January 2017.

#### DESIGNATION OF DEPOSITORY OF FUNDS

Approve the designated depositories for Mannington funds:

- a. Fulton Bank of New Jersey
- b. Commerce Capital Markets (Heating) J.P Morgan/Chase NYC

#### DESIGNATION OF SIGNATORIES

Approve the following as Account Signatories:

- a. General Fund (Account #06005497) Requires three signatures: President, Business Administrator/Board Secretary, Superintendent (Vice President as alternate).
- b. Payroll (Account #06005500) Requires two signatures: Business Administrator/Board Secretary, Superintendent (President as alternate).
- c. Agency (Account #06005438) Requires three signatures: President, Business Administrator/Board Secretary and Superintendent (Vice-President as alternate).
- d. School Fund (Account #06005446) Requires two signatures: Principal/Superintendent, Activity Accountant (President or Business Administrator/Board Secretary as alternates).
- e. Reimbursement (Account #06015247) Requires one signature: Business Administrator/Board Secretary (President as alternate).
- f. Capital Reserve (Account #08157081) Requires one signature: Business Administrator/Board Secretary (President as alternate).

#### ADOPT POLICY MANUAL

Approve all existing policies, bylaws and regulations for the 2016 year as per the recommendation of the Superintendent.

#### ADOPT DISTRICT CURRICULUM

Approve and adopt the district curricula and texts as listed below for the 2016 year as per the recommendation of the Superintendent:

Technological Literacy	Family Life/Health
Language Arts Literacy	Mathematics
Science	Social Studies
Physical Education	Family & Consumer Science
Gifted and Talented	Visual/Performing Arts
World Language (Spanish)	Career Education

#### APPROVE TEXTBOOKS

Approve the textbooks associated with the approved curriculum that will be used during the 2016 school year as per the recommendations of the Superintendent:

- Houghton Mifflin Journeys - Grades K-5
- Houghton Mifflin GoMath - Grades K-5
- Zaner Bloser Writing Strategies - Grades K-8
- Teachers Curriculum Institute Social Studies - Grades 1-8
- STC Science - Grades K-8
- FOSS & Insights Science - Grades 1-8
- Lab Aids Science - Grades 7-8

*Roll Call Vote: Ayes (6) Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson, Mrs. Shimp, and*

*Mrs. Skwirut. Nays (0.) Abstain (0). Motion carried*

#### APPOINTMENT OF SALEM CITY HIGH SCHOOL REPRESENTATIVE

A letter was received from the Department of Education, Salem County Office, stating that Mannington Township School does not have sufficient enrollment (10%) to receive representation on the Salem City School Board for 2016.

Further, Mannington Township School, does not have the combined enrollment (15%) to share representation with another sending district.

*Unanimously approved by voice vote. Motion Carried.*

There being no further reorganization business to be brought before the board, this portion of the meeting is adjourned and the board will move into the regular monthly meeting.

#### APPROVAL OF MINUTES

Motion by Mr. Buzby and seconded by Mr. DiGregorio that the Board approve the regular meeting minutes and executive session meeting minutes of December 15, 2015.

*Unanimously approved by voice vote. Motion Carried. Abstain: Mr. Robinson and Mrs. Shimp.*

#### FINANCIAL

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

1. **Budget Summary Report**
  
2. **Board Secretary/Financial 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 November 30, 2015 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 November 30, 2015, 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 November 30, 2015.
  
3. **Cash Reconciliation** - The financial report and the Board Secretary's Report are in agreement for the month of November 2015. *(Page 5518-5529)*
  
4. **Transfers** – Approve the transfer list for December 2015. *(Page 5530)*
  
5. **Bills To Be Paid** – Approve payroll and agency for December 2015 and the bills list for January 2016. *(Page 5531-5533)*  
 Further, approve payment of any additional bills, if needed, during January 2016 with the bills list presented for final approval at the February meeting.

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

BOARD OF EDUCATION BUSINESS

1. **Correspondence**

- a. NJ School Boards Association -  
Eric Buzby completed Governance IV: Legal Update/HIB

2. **Committee Reports** - None

3. **Unfinished Business**

Motion by Mr. Buzby and seconded by Mrs. Shimp that the Board of Education accept the 2015 Board Self-Evaluation Summary.

Roll Call Vote: Ayes (4) Mr. Buzby, Ms. Porter, Mrs. Shimp, and Mrs. Skwirut. Nays (0) Abstain (2) Mr. DiGregorio and Mr. Robinson. Motion carried

4. **New Business**

- a. School Board Recognition Month Resolution (Page 5534)
- b. Code of Ethics for School Board Members reviewed and signed by all members.

SUPERINTENDENT'S REPORT

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

A. **Update to Board of Education**

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- Fire Drill - 12/11/15 Security Drill - 12/22/15

B. **Support Personnel**

- 1. Approve the following substitutes at the 2015-2016 board approved substitute rates:  
David VanMeter - substitute custodian

C. **Other**

- 1. **Facilities Use** – Approve the following request for the 2015-2016 year:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
American Red Cross	2/8/16	2:30 pm - 7:30 pm	All-purpose room	Blood Drive	Jody Viereck

- 2. **Field Trip** – Approve the following requests for the 2015-2016 year:

DATE	GRADE	# OF STUD	LOCATION	TEACHERS	PER STUD. COST	PAID BY	BUS COST	PAID BY	ANTICIPATED SUB COST
2/11/16 or 2/13/16	8	23	Salem High School	Mrs. McCormick	n/a	n/a	\$100 est.	Board	\$40
2/3/16	4	19	PSE&G	Mrs. Stiles	n/a	n/a	n/a	n/a	\$0

			Training Center						
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3. **Workshops** - Approve the following requests for the 2015-2016 year:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Jordan Stebich	Quinton, NJ	Articulation	1/13/16	\$50 (est.)	X	\$80
Jody Viereck	Mullica Hill, NJ	Google Educator Certification	2/29/16 & 3/1/16	\$300	X	\$160

4. **HIB Grade** - Accept the NJDOE 2016 HIB Self-Assessment grade.
5. **HIB** – Approve, as per the NJDOE HIB reporting requirements, that there were no instances of HIB for the period of December 11, 2015 - January 4, 2016.

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

Melanie Richman arrived at 8:32 p.m.

OATH OF OFFICE

The Business Administrator issued the Oath of Office to elected Board Member: Melanie Richman

FOR YOUR INFORMATION .

1. School Report
2. Important Dates:

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Board of Education Meeting - Tuesday, February 16, 2016 at 7:00 p.m.

AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Mr. Buzby and seconded by Mrs. Shimp that the Board of Education meeting be adjourned at 8:47p.m.

*Unanimously approved by voice vote. Motion Carried.*

  
Karen Mathews, Board Secretary