

MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES – April 26, 2016

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 26, 2016.

Mrs. Skwirut, President, called the meeting to order at 7:06 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. Buzby, Mr. DiGregorio, Ms. Porter (arrived at 7:10 pm), Mrs. Richman, Mr. Robinson, Mrs. Shimp, and Mrs. Skwirut. Members Excused: None Members Absent: None

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

PRESENTATIONS

1. Student of the Month - N. Catalano & D. Kerr

CORRESPONDENCE

AUDIENCE PARTICIPATION I - None

PUBLIC HEARING 2016-2017 BUDGET & BOARD APPROVAL

Motion by Mrs. Shimp and seconded by Mrs. Richman that the Board of Education approve the following item:

It is recommended that the Board approve by Resolution the fiscal year 2016-2017 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 4.99% increase in the tax levy and utilizes an enrollment adjustment of \$63,976 and banked cap of \$13,327.

	Budget	Local Tax Levy
General Fund	\$ 3,529,697	\$ 2,753,976
Special Revenue Fund	\$ 160,429	\$ 0
Debt Service Fund	\$ 171,989	\$ 113,507
Total Base Budget	\$ 3,862,115	\$ 2,867,483

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

Following the Public Hearing on the Budget - Regular Monthly Business:

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
- 8. Personnel Matters
- 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 Mrs. Richman and seconded by Mrs. Shimp that the Board of Education enter into executive session at 7:15 p.m.

Unanimously approved by voice vote. Motion Carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion by Mr. Buzby and seconded by Mrs. Shimp that the Board of Education resume the public portion of the meeting at 8:21p.m.

Unanimously approved by voice vote. Motion Carried.

APPROVAL OF MINUTES

Motion by Mr. Buzby and seconded by Mrs. Richman that the Board of Education approve the regular meeting minutes and the executive session minutes of March 16, 2016.

Unanimously approved by voice vote. Motion Carried.

FINANCIAL

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

1. **Board Secretary Certification**

(Pages 5599-5609)

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 29, 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 February 29, 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 month ending February 29, 2016.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of February 2016. *(Page 5610)*
3. **Transfers** – Approve the transfer list for the month of March 2016. *(Page 5611)*
4. **Bills To Be Paid** – Approve payroll and agency for March 2016 and the bills list for April 2016. *(Pages 5612-5614)*
5. **Shared Services Spanish** - Approve a revised Memorandum of Understanding for the Shared Services Spanish Teacher for 2015-2016 with an adjusted cost of \$7,700.
6. **Out-of-District Tuition and Transportation** - Approve the tuition contract with Pineland Learning Center for one student for 53 days at a per diem rate of \$262.57. Total tuition cost for the remainder of the 2015-2016 school year is \$13,916.21. In addition, approve the transportation of the student on a GCSSSD bus route at an estimated cost of \$96.56 per day (plus 7% admin fee). Both tuition and transportation will be reimbursed by the State of NJ. *(Page 5615)*
7. **District Tax Schedule** – Approve the District Tax Schedule for 2016-2017, based on the approved budget, in the amount of \$2,753,976 general fund and \$113,507 debt service fund for a total of \$2,867,483.
8. **NJSIG Safety Grant** – 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 \$2,261.01. *(Page 5616)*
9. **Transportation Contract** – Approve entering into a Participation Agreement for 2016-2017 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.

10. **Child Study Team Contract** – Approve the agreement with Salem County Special Services School District to provide Child Study Team Services for the 2016-2017 school year at an annual rate of \$70,533.
11. **OT/PT/Speech Contract** – Approve the itinerant services agreement and rates for related services/evaluations on an as needed basis with Salem County Special Services for the 2016-2017 school year.
12. **SCVTS Tuition** - Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2016-2017 school year. Tuition rates are \$1,325 shared-time and \$2,650 full-time. Estimated enrollment is 36 full-time students for a total cost of \$95,400.
13. **Janitorial Supplies** - Approve the Joint Purchase Agreement with Oldmans Township for the participation in the purchase of janitorial supplies for the 2016-2017 school year.
14. **Cafeteria Services** - Approve the discontinuation of the LEA to LEA Vended Meals Contract with Salem City School District effective June 30, 2016.
15. **Cafeteria Services** - Approve the SFA to SFA Vended Meals Contract with Salem County Vocational Technical School for vended meals for the 2016-2017 school year. Estimated yearly total cost is \$45,135 (\$2.95 per meal and \$12 per day for delivery).

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

BOARD OF EDUCATION BUSINESS

1. **Correspondence** - 2016-17 One-Year Preschool Program Plan Update and Budget Statement Approval by the Division of Early Childhood Education.
2. **Committee Reports** - None
3. **Unfinished Business** – None
4. **New Business** --
 - Motion by Mrs. Richman and seconded by Mrs. Shimp that the Board of Education approve the following item:
 - a. Cherry Tree Trimming- Dennis Sloan would like to trim the Cherry Trees in the front of the school. He would pay the Board \$300 because he can use the clippings.

Unanimously approved by voice vote. Motion Carried.
 - b. Mandated Training for 2016 - The following board members need to select online or in-person training:
 - i. Robert DiGregorio - Governance II
 - ii. Melanie Richman - Governance IV

- iii. Scott Robinson - Governance I
- iv. Cynthia Shimp - Governance III

SUPERINTENDENT'S REPORT

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

A. Update to Board of Education - Superintendent Report
 Fire Drill - 3/18/16 Security Drill - 3/31/16

B. Professional Personnel

1. Teacher Contracts - Approve issuing a contract to the tenured and non-tenured teachers for the 2016-2017 school year.
2. Teachers' Salaries - Approve the 2016-2017 Teachers' Salaries as per the MEA Negotiated Agreement.
3. Curriculum Writing - Approve three staff members (Mrs. Carullo, Mrs. Giova, Mrs. Stiles) for summer curriculum writing positions. Payment in the amount of \$800 each will be paid upon completion of curriculum writing during the summer of 2016.
4. Head Teacher - Approve an additional \$1,000 to be utilized (if needed) for payment of Head Teacher hours for the 2015-2016 school year.

C. Support Personnel

1. 10 Month Support Staff - Approve the 2016-2017 contracts and salaries for the Classroom Aides and Cafeteria Staff.
2. 12 Month Support Staff - Approve the 2016-2017 contracts and salaries for the Administrative Support Staff and Maintenance/Custodial Staff.
3. Summer Custodian - Approve Alecia Bass as a summer custodial worker effective June 20, 2016 through August 18, 2016 at a rate of \$12.90 per hour for 24-28 hours per week. Mrs. Bass submitted a letter of interest and is a returning summer employee.
4. Resignation - Accept the resignation letter from Barbara DiTeodoro effective June 30, 2016. Mrs. DiTeodoro has been a part-time cafeteria employee for four years.

D. Other

1. **Policies** – Approve the following policy according to status:

CODE	POLICY	STATUS

3335	Business & Non-Instructional Operations - Travel Expenses	Revision
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2. **Facilities Use** – Approve the following requests for the 2015-2016 year:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
TEAM	5/7/16	10 am - 2 pm (Set-up 7 am)	Parking lot & school grounds	Community Day	Cynthia Shimp
TEAM	5/24/16	9 am - 2 pm	Library	Teacher Appreciation Luncheon	Heidi Bower
Salem County	6/22/16	1:00 pm - 3:30 pm	Parking Lot & All-purpose Room	Shelter Set-up	Robert DiGregorio

3. **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
6/2/16	4th - 8th	Approx 45	Salem Community College - Math Showcase	Mrs. McCormick, Mrs. Stiles, Mrs. Anderson	\$0	n/a	\$160 est.	Board	\$240
6/9/16	6th	17	University of Penn Museum	Mrs. Anderson Mrs. Williams	n/a	TEAM	\$200 est.	TEAM	\$160
5/6/16			Nova Care - Fuel Up to Play 60	Ms. Nessen & Mrs. Bass	n/a	n/a	\$200 est.	Board	\$120

4. **Workshops** - Approve the following requests for the 2015-2016 year:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mrs. Bass	Woodstown, NJ	Salem County Food Summit	5/13/16	n/a	X	\$40
Mrs. Moore	Almonesson, NJ	Lyme Disease - Update for School Nurses	5/18/16	\$55	X	n/a 5pm - 7 pm
Mrs.	Vineland, NJ	Understanding	6/9/16	\$81	X	\$125

Moore		Diabetes/New Ideas on a Serious Epidemic				
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5. **School Calendar** - Approve the 2016-2017 School Calendar.
6. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent’s monthly report for the period of February 12, 2016 to March 14, 2016.
7. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent’s monthly report for the period of March 15, 2016 to April 22, 2016.

Roll Call Vote: Ayes (7) Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson, Mrs. Shimp, and Mrs. Skwirut. Nays (0.) Abstain (1) Mrs. Richman (B1 and B2). Motion carried..

FOR YOUR INFORMATION

1. School Report (Page 5617)
2. Wellness Committee Meeting - Tuesday, May 3, 2016 at 2:15 pm
3. Community Day - Saturday, May 7, 2016 from 10 am to 2 pm
4. Family Fun Night - Thursday, May 12, 2016 at 6:30 pm
5. Board of Education Meeting - Tuesday, May 17, 2016 at 7 pm
6. Spring Concert - Wednesday, May 25, 2016 at 7 pm

AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Mrs. Shimp and seconded by Mrs. Richman that the Board of Education meeting be adjourned at 8:53 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews
Business Administrator/Board Secretary