

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 2, 2018.

Mrs. Mathews, Board Secretary, called the meeting to order at 7:06 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, 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:

- Carmen Porter
- Eric Buzby

#### ROLL CALL

Members Present: Mr. Bower, Mr. Buzby, Ms. Porter, Mrs. Richman, and Mrs. Skwirut.

Members Excused: Mr. DiGregorio and 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.

#### NOMINATIONS

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

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

*Roll Call vote: Ayes (4) Mr. Bower, Mr. Buzby, Mrs. Richman and Mrs. Skwirut.*

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

Motion by Ms. Porter to nominate Melanie Richman for Vice President.

Mrs. Richman declined the nomination.

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

Motion by Ms. Porter and seconded by Mrs. Richman to close nominations for Vice President.

*Roll Call vote: Ayes (4) Mr. Bower, Ms. Porter, Mrs. Richman and Mrs. Skwirut.*

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

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

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

DESIGNATION OF NEWSPAPER

The Board approve the designated official newspaper for 2018 as *South Jersey News Media*. (This publication covers Salem, Gloucester and Cumberland Counties).

ONLINE MEDIA

The Board approve the use of NJHire.com for online job postings for 2018.

DESIGNATION OF REGULAR MEETING DATES

The Board approve the third Tuesday of the month (unless noted) for meeting dates for calendar year 2018 as per the attached schedule. (page 6109)

APPOINTMENT OF BOARD SECRETARY

The Board approve the appointment of Karen Mathews, as Board Secretary, effective January 2018 and until the next reorganization meeting in January 2019.

DESIGNATION OF DEPOSITORY OF FUNDS

The Board approve the designated depositories for Mannington Funds:

- a. Fulton Bank of New Jersey
- b. 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 2018 year as per the recommendation of the Superintendent.

DISTRICT CURRICULUM

The Board approve and adopt the district curriculum as listed below for the 2018 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 approve the textbooks associated with the approved curriculum that will be used during the 2018 school 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  
Zaner Bloser Writing Strategies - Grades K-8  
Teachers Curriculum Institute Social Studies - Grades 1-8  
STC Science - Grades K-8  
FOSS & Insights Science - Grades 1-8  
Lab Aids Science - Grades 7-8

#### 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 (5) Mr. Bower, Mr. Buzby, Ms. Porter, Mrs. Richman, and Mrs. Skwirut. Nays (0). Abstain (0). Motion carried.*

#### APPOINTMENT OF COMMITTEES/REPRESENTATIVES

Motion by Mrs. Richman and seconded by Mr. Buzby that the Board of Education table the appointment of committees until the next 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

A letter was received from the Department of Education, Salem County Office, stating that Mannington Township School does not have sufficient enrollment to receive representation on the Salem City School Board for 2018. In addition, the sending districts do not have sufficient enrollment for combined representation.

#### 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.

6106

APPROVAL OF MINUTES

Motion by Mrs. Richman and seconded by Mr. Buzby that the Board of Education approve the regular meeting minutes of November 21, 2017.

*Unanimously approved by voice vote. Abstain (2): Mr. Bower, Ms. Porter Motion Carried.*

FINANCIAL

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

1. **Board Secretary Certification**

Board's Certification:

*(pages 6110-6131)*

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Mannington Township Board of Education certifies that as of October 31, 2017 and November 30, 2017 and after review of the Secretary's Monthly Financial Report 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, 2017 and November 30, 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 months ending October 31, 2017 and November 30, 2017.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the months of October 2017 and November 2017 *(pages 6132-6133)*
3. **Transfers** – Approve the transfer list for the month of November 2017. *(pages 6134)*
4. **Bills To Be Paid** – Approve payroll and agency for the month of November 2017 and the bills list for the month of December 2017. *(pages 6135-6137)*  
Further, approval to pay any necessary warrants for the month of January 2018 with the payment list presented at the February 2018 meeting for final approval per the recommendation of the Superintendent and the Business Administrator.
5. **Educational Services Agreement** - Approve the Educational Services Agreement with The Nemours Foundation to provide educational services for one Mannington student (#2020005) at a rate of \$40 per hour.
6. **Before and After Care** - Approve establishing a Before and After Care Program, effective January 8, 2018 (rates to be determined).

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

**BOARD OF EDUCATION BUSINESS**

**1. Correspondence**

- a. Mannington Township thank you letter from the MAPSA tree lighting.
- b. NJSBA - Completion of Governance IV by Patricia Skwirut

**2. Committee Reports**

- a. NJSBA Foundations for Success program - Ms. Williams and Mrs. Mathews
- b. Facilities Committee - Parking Lot Update - Mr. Bower and Mr. Buzby

**3. Unfinished Business - None**

**4. New Business**

- a. School Board Recognition Month Resolution (page 6138)
- b. Code of Ethics for School Board Members

**SUPERINTENDENT'S RECOMMENDATIONS**

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

**A. Professional Personnel**

- 1. Approve a rate of \$30 per hour for any after school clubs/activities (Title IV) and home instruction (Fund 11). All activities require advance approval and timesheets must be submitted for payment.

**B. Support Personnel**

- 1. Approve Andrew Viereck as a substitute teacher and a substitute aide at the board approved rates.
- 2. Accept the resignation of Amber McLaughlin, Cafeteria Worker, effective January 1, 2017.

**C. Other**

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

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Mrs. Mathews	Mount Laurel	Legal Issues that Impact the Business Office	1/18/18	\$100	X	n/a
Mrs. Carullo & Mr. Stamm	Blackwood	54 Ways to Review	1/24/18	\$149 each	X	\$170
Mrs. Moore	Deptford	School Nurses: Critical Leaders in School & Community Health	1/31/18	\$45	X	n/a (evening)
Mrs. Moore	Deptford	Recognizing and Preventing School Bullying	2/28/18	\$45	X	n/a (evening)
Mrs. Moore	Deptford	Understanding Autism Spectrum Disorder	3/28/18	\$45	X	n/a (evening)

6108

2. **Paraprofessional Staff** - Approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff to the County Office of Education.
3. **Tuition Reimbursement** - Approve the request for reimbursement from Jessica Dyer for one graduate course during the Spring 2018 semester at Stockton University. Tuition costs in accordance with the negotiated contract agreement will be reimbursed upon submission of required documents.
4. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of October 11, 2017 to November 17, 2017.
5. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of November 18, 2017 to December 22, 2017.

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

FOR YOUR INFORMATION

1. School Report *(pages 6139-6140)*
2. Mannington Messenger - December
3. Noteworthy Items:
  - a. Mrs. McCormick and her class for counting and donating over 300 shopping bags to the VFW where volunteers crochet them into blankets for the homeless. She also started an ongoing school collection of bags for this project.
  - b. Miss Kitchin for publishing a book of student work through Studenttreasures Publishing and being selected as the recipient of a \$500 award for classroom supplies.
  - c. Mrs. Kim and Mrs. Sakewicz-Frank for the Holiday Concert.
  - d. Miss Dyer and Miss DiSanto for organizing the holiday collection for a Mannington family
  - e. Mr. Burden for the delivery of the food baskets donated by the Ruritans
  - f. Mrs. Viereck and Mrs. Breslin for coordinating Pajama Days
  - g. Mr. & Mrs. DiGregorio and MAPSA for the Tree Lighting
4. Important Dates:
  - a. Regular Monthly Meeting - Tuesday, February 20, 2018

AUDIENCE PARTICIPATION II - None

ADJOURNMENT

Motion by Mrs. Skwirut and seconded by Mr. Bower that the Board of Education meeting be adjourned at 7:59 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary