

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES – June 16, 2015**

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, June 16, 2015.

Mrs. Skwirut, President, called the meeting to order at 7:03 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, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Members Excused: None Members Absent: None

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

**PRESENTATIONS**

1. Student of the Month Recognitions  
Jayden Fordham and Faith Mitchell

**CORRESPONDENCE**

1. Approval letter from the Division of Early Childhood Education for the One-Year Preschool Program Plan Update and Budget Statement for 2015-2016.
2. Letters from parents regarding staff member Casey Maxwell.
3. Thank you letter from parents of Pre-K student, James & Lori Gillespie, acknowledging and thanking all staff for the education and "family environment" at Mannington.
4. Letter received from Mrs. Maxwell regarding tuition request.

Motion by Mrs. Richman and seconded by Mrs. Heritage that the Board deny the letter of request for reduced tuition.

*Roll Call vote: Ayes (7) Mr. Buzby, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Nays (0). Abstain (0). Motion carried.*

**AUDIENCE PARTICIPATION I -**

1. Mrs. Alison Bohn regarding combination of Pre-Kindergarten and Kindergarten classrooms.

**PRINCIPAL'S REPORT – Ms. Williams**

(Page 5379)

1. Drills - Fire Drill 5/28/15; Security Drill 5/22/15

**APPROVAL OF MINUTES**

Motion by Mrs. Van Dover and seconded by Mrs. Richman that the Board approve the regular meeting minutes and executive session minutes of May 19, 2015.

*Approved by voice vote. CH Abstained. Motion Carried.*

**FINANCIAL**

Motion by Mrs. Richman and seconded by Ms. Porter 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 May 31, 2015 and after review of the Secretary's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of the Boards' 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 May 31, 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 May 31, 2015.

3. **Cash Reconciliation** – The financial report and the Board Secretary's Report are in agreement for the month of May 2015. *(Pages 5380-5391)*
4. **Transfers** – Approve the transfer lists for May and June 2015 *(Page 5393)*
5. **Bills To Be Paid** – Approve payroll and agency for May 2015 and the bills list for June 2015.  
Further, approval to authorize additional transfers in June 2015 and July 2015 as necessary, and the payment of any additional warrants necessary to close out the fiscal year. An additional bills list dated June 30, 2015 will be prepared and the board shall receive the payment list at the July meeting for final approval per the recommendation of the Superintendent and the Business Administrator.  
*(Pages 5391-5392)*
6. **Capital Reserve** - Approve a resolution authorizing the transfer of up to \$100,000 in current year surplus into Capital and/or Maintenance Reserve.. *(Page 5394)*
7. **2015-16 Anticipated Contracts Renewed, Awarded, Expiring** - Approve by Resolution the anticipated contracts for 2015-2016 school year as per P.L. 2015, Chapter 47, assuring that all contracts are in full compliance with state and federal statutes and regulations. *(Page 5394)*
8. **Preventative Maintenance** - Approve entering into agreement with Phillips McDade for Preventative Maintenance of the Delta Controls DDC System from July 1, 2015 through June 30, 2016 at an annual cost of \$2,750 (no increase).
9. **Oldmans Joint Purchase Agreement #16-100** - Accept and award the results of the custodial supplies bid #16-100 held by Oldmans Township Board of Education for the 2015-2016 school year as per the attached list. (26 vendors received bid packets and 12 bids were received).
10. **Grants**  
**IDEA Grant** – approve applying for fiscal year 2016 funds:
- |                |          |
|----------------|----------|
| IDEA B         | \$54,505 |
| IDEA Preschool | \$ 752   |
| TOTAL          | \$55,257 |

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NCLB Grant – approve applying for fiscal year 2016 funds:

TITLE I	\$64,236
TITLE IIA	<u>\$ 5,826</u>
TOTAL	\$70,062

*Items 1-10:*

*Roll Call vote: Ayes (7) Mr. Buzby, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Nays (0). Abstain (0). Motion carried.*

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

11. **New Jersey School Insurance Group Renewal** - Approve entering by Resolution into Renewal Agreement for membership with New Jersey Schools Insurance Group effective July 1, 2015 through June 30, 2018 for a (3) three year period with respect to types of district insurance coverages. Further, to approve the Resolution to join New Jersey Schools Insurance Group- ERIC South which joins with other school districts in the Indemnity and Trust Agreement, also effective for a (3) three year period beginning July 1, 2015. (Page 5395)

*Item 11:*

*Roll Call vote: Ayes (7) Mr. Buzby, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Nays (0). Abstain (0). Motion carried.*

## BOARD OF EDUCATION BUSINESS

1. Committee Reports - None
2. Unfinished Business –
  - a. Election Petitions for the November 2015 election are due to the County Clerk by July 27, 2015 at 4:00 p.m. Incumbents are Melanie Richman and Jennifer Van Dover. One petition was picked up by Scott Robinson.
  - b. Superintendent Evaluation - NJSBA online evaluation update.
  - c. Parent-Paid Tuition- research of tuition tier rates of other districts: only one school tiers for more than first child and additional siblings. The tier is three levels and is separated by even dollar amounts. Mannington example: \$3,000, \$2500, \$2,000 if board wants to reapprove.

Motion by Mr. Buzby and seconded by Mrs. Shimp that the Board of Education approve the addition of a 3rd child rate for parent paid tuition students. The rates will be as follows:

- 1st Child \$3,000
- 2nd Child \$2,500
- 3rd Child \$2,000

*Roll Call vote: Ayes (7) Mr. Buzby, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Nays (0). Abstain (0). Motion carried.*

3. New Business
  - a. Superintendent reports that all staff evaluations, including the principal evaluation, were completed for 2014-2015.

## SUPERINTENDENT'S REPORT

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

**Professional Personnel**

1. Approve the appointment of Jody Viereck as Head Teacher for the 2015-2016 school year at \$100 per diem (while performing administrative duties) not to exceed \$4,000 annually.

**Support Personnel**

1. Approve the retirement of Vivian Cleveland effective June 30, 2015 as per the attached letter.
2. Approve Lorraine Osborn as a temporary accounts payable clerk (during the office transition) at a rate of \$15 per hour.
3. Approve Irving Cuff as the part-time grounds worker at a rate of \$9.00 per hour effective upon completion of required paperwork through September 15, 2015. Total cost not to exceed \$3,000.
4. Approve Lisa Gillespie as substitute teacher, aide and secretary at board approved substitute rates and effective upon completion of all paperwork.

**Other**

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

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Woodstown Soccer Club	Oct 10th & 11th	8:00 am to 5:00 pm	Soccer Fields	Woodstown 15th Annual Columbus Day Tournament	Ashlee Sheppard

2. **Workshop** - Approve the following requests for the 2015-2016 year:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Lori Bobbitt, Liz Carullo & Jody Viereck	NJASCD Monroe Twp.	Chromebooks and the Common Core	7/14/15	\$199 each		n/a

3. **Student Admissions** - Approval of the following parent paid tuition students for the 2015-2016 school year.
  - Tyler Land - 1st grade
  - Alaina Murphy - 8th grade
4. **Graduation Awards** – Approve awarding \$25 each to eight (8) selected eighth grade students for achievement in the following areas: Valedictorian, Salutatorian, Academic Excellence, Science, Mathematics, Language Arts, Social Studies, and Spanish.
5. **Superintendent/Principal District Goals** - Accept the Superintendent's report on 2014-2015 goals.

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6. **Security Drills** - Approve the Security Drill Statement of Assurance that all requirements have been met relating to the practicing of school security drills for the 2014-2015 school year.
7. **Nursing Service Plan & Protocols** - Approve the 2015-2016 Nursing Service Plan and Nursing Protocols, both of which have been reviewed and signed off by our medical examiner.
8. **Tuition Reimbursement** - Approve payment to Jody Viereck for a graduate course completed during the Winter/Spring 2015 term in accordance with the negotiated contractual agreement.
9. **Graduate Course** - Approve the request from Jody Viereck for approval for tuition cost in accordance with negotiated contract agreement for one graduate course to be taken during fall term 2015.
10. **Summer Program** - Approve opening the library for students during the summer for checking out books and taking AR tests. Program to be coordinated by Kim Richman and held during normal building hours.
11. **HIB** – Approve, as per the NJDOE, HIB reporting requirements, the Superintendent's monthly report for May 16, 2015 – June 12, 2015.
12. **Advertise Vacancies** - Approve the business administrator, upon direction of the Superintendent, to advertise for vacant positions, as needed, in July in order to be fully staffed before school resumes in September.

*Roll Call vote: Ayes (7) Mr. Buzby, Mrs. Heritage, Ms. Porter, Mrs. Richman, Mrs. Shimp, Mrs. Skwirut and Mrs. Van Dover. Nays (0). Abstain (0). Motion carried.*

## FOR YOUR INFORMATION

1. School Report (Page 5396)
2. Salem High School 2015 Spring Arts Festival - Mrs. Allen notes Mannington student participation.
3. NJSBA Workshop, October 27-29, 2015 - registration intentions needed to board office as soon as possible.
4. Important Dates:
  - Graduation - Thursday, June 18, 2015 at 7:00 p.m.
  - Board of Education Meeting - Tuesday, July 21, 2015 at 7:00 p.m.

## AUDIENCE PARTICIPATION II

1. Brian Bohn regarding presentation of Sportsmanship award at graduation.
2. Kristi Pew regarding tuition student request.
3. Alison Bohn regarding parent involvement with PreKindergarten/Kindergarten classroom.

## RESOLUTION

Motion by Mr. Buzby and seconded by Mrs. Shimp to accept the resolution in recognition of Donna Dolbow's retirement and service to the district. (Page 5395)

*Unanimously approved by voice vote. Motion Carried.*

## 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
- 8. Personnel Matters – Personnel & Principal/Supt Contract discussion
- 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.

Mrs. Heritage excused from Closed Session

In Closed Session: Time: 7:55 p.m.  
 Motion: Mrs. Van Dover  
 Second: Mrs. Richman  
 Voice Vote: Yes: 6 No: none Abstain: none

Out of Closed: Time: 8:19 p.m.  
 Motion: Mrs. Van Dover  
 Second: Ms. Porter  
 Voice Vote: Yes: 6 No: none Abstain: none

## RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion by Mrs. Van Dover and seconded by Ms. Porter that the Board resume the public portion of the meeting at 8:19 p.m.

*Unanimously approved by voice vote. Motion Carried.*

## ADJOURNMENT

Motion by Mr. Buzby and seconded by Mrs. Shimp that the Board of Education meeting be adjourned at 8:30 p.m.

*Unanimously approved by voice vote. Motion Carried.*

  
 Donna Dolbow, Board Secretary