

**MANNINGTON BOARD OF EDUCATION
REORGANIZATION AND REGULAR MEETING AGENDA
Tuesday, January 2, 2018 – 7:00 PM**

I. PLEDGE TO THE FLAG

II. CALL TO ORDER - Board Secretary

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Mannington Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Municipal Building, Mannington Township School, and the SJ Times.

III. OATH OF OFFICE

Business Administrator will issue the Oath of Office to elected Board Members:

- Carmen Porter
- Eric Buzby

IV. ROLL CALL

Board Secretary will roll call the attendance:

Michael Bower ___ Eric Buzby ___ Robert DiGregorio ___ Carmen Porter ___
Melanie Richman ___ Scott Robinson ___ Patricia Skwirut ___

V. NOMINATIONS

Board Secretary will open the floor for nominations for President.

Nominate: _____

Motion: _____ *Second:* _____

Close Nominations:

Motion: _____ *Second:* _____

Roll call vote: MB ___ EB ___ RD ___ CP ___ MR ___ SR ___ PS ___

Board Secretary will open the floor for nominations for Vice President.

Nominate: _____

Motion: _____ *Second:* _____

Close Nominations:

Motion: _____ *Second:* _____

Roll call vote: MB ___ EB ___ RD ___ CP ___ MR ___ SR ___ PS ___

~~ Meeting is turned over to the elected board president ~~

VI. 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).

VII. ONLINE MEDIA

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

VIII. 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](#).

IX. 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.

X. 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)

XI. 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).

XII. POLICY MANUAL

The Board approve all existing policies, bylaws and regulations for the 2018 year as per the recommendation of the Superintendent.

XIII. 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	Visual/Performing Arts
World Language	Career Education

XIV. 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

XV. 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.

XVI. 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.

Items VI - XVI:

Motion: _____ Second: _____

Roll call vote: MB _____ EB _____ RD _____ CP _____ MR _____ SR _____ PS _____

XVII. APPOINTMENT OF COMMITTEES/REPRESENTATIVES

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

These positions may be tabled until the next meeting, allowing the elected president time to review the committee appointment [surveys](#) prior to making any appointments.

Motion: _____ Second: _____

Voice Vote: Yes: _____ No: _____ Abstain: _____

XVIII. 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.

XIX. AUDIENCE PARTICIPATION I

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting.
4. Identify the agenda item that you wish to comment on.
5. All questions are to be directed to the Board President.
6. Time limit for discussion is 5 (five) minutes per person.
7. Total time limit for public discussion is 30 minutes.

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.

XX. APPROVAL OF MINUTES

The Superintendent and Business Administrator recommend that the Board of Education approve the [regular meeting minutes](#) of November 21, 2017.

Motion: _____ Second: _____

Voice Vote: Yes: _____ No: _____ Abstain: _____

XXI. FINANCIAL

The Superintendent and Business Administrator recommend that the Board of Education approve the following 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, 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](#)
- 3. **Transfers** – Approve the transfer list for the month of [November 2017](#).
- 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.
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).

Motion: _____ Second: _____

Roll call vote: MB____ EB____ RD____ CP____ MR____ SR____ PS____

XXII. 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](#)
- b. [Code of Ethics](#) for School Board Members
(Hard Copy of signature page will be available at meeting for signing)

XXIII. SUPERINTENDENT'S RECOMMENDATIONS

The Superintendent recommends 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 and home instruction. 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)

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](#).

Motion: _____ Second: _____

Roll call vote: MB____ EB____ RD____ CP____ MR____ SR____ PS____

XXIV. FOR YOUR INFORMATION

1. [School Report](#)
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 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

XXV. AUDIENCE PARTICIPATION II

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting.
4. Identify the agenda item that you wish to comment on.
5. All questions are to be directed to the Board President.
6. Time limit for discussion is 5 (five) minutes per person.
7. Total time limit for public discussion is 30 minutes.

XXVI. RECESS INTO 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
- _____ 8. Personnel Matters
- _____ 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: _____ *Second:* _____ *Time:* _____

Voice Vote: Yes: _____ No: _____ Abstain: _____

XXVII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

It is recommended that the Board of Education resume the public portion of meeting.

Motion: _____ *Second:* _____ *Time:* _____

Voice Vote: Yes: _____ No: _____ Abstain: _____

XXVIII. ADJOURNMENT

It is recommended that there being no further business to come before the Board of Education, the meeting be adjourned.

Motion: _____ *Second:* _____ *Time:* _____

Voice Vote: Yes: _____ No: _____ Abstain: _____