

MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, January 7, 2020

The Reorganization and Regular Meeting of the Board of Education of the Township of Mannington, County of Salem, New Jersey, was held at 6:30 p.m. on Tuesday, January 7, 2020.

Mrs. Mathews, Board Secretary, called the meeting to order at 6:35 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 and the Elmer 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 Member:

- Joanne Cooper

Members Present: Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick, and Mr. Poole. Members Excused: Ms. Porter 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. Board Member Recognitions by resolution
 - a. Patricia Skwirut
2. Student of the Month Recognition
3. Audit Presentation - Ray Colavita

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NOMINATIONS

Motion by Mr. Poole and seconded by Mrs. Cooper to nominate Mr. DiGregorio for President.

Motion by Mr. Buzby and seconded by Mrs. Patrick to nominate Ms. Porter for President.

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

Voting for Mr. DiGregorio for President:

Roll Call vote: Ayes (2) Mr. Digregorio and Mr. Poole

Nays (3) Mr. Bower, Mr. Buzby, and Mrs. Patrick. Abstain (1) Mrs. Cooper. Motion failed.

Voting for Ms. Porter for President:

Roll Call vote: Ayes (5) Mr. Bower, Mr. Buzby, Mr. Digregorio, Mrs. Patrick and Mr. Poole

Nays (0) Abstain (1) Mrs. Cooper. Motion carried.

Motion by Mr. DiGregorio and seconded by Mrs. Patrick to nominate Eric Buzby for Vice President.

Motion by Mr. Bower and seconded by Mrs. Patrick to close nominations for Vice President.

Roll Call vote: Ayes (5) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Mrs. Patrick, Mr. Poole.

Nays (0). Abstain (1) Mrs. Cooper. Motion carried.

~~Meeting was turned over to the elected Board Vice President~~

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

DESIGNATION OF NEWSPAPERS

The Board approves the designated official newspapers for 2020 as the South Jersey Times and the Elmer Times.

ONLINE MEDIA

The Board approves the use of NJSchoolJobs.com for online job postings for 2020.

DESIGNATION OF REGULAR MEETING DATES

The Board approves the second Tuesday of the month (unless noted) for meeting dates for calendar year 2020 as per the attached schedule. (Page 6916)

APPOINTMENT OF BOARD SECRETARY

The Board approves the appointment of Karen Mathews, as Board Secretary, effective January 2020 and until the next reorganization meeting in January 2021.

DESIGNATION OF DEPOSITORY OF FUNDS

The Board approves the designated depositories for Mannington Funds:

- Fulton Bank
- TD Bank, NA (Bonds)

DESIGNATION OF SIGNATORIES

The Board approves 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 approves all existing policies, bylaws and regulations for the 2020 year as per the recommendation of the Superintendent.

DISTRICT CURRICULUM

The Board approves and adopts the district curriculum as listed below for the 2020 year as per the recommendation of the Superintendent.

Technological Literacy	Family Life/Health
Language Arts Literacy	Mathematics
Science	Social Studies
Physical Education	Family & Consumer Science

Gifted & Talented
World Language

Visual/Performing Arts
Career Education

TEXTBOOKS

The Board approves the textbooks associated with the approved curriculum that will be used during the 2020 year as per the recommendation of the Superintendent.

Houghton Mifflin Journeys - Grades K-5
Pearson Online - Grades 6-8
Houghton Mifflin Go Math - Grades K-5
Glencoe Math - Grades 6-8
Zaner Bloser Writing Strategies - Grades K-8
Teachers Curriculum Institute Social Studies - Grades 1-8
Teachers Curriculum Institute Science - Grades K-5
Lab Aids Science - Grades 6-8
Big Ideas Algebra - Grade 8

PURCHASING MANUAL

The Board approves the existing Purchasing Manual, which defines the proper purchasing practices of the Mannington Township School Business Office. This manual is required per QSAC.

STANDARD OPERATING PROCEDURES

The Board approves the revised Guide for Standard Operating Procedures and Internal Controls manual, which describes the standard business office practices of the Mannington Business Office. This manual is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6.

APPOINTMENT OF REPRESENTATIVES/COMMITTEES

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NJSBA Delegate and Alternate	Finance Committee
SCSBA Delegate and Alternate	Mission/Vision/Core Values Committee
Salem High School Representative - Bethanne Patrick	Policy Committee
New Board Member Mentor	Negotiations Committee
Facilities Committee	

Note: 2020 is not Mannington's year to serve as a Salem High School Representative, but Elsinboro does not have a board member that wants to serve for 2020 so they have deferred to Mannington.

Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick and Mr. Poole. Nays (0). Abstain (0). Motion carried.

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. Patrick and seconded by Mr. Bower that the Board of Education approve the regular meeting minutes of November 12, 2019.

Unanimously approved by voice vote. Motion Carried.

FINANCIAL

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

1. **Board Secretary 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 October 31, 2019 and November 30, 2019 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, 2019 and November 30, 2019, 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, 2019 and November 30, 2019. *(Pages 6918-6953)*

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the months of October 2019 and November 2019. *(Pages 6954-6959)*
3. **Transfers** – Approve the transfer list for the months of November 2019 and December 2019. *(Pages 6960-6961)*
4. **Bills To Be Paid** – Approve payroll and agency for the months of November and December 2019 and the bills list for the months of December 2019 and January 2020. *(Pages 6962-6968)*
5. **Educational Services Agreement** - Approve the Educational Services Agreement with The Nemours Foundation to provide educational services for one Mannington student (#2446119786) at a rate of \$44 per hour.
6. **Early Childhood Education Preschool Program Plan** - Approve, by resolution, the submission of the Early Childhood Education Preschool Program Plan for the 2020-2021 school year to the New Jersey Department of Education. *(Page 6969)*
7. **Audit** - Accept and approve the June 30, 2019 Comprehensive Annual Financial Report and Auditor's Management Report as presented and discussed, noting there are no recommendations and no corrective action plan is needed.

8. **Gloucester County Tuition** - Approve the Gloucester County Vocational-Technical School Tuition Contract Agreement for the 2019-2020 school year for one student. The tuition rate is \$5,445.00 (pro-rated) for the 2019-2020 school year.
9. **Cooperative Pricing Agreement** - Approve the resolution authorizing the Mannington Board of Education to enter into a Cooperative Pricing Agreement with Camden County Educational Services Commission. (Page 6970)
10. **Transportation** - Approve additional mileage on BR Williams, Inc. Route 6 for the remainder of the 2019-2020 school year for transportation of two homeless students. Additional mileage is estimated at 5 miles per day.
11. **Budget Calendar** - Approve the 2020-2021 revised Budget Calendar to reflect the budget due date and public hearing dates, pending any changes mandated or released by the State Department of Education. (Page 6971)
12. **Special Education Medicaid Initiative** - Approve, by resolution, the request for a waiver of participation in the Special Education Medicaid Initiative (SEMI) for the 2020-2021 school year based on the district projection of fewer than 40 Medicaid eligible/special education students. (Page 6972)

Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick, and Mr. Poole. Nays (0). Abstain (0). Motion carried.

BOARD OF EDUCATION BUSINESS

1. **Correspondence**
 - a. Foundations for Success Program - January 14, 2020 at Cumberland County Technical Education Center (Can count as Governance II, Governance III or Governance IV)
 - b. Mid-Year Budget Review Letter
2. **Committee Reports**
 - a. Salem High School Representative - Eric Buzby
 - i. Forman Acton Settlement
 - b. Township Committee Meeting - Bethanne Patrick
 - i. Cut of \$150,000 this year - will get it back next year
3. **Unfinished Business**
 - a. Board Self-Evaluation results provided to Board Members to review
4. **New Business**
 - a. School Board Recognition Month Resolution (Page 6973)
 - b. Code of Ethics for School Board Members

- c. Mandated Training for School Board Members (In-Person or Online Options)
 - 1st Year - Governance I: New Board Member Orientation
Joanne Cooper
 - 2nd Year - Governance II: Finance
Robert Poole and Bethanne Patrick
 - 3rd Year - Governance III: Student Achievement
N/A
 - 4th Year & Each Re-election - Governance IV: Legal Update
Michael Bower and Robert DiGregorio

5. **Other**

- a. Superintendent Update

(Pages 6974-6977)

SUPERINTENDENT'S RECOMMENDATIONS

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

A. Professional Personnel

- 1. Approve the following staff members as Power Hour Substitutes:
 - Ann Larwa
 - Joe McNichols
- 2. Approve the leave of absence request from Allyson Murphy beginning on/about March 16, 2020 using a combination of sick time and unpaid leave. Return to work date is tentatively June 1, 2020.

B. Support Personnel

- 1. Approve the following substitutes at the board approved rates:
 - Taryn Fogg - Teacher and Aide
 - Katie Ridgway - Teacher and Aide
- 2. Accept, with regrets, the letter of resignation from Amelia Salinas as a PM SACC Attendant, effective January 31, 2020. Ms. Salinas has been a SACC Attendant for one year.
- 3. Accept, with regrets, the resignation of Dorothy Breslin as the AM SACC Attendant effective January 2, 2020. Mrs. Breslin has been a SACC Attendant for two years.
- 4. Approve Carol Ives as the AM SACC Attendant, effective January 6, 2020 to June 30, 2020 at a rate of \$11.00 per hour.

C. Other

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

CODE	POLICY	STATUS	REASON
5131.7	Weapons & Dangerous Instruments	Revision	Required

- 2. **Field Trips** - Approve the field trip requests.

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3. **Facilities Use** – Approve the following request(s):

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
TEAM	1/24/2020	6-11 pm	Multi-Purpose Room	Bingo	Kristi Hunter

4. **Workshops** - Approve the following request(s):

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mrs. English	Cherry Hill, NJ	Decrease Attention Getting & Tantrum Behaviors	1/7/2020	\$279	yes	\$85
Mr. Magerr	Cherry Hill, NJ	101 Most Powerful Strategies to Enhance SS Instruction	1/9/2020	\$279	yes	\$85
Mrs. Carullo & Mrs. Giova	Camden County College	RTI and Reading Disability	1/10/2020	\$298	yes	\$85
Ms. Fair & Mrs. Larwa	Cherry Hill, NJ	Best Powerful Co-Teaching Strategies	1/28/2020	\$279 each	yes	\$170
Ms. Williams	Atlantic City, NJ	TECHSPO '20	1/30/2020-1/31/2020	\$475	yes	n/a
Ms. Spano	NJASCD	4th Annual Early Childhood Summit	2/11/2020	\$145	yes	\$85
Ms. Nessen	Ocean, NJ	NJASCD Convention	2/24/2020-2/25/2020	\$343	yes	\$170
Mrs. Leoni	Wilmington, DE	Mental Health Issues in the Classroom	2/26/2020	\$219.99	yes	\$85
Mrs. Moore	Auletto Caterers	E-Cigarette Prevention, Concussion Recovery, & Dermatology/Skin Care	2/20/20, 3/26/20, 4/29/20	\$45 each	yes	\$375

5. **Health and Safety Evaluation** - Approve submission of the Statement of Assurance Regarding the Health and Safety Evaluation of School Buildings Checklist. The checklist was submitted to the Salem County Office of Education in November.
6. **Paraprofessional Staff** - Approve submission of the Statement of Assurance regarding the Use of Paraprofessional Staff to the County Office of Education.
7. **NJQSAC** - Approve, by resolution, the submission of the NJQSAC Statement of Assurance to the Salem County Office of Education. (Page 6979)
8. **HIB - ITP** - Approve the submission of the HIB-ITP for reporting period 1.

9. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of October 9, 2019 to November 12, 2019.
10. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of November 13, 2019 to December 10, 2019.
11. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of December 11, 2019 to January 7, 2020.

*Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick, and Mr. Poole.
Nays (0). Abstain (0). Motion carried.*

FOR YOUR INFORMATION

1. School Report (Page 6980)
2. Fire Drill - 11/21/19 & 12/20/19 Security Drill - 11/26/19 & 12/17/19
3. Noteworthy Items:
 - a. Thanksgiving Food Collection - Lisa Ridgway-Stiles & Liz Carullo
 - b. MAPSA Light the Night Against Drugs
 - c. Holiday Concert - Mr. DiGregorio commented that Mr. McNichols did a great job.
4. Important Dates:
 - a. Regular Monthly Meeting - Tuesday, February 11, 2020 at 6:30 pm
 - b. January 22, 2020 - SCVTS Parkland Presentation

AUDIENCE PARTICIPATION II

1. Heather Sakewicz-Frank - Daughter is a part of the Acorn Fund and the recipient of a \$10,000 scholarship

ADJOURNMENT

Motion by Mrs. Patrick and seconded by Mr. Bower that the Board of Education meeting be adjourned at 8:12 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews
Business Administrator/Board Secretary