

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, June 11, 2019**

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 11, 2019.

Mr. Buzby, Board Vice President, called the meeting to order at 6:43 p.m.

Mr. Buzby led the group in the pledge to the flag.

Mr. Buzby 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.

Members Present: Mr. Bower, Mr. Buzby, Mrs. Patrick, and Mr. Poole

Members Excused: Mr. DiGregorio, Ms. Porter, Mrs. Skwirut      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.

AUDIENCE PARTICIPATION I - None

**APPROVAL OF MINUTES**

Motion by Mrs. Patrick and seconded by Mr. Poole that the Board of Education approve the public hearing/regular meeting minutes and executive session minutes of May 7, 2019.

*Unanimously approved by voice vote. Motion Carried.*

*Abstain: Mr. Buzby*

**FINANCIAL**

Motion by Mrs. Patrick and seconded by Mr. Bower 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 April 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 April 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 month ending April 30, 2019. *(Pages 6663-6678)*

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of April 2019. *(Pages 6679-6681)*

3. **Transfers** – Approve the transfer list for the month of May 2019 (Expenditures & Revenue). *(Pages 6682-6683)*

4. **Bills To Be Paid** – Approve payroll and agency for the month of May 2019 and the bills list for

the month of June 2019.

(Pages 6684-6687)

Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June 2019 and July 2019 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.

5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2019 with the payment list presented at the August meeting for final approval per the recommendation of the Superintendent and the Business Administrator.
6. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts.  
(Page 6688)
7. **2019-2020 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 Part 200.317 et. Seq.
8. **Custodial Services Contract** - Approve the 2019-2020 Janitorial Services Proposal from Top Dog Cleaning Service at a cost of \$3,500 per month.
9. **Transportation** - Approve the 2019-2020 transportation renewals for Mannington District at the state renewable rate of 1.51% increase with contractor B.R.Williams, Inc. for the following routes:

Multi B Route 3	Mannington School	Renewal #18	\$17,639.27
Multi B Route 6	Mannington School	Renewal #18	\$26,896.02
Route 4A	Mannington School	Renewal #11	\$28,330.20
Route 5A	Mannington School	Renewal #11	\$28,330.20
Route HS1A	Salem HS	Renewal #7	\$24,994.80
Route HS2A	Woodstown HS & SCVTS	Renewal #7	\$33,026.40
		<b>Total:</b>	<b>\$159,216.89</b>

10. **Cafeteria Services** - Approve, by resolution, the SFA to SFA Vended Meals Contract with Salem County Vocational Technical School for vended meals for the 2019-2020 school year. Estimated total yearly cost is \$34,650 (\$3.00 per meal). Delivery cost is \$16 per day.  
(Page 6689)

11. **Cafeteria Prices** – Approve setting the following prices for the 2019-2020 school year:

Student Breakfast Regular	\$1.75	Staff Breakfast	\$2.50
Student Breakfast Reduced	\$0.30	Staff Lunch (Student Lunch)	\$4.50
Student Lunch Regular	\$3.00	Staff Lunch (Deli or Cold Platter)	\$4.50
Student Lunch Reduced	\$0.40	Staff Lunch (Hot Platter)	\$6.00
Milk	\$0.65	Staff Soup (Bowl)	\$2.00
Extra Entree/Pizza Slice	\$2.25	Staff Soup (Quart)	\$6.50

NJ State Paid Lunch Equity tool does not require lunch price increase for 2019-2020.

12. **ESEA** - Approve an amendment to ESEA Title IV for fiscal year 2019 (reallocation of funds).  
(Page 6690)
13. **ESEA** – Approve applying for fiscal year 2020 funds (amounts to be approved once released).
14. **IDEA** - Approve applying for fiscal year 2020 funds by June 30, 2019 (amounts to be approved once released).
15. **All-Purpose Room Air Conditioning Upgrade** - Approve awarding the All-Purpose Room Air Conditioning Upgrade to the second vendor, Multi-Temp Mechanical, Inc. at a total cost of \$39,960.55 (increase of \$560.55). Change is due to a missing item in the proposal from the other vendor which caused the cost to exceed the Multi-Temp Mechanical, Inc. proposal. Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the additional amount of the project.  
(Page 6691)

Roll Call vote: Ayes (4) Mr. Bower, Mr. Buzby, Mrs. Patrick, and Mr. Poole  
Nays (0). Abstain (0). Motion carried.

#### BOARD OF EDUCATION BUSINESS

1. **Correspondence** - None
2. **Committee Reports**
  - a. Salem High School Representative - Eric Buzby
  - b. Township Committee Meeting - Bethanne Patrick
3. **Unfinished Business**
  - a. Superintendent Evaluation - Summary to be provided in Executive Session.
  - b. Election Petitions for the November 2019 election are due to the Salem County Clerk by Monday, July 29, 2019 at 4:00 p.m.  
Incumbents are: Michael Bower, Robert DiGregorio and Patricia Skwirut
4. **New Business**
  - a. Superintendent reports that all staff evaluations are complete for the 2019-2020 school year.
  - b. Motion by Mr. Bower and seconded by Mrs. Patrick to approve the revised meeting schedule for the remainder of 2019.  
Unanimously approved by voice vote. Motion Carried.

5. **Other**

## a. Superintendent Update

*(Pages 6692-6693)*

## SUPERINTENDENT'S RECOMMENDATIONS

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

A. **Professional Personnel**

1. Approve the Business Administrator contract for Karen Mathews effective July 1, 2019 through June 30, 2020 reflecting a 2% increase in salary.  
It has been reviewed and approved by the Salem County Office of Education.  
*(Pages 6694-6697)*
2. Approve payment (with a combined total of \$8,000) to the following staff members for graduate coursework completed during the 2018-2019 school year in accordance with the terms of the negotiated contractual agreement:
  - a. Shaun Stamm \$3,579.80
  - b. Carmela Spano \$4,420.20
3. Approve the requests for reimbursement from the following staff members for one graduate course per semester. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
  - a. Carmela Spano - Fall 2019 and Spring 2020
4. Approve summer curriculum writing on an as needed basis with payment upon completion of the curriculum writing and the submission of a signed voucher.
5. Approve the appointment of Courtney Dorrell as a Special Education ICR/RR teacher for the 2019-2020 school year at an annual salary of \$59,188 Step 1 MA. Effective September 1, 2019 through June 30, 2020. Benefits according to the MEA Collective Bargaining Agreement.
6. Authority for the Superintendent to make any necessary professional personnel staffing changes in July with final approval at the August board meeting.

B. **Support Personnel**

1. Approve Fred Weiss as a Part-time Summer Worker at a rate of \$12.00 per hour and as a Substitute Custodian/Maintenance Worker at a rate of \$10 per hour.
2. Approve the appointment of Melissa Morrison as a Part-time Instructional Aide for four hours per day at an annual salary of \$13,840.17 Step 1 (57%). Effective September 1, 2019 through June 30, 2020. Sick and personal time according to the MEA Collective Bargaining Agreement. There are no other benefits associated with this contract.
3. Approve the appointment of Amelia Salinas as a Part-time Instructional Aide for three hours per day at an annual salary of \$10,440.83 Step 1 (43%). Effective September 1, 2019 through June 30, 2020. Sick and personal time according to the MEA Collective Bargaining Agreement. There are no other benefits associated with this contract.
4. Authority for the Superintendent to make any necessary support personnel staffing changes in July with final approval at the August board meeting.

C. **Other**

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

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mrs. English	Cherry Hill	2019 Kindergarten Conference	7/15/19-7/16/19	\$449	Yes	n/a
Mrs. Ridgway-Stiles	Online	Arts Integration & STEAM online Conference	7/18/19	\$129	Yes	n/a

2. **Field Trips** - Approve the field trip requests.
3. **Student Admissions** - Approve the following non-resident (parent paid) tuition student for the 2019-2020 school year (returning student):

Student	Grade
Jacey Beal	7

(Letter of request has been received from this family)

4. **Non-Resident Transportation** - Approve the request from Jolyn Mitchell-Riddle for her child to be transported to a Mannington Township address at the end of the school day at a cost of \$280 per student (payable as \$28 per month) for the 2019-2020 school year.
5. **Student Admissions** - Approve the following non-resident (parent paid) tuition students for the 2019-2020 school year (new students):

Student	Grade	Student	Grade
Olivia Waddington	2	Joseph Goetaski	4

(Letters of request have been received from these families)

6. **Non-Resident Tuition Students** - Authorize the Superintendent to accept additional Non-Resident Tuition Students (space permitting) during the summer months with final Board approval at the next meeting.
7. **Graduation Awards** – Approve awarding \$25 each to six (6) selected eighth grade students for achievement in the following areas: Valedictorian, Salutatorian, Mathematics, Language Arts, Science and Social Studies.
8. **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 2018-2019 school year.
9. **Cafeteria Biosecurity Management Plan** - Approve the revisions made to the Cafeteria Biosecurity Management Plan, which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required per QSAC and was originally approved by the Board of Education on September 12, 2006.

10. **Student Code of Conduct** - Approve revisions to the Student Code of Conduct/Discipline Guidelines for the 2019-2020 school year.
11. **Use of Technology/Internet** - Approve revisions to the Acceptable Use of Technology/Internet agreement for the 2019-2020 school year.
12. **Bilingual Program Waiver Request** - Approve submission of the Bilingual Program Waiver Request for 2019-2020.
13. **Title I Schoolwide Program** - Approve submission of the 2019-2020 Annual School Plan to operate a Title I Schoolwide Program.
14. **Summer Reading Program** - Approve opening the library on Tuesday and Thursday mornings beginning July 2, 2019 for summer reading and AR tests.
15. **Student Safety Data System** - Approve submission for reporting period 2.
16. **HIB-ITP** - Approve submission of the HIB-ITP for reporting period 2.
17. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading of the HIB report for the period of April 13, 2019 to May 3, 2019.
18. **HIB** - Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of May 4, 2019 to June 7, 2019.

Roll Call vote: Ayes (4) Mr. Bower, Mr. Buzby, Mrs. Patrick, and Mr. Poole  
Nays (0). Abstain (0). Motion carried.

#### FOR YOUR INFORMATION

1. Fire Drill - 5/10/19      Security Drill - 5/31/19
2. Bus Evacuation Drills -  
Date: 5/8/19; Time: 8:00 am; School: Mannington Township School; Location: 495 Route 45, Mannington, NJ 08079; Route #'s: 3, 4, 5, 6; Person Supervising: Kristin Williams
3. School Report (Page 6698)
4. Special Education Public Report for 2017-2018 (Pages 6699-6702)
5. Noteworthy Items:
  - a. Pictures from the Silver Fox Tea - Mrs. Sakewicz-Frank
  - b. PreK Graduation - Miss Spano, Mrs. Breslin and Mr. McNichols
  - c. Teddy Bear Picnic - Mrs. English and Mr. McNichols
6. Important Dates:
  - a. Graduation - Thursday, June 13, 2019 at 7:00 pm
  - b. Regular Monthly Meeting - Tuesday, August 13, 2019 at 6:30 pm

AUDIENCE PARTICIPATION II - None

#### EXECUTIVE SESSION

##### **Mannington Board of Education 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 (Student) 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.

Motion by Mrs. Patrick and seconded by Mr. Poole that the Board of Education enter into executive session at 7:08 p.m.

*Unanimously approved by voice vote. Motion Carried.*

#### RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion by Mrs. Patrick and seconded by Mr. Poole that the Board of Education resume the public portion of the meeting at 7:53 p.m.

*Unanimously approved by voice vote. Motion Carried.*

#### SUPERINTENDENT EVALUATION

Motion by Mrs. Patrick and seconded by Mr. Poole to approve the 2018-2019 Superintendent Evaluation

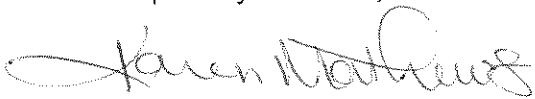
*Roll Call vote: Ayes (3) Mr. Buzby, Mrs. Patrick, and Mr. Poole  
Nays (0). Abstain (0). Motion carried.*

#### ADJOURNMENT

Motion by Mrs. Patrick and seconded by Mr. Bower that the Board of Education meeting be adjourned at 8:07 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary