

The Reorganization and 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, January 8, 2019.

Mrs. Mathews, Board Secretary, called the meeting to order at 7:02 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 Members:

- Bethanne Patrick
- Robert Poole

Members Present: Mr. Bower, Mr. Buzby, Mr. DiGregorio (*arrived at 7:43 pm*), Mrs. Patrick, Mr. Poole, Ms. Porter (*arrived at 7:12 pm*) and Mrs. Skwirut.

Members Excused: None 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. Mannington Warrior Recognitions
3. Student Presentation
4. Board Member Recognitions by resolution
 - a. Melanie Richman
 - b. Scott Robinson

(Page 6458)

(Page 6459)

NOMINATIONS

Motion by Mr. Buzby and seconded by Mrs. Skwirut to nominate Carmen Porter for President.

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

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

Nays (0). Abstain (1) Ms. Porter. Motion carried.

Motion by Mrs. Skwirut and seconded by Mr. Bower to nominate Eric Buzby for Vice President.

Motion by Ms. Porter and seconded by Mr. Poole to close nominations for Vice President.

Roll Call vote: Ayes (5) Mr. Bower, Mrs. Patrick, Mr. Poole, Ms. Porter, and Mrs. Skwirut.

Nays (0). Abstain (1) Mr. Buzby. Motion carried.

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

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

DESIGNATION OF NEWSPAPERS

The Board approve the designated official newspapers for 2019 as the South Jersey Times and the Elmer Times.

ONLINE MEDIA

The Board approve the use of NJHire.com for online job postings for 2019.

6452

DESIGNATION OF REGULAR MEETING DATES

The Board approve the third Tuesday of the month (unless noted) for meeting dates for calendar year 2019 as per the attached schedule. (Page 6460)

APPOINTMENT OF BOARD SECRETARY

The Board approve the appointment of Karen Mathews, as Board Secretary, effective January 2019 and until the next reorganization meeting in January 2020.

DESIGNATION OF DEPOSITORY OF FUNDS

The Board approve the designated depositories for Mannington Funds:

- Fulton Bank of New Jersey
- TD Bank, NA (Bonds)

DESIGNATION OF SIGNATORIES

The Board approve 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 approve all existing policies, bylaws and regulations for the 2019 year as per the recommendation of the Superintendent.

DISTRICT CURRICULUM

The Board approve and adopt the district curriculum as listed below for the 2019 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	Visual/Performing Arts
World Language	Career Education

TEXTBOOKS

The Board approve the textbooks associated with the approved curriculum that will be used during the 2019 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

PURCHASING MANUAL

The Board approve 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 approve 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.

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

APPOINTMENT OF COMMITTEES/REPRESENTATIVES

Motion by Mrs. Skwirut and seconded by Mr. Bower that the Board of Education table the appointment of committees until the February 19, 2019 meeting:

NJSBA Delegate & Alternate	SCSBA Delegate & Alternate
Policy Committee	Curriculum Committee
Facilities Committee	Technology Committee
Personnel/Finance Committee	Negotiations Committee

Unanimously approved by voice vote. Motion Carried.

APPOINTMENT OF SALEM CITY HIGH SCHOOL REPRESENTATIVE

Motion by Mrs. Patrick and seconded by Mrs. Skwirut that the Board of Education approve Eric Buzby to serve as the Salem City School Board Representative for 2019:

A letter was received from the Department of Education, Salem County Office, stating that Mannington Township School has sufficient enrollment to receive combined representation on the Salem City School Board for 2019. Two seats will be shared by Elsinboro, Lower Alloways Creek and Mannington on a rotational basis.

Unanimously approved by voice vote. Motion Carried.

AUDIENCE PARTICIPATION I

1. Heather Sakewicz-Frank - 5th grade's 1st Stream Project was a Published Book
2. John Fordham - Noticed Parking Lot is dark.
Response: This is already being addressed.

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.

6454

APPROVAL OF MINUTES

Motion by Mr. Buzby and seconded by Mrs. Skwirut that the Board of Education approve the regular meeting minutes of November 20, 2018.

*Unanimously approved by voice vote. Motion Carried.
Abstain (2): Mr. Poole and Mrs. Patrick*

FINANCIAL

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

1. **Board Secretary Certification**

Board's Certification: (Pages 6461-6484)

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Mannington Township Board of Education certifies that as of October 31, 2018 and November 30, 2018 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, 2018 and November 30, 2018, 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, 2018 and November 30, 2018.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the months of October 2018 and November 2018. (Pages 6485-6490)
3. **Transfers** – Approve the transfer list for the month of November 2018. (Page 6491)
4. **Bills To Be Paid** – Approve payroll and agency for the months of November 2018 and December 2018 and the bills list for December 2018 and January 2019. (Page 6492-6499)
5. **Homeless Cooperative** - Accept the award of Stewart B. McKinney-Vento Education of Homeless Children and Youth Programs grant funds to be used by members of the Homeless Cooperative coordinated by the Bridgeton Public Schools.

Roll Call vote: Ayes (7) Mr. Bower, Mr. Buzby, Mr. DiGregorio, Mrs. Patrick, Mr. Poole, Ms. Porter and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.

BOARD OF EDUCATION BUSINESS

1. **Committee Reports**

- a. Letter from Fogg family

2. Unfinished Business
 - a. Board Self-Evaluation results - Results will be presented at the February Meeting
3. New Business
 - a. School Board Recognition Month Resolution (Page 6500)
 - 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
Bethanne Patrick and Robert Poole
 - 2nd Year - Governance II: Finance
N/A
 - 3rd Year - Governance III: Student Achievement
Michael Bower
 - 4th Year & Each Re-election - Governance IV: Legal Update
N/A
4. Other
 - a. Superintendent Update (Page 6501-6502)

SUPERINTENDENT'S RECOMMENDATIONS

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

- A. Professional Personnel
 - a. Approve the resignation of Christine Kim, Part-time Music Teacher, effective January 5, 2019. Mrs. Kim has taught at Mannington School for 1 ½ years.
 - b. Approve the following staff members as Power Hour Substitutes:
Allyson Murphy and Brooke Nessen
 - c. Approve the request for reimbursement from Shaun Stamm for one graduate course during the Spring 2019 semester and one graduate course during the Summer 2019 semester. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
 - d. Approve the appointment of Joseph McNichols as the part-time (60%) Music Teacher for the 2018-2019 school year at a salary of \$19,015.53 (prorated from \$55,795 due to part-time status and start date) Step 1 BA. Effective January 14, 2019 through June 30, 2019. Due to the part-time status, there are no benefits associated with this contract.
 - e. Approve the appointment of Joseph McNichols as the long-term substitute for World Language at a rate of \$125 per day, effective January 17, 2019.
- B. Support Personnel
 - a. Approve Linda Valentine as a substitute teacher and substitute aide at the Board approved rates. (Ms. Valentine was previously a substitute at Mannington)

C. Other

1. **Field trips** - Approve the field trip requests.

(Page 6503)

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

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Miss Nessen	Cumberland County College	PE Equals ELA	12/12/18	\$149	X	\$85
Mrs. Murphy	Cumberland County College	Creating a Positive Learning Environment in Grades K-4	1/16/19	\$149	X	\$85
Mrs. Viereck	Mt. Laurel	Restorative Discipline	1/24/19	\$259	X	n/a
Mrs. Moore	Vineland	Pediatric Obesity & Youth - Onset Type 2 Diabetes	3/28/19	\$50	X	n/a (evening workshop)

3. **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.
4. **Paraprofessional Staff** - Approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff to the County Office of Education.
5. **NJQSAC** - Approve, by resolution, the submission of the NJQSAC Statement of Assurance to the Salem County Office of Education. (Page 6504)
6. **Job Descriptions** - Approve the first reading of the following job descriptions:
 Library/Media Specialist
 Lunchroom/Playground Aide
 School Aged Child Care Attendant
 Seasonal Worker for Grounds and Maintenance
7. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading of the HIB report for the period of October 13, 2018 to November 16, 2018.
8. **HIB** - Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of November 17, 2018 to December 14, 2018.
9. **HIB** - Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of December 15, 2018 to January 4, 2019.

