

**MANVILLE PUBLIC SCHOOLS
MANVILLE, NEW JERSEY**

MINUTES – REORGANIZATION MEETING

January 7, 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 – Allison Bogart, Business Administrator/ Board Secretary – 7:00PM

II. OPEN PUBLIC MEETING STATEMENT – Ms. Bogart

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on January 9, 2019 by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

III. 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.

IV. Board Secretary announces results of school election as shown on attached Addendum I. The Manville School District Three (3) candidates 3-year seats: Kelly Harabin, Sharon Lukac, Josephine Pschar.

V. Oath of Office administered to the successful candidates. (18A: 12-2.1)

- a. Administered by Ms. Bogart:
 - i. Kelly Harabin
- b. Administered by Mr. Tim Howes, Attorney
 - i. Sharon Lukac

VI. Motion to approve the Board Secretary as temporary chairperson.

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

VII. Roll Call

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

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

Absent: Branden Agans – arrived at 7:10PM

VIII. Chairperson calls for nominations for Board President. (18A: 15-1)

Ms. Bogart called for nominations for Board President. Mr. Panfile nominated Mrs. Zangara and the motion was seconded by Mrs. Harabin. Ms. Bogart asked if there were any other nominations. There were none.

IX. Election of Board President. (18A: 15-1)

Mrs. Zangara was appointed Board President by roll call vote as follows:

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

ABSENT: Mr. Agans

X. Newly elected Board President takes office.

Mrs. Zangara took office and thanked the Board of Education Members.

XI. Election of Board Vice President. (18A: 15-1)

Mrs. Zangara asked for nominations for Vice President. Mr. Panfile nominated Jeanne Lombardino. The motion was seconded by Mrs. Liszczak. Mrs. Zangara asked if there were any other nominations for Vice President. There were none.

Mrs. Lombardino was appointed Board Vice President by roll call vote as follows:

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

ABSENT: Mr. Agans

XII. Code of Ethics

Mrs. Zangara motioned to adopt the Manville Board of Education Code of Ethics as shown on attached Addendum II, for the forthcoming year as approved by the New Jersey School Boards Association (Policy 3211 and Policy 4215)

NJSBA Code of Ethics for School Board Members

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

The motion was seconded by Mr. Petzinger and approved by roll call vote as follows:

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

ABSENT: Mr. Agans

*****7:10PM – Mr. Agans arrived**

XIII. APPOINTMENTS AND ADOPTIONS

1. APPOINTMENT OF BOARD SECRETARY

The Board of Education approves the appointment of Allison Bogart as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.

The motion as made by Mr. Panfile and 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 and Mrs. Zangara

- 2. Motion to readopt all present **Board Policies** and **Bylaws** and basic **Parliamentary Procedures /Roberts Rules of Order** for the forthcoming year.

The motion as made by Mrs. Zangara and seconded by Mr. Agans and approved by roll call vote as follows:

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

Mrs. Zangara motioned to approve items 3 – 8 as follows:

3. APPOINTMENT OF BANKING RESOLUTION

The Board of Education appoints **TD Bank, 425 Union Avenue, Bridgewater, NJ**, as the major depository of all school funds for the forthcoming year at no cost to the Board of Education.

4. BANK SIGNATORIES

That the signers on the following accounts be:

- General Account - Needs All Three Signatures - Superintendent, Board President, Business Administrator/Board Secretary

- Cafeteria Account - Needs Two Signatures - Superintendent, Board President, Business Administrator/Board Secretary
- Agency Account - Needs Two Signatures - Superintendent, Business Administrator/Board Secretary
- Athletic Account - Needs Two Signatures - Athletic Director, Business Administrator/Board Secretary
- Student Activities - Needs Two Signatures - Business Administrator/Board Secretary, Student Activities Treasurer, Building Principal
- Scholarship Account - Needs Two Signatures - Superintendent, Business Administrator/Board Secretary

5. APPROVE OFFICIAL NEWSPAPER FOR BOARD OF EDUCATION

The Board of Education designates **The Courier News** as the Board's official newspaper for the forthcoming year (NJSA 10:4-8)

Also, the Board of Education designates the **Star Ledger** as an alternative newspaper, during the forthcoming year, for the purpose of publication of board meetings, employment openings and other areas as necessary. (NJSA 10:4-8 and 10:4-18,19)

6. ADOPTION OF CHART OF ACCOUNTS

That the Manville School District will follow accounting policies and procedures that comply with Generally Accepted Accounting Principles (GAAP), which includes using an accounting system that provides for the proper recording and reporting of financial data in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools as issued, July 1, 2019.

7. TRANSFER OF FUNDS

Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

8. APPOINTMENT OF QUALIFIED PURCHASING AGENT

The Board of Education appoints the Business Administrator, as the Manville School District's **Qualified State Purchasing Agent** (18A:18A-2b) for the forthcoming year in accordance with New Jersey State Statutes and be authorized to advertise for and receive bids and purchase through state contracts wherever practical in the best interest of the Board of Education .

FUTHER RESOLVED, the Board of Education evoke the supplemental authority of N.J.S.A. 18A:18A-3 and 18A:18A-4.3 to set the District's bid threshold to the statutory bid threshold of \$40,000.

The motion was seconded by Mr. Petzinger and approved by roll call vote as follows:

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

9. APPROVAL OF BOARD MEETING DATES

That the dates and times for the regular board meeting be set as the third Tuesday of each month at 7:00 PM in the Manville High School Media Center, unless otherwise indicated. See Addendum III.

A motion was made by Mrs. Zangara to move item 9.

Mrs. Lukac made a motion to have this item tabled. Mrs. Zangara confirmed that this was an official motion. Mrs. Lukac said it is. The motion was seconded by Mr. Agans but did not pass by roll call vote as follows:

AYES: Mr. Agans, Mrs. Lukac

NAYES: Mrs. Harabin, Mrs. Liszczak, Mrs. Lombardino, Mr. Panfile, Mr. Petzinger and Mrs. Zangara

Mr. Agans asked for further explanation on how the new schedule would work. Mrs. Zangara explained that instead of having two formal Board of Education meetings a month, we would have one formal meeting and committee meetings would be scheduled for the other night. Mrs. Lukac asked if this was discussed as a Board prior to being presented and Mrs. Zangara said yes it was. Mrs. Harabin asked if the date, time and location could be posted on the school sign for the Board Meeting and Mrs. Zangara said yes.

A motion was again made by Mrs. Zangara to move item 9.

The motion was seconded by Mr. Petzinger and approved by roll call vote as follows:

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

NAYES: Mrs. Lukac

A motion was made by Mrs. Zangara to move item 10 as follows:

10. STUDENT RECORDS

That the mandated procedure for maintaining pupil records is followed according to Title 18A: The local school district may not compile any other pupil records except mandated and permitted records.

This includes personal data which identifies each pupil enrolled in the school district. Specifically, the pupil's name, address, date of birth, name of parents and/or guardians, citizenship, and sex of the pupil.

The local school district is prohibited from recording the religious or political affiliation of the pupil and/or parents unless requested to do so in writing by the parent. Records shall include:

- a) Record of daily attendance.
- b) Descriptions of pupil progress.
- c) History and status of physical health.
- d) Printed test forms supporting classification and placement.

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 and Mrs. Zangara

11. APPROVAL OF SOMERSET EDUCATIONAL SERVICES COMMISSION DELEGATE

RESOLVED, the Board of Education designates the following Board Member as the representative to the **Somerset County Educational Services Commission** for the **forthcoming year**.

Delegate: Mr. Pezinger
Alternate: Mrs. Liszczak

12. DELEGATE APPOINTMENTS

BOE President makes the following appointments:

Somerset County School Boards Association

Delegate: Mrs. Lombardino
Alternate: Mr. Agans_

New Jersey School Boards Association (18A: 6-46)

Delegate: Mr. Petzinger
Alternate: Mrs. Harabin

A motion was made by Mrs. Zangara to approve the Delegates and Alternates as stated. Mr. Panfile seconded the motion and approved by unanimous voice vote.

XIV. COMMITTEE REPORTS: No Committee Reports this meeting

A. **Policy Committee:** , Chairperson

B. **Personnel**

C. **Negotiations Committee,** , Chairperson

D. **Curriculum and Instruction Committee (Student Activities):** , Chairperson

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

F. **Communications/Public Relations Committee:** , Chairperson

XV. OLD BUSINESS/NEW BUSINESS

Old Business: There was no Old Business

New Business:

- Mr. Agans let the Board know that the application for the new TCU's at Weston will be reviewed at next month's Manville Boro meeting.

- Ms. Bogart explained that due to a technical difficulty with Mrs. Pschar's fingerprints we were unable to swear her in as a new Board of Education Member. Ms. Bogart said we anticipate that we will have official clearance soon and Mrs. Pschar will be sworn in as soon as possible thereafter.

XVI. PUBLIC COMMENT – The Board President will invite questions and comments from the public.

At 7:25PM Mrs. Zangara moved that the meeting be opened to the public. The motion was seconded by Mr. Petzinger. Mrs. Zangara invited questions from the public:

There were no questions or comments from the public.

At 7:25PM Mrs. Zangara made a motion to close the public session. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

At 7:26pm Mrs. Zangara motioned to enter Closed Session. Items discussed would be in reference to Item #3 listed below. No formal action will be taken. The motion was seconded by Mrs. Liszczak and approved by unanimous voice vote.

XVII. 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.

At 7:34pm Mrs. Zangara moved to end Closed Session. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

XVIII. ADJOURNMENT

At 8:34pm Mrs. Zangara made a motion to adjourn the meeting. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

Respectfully Submitted,



Allison Bogart
Board Secretary