

**MANVILLE BOARD OF EDUCATION  
MANVILLE, NEW JERSEY**

**MINUTES – REGULAR MEETING**

March 17, 2020 – 7:00 PM – MHS Media Center

A meeting of the Board of Education will be held this day in the MHS Media Center. The order of business and agenda for the meeting are:

**I. CALL TO ORDER – Board of Education President Heidi Zangara – 7:02PM**

**II. OPEN PUBLIC MEETING STATEMENT – Ms. Zangara**

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on January 10, 2020, by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

**III. ROLL CALL**

**Present:** Branden Agans, Kelly Harabin, Sharon Liszczak, Jeanne Lombardino, Sharon Lukac, Ned Panfile, Louis Petzinger, Josephine Pschar, Heidi Zangara

**Also Present:** Robert Beers, Superintendent; Jamil Maroun, Assistant Superintendent; Allison Bogart, School Business Administrator/Board Secretary

**Absent:** None

**IV. PLEDGE OF ALLEGIANCE, MOMENT OF REFLECTION AND READING OF MISSION STATEMENT**

*We believe in the potential of our students, the ability of our teachers and administrators, and the support of our parents and community. Every child. Every day.*

**V. APPROVAL OF MINUTES – RESOLVED, the Board of Education approves the Regular Meeting and Executive Meeting minutes of the following meetings: February 25, 2020.**

**Mrs. Zangara made motion to approve the Minutes. The motion was seconded by Mrs. Lombardino and approved by unanimous voice vote.**

**VI. SUPERINTENDENT’S REPORT & PRESENTATIONS – Mr. Robert Beers**

- Suspension Report/HIB Report

Mr Beers updated the Board on the District’s COVID-19 status. The schools are currently closed for two weeks and as of tomorrow, only essential personnel will be allowed in the buildings. All operations will be mainly out of the High School. We are also following through on providing meals to our Free & Reduced families. Everything is a work in progress and subject to change as the guidelines from the state change. He will continue to keep the BOE updated as things occur.

For the HIB report, there were 4 HIB incidents and all were investigated and confirmed. We also had 12 In School Suspensions and 11 Out of School Suspensions.

- Preliminary Budget Presentation

Mr. Beers and Ms. Bogart presented the preliminary 2020-21 Budget to the BOE. It will be submitted to the county once approved by the BOE this evening.

## VII. COMMITTEE REPORTS:

### A. Policy Committee: Branden Agans, *Chairperson*

Mr. Agans reported that there has not been a meeting and once we can reschedule we will.

### B. Curriculum and Instruction Committee (Student Activities): Sharon Liszczak, *Chairperson*

Mrs. Liszczak reported that the next meeting is technically scheduled for April 28, 2020 but we will have to wait and see if we can have it. She also thank the Administration for their efforts during these trying times.

Mrs. Liszczak moved Item B1 through B4 as follows:

Whereas the Superintendent of Schools has recommended certain changes in the district's curriculum, instruction, and student activity programs, now, therefore be it

**B-1 RESOLVED**, the Board of Education approves the following travel by school district employees pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and Board of Education Policy 6471:

Employee	Event(s)	Location	Date(s)	Estimated Cost	Budget Source
Ilana Kurtain Christina Sulewski	Naviance Training	Fairleigh Dickinson University Teaneck, NJ	4/3/20	Mileage: \$37.03	11-000-218-580-900-103-050
Ryan McNally	2020 Annual School Counselor Conference	Kean University Union, NJ	4/3/20	Registration: \$35 Mileage: \$16.80	11-000-223-320-500-000-000 11-000-223-580-200-000-000
Bradstreet Rand	FabLearn Conference	Teachers College Columbia University New York, NY	4/4/20 – 4/5/20	Registration: \$200	11-000-223-320-500-000-000
Kathleen Hughes Mary Jo Kindzierski Larissa Mattei	SCSNA Professional Development	Bridgewater-Raritan High School Bridgewater, NJ	8/25/20	Mileage: \$3.50 (Each Participant)	20-250-200-500-800-000-000

**B-2 RESOLVED**, the Board of Education approves the following Field Trip pursuant to Board of Education Policy 2340:

Date(s)	Destination/Travel Mode	Grade Level	Subject Matter
<b>Manville High School</b>			
April 4, 2020	NACAC National College Fair Meadowlands Expo Center Secaucus, NJ Transportation: J. Perez Bus	Grades 11 & 12 Total Students: 20	Students will be exposed to a variety of colleges and have the chance to explore the application and recruitment process.

**B-3 RESOLVED**, the Board of Education approves the following Title III Enrichment Summer School, Expanding Language Arts and Mathematics through Science/Social Studies, from July 6 to July 30, 2020 with staffing as indicated:

Position	Program	Compensation	Effective Dates	Source
Two (2) ESL Teachers to Teach Summer School For Students Entering Grades 1 - 3	Instructor of the Manville School District Summer School Program for Title III Students entering Grades 1-3	Teacher: Up to 72 Hours per Teacher @\$30 per Hour	July 6, 2020 – July 30, 2020 8:00am – 12:00pm (Mon–Thurs plus 2 days planning)	Title III
One (1) ESL Teacher to Teach Summer School For Students Entering Grades 4 - 6	Instructor of the Manville School District Summer School Program for Title III Students entering Grades 4-6	Teacher: Up to 72 Hours per Teacher @\$30 per Hour	July 6, 2020 – July 30, 2020 8:00am – 12:00pm (Mon–Thurs plus 2 days planning)	Title III
One (1) ESL Teacher to Teach Summer School For Students Entering Grades 7-11	Instructor of the Manville School District Summer School Program for Title III Students entering Grades 7-11	Teacher: Up to 72 Hours per Teacher @\$30 per Hour	July 6, 2020 – July 30, 2020 8:00am – 12:00pm (Mon–Thurs plus 2 days planning)	Title III

**B-4 RESOLVED**, the Board of Education approves the following Title I Enrichment Summer School, Expanding Language Arts and Mathematics through Science/Social Studies, from July 6, 2020 to July 30, 2020 with staffing as indicated:

Position	Program	Compensation	Effective Dates	Source
Two (2) Substitute Teachers to Teach Summer School	Manville School District Summer School Program for Title I Students Substitute Teachers	\$30 per hour, As Needed	July 6, 2020 – July 30, 2020 8:00am – 12:00pm	Title I

**The motion was seconded by Mrs. Harabin and approved by roll call vote as follows:**

**AYES:** Mr. Agans, Mrs. Harabin, Mrs. Liszczak, Mrs. Lombardino, Mrs. Lukac, Mr. Panfile, Mr. Petzinger, Mrs. Pschar and Mrs. Zangara

**ABSENT:** None

**C. Negotiations Committee:** Heidi Zangara, *Chairperson*

**Mrs. Zangara reported that we've had two meetings already and things are moving along. We will continue to meet as events allow.**

**D. Personnel**

**Mrs. Zangara moved Items D1 through D7 as follows:**

WHEREAS the Superintendent of Schools has recommended certain appointments, payments, and leaves of absence, now, therefore be it

**D-1 RESOLVED**, the Board of Education approves the following Leaves of Absence, Resignations and Retirements:

Name	Position	Action	Effective Dates
Angele Palmer	School Nurse Manville High School	Retirement	June 30, 2020

Dr. Barbara Popp	Director of Curriculum, Instruction & Professional Development (PreK-4) Manville School District	Paid Leave of Absence	January 8, 2020 – June 30, 2020
Lorraine Acebo	Spanish Teacher Manville High School	Unpaid Leave of Absence	March 2, 2020 – April 1, 2020

**D-2 RESOLVED**, the Board of Education employs the following person in the position and with terms as stated pending satisfactory completion of employment requirements:

Name	Position	Certificate	Compensation	Effective Dates
Susan LaMastro (replacing S. Jaconski)	Special Education Instructional Assistant, Part-Time	Substitute Certificate	Special Education Instructional Asst, Part-Time – Step 1 \$24.46 Per Hour	March 18, 2020 – June 30, 2020

**D-3 RESOLVED**, the Board of Education approves the following staff members as Mentors for Provisional Certificated Staff:

Mentor Name	Mentee/Position	Compensation	Effective Dates
Laina Penrose	Mentor for Kristin Mitnik Grade 2 Teacher (Maternity Leave Replacement) Weston School	Mentor Stipend to be paid by Mentee	March 30, 2020 – November 17, 2020

**D-4 RESOLVED**, the Board of Education approves the following staff members in the positions with terms as stated:

Name	Position	Compensation	Effective Dates
Bryce Forke	MHS Strength/ Conditioning Coach (Spring Season) Shared	\$20 Per Hour Nine (9) – Sixteen (16) Hours Per Week Total, As Needed	2019 – 2020 School Year (Spring Season)

**D-5 RESOLVED**, the Board of Education approves the following substitutes for the 2019-2020 school year with compensation as stated, pending satisfactory completion of employment requirements:

Name	Position	Compensation	Effective Dates
Jolanta Grzywacz	Substitute Custodian	\$15 Per Hour	2019 – 2020 School Year

**D-6 RESOLVED**, the Board of Education approves the revised Job Description for the following position:

- Director of PreK-4 Education

**D-7 RESOLVED**, the Board of Education approves the District Health Related Preparedness Plan effective immediately.

The motion was seconded by Mrs. Lombardino and approved by roll call vote as follows:

**AYES:** Mr. Agans, Mrs. Harabin, Mrs. Liszczak, Mrs. Lombardino, Mrs. Lukac, Mr. Panfile, Mr. Petzinger, Mrs. Pschar and Mrs. Zangara

**ABSENT:** None

**E. Finance and Facilities Committee:** Kelly Harabin, *Chairperson*

Mrs. Harabin reported that we were not able to meet in person due to COVID-19, but the budget information was shared and reviewed with the committee.

Mrs. Harabin moved Items E-1 through E-4, E-6 through E-9 as follows:

#### **E-1 BOARD SECRETARY & TREASURER REPORTS AND BOARD CERTIFICATION**

##### RESOLUTION

WHEREAS, the Board of Education has received the reports of the treasurer and secretary for the month of January 2020:

WHEREAS, these reports show the following balances on January 31, 2020:

<b>FUND</b>	<b>CASH BALANCE</b>	<b>APPROPRIATION BALANCE</b>
(10) General Current Expense Fund	\$2,884,207.67	
(11) Current Expense	\$ -	\$1,079,355.05
(12) Capital Outlay		\$302,796.66
(13) Special Schools		\$2,500.00
(20) Special Revenue Fund	(\$331,927.91)	\$311,964.65
(30) Capital Projects Fund	\$26,032.23	\$0.00
(40) Debt Service Fund	\$1,856.96	\$0.00
<b>TOTAL</b>	<b>\$2,580,168.95</b>	<b>\$1,696,616.36</b>

and

WHEREAS, in compliance with N.J.A.C.6:20-2A.1(d) the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education, now, therefore, be it

RESOLVED, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6:20-2A.10(e), the Board of Education certifies that, after review of the secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

#### **E-2 CLAIMS FOR PAYMENT**

RESOLVED, the Board of Education approve payment of the following bills and direct that a complete list of these bills be attached to and made part of these minutes:

<b>Fund</b>	<b>Check Numbers</b>	<b>Amount</b>
General Fund #10		\$2,426,425.28
Special Revenue Fund #20		\$57,201.83
Capital Projects Fund #30		\$0.00
Debt Service Fund #40		\$0.00
<b>TOTAL</b>		<b>\$2,483,627.11</b>

### E-3 BUDGET TRANSFERS RESOLUTION

RESOLVED, the Board of Education ratifies the following transfers between budget line items that have been approved by the Superintendent of Schools and reported them to the Board of Education for the month ending January 31, 2020.

AMOUNT	TO	FROM	REASON
\$10,000	11-000-218-390-900-103-050	11-190-100-590-400-202-000	To cover SAT & ACT Prep Classes

### E-4 CAFETERIA CLAIMS – NONE FOR THIS MEETING

RESOLVED, the Board of Education approve the following Cafeteria Claims for payment:

CHECK#	DATE	VENDOR	AMOUNT
		Total	\$0

### E-5 FACILITY USE REQUESTS

RESOLVED, the Board of Education approve the following Facility Use Requests:

ORGANIZATION	PROGRAM	LOCATION	DATE	TIME	FEES
Manville Recreation	Easter Bunny Trail & Egg Hunt	Weston Playground & Softball Field	4/4/2020	Saturday 12:00pm-1:00pm	None
GRIT 360	Basketball Training	MHS Gymnasium ABIS Gymnasium	3/2/20 – 3/30/20 3/1/20 – 3/29/20 3/7/20 – 3/28/20	Weekdays 6:30pm-8:30pm Sundays 9:00am-12:30pm Saturdays 3:30pm-6:30pm	TBD

### E-6 APPROVAL OF ADOPTION OF TENTATIVE BUDGET 2020-2021

BE IT RESOLVED that the tentative budget be approved for the 2020-21 School Year using the 2020-21 state aid figures and the Secretary of the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
2020-21 Total Expenditures:	\$28,266,886	\$605,000	\$28,871,886
Anticipated Revenues:	\$28,266,886	\$605,000	\$28,871,886
Taxes to be Raised:	\$15,656,016		

And to advertise said tentative budget in the Courier News in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held at the Manville High School Media Center, 1100 Brooks Boulevard, Manville, New Jersey on April 28, 2020 at 7:00PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

#### **E-7 APPROVAL OF TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2020-2021**

WHEREAS, the Manville Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expense by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$3,000 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6a:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approved travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$60,000 for all staff and board members.

#### **E-8 APPROVAL OF BOND COUNSEL**

#### **RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF MANVILLE IN THE COUNTY OF SOMERSET, NEW JERSEY AUTHORIZING AN AGREEMENT FOR CERTAIN LEGAL (BOND COUNSEL) SERVICES**

**WHEREAS**, there exists a need for specialized legal services in connection with the capital program and the authorization and issuance of obligations of The Board of Education of the Borough of Manville in the County of Somerset (the "Board"), a body corporate of the State of New Jersey, including the preparation and review of procedures in connection with such obligations and the rendering of approving legal opinions acceptable to the financial community in connection therewith; and

**WHEREAS**, such special legal services can be provided only by a recognized law firm, and the law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is so recognized by the financial community; and

**WHEREAS**, funds are or will be available for this purpose.

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF MANVILLE IN THE COUNTY OF SOMERSET, NEW JERSEY AS FOLLOWS:**

1. The law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is hereby retained to provide specialized bond counsel legal services necessary in connection with the capital program and the authorization and the issuance of obligations by the Board.
2. The Board President and the Board Secretary are hereby authorized to execute a Bond Services Contract (the "Contract").
3. The Contract is awarded without competitive bidding and as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board. The publication required pursuant to Section 5(a)(1) of the School Public Contracts Law, N.J.S.A. 18A:-1 et seq. is hereby authorized.

#### **E-9 RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION - SCESC**

WHEREAS, the Manville Board of Education desires to transport vocational school students and athletics to specific destinations; and

WHEREAS, the Somerset County Education Services Commission, hereinafter referred to as SCESC offers coordinated transportation services, and

WHEREAS, the SCESC will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee as presented to the Manville Board of Education as calculated by the billing formula adopted by the SCESC's Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

FURTHER RESOLVED, the Board of Education approves this agreement for July 1, 2020 – June 30, 2021.

**The motion was seconded by Mrs. Lukac and approved by roll call vote as follows:**

**AYES:** Mr. Agans, Mrs. Harabin, Mrs. Liszczak, Mrs. Lombardino, Mrs. Lukac, Mr. Panfile, Mr. Petzinger, Mrs. Pschar and Mrs. Zangara

**ABSENT:** None

**F. Referendum:** Louis Petzinger, *Chairperson*

**Mr. Petzinger reported that our meeting last evening was cancelled due to Coronavirus and we will reschedule as soon as we are allowed.**

#### **VIII. OLD BUSINESS/NEW BUSINESS**

**Old Business:**

- None to report

**New Business:**

- Mrs. Liszczak asked about how the school closings will affect Testing – Mr. Beers responded that no decisions have been made at this time regarding testing or evaluations, but we are assuming that we will be directed sooner rather than later on how those items should be handled.
- Mr. Beers also thanked the Board for their flexibility in meeting tonight. The impact of COVID-19 on the district is going to be continual and we will take it day by day. We are providing for our students to participate in remote education and we are providing meals to those in the Free & Reduced Programs. We will continue to update and change plans as needed and we will continue to communicate as much as possible.
- Mrs. Zangara also thanked everyone for their efforts and said we will continue to make the best of a tough situation.

**IX. PUBLIC COMMENT** – Ms. Zangara will invite questions and comments from the public.

Comments are limited to three minutes per speaker. Individuals wishing to speak must state their name and address. All statements and/or questions shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect, for the dignity and privacy rights of others whose legal rights may be affected.

**At 7:27pm Mrs. Zangara moved that the meeting be opened to the public. The motion was seconded by Mrs. Liszczak and approved by unanimous voice vote. Mrs. Zangara invited questions and comments from the public.**

**There was no public present.**

**At 7:27pm Mrs. Zangara moved to close the public session. The motion was seconded by Mr. Petzinger and approved by unanimous voice vote.**

**X. CLOSED SESSION** (If necessary - use this resolution to identify the qualified matters to be discussed)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss, and be it*

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

**The Board did not go into Executive Session.**

**XI. ADJOURNMENT**

Mrs. Zangara let everyone know that if we are still needing to meet virtually for our next meeting, we will also be coordinating so that the public can participate virtually as well. Due to the timeline we were unable to set that up for this meeting, which is why we still had a Public meeting at the HS where Mr. Beers & Dr. Maroun were present for the public, but next time we will have virtual options for all. Thank you again for your cooperation as we work through all of these matters.

At 7:28pm Mrs. Zangara made a motion to adjourn the meeting. The motion was seconded by Mrs. Pscharr and approved by unanimous voice vote.

Respectfully Submitted,



**Allison Bogart  
Board Secretary**