

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, August 21, 2018**

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, August 21, 2018.

Ms. Porter, Board President, called the meeting to order at 7:16 p.m.

Ms. Porter led the group in the pledge to the flag.

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

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.

AUDIENCE PARTICIPATION I - None

**APPROVAL OF MINUTES**

Motion by Mr. DiGregorio and seconded by Mrs. Richman that the Board of Education approve the regular meeting minutes of July 17, 2018.

*Unanimously approved by voice vote. Motion Carried.  
Abstain: Mr. Buzby, Mrs. Skwirut*

**FINANCIAL**

Motion by Mrs. Skwirut and seconded by Mrs. Richman 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 June 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 June 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 month ending June 30, 2018. (page 6317-6328)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of June 2018. (page 6329-6331)
3. **Transfers** – Approve the transfer list for the month of July 2018. (page 6322)

4. **Bills To Be Paid** – Approve payroll and agency for the month of July 2018 and the bills list for July 2018 and August 2018. (page 6333-6338)
5. **Capital/Maintenance Reserve** - Approve a resolution documenting the transfer of \$315,000 in 2017-2018 year surplus into the Capital Reserve Account and \$55,000 in 2017-2018 year surplus into the Maintenance Reserve Account.
6. **Parking Lot Project** - Approve payment #1 in the amount of \$32,886.30 and payment #2 in the amount of \$147,270.49 to GWP Enterprises, Inc.
7. **Capital Projects** - Approve Remington and Vernick Engineers to prepare and submit a New Jersey Department of Education Other Capital Projects Application for the Main Entrance Double Door Security Project and the All-Purpose Room HVAC Update Project. The district acknowledges it will not receive state aid for this project and further authorizes an amendment to its approved Long Range Facility Plan to include these projects and other future projects.
8. **Joint Purchase Agreement** - Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Milk, Juice and Dairy Products for the 2018-2019 school year.
9. **Bid Award** - Approve awarding the bid for Milk, Juice and Dairy Products to HyPoint Dairy Farms, Inc. for the 2018-2019 school year, as advertised and awarded through the Salem County Cooperative Pricing Consortium.
10. **REAP Grant** - Accept REAP Grant funds in the amount of \$21,666 for the 2018-2019 school year.
11. **Grant Salaries** - Approve the 2018-2019 Grant Salaries and Allocations. (page 6339)
12. **Non-Resident Transportation** - Approve the requests for the transportation of two non-resident high school students to/from Mannington addresses on Mannington bus routes HS1A and HS2A at a cost of \$280 per student (payable as \$28 per month).
13. **Transportation Out-of-District** - Approve the following Out-Of-District transportation routes for the 2018-2019 school year as per the renewal/bid results received from Gloucester County Special Services Salem County Transportation Department:

Route #	Contractor	# of Students	Destination	Estimated Cost
Y313	B.R. Williams	1 Mannington	SCVTS Academy-PGHS	\$381.92 per day*
Y659	Sheppard	3 Mannington	SCVTS Academy-Schalick HS	\$300.50 per day*
Y1417	B.R. Williams	1 Mannington	Salem High School	\$79.00 per day

\* This is a route cost. Mannington will pay a portion of the cost based on the number of students assigned to the route.

14. **Walking Path Grant** - Accept grant funds in the amount of \$23,012 to support the building of a walking path at the school. The funds will come in two checks: \$14,012 from the Salem Health & Wellness Foundation and \$9,000 from the NJDOH Worksite Wellness Initiative.

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

**BOARD OF EDUCATION BUSINESS**

1. **Committee Reports** - None
2. **Unfinished Business** - None
3. **New Business** - None
4. **Other** -
  - a. Superintendent Update

(page 6340-6341)

**SUPERINTENDENT'S RECOMMENDATIONS**

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

**A. Professional Personnel**

1. A name change for one staff member and subsequent reissuing of the contract for the 2018-2019 school year: Noelle Kitchin to Noelle English.
2. Approve the following mentors and payment (through payroll) of the required mentoring fee:
  - Lisa Ridgway-Stiles as the mentor for Christine Kim (cont'd from 17/18)
  - Lisa Ridgway-Stiles as the mentor for Sean Magerr
  - Noelle English as the mentor for Allyson Murphy

**B. Support Personnel**

1. Approve the following new substitutes at the Board approved substitute rates:
  - i. Dora Hooks - Substitute Nurse
  - ii. John Traini - Substitute Custodian
2. Approve the 2018-2019 substitute rates as follows:

POSITION	RATE
Substitute Nurse	\$125.00 per diem
Substitute Teacher	\$85.00 per diem
Substitute Aide	\$70.00 per diem
Substitute Secretary	\$10.00 per hour
Substitute Custodian	\$10.00 per hour
Substitute Cafeteria Worker	\$10.00 per hour
Substitute SACC Worker	\$10.00 per hour

3. Approve the list of returning substitutes at the Board approved substitute rates.  
(page 6342)
4. Approve the following staff members as Substitute SACC Attendants on an as needed basis effective September 1, 2018 through June 30, 2019:
  - i. Jessica Dyer
  - ii. Margaret McCormick
  - iii. Stephanie Williams

C. **Other**

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

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Destiny Leoni	Centreville MD	Lab Aids Science Training for Grade Levels 6-7-8	8/28/18	n/a	X	n/a
Cynthia Moore	Online	Employment Discrimination Law	n/a	\$50	n/a	n/a
Destiny Leoni, Sean Magerr, Lawrency Sankey, Allyson Parris	Quinton Township School	Danielson Training	9/11/18	\$120 each	X	\$255
Karen Mathews	Mount Laurel NJ	Legislative & Legal Update	9/25/18	\$100	X	n/a
Karen Mathews	Mount Laurel NJ	Student Residency & Homeless Issues Faced by the Business Office	11/27/18	\$100	X	n/a
Karen Mathews	Mount Laurel NJ	Capital Projects from Start to Finish and How They are Financed	12/4/18	\$100	X	n/a

2. **Student Admissions** - Approve the following non-resident (parent paid) tuition students for the 2018-2019 school year:

Student	Grade	Student	Grade
Kaiden Mortimer	2nd	Germayonnie Rosa Ayala	7th
Brielle Robinson	4th	Karly Sutton	7th
Jacob Ferrell-Tomarchio	6th	Zihir Robinson	8th

3. **Superintendent Goals** - Approve the 2018-2019 Superintendent Goals. (page )

4. **Professional Development and Mentoring Plan** - Review and approve the Professional Development and Mentoring Plan as developed by the Mannington Township School's Chief School Administrator.
5. **Student Code of Conduct** - Approve revisions to the Student Code of Conduct/Discipline Guidelines for the 2018-2019 school year.
6. **Comprehensive Equity Plan** - Approve the Comprehensive Equity Plan Annual Statement of Assurances for 2018-2019.
7. **Curriculum Revisions** - Approve and adopt the district curricula and revisions for the 2018-2019 school year.
8. **Policy Manual** - Approve and adopt by resolution the existing Policy Manual for the 2018-2019 school year. (page 6343)
9. **Job Descriptions** - Approve the revisions to the following job descriptions, including changes in title for both positions.
  - a. Administrative Assistant/Confidential Secretary (formerly Executive Secretary)
  - b. Confidential Secretary (formerly Secretary)
  - c. Maintenance (formerly Head Custodian)
10. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, that there were no instances of HIB for the period of June 16, 2018 to August 17, 2018.

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

#### FOR YOUR INFORMATION

1. School Report (page 6344)
2. Important Dates:
  - a. Back to School Night - Thursday, September 13, 2018
  - a. Regular Monthly Meeting - Tuesday, September 18, 2018 at 7:00 pm

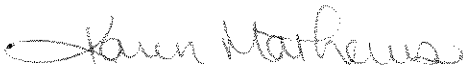
AUDIENCE PARTICIPATION II - None

#### ADJOURNMENT

Motion by Mr. Buzby and seconded by Mrs. Skwirut that the Board of Education meeting be adjourned at 7:38 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary