

MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, May 16, 2017

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, May 16, 2017.

Mrs. Skwirut, Board 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. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, and Mrs. Skwirut. Members Excused: Mr. Robinson 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.

PRESENTATIONS

1. Student of the Month Recognitions
2. Motion by Mr. DiGregorio and seconded by Mrs. Richman that the Board of Education accept the Feasibility Study as presented by the Southern Regional Institute & Educational Technology Training Center (SRI & ETTC).

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

AUDIENCE PARTICIPATION I - None

APPROVAL OF MINUTES

Motion by Mr. Buzby and seconded by Ms. Porter that the Board of Education approve the regular meeting minutes and executive session minutes of April 25, 2017.

Unanimously approved by voice vote. Abstain: Mrs. Richman. Motion Carried.

FINANCIAL

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

1. **Board Secretary Certification**

(Page 5934-5944)

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 March 31, 2017 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 March 31, 2017, 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 March 31, 2017.

2. **Cash Reconciliation Report** *(Page 5945)*
Approve the cash reconciliation report for the month of March 2017.

3. **Bills To Be Paid** *(Page 5946-5947)*
Approve payroll and agency for April 2017 and the bills list for May 2017.

4. **Awarding of Contracts** *(Page 5948)*
Adopt a Resolution authorizing the awarding of contracts for professional services without competitive bidding for a one-year term commencing July 1, 2017 and including district assignments.

5. **Petty Cash** – Approve establishing a \$250 petty cash fund for board office, main office, and custodial expenses (Karen Mathews, custodian); and a \$50 petty cash fund for cafeteria expenses (Karen Mathews, custodian) for the 2017-2018 school year.

6. **Parent Paid Tuition Rates** – Approve Regular Education Non-Resident (Parent Paid) Tuition Rates for the 2017-2018 school year as follows:
 - i. \$3,000 for the first child;
 - ii. \$2,500 for the second child;
 - iii. \$2,000 for each additional child in the same family.

Further, approve Special Education Non-Resident (Parent Paid) Rates at the Regular Education Non-Resident (Parent Paid) Tuition Rates plus additional amounts for Special Education Services provided.

7. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2017 to June 30, 2018.

8. **Custodial Services Contact** - Approve the Janitorial Services Proposal from Top Dog Cleaning Service in the amount of \$3,000 per month.

9. **Transportation Contract** – Approve the 2017-2018 Contracts for Participation in the NonPublic AIL Program and Choice Program, administered by the Gloucester County Special Services School District.

10. **Postage Meter** - Approve the renewal of the Pitney Bowes postage meter lease at a monthly cost of \$69.17 for a 60 month term.

11. **Joint Purchase Agreement** → Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Milk, Juice, Dairy and Ice Cream Products for the 2017-2018 school year.

12. **Salem City Tuition** - Approve the tuition contract agreement with Salem City School District as follows for the 2017-2018 school year:

Comprehensive High School	14 students @ \$16,000 for full-time	\$224,000
Comprehensive Resource Room	750 hours @ \$22 per hour	\$16,500
2016-2017 Tuition Adjustment	Mannington owes Salem	\$29,632
	Total	\$270,132

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

BOARD OF EDUCATION BUSINESS

1. Correspondence
 - a. NJSBA - Recognition of Melanie Richman's 10 years of service.
2. Committee Reports
 - a. Township Committee Meeting update - Mike Bower
3. Unfinished Business
 - a. Superintendent Evaluation for 2017
 - i. Still needs to be completed by one board member
 - b. Mandated Training for 2017 - The following board members were registered for online training and should have received an email with instructions for completing the training. Due date is December 31, 2017.
 - i. Michael Bower - Governance I
 - ii. Scott Robinson - Governance II
 - iii. Robert DiGregorio - Governance III
 - iv. Patricia Skwirut - Governance IV
4. New Business
 - a. Election Petitions for the November 2017 election are due to the County Clerk by Monday, July 31, 2017 at 4:00 p.m.
Incumbents are: Eric Buzby and Carmen Porter

SUPERINTENDENT'S RECOMMENDATIONS

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

A. Professional Personnel

1. Approve issuing a contract to Amber Fair for the 2017-2018 school year at an annual salary of \$54,336, Step 1 BA, per the MEA Negotiated Agreement.
2. Approve the Business Administrator contract for Karen Mathews effective July 1, 2017 through June 30, 2018 at a salary of \$72,828. It has been reviewed and approved by the Salem County Office of Education.

3. Approve longevity payments for 2017-2018 to the following staff members:

Nancy Anderson	\$1,000
Kimberly Richman	\$1,000
Lisa Ridgway-Stiles	\$ 750
Heather Sakewicz-Frank	\$ 750

4. Approve payment to Noelle Kitchin for a graduate course completed during the Spring 2017 term in accordance with the MEA Negotiated Agreement.

5. Approve the request for reimbursement from Noelle Kitchin for one graduate level course during the Summer 2017 term. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.

B. Support Personnel

1. Approve the 2017-2018 contracts and salaries for the 10 month Cafeteria Workers and Playground/Lunchroom Aide. *(Page 5949)*

2. Approve the 2017-2018 contracts and salaries for the 12 month Confidential Secretary and Maintenance Staff. *(Page 5949)*

3. Approval to hire the candidate of choice for the following positions, with final approval at the June Board Meeting:
 - Seasonal Groundskeeper
 - Music Teacher
 - World Language (Spanish) Teacher

4. Approve Brie Stites as a substitute teacher and substitute aide at the 2016-2017 Board approved rates.

C. Other

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

CODE	POLICY	STATUS
3542.46	Business & Non-Instructional Operations Meals on Credit/Charged Meals	Revision

(Revision required in accordance with USDA regulations)

2. **Facilities Use** – Approve the following request:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Class of 2018	6/16/17	7:00 pm - 9:00 pm	Cafeteria	Graduation Reception	Kristi Hunter

3. **Field Trips** – Approve the following requests:

DATE	GRADE	# OF STUD	LOCATION	TEACHERS	PER STUD. COST	BUS COST	ANTICIPATED SUB COST
5/24/17	8	15	IPlay America Freehold, NJ	8th Grade Class Trip	\$26.99	\$575	n/a
6/2/17	8	15	The Spirit of NJ/NY Cruise	8th Grade Class Trip	\$59	\$350	n/a
5/25/17	PK & 1st	30	Coombs Barnyard	Ms. Spano, Mrs. Breslin, Mrs. Pompper & Ms. Parris	\$0	\$0	n/a
TBD			Woodlanes Bowling Alley	TEAM rewards party	n/a	n/a	n/a

4. **Workshops** - Approve the following requests:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mr. Stamm	Quinton, NJ	Writing Articulation	5/31/17	\$0	X	\$85
Mrs. Mathews	Atlantic City, NJ	NJASBO 54th Annual Conference	6/7/17	\$150	X	n/a
Ms. Williams	Monroe, NJ	School Law: Year in Review and Planning for Next Year	6/29/17	\$150	X	n/a

5. **Summer Schedule** – Approve going to a summer schedule for administration, office staff and maintenance staff of 4 days per week (Monday through Thursday) effective July 3, 2017 through August 25, 2017, working contracted hours in 4 days.
Note: One day off utilizes 1.25 vacation, personal or sick days.
6. **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 Joyce Pompper and to be held during normal building hours.
7. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of March 11, 2017 to April 21, 2017.
8. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of April 22, 2017 to May 12, 2017.

Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, and Mrs. Skwirut.
Nays (0). Abstain (3) Mr. Bower A3, Ms. Porter A3 (8th grade trips), Mrs. Richman A3. Motion carried.

SUPERINTENDENT'S REPORT

Motion by Mrs. Richman and seconded by Mr. Buzby that the Board of Education approve the Superintendent's Report, including:

Fire Drill - 4/28/17

Security Drill - 4/26/17

(Pages 5950-5951)

Unanimously approved by voice vote. Motion Carried.

FOR YOUR INFORMATION

1. School Report

(Page 5952)

2. Mannington Messenger - April

3. Important Dates:

a. Eighth Grade Graduation - Friday, June 16, 2017

Ms. Porter requested planning which board members will present awards and diplomas

b. Board of Education Meeting - Tuesday, June 20, 2017

AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Ms. Porter and seconded by Mr. Buzby that the Board of Education meeting be adjourned at 8:38 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews
Business Administrator/Board Secretary