

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 12, 2018.

Ms. Porter, Board President, called the meeting to order at 7:10 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. Bower (arrived at 7:20 pm), Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson, and Mrs. Skwirut.

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

#### APPROVAL OF MINUTES

Motion by Mr. Buzby and seconded by Mrs. Richman that the Board of Education approve the regular meeting minutes of May 15, 2018.

*Unanimously approved by voice vote (Abstain Mr. Robinson). Motion Carried.*

#### FINANCIAL

Motion by Mrs. Richman and seconded by Mr. DiGregorio 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, 2018 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 April 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 April 30, 2018. *(Pages 6269-6279)*

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of April 2018. *(Page 6280-6282)*

3. **Transfers** – Approve the transfer list for the month of May 2018. *(Page 6283)*

4. **Bills To Be Paid** – Approve payroll and agency for the months of April 2018 and May 2018 and the bills list for the month of June 2018. (Page 6284-6286)

Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June 2018 and July 2018 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 2018 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 6287)
7. **2018-2019 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 2018-2019 Janitorial Services Proposal from Top Dog Cleaning Service in the amount of \$3,000 per month. (No increase from 2017-2018)
9. **Transportation** - Approve the 2018-2019 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 #17	\$17,387.16
Multi B Route 6	Mannington School	Renewal #17	\$26,511.60
Route 4A	Mannington School	Renewal #10	\$27,925.20
Route 5A	Mannington School	Renewal #10	\$27,925.20
Route HS1A	Salem HS	Renewal #6	\$24,638.40
Route HS2A	Woodstown HS & SCVTS	Renewal #6	\$32,554.80
		<b>Total:</b>	<b>\$156,942.36</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 2018-2019 school year. Estimated total yearly cost is \$29,700 (\$3.00 per meal). Delivery cost is \$16 per day. (Page 6288)

11. **Cafeteria Prices** – Approve setting the following prices for the 2018-2019 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 2018-2019.

12. **ESEA** – Approve applying for fiscal year 2019 funds:

Title I	\$ 97,261
Title IIA	\$ 7,753
Title IV	\$ 10,000
Total	\$115,014

Roll Call vote: Ayes (6) Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mrs. Richman, Mr. Robinson and Mrs. Skwirut. Nays (0). Abstain (1) Ms. Porter #10 only. Motion carried.

Mr. Bower arrived at 7:20 p.m.

**BOARD OF EDUCATION BUSINESS**

1. **Committee Reports**

- a. SCSBA Spring Meeting - Carmen Porter

2. **Unfinished Business**

- a. Superintendent Evaluation - Summary to be provided in Executive Session.
- b. Election Petitions for the November 2018 election are due to the Salem County Clerk by Monday, July 30, 2018 at 4:00 p.m.  
Incumbents are: Melanie Richman and Scott Robinson

3. **New Business**

- a. Superintendent reports that all staff evaluations are complete for the 2017-2018 school year.
- b. NJSBA Workshop 2018 is October 22nd to 25th. Please notify the Board Office by August 1st if you plan to attend.

4. **Other**

- a. Air Conditioning - update

## SUPERINTENDENT'S RECOMMENDATIONS

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

**A. Professional Personnel**

- a. Approve the following staff members as alternates for the Knowledge Garden/Power Hour After School Program:
  - i. Kimberly Giova
  - ii. Margaret McCormick
- b. A name change for one staff member and subsequent reissuing of the contract for the 2018-2019 school year: Allyson Parris to Allyson Murphy.
- c. Approve the following staff members for summer curriculum writing positions:
  - i. Elizabeth Carullo
  - ii. Heather Sakewicz-Frank
  - iii. Lisa Stiles
  - iv. Shaun Stamm
  - v. Destiny Leoni
  - vi. Sean Magerr
  - vii. Jeff Dilks
  - viii. Joyce Pompper
  - ix. Jessica Dyer
  - x. Amber Fair
  - xi. Noelle Kitchin
  - xii. Carmela Spano
  - xiii. Marge McCormickPayment upon completion of the curriculum writing and the submission of a signed voucher.
- d. Approve payment (with a combined total of \$8,000) to the following staff members for graduate coursework completed during the 2017-2018 school year in accordance with the terms of the negotiated contractual agreement:
  - i. Jessica Dyer \$5,038.92
  - ii. Noelle Kitchin \$2,961.08
- e. Approve lateral movement on the salary guide for Jessica Dyer from BA+15 (\$57,341) to MA (\$58,341) effective September 1, 2018. A transcript has been provided.
- f. 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.
  - i. Shaun Stamm - Summer 2018
  - ii. Carmela Spano - Summer 2018, Fall 2018, Spring 2019
- g. Authority for the Superintendent to make any necessary professional personnel staffing changes in July with final approval at the August board meeting.
- h. Accept the letter of resignation from Samantha DiSanto effective June 30, 2018.

**B. Support Personnel**

- a. Approve the following substitute at the 2017-2018 board approved rates:
  - i. Alec DelViscio - teacher and aide
- b. Approve Dorothy Breslin as the SACC Before School Care Attendant at a rate of \$12.00 per hour effective September 1, 2018 through June 30, 2019.
- c. 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. **Facilities Use** – Approve the following request:

ORGANIZATION	DATE(S)	TIME	ROOM/AREA	EVENT	REQUESTOR
Mannington Early Learning Academy	6/18/18 - 8/31/18	Various	Playground	Recess	Kristin Williams

2. **Workshops** - Approve the following request:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Kristin Williams	Atlantic City	Symposium on the Psychology of the School Shooter	7/11/18	\$150	X	n/a

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

Student	Grade	Student	Grade
Jimmy Gillespie	PK	Jordana Cooper	1
Maverick Reale	PK	Ian McKinney	5
Brynlee Chafin	K	Francis Green	6

- 4. **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.
- 5. **Graduation Awards** – Approve awarding \$25 each to seven (7) selected eighth grade students for achievement in the following areas: Valedictorian, Salutatorian, Mathematics, Language Arts, Science, Social Studies, and Spanish.
- 6. **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 2017-2018 school year.
- 7. **Nursing Service Plan & Protocols** - Approve the 2018-2019 Nursing Service Plan and Nursing Protocols as reviewed and signed off on by the school medical examiner.

8. **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.
9. **Summer Reading Program** - Approve opening the library on Tuesday and Thursday mornings beginning July 3, 2018 for summer reading and AR tests.
10. **Student Safety Data System** - Approve submission for reporting period 2.
11. **HIB-ITP** - Approve submission of the HIB-ITP for reporting period 2.
12. **HIB Grade** - Approve the 2016-2017 HIB Grade of 73, noting that the maximum grade is 78.
13. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the first reading of the Superintendent’s monthly report for the period of May 15, 2018 to June 8, 2018.
14. **HIB** – Approve, as per the NJDOE HIB reporting requirements, the second reading of the Superintendent’s monthly report for the period of April 21, 2018 to May 14, 2018.

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

#### FOR YOUR INFORMATION

1. Fire Drills - 5/14/18 & 6/13/18
2. Security Drills - 5/30/18 & 6/11/18
3. School Report (Page 6289)
4. Noteworthy Items:
  - a. MEA Family Fun Night
  - b. Kindergarten Graduation - Mrs. Richman
  - c. Pre-Kindergarten Graduation - Miss Spano and Mrs. Breslin
  - d. Wellness Days - Miss Nessen and TEAM
  - e. Math Showcase - Miss Fair & Mrs. Stiles
5. Important Dates:
  - a. Regular Monthly Meeting - Tuesday, July 17, 2018 at 7:00 pm (if needed)
  - b. Regular Monthly Meeting - Tuesday, August 21, 2018 at 7:00 pm
  - c. NJSBA Workshop 2018 - October 22nd to 25th at the Atlantic City Convention Center

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
- 8. Personnel Matters - Superintendent Evaluation & Staffing
- 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. Skwirut and seconded by Mrs. Richman that the Board of Education enter into executive session at 7:40 p.m.

*Unanimously approved by voice vote. Motion Carried.*

#### RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion by Mr. Buzby and seconded by Mr. DiGregorio that the Board of Education resume the public portion of the meeting at 8:26 p.m.

*Unanimously approved by voice vote. Motion Carried.*

#### SUPERINTENDENT EVALUATION

Motion by Mrs. Skwirut and seconded by Mrs. Richman that the Board of Education accept, and place on confidential file, the 2017-2018 Superintendent Evaluation for Kristin Williams.

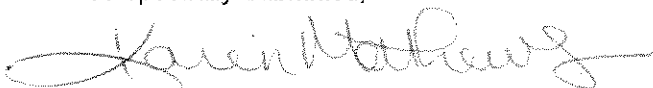
*Roll Call vote: Ayes (5) Mr. Buzby, Mr. DiGregorio, Ms. Porter, Mr. Robinson and Mrs. Skwirut.  
Nays (0). Abstain (0) Mr. Bower and Mrs. Richman. Motion carried.*

#### ADJOURNMENT

Motion by Mr. DiGregorio and seconded by Mr. Bower that the Board of Education meeting be adjourned at 8:30 p.m.

*Unanimously approved by voice vote. Motion Carried.*

Respectfully Submitted,



Karen Mathews  
Business Administrator/Board Secretary