

MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES – January 3, 2017

The Reorganization and 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, January 3, 2017.

Mrs. Mathews, Board Secretary, called the meeting to order at 7:06 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

Business Administrator issued the Oath of Office to the elected Board Members:

- Michael Bower
- Robert DiGregorio
- Patricia Skwirut

ROLL CALL

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

NOMINATIONS

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

Motion by Mrs. Richman and seconded by Ms. Porter to close nominations for President.

Roll call vote: Ayes (7) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson, and Mrs. Skwirut Nays (0). Abstain (0). Motioned carried.

Motion by Mr. Buzby and seconded by Mrs. Richman to nominate Carmen Porter for Vice President.

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

Roll call vote: Ayes (7) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson, and Mrs. Skwirut Nays (0). Abstain (0). Motioned carried.

~~ Meeting is turned over to the elected Board President.~~

PRESENTATIONS

Student of the Month Recognitions

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

DESIGNATION OF NEWSPAPER

The Board approve the designated official newspaper for the 2017 year as *South Jersey News Media*. (This publication covers Salem, Gloucester and Cumberland Counties).

ONLINE MEDIA

The Board approve the use of NJHire.com for online job postings for the 2017 year.

DESIGNATION OF REGULAR MEETING DATES

The Board approve the third Tuesday of the month (unless noted) for meeting dates for calendar year 2017 as per the attached schedule.

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APPOINTMENT OF BOARD SECRETARY

The Board approve the appointment of Karen Mathews, as Board Secretary, effective January 2017 and until the next reorganization meeting in January 2018.

DESIGNATION OF DEPOSITORY OF FUNDS

The Board approve the designated depositories for Mannington Funds:

- a. Fulton Bank of New Jersey
- b. TD Bank, NA (Bonds)

DESIGNATION OF SIGNATORIES

The Board 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: 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).

POLICY MANUAL

The Board approve all existing policies, bylaws and regulations for the 2017 year as per the recommendation of the Superintendent.

DISTRICT CURRICULUM

The Board approve and adopt the district curriculum as listed below for the 2017 year as per the

recommendation of the Superintendent.

Technological Literacy
 Language Arts Literacy
 Science
 Physical Education
 Gifted & Talented
 World Language

Family Life/Health
 Mathematics
 Social Studies
 Family & Consumer Science
 Visual/Performing Arts
 Career Education

TEXTBOOKS

The Board approve the textbooks associated with the approved curriculum that will be used during the 2017 school year as per the recommendations of the Superintendent.

Houghton Mifflin Journeys - Grades K-5
 Pearson Online - Grades 6-8
 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

PURCHASING MANUAL

The Board approve the revisions made to the Purchasing Manual, which defines the proper purchasing practices of the Mannington Township School Business Office. This manual is required per QSAC and was originally approved by the Board of Education on October 9, 2007.

STANDARD OPERATING PROCEDURES

The Board approve the revisions made to the Guide for Standard Operating Procedures and Internal Controls manual, which describes the standard business office practices of the Mannington Business Office. This manual was originally approved by the Board of Education in 2009, as mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6.

Roll call vote: Ayes (7) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson, and Mrs. Skwirut Nays (0). Abstain (0). Motioned 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 to receive representation on the Salem City School Board for 2017. In addition, the sending districts do not have sufficient enrollment for combined representation.

AUDIENCE PARTICIPATION I - None

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 Mrs. Richman and seconded by Ms. Porter that the Board of Education approve the regular meeting minutes November 15, 2016.
Unanimously approved by voice vote. Motion carried.

FINANCIAL

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

1. **Board Secretary/Financial Certification** (Pages) 5803-5824
 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 October 31, 2016 and November 30, 2016 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 October 31, 2016 and November 30, 2016, 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 October 31, 2016 and November 30, 2016.
2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the months of October 2016 and November 2016. (Pages) 5825-5832
3. **Transfers** - Approve the transfer lists for the months of November 2016 and December 2016. (Page) 5833-5834
4. **Bills To Be Paid** - Approve payroll and agency for November 2016 and the bills list for December 2016. Further, approval to pay any necessary warrants for the month of January 2017 with the payment list presented at the February 2017 meeting for final approval per the recommendation of the Superintendent and the Business Administrator. (Pages) 5835-5836

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

BOARD OF EDUCATION BUSINESS

1. **Correspondence**
 - a. NJ School Boards Association - Mr. Robinson completed Governance I: New Board Member Orientation
2. **Committee Reports** -
 - a. Negotiations Committee - Update on "Bargaining at the Table" session
 - b. SCSBA Delegate - Update on "Pathways to Success" dinner meeting
3. **Unfinished Business** -

- a. Motion by Ms. Porter and seconded by Mr. Buzby that the Board of Education accept the 2016 Board Self-Evaluation Summary.

Unanimously approved by voice vote. Motion carried.

- b. Update on the Feasibility Study regarding changing the send/receive high school relationship from Salem HS to Woodstown HS.

4. **New Business**

- a. School Funding Update
- b. School Board Recognition Month Resolution (page) 5837
- c. Code of Ethics for School Board Members
- d. Send letters to recognize staff accomplishments and efforts.

SUPERINTENDENT'S RECCOMENDATIONS

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

A. **Professional Personnel**

- a. Approve the leave of absence request from Elaine Cooke beginning January 16, 2017. Return to work date is unknown at this time. Mrs. Cooke will be using a combination of sick leave and unpaid time.
- b. Approval to interview and offer the Long-term Elementary ASI Substitute Teacher position to the candidate of choice with final approval by the Board of Education at the February meeting.
- c. Approve payment to Noelle Kitchin for graduate course MRD7815, Application of Strategies for Teaching Content Area Reading, completed during the Fall 2016 term in accordance with the negotiated contractual agreement.
- d. Approve the request for reimbursement from Noelle Kitchin for course MRD7903, Diagnosis and Correction of Reading Difficulties. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.

B. **Support Personnel**

- a. Accept, with regrets, the letter of resignation from Jacqueline McAllister.
- b. Approval to interview and offer the Part-time Business Office Clerk position to the candidate of choice with final approval by the Board of Education at the February meeting.

C. **Other**

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

CODE	POLICY	STATUS
4151.3	Instructional Personnel Light Duty Assignments Due to Injury or Illness	2nd Reading

4251.3	Support Personnel Light Duty Assignments Due to Injury or Illness	2nd Reading
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2. Facilities Use – Approve the following requests:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Mannington Rec	Various December through February	3:15 pm - 4:30 pm	All-Purpose Room	Developmental Basketball	Joyce Pompper
Mannington Rec	Various January through March	5:00 pm - 6:00 pm	All-Purpose Room	PeeWee Sports	Brian Bohn
Mannington Youth League Basketball	Wednesdays December to March	6:00 pm - 7:00 pm	All-Purpose Room	Basketball	Mike Wilson
Fox Rehabilitation	1/9/17	6:30 pm - 7:00 pm	Library	Parent Presentation on Concussions	Cynthia Moore
Salem County School Nurses Association	2/9/17	4:15 pm - 6:15 pm	Library	Quarterly Meeting	Cynthia Moore
T.E.A.M.	2/2/17	6:00 pm - 9:00 pm	Multipurpose Room	Bingo	Rebecca Gower Ferguson
8th Grade Parents	2/2/17	6:00 pm - 9:00 pm	Kitchen	Bingo Concessions	Ms. Porter
8th Grade Parents	1/12/17	5:30 pm - 7:00 pm	Library	8th Grade Class Meeting	Ms. Porter

3. Workshops - Approve the following requests:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ESTIMATED SUB COST
Mrs. Moore	Auletto Caterers	Asthma & Allergy Update	1/18/17	\$45	X	n/a Evening
Mrs. Moore	Auletto Caterers	Disability Awareness & Sensitivity	2/15/17	\$45	X	n/a Evening
Mrs. Moore	Auletto Caterers	Legal Issues Update	3/15/17	\$45	X	n/a Evening
Mrs. Carullo & Miss DiSanto	Blackwood, NJ	Social Studies Common Core & PARCC	1/27/17, 2/10/17,	\$800	X	\$680

		Consortium	2/24/17, 3/10/17			
Mrs. Viereck	Cherry Hill, NJ	Project Based Learning Technology	1/30/17	\$245	X	\$85
Mrs. Viereck	Cherry Hill, NJ	RTI: Disruptive & Difficult Student Behaviors	2/6/17	\$245	X	\$85
Ms. Williams & Mrs. Viereck	Monroe Twp	PARCC - Mandatory Training	2/13/17		X	n/a
Mrs. Carullo	Rowan University	Education: A Living System	3/3/17	\$179	X	\$85
Ms. Williams	Atlantic City	TECHSPO 2017	1/26/17 -1/27/17	\$425	X	n/a

4. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent’s monthly report for the period of November 16, 2016 to December 23, 2016.

5. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent’s monthly report for the period of October 15, 2016 to November 14, 2016, noting that there were no incidents.

Roll Call vote: Ayes (7) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.

SUPERINTENDENT’S REPORT

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

- A. **Update**
- Fire Drill - 12/22/16
 - Security Drill - 11/28/16 and 12/16/16

Unanimously approved by voice vote. Motion carried.

FOR YOUR INFORMATION

- School Report
- Important Dates: Board of Education Meeting -
Tuesday, February 21, 2017 at 7:00 p.m.

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AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Mr. Buzby and seconded by Ms. Porter that the Board of Education meeting be adjourned at 8:55 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Karen Mathews".

Karen Mathews
Business Administrator/Board Secretary