

**MANNINGTON TOWNSHIP BOARD OF EDUCATION MINUTES Tuesday, May 5, 2020**

The Regular Meeting of the Board of Education of the Township of Mannington, County of Salem, New Jersey, was held at 6:30 p.m. on Tuesday, May 5, 2020.

Ms. Porter, Board President, called the meeting to order at 6:43 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 and the Elmer Times, as well as posted in the Municipal Building and the Mannington Township School.

Members Present: Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick, Mr. Poole and Ms. Porter.                      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.

AUDIENCE PARTICIPATION I - None

**PUBLIC HEARING 2020-2021 BUDGET & BOARD APPROVAL**

Presentation of the 2020-2021 Mannington School Budget.

Discussion and questions on the 2020-2021 budget as presented.

Motion by Mrs. Patrick and seconded by Mr. Buzby that the Board of Education approve, by Resolution, the fiscal year 2020-2021 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 2% increase in the tax levy.

(Page 7097)

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$ 3,754,929	\$ 2,912,390
Special Revenue Fund	\$ 494,236	\$ 0
Debt Service Fund	\$ 156,502	\$ 103,291
<b>Total Base Budget</b>	<b>\$ 4,405,667</b>	<b>\$ 3,015,681</b>

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

Mr. Poole lost connection to electronic meeting

**CLOSE THE PUBLIC HEARING PORTION OF THE MEETING**

Motion by Mrs. Patrick and seconded by Mr. Bower that the Board of Education close the public hearing portion of the meeting at 6:52p.m.

Unanimously approved by voice vote. Motion Carried.

**APPROVAL OF MINUTES**

Motion by Mr. Buzby and seconded by Mrs. Patrick that the Board of Education approve the regular meeting minutes of April 14, 2020.

Unanimously approved by voice vote. Motion Carried.

## FINANCIAL

Motion by Mr. Bower and seconded by Mrs. Patrick 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 March 31, 2020 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 March 31, 2020, 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 March 31, 2020. *(Pages 7098-7115)*

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of March 2020. *(Pages 7116-7118)*
3. **Transfers** – Approve the transfer list for the month of April 2020. *(Page 7119)*
4. **Bills To Be Paid** – Approve payroll and agency for the month of April 2020 and the bills list for the month of May 2020. *(Pages 7120-7123)*
5. **District Tax Schedule** - Approve the District Tax Schedule for 2020-2021, based on the approved budget, in the amount of \$2,912,390 general fund and \$103,291 debt service fund for a total of \$3,015,681. *(Page 7124)*
6. **Awarding of Contracts** – Approve awarding contracts for professional services without competitive bidding for a one-year term commencing July 1, 2020 and including district assignments.
7. **District Assignments** - Approve the reappointment of district assignments for the 2020-2021 school year.
8. **Petty Cash** – Approve establishing a \$250 petty cash fund for board office, main office, and custodial expenses (Karen Mathews, custodian); a \$50 petty cash fund for cafeteria expenses (Karen Mathews, custodian), and a \$100 petty cash fund for SACC expenses (Karen Mathews, custodian) for the 2020-2021 school year.
9. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2020 to June 30, 2021.

10. **Transportation Contract** - Approve entering into a Participation Agreement for 2020-2021 with the Gloucester County Special Services School District for the administration of the Salem County Transportation Cooperative for transportation involving:  
Homeless, Nonpublic, Choice, Special Education, and Vocational Routes  
In addition, approve entering into agreement with GCSSSD for their administration of the Aid-in-Lieu payments for NonPublic and Choice students.
11. **Shared Services** - Approve the agreement to provide Shared Business Administrator Services to Quinton Board of Education effective July 1, 2020 to June 30, 2021 at an annual cost to Quinton of \$58,000.
12. **Shared Services Media Specialist** - Approve a Shared Services Agreement with the Quinton Board of Education to provide oversight of the Quinton School Library for the 2020-2021 school year at an annual cost of \$1,000.
13. **Capital Project** - Resolved that the Mannington Township Board of Education (Board) authorizes the School Business Administrator/Board Secretary, and Remington and Vernick Engineers to prepare and apply for Other Capital Projects on the Board's behalf with the New Jersey Department of Education (NJDOE) and make any necessary Long Range Facilities Plan Amendments for the following projects:
  - i. Various Interior Door Replacements – State Proj #33-2950-050-20-1000
 The Board of Education also acknowledges that "Other Capital Projects" are ineligible for state funding and are exclusively locally funded projects.

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

#### BOARD OF EDUCATION BUSINESS

1. **Correspondence** - None
2. **Committee Reports**
  - a. Salem High School Representative - Bethanne Patrick
  - b. Township Committee Meeting - Bethanne Patrick
3. **Unfinished Business** - None
4. **New Business**
  - a. Superintendent Evaluation email will be received in early May. Please complete the evaluation prior to the June Board Meeting. Summary will be completed as a group on June 9, 2020 during the Executive Session of the Board Meeting.

*6:58 pm - Mr. Poole rejoined meeting*

5. **Other**
  - a. Superintendent Update *(Pages 7125-7128)*

#### SUPERINTENDENT'S RECOMMENDATIONS

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

**A. Professional Personnel**

1. Approve issuing a contract to the tenured and non-tenured teachers for the 2020-2021 school year. (Page 7129)
2. Approve the appointment of Jody Viereck as the Coordinator of Student Services and Technology for the 2020-2021 school year with an annual stipend.
3. Approve the appointment of Jeffrey Dilks as the Library/Media Specialist for the 2020-2021 school year with an annual stipend of \$2,000 for the oversight of the Mannington and Quinton School Libraries. (\$1,000 per school with reimbursement by Quinton School of \$1,000 to Mannington School). NJQSAC required position.
4. Approve the appointment of Megan Yarrington as the Kindergarten teacher for the 2020-2021 school year at an annual salary of \$ TBD Step 1 BA. Effective September 1, 2020 through June 30, 2021 (to cover for a Leave of Absence). Benefits according to the MEA Collective Bargaining Agreement.

**B. Support Personnel**

1. Approve the 2020-2021 contracts and salaries for the:
  - Instructional Aides
  - 10 month support staff
  - 12 month support staff (Page 7130)
2. Accept the letter of notification of retirement from Dorothy Breslin, effective June 30, 2020. Mrs. Breslin has been an Instructional Aide at Mannington School for 14 years.

Motion by Mr. DiGregorio and seconded by Mrs. Patrick that the Board of Education table the following item until after Executive Session:

3. Approve of the appointment of Christopher Tilton as the Technician/Cafeteria Manager effective May 18, 2020 at the annual salary of \$42,500 (to be prorated for this contract). Further, approve the reappointment of Christopher Tilton for the 2020-2021 school year at an annual salary of \$42,500 effective July 1, 2020 to June 30, 2021.

*Unanimously approved by voice vote. Motion Carried.*

**C. Other**

1. **Closing Plan/Virtual Instruction** - Approve the Mannington School District's program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District's closure on March 17, 2020.
2. **Comprehensive Equity Plan** - Approve the Comprehensive Equity Plan Statement of Assurances for 2020-2021.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading of the Superintendent's monthly report for the period of March 11, 2020 to April 14, 2020 with zero incidents.

- 4. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading of the Superintendent's monthly report for the period of April 15, 2020 to May 5, 2020 with zero incidents.

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

**FOR YOUR INFORMATION**

- 1. School Report
- 2. No Fire Drill or Security Drill due to Executive Order 104
- 3. Important Dates:
  - a. Regular Monthly Meeting - Tuesday, June 9, 2020 at 6:30 pm

*(Page 7131)*

AUDIENCE PARTICIPATION II - None

**EXECUTIVE SESSION**

**Mannington Board 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 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 by Mr. DiGregorio and seconded by Mr. Buzby that the Board of Education enter into executive session at 7:41 p.m.

*Unanimously approved by voice vote. Motion Carried.*

**RESUMPTION OF PUBLIC PORTION OF THE MEETING**

Motion by Mrs. Patrick and seconded by Mr. DiGregorio that the Board of Education resume the public portion of the meeting at 8:06 p.m.

*Unanimously approved by voice vote. Motion Carried.*

**SUPERINTENDENT'S RECOMMENDATIONS****Support Personnel** (continued)

Motion by Mrs. Patrick and seconded by Mr. Buzby that the Board of Education approve the appointment of Christopher Tilton as the Technician/Cafeteria Manager effective May 18, 2020 at the annual salary of \$42,500 (to be prorated for this contract). Further, approve the reappointment of Christopher Tilton for the 2020-2021 school year at an annual salary of \$42,500 effective July 1, 2020 to June 30, 2021.

*Roll Call vote: Ayes (6) Mr. Bower, Mr. Buzby, Mrs. Cooper, Mr. DiGregorio, Mrs. Patrick, Mr. Poole. Nays (0). Abstain (1) Ms. Porter. Motion carried.*

**ADJOURNMENT**

Motion by Mr. Bower and seconded by Mrs. Patrick that the Board of Education meeting be adjourned at 8:08 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary