

MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES – June 21, 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, June 21, 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, Ms. Porter, Mrs. Richman, Mr. Robinson, Mrs. Shimp, and Mrs. Skwirut. Members Excused: None Members Absent: Mr. DiGregorio

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

AUDIENCE PARTICIPATION I - None

APPROVAL OF MINUTES

Motion by Mr. Robinson and seconded by Mrs. Shimp that the Board of Education approve the regular meeting minutes of May 17, 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 Certification**

Board's Certification:

(Pages 5656-5677)

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Mannington Township Board of Education certifies that as of April 30, 2016 and May 31, 2016 and after review of the Secretary's Monthly Financial Reports (April and May) 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 April 30, 2016 and May 31, 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 April 30, 2016 and May 31, 2016.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of April 2016 and the month of May 2016. *(Page 5678-5679)*

3. **Transfers** – Approve the transfer lists for the months of May 2016 and June 2016 *(Page 5680-5681)*

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4. **Bills To Be Paid** – Approve payroll and agency for May 2016 and the bills list for June 2016.
Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June and July 2016 for year end close out of financial reports. A list of bills or transfers for this period will be presented at the next regularly scheduled meeting.
(Page 5682-5683)
5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2016 with the payment list presented at the August meeting for final approval per the recommendation of the Superintendent and the Business Administrator.
6. **Purchasing Agent** - Approve appointment of Karen Mathews as the Purchasing Agent for the 2016-2017 school year with a bid threshold of \$29,000.
7. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$200,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts.
(Page 5684)
8. **EIRC** - Approve entering into Agreement with Educational Information and Resource Center (EIRC) to provide products and services to the Mannington Board of Education for the period of July 1, 2016 through June 30, 2017.
9. **Grants**
- | | |
|--|----------|
| <u>IDEA Grant</u> – approve applying for fiscal year 2017 funds: | |
| IDEA B | \$54,070 |
| IDEA Preschool | \$ 785 |
| TOTAL | \$54,855 |
-
- | | |
|--|-----------|
| <u>NCLB Grant</u> – approve applying for fiscal year 2017 funds: | |
| TITLE I | \$101,876 |
| TITLE IIA | \$ 4,945 |
| TOTAL | \$106,821 |
10. **Preventative Maintenance** - Approve entering into agreement with Phillips McDade for Preventative Maintenance of the Delta Controls DDC System from July 1, 2016 through June 30, 2017 at an annual cost of \$2,750.
11. **2016-2017 Anticipated Contracts to be Renewed, Awarded or to Expire** - Pursuant to P.L. 2015, Chapter 47, NJSA 18A:18A-42.2 the Mannington Board of Education intends to renew, award or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations: in particular, NJ Title 18A:18A et seq., NJAC 6A Chapter 23A, and Federal Uniform Administrative Requirements 2CFR, Part200.

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12. **Extended School Year Tuition** - Approve the following students and related tuition costs for the 2016 ESY Program:

Student	School	Dates	Hours/Days	Cost
DJ	SCSSSD - Regional Day	7/11/16 - 8/18/16	8:45 am - 2:45 pm Mon. - Thurs.	\$4,440.00
JZ	Pineland Learning Center	7/6/16 - 8/16/16	8:00 am - 1:30 pm	\$8,413.80
MD	Pineland Learning Center	7/6/16 - 8/16/16	8:00 am - 1:30 pm	\$8,413.80

13. **Extended School Year Transportation** - Approve the following transportation for the 2016 ESY Program:

Route/Location	Contractor	# on Route	Route Cost
SS384 Pineland Learning Center	Sheppard Bus Company	2 Mannington Students (3 students total)	\$73.42 est. per student \$205.86 total
SS389 Regional Day School	BR Williams	1 Mannington Student (9 students total)	\$25.93 est. per student \$233.38

14. **Pineland Learning Center Tuition** - Approve the Tuition Contract Agreement with Pineland Learning Center for two students (JZ and MD) to attend 210 days (including ESY) at a per diem rate of \$280.46 for a total 2016-2017 tuition cost of \$117,793.20 (\$58,896.60 per student). Note: Tuition for one student is reimbursable to the district.
15. **Alternative Middle School** - Approve the Tuition Contract with Salem County Special Services School District for one student (DZ) to attend Alternative Middle School from April 29, 2016 - June 30, 2016 at an annual amount of \$18,500 (to be prorated based on number of days enrolled).
16. **Out-of-District Tuition and Transportation** - Approve the tuition contract with Pineland Learning Center for one student (DC) for 12 days at a per diem rate of \$262.57. Total tuition cost for the remainder of the 2015-2016 school year is \$3,150.84. In addition, approve the transportation of the student on a GCSSSD bus route Y655 at an estimated cost of \$85 per day (plus 7% admin fee).
17. **School Sign** - Approve the purchase of an electronic sign for the front of the school. The cost of the sign will be split three ways by TEAM, Student Activities, and the Board of Education. Total cost is \$15,784. (Board's share is \$5,262.)
18. **Lockers** - Approve the purchase and installation of 75 lockers with combination locks to be installed in the hallway in the upper level wing. Estimated total cost is between \$10,000 and \$12,000.
19. **All-Purpose Room Doors** - Approve the purchase and installation of three sets of

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double doors with vertical rod exit devices in the All-Purpose Room. Total cost is estimated at \$15,228 (pending approval of spec sheet by the township).

20. **All-Purpose Room Lighting** - Approve the purchase and installation of LED lighting in the All-Purpose Room. Estimated total cost is between \$8,000 and \$10,000.
21. **Master Clock** - Approve the purchase of a new master clock and replacement of all classroom/office clocks, noting that only one quote was received as the master clock is specific to the PA/Intercom System that is in place at the school. Total cost is \$7,975.

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

BOARD OF EDUCATION BUSINESS

1. **Correspondence**

- a. NJ School Boards Association -
Melanie Richman completed Governance IV: Legal Update/HIB
Cynthia Shimp completed Governance III: Student Achievement
Robert DiGregorio completed Governance I: New Board Member Orientation

2. **Committee Reports** - None

3. **Unfinished Business**

- a. Election Petitions for the November 2016 election are due to the County Clerk by Monday, July 27, 2016 at 4:00 p.m.
Incumbents are: Robert DiGregorio, Cynthia Shimp, and Patricia Skwirut
- b. Superintendent Evaluation - Update to be provided in executive session.
- c. District Goals for 2016-2017 - Meeting was held on June 1st with Theresa Lewis from New Jersey School Boards Association to help develop the 2016-2017 Goals.
- d. Summer Food Service Program with the South Jersey Food Bank will be held on Mondays and Thursdays from 11:30 am to 12:30 pm from June 20th through August 25th. Mrs. Bass will be overseeing the program.
- e. Feasibility Study Update - Woodstown would be able to accommodate the students. The Salem County Superintendent would like to meet with Ms. Williams to discuss the potential change.

4. **New Business**

- a. Superintendent reports that all staff evaluations are complete for the 2015-2016 school year.
- b. NJSBA Convention is October 25-27, 2016. Please notify the Board Office by August 1st if you plan to attend.

SUPERINTENDENT'S REPORT

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

- A. Update to Board of Education - Superintendent Report** (Page 5685-5686)
 Fire Drills - 5/20/16 & 6/9/16 Security Drills - 5/31/16 & 6/13/16

B. Professional Personnel

- a. Accept, with regrets, the letter of resignation from Lori Bobbitt, effective June 30, 2016. Mrs. Bobbitt has been a teacher here for eight years.
- b. Approve the Business Administrator contract for Karen Mathews effective July 1, 2016 through June 30, 2017 at a salary of \$71,400. It has been reviewed and approved by the Salem County Office of Education.
- c. Approve the appointment of Jody Viereck as the Head Teacher for the 2016-2017 school year with an annual stipend of \$10,000 payable monthly, September to June.
- d. Approve the appointment of Carmela Spano as the Pre-Kindergarten teacher for the 2016-2017 school year at an annual salary of \$52,869 Step 1 BA. Effective September 1, 2016 through June 30, 2017. Benefits according to MEA Collective Bargaining Agreement.
- e. Approve the appointment of Joyce Pompper as the Elementary (Grade 1) teacher for the 2016-2017 school year at an annual salary of \$52,869 Step 1 BA. Effective September 1, 2016 through June 30, 2017. Benefits according to MEA Collective Bargaining Agreement.
- f. Approve the appointment of Noelle Kitchin as the Elementary (Grade 2) teacher for the 2016-2017 school year at an annual salary of \$53,869 Step 1 BA+15. Effective September 1, 2016 through June 30, 2017. Benefits according to MEA Collective Bargaining Agreement.
- g. Approve the appointment of Samantha DiSanto as the Special Education ICR/RR teacher for the 2016-2017 school year at an annual salary of \$52,869 Step 1 BA. Effective September 1, 2016 through June 30, 2017. Benefits according to MEA Collective Bargaining Agreement.
- h. Approve the appointment of Jeffrey Dilks as the part-time (60%) Library/Media Specialist for the 2016-2017 school year at an annual salary of \$32,921.40 (prorated from \$54,869) Step 1 MA. Effective September 1, 2016 through June 30, 2017. No benefits associated with this contract.

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- i. Approve a stipend payable to Heather Sakewicz-Frank for supervision of student artists and assistance with painting of murals in the school during July and August. (Amount to be determined based on number of murals and student participation).

Roll Call vote: Ayes (6) Mr. Buzby, Ms. Porter, Mrs. Richman (Abstain #4 C. Spano), Mr. Robinson, Mrs. Shimp, and Mrs. Skwirut. Nays (0). Abstain (1) Mrs. Richman #4 only. Motion carried.

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

C. Support Personnel

- a. Approve a revised salary of \$13,992 for Jacqueline McAllister, part-time Office Clerk, effective July 1, 2016 through June 30, 2017.
- b. Approve the appointment of Carol Ives as the Lunchroom/Playground Aide at an annual salary of \$5,400, effective September 1, 2016 through June 30, 2017. Ms. Ives is currently a substitute in the cafeteria.
- c. Approval for the Superintendent to secure the candidate of choice for the position of Classroom Aide, with final approval by the Board of Education at the August meeting.

D. Other

1. **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.
2. **Superintendent District Goals** - Accept the Superintendent's report on the 2015-2016 goals (as presented at the May Board Meeting).
3. **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 2015-2016 school year.
4. **Homeless Agreement** - Approve entering into the Salem County Homeless Student Agreement for 2016-2017. The agreement states that Mannington School would not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school districts who participate.
5. **Nursing Service Plan & Protocols** - Approve the 2016-2017 Nursing Service Plan and Nursing Protocols as reviewed and signed off on by the school medical examiner.
6. **Electronic Violence and Vandalism Reporting System** - Approve submission of the EVVRS for reporting period 2.
7. **HIB-ITP** - Approve submission of the HIB-ITP for reporting period 2.

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8. **Green Team** - Approve establishing a school Green Team as part of the Sustainable Jersey for Schools Program.
9. **HIB** – Approve, as per the NJDOE HIB reporting requirements, that there were no incidents of HIB for the period of April 23, 2016 to May 13, 2016.
10. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent’s monthly report for the period of May 14, 2016 to June 21, 2016.

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

FOR YOUR INFORMATION

1. School Report
2. Salem County Math Showcase winners list
3. Board of Education Meeting - Tuesday, August 16, 2016 at 7 pm

(Page 5687)

AUDIENCE PARTICIPATION II - None

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
- X 8. Personnel Matters - Superintendent Evaluation
- _____ 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.

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Motion by Mrs. Shimp and seconded by Mrs. Richman that the Board of Education enter into executive session at 7:59 p.m.

Unanimously approved by voice vote. Motion Carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

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

Unanimously approved by voice vote. Motion Carried.

SUPERINTENDENT EVALUATION

Motion by Ms. Porter and seconded by Mrs. Shimp that the Board of Education accept, and place on confidential file, the 2015-2016 Superintendent Evaluation for Kristin Williams.

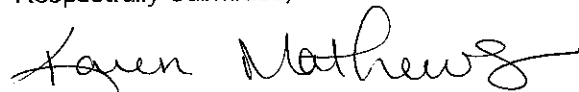
*Roll Call vote: Ayes (5) Mr. Buzby, Ms. Porter, Mr. Robinson, Mrs. Shimp, and Mrs. Skwirut.
Nays (0). Abstain (1) Mrs. Richman. Motion carried.*

ADJOURNMENT

Motion by Mr. Robinson and seconded by Ms. Porter that the Board of Education meeting be adjourned at 8:42 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews
Business Administrator/Board Secretary