

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

MEETING MINUTES – REGULAR MEETING

September 20, 2011 – 7:00 PM – ABIS Media Center

A meeting of the Board of Education was held this day in the ABIS Media Center. The order of business and agenda for the meeting were:

I. CALL TO ORDER – Board of Education President Heidi Alles called the meeting to order at 7:02 pm.

II. OPEN PUBLIC MEETING STATEMENT – Ms. Alles read the following:

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on May 3, 2011 by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

III. ROLL CALL

Present: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara

Absent: Cathy Wiedwald

Also Present: Dr. Johanna Ruberto, Superintendent of Schools;
Kimberly Clelland, Business Administrator/Board Secretary

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

The mission of the Manville School District, in partnership with the entire Manville community, is to provide our students with a student-centered and nurturing educational environment focused upon the academic expectations as identified by the New Jersey Core Curriculum Content Standards, and the development of the child as a life-long learner and a respectful, contributing member of a democratic society.

Mr. Panfile moved the following:

V. APPROVAL OF MINUTES – RESOLVED, the Board of Education approved the minutes of the following meetings: August 16, 2011 and August 18, 2011.

The motion was seconded by Mrs. Rodzinak and approved by unanimous voice vote.

PUBLIC COMMENT – At 7:04 pm, Mr. Panfile moved that the meeting be opened to the public. The motion was seconded by Valerie Frank. Ms. Alles invited questions and comments from the public on agenda items. There were no questions or comments. A motion to close the public session was made by Mr. Panfile at 7:05pm. The motion was seconded by Mrs. Lombardino and approved by voice vote.

VI. SUPERINTENDENT’S REPORT & PRESENTATIONS – Dr. Johanna S. Ruberto reported:

- BOE Committee Meeting Reporting Form in packets last Friday
- Horizontal Movement
- First Week of October: Week of Respect – every building has events planned.
- Overview of District Emergency Management Plan – reviewed last week every room has EMP instructions for anyone who is in a room.
- HIB – boxes have been put in each school, video is available to BOE members on HIB Training.
- Status of Displaced students resulting from Hurricane Irene; 13 students have asked for

Assistance, 100 students relocated due to storm. District administration has reached out personally to each family and we have accounted for all students.

- Dr. Ruberto discussed timeline of events and actions the district has taken to support the students and their families that were relocated due to Hurricane Irene. Dr. Ruberto indicated the steps taken to secure transportation for the students discussed and the timeline. The administration reached out to several neighboring districts and the Somerset, Middlesex and Hunterdon Education Services Commission for transportation needs. As of today, all students will be transported into district starting this week. Dr. Ruberto thanked Mrs. Clelland and the administrative team for their hard work in locating and transporting the students displaced.
- Dr. Ruberto responded and reviewed with the Board of Education a list of questions received in her office today.

VII. COMMITTEE REPORTS:

A. Policy Committee: *Trish Rodzinak, Chairperson*

Mrs. Rodzinak moved the following:

A-1 RESOLVED, the Board of Education approves for second reading the following policies/regulations:

Policy 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
Policy 5410	Promotion/Retention
Policy 5411	Promotion from Eighth Grade
Policy 8500	Food Services

Mrs. Cornelson seconded the motion. The motion was approved by roll call vote. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

B. Personnel Committee: *Jeanne Lombardino, Chairperson*

Items B1 – B3, B4- B10 were moved by Mrs. Lombardino.

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

B-1 RESOLVED, the Board of Education approves the following staff members in the positions and with terms as stated:

The motion was seconded by Mrs. Rodzinak. The motion was approved by roll call vote. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

Name	Position	Compensation	Effective Dates
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Michael Lapotasky	Volunteer Football Coach MHS	N/A	2011 – 2012 School Year
John Bentz	Volunteer Football Coach MHS	N/A	2011 – 2012 School Year
Leslie Lapotasky	Assistant Cheerleading Coach MHS	Stipend to be determined upon completion of negotiations	2011 – 2012 School Year
Laura Landau Tracey Fagan Natalia Hughes Michelle Mongillo James Horton	Open Tech Lab/ Homework Advisors <i>To provide individual and group support due to the recent weather-related situation</i>	Not to Exceed Ten (10) Hours Per Each Listed Staff Member @ \$25.00 Per Hour	Temporary <i>due to the recent weather-related situation</i>
Jacquelyn Russo Lori Corrizzo Nancy Kessler Rachel Brendler Laura D'Amato Nicole Segal May Mizov Jeanne LoPiano	Student Counselors <i>To provide individual and group support due to the recent weather-related situation</i>	Not to Exceed Ten (10) Hours Per Each Listed Staff Member @ \$25.00 Per Hour	Temporary <i>due to the recent weather-related situation</i>
Kathryn Rocha	Sixth Period Stipend MHS	Stipend to be determined upon completion of negotiations	2011 – 2012 School Year
Aracely DiGirolano	Sixth Period Stipend MHS	Stipend to be determined upon completion of negotiations	2011 – 2012 School Year
Angele Palmer	504 Coordinator	Resignation as 504 Coordinator Manville School District	September 1, 2011
Larissa Mattei	504 Coordinator	Stipend to be determined upon completion of negotiations	2011 – 2012 School Year
George Putvinski Melissa Rampel	District Articulator Physical Education/Health	\$750.00 Stipend <i>(Shared stipend)</i>	2011 – 2012 School Year

B-2 RESOLVED, the Board of Education approves Horizontal Movement on the salary guide effective for the 2011-2012 School Year, for the following certificated staff member who has fulfilled credit requirements at the end of June 2011 according to Board Policy.

Name	Position	Current Step	New Step	Effective Dates
Michael Lapotasky	Teacher of English MHS	BA + 15	MA	2011 – 2012 School Year

B-3 RESOLVED, the Board of Education approves Horizontal Movement on the salary guide effective for the 2010-2011 School Year, for the following certificated staff members who have fulfilled credit requirements at the end of June 2010 according to Board Policy:

Name	Position	Current Step	New Step	Effective Dates
Rachel Lopa	Grade 6 L.A. Teacher ABIS	BA + 30	MA	2010 – 2011 School Year
Frederick McCarrick	Teacher of Social Studies MHS	BA + 15	MA	2010 – 2011 School Year
RoseMary Perrotti	District Math and Technology Specialist ABIS	MA	MA + 15	2010 – 2011 School Year

Item B-3.1 was moved by Mrs. Lombardino.

B-3.1 RESOLVED, the Board of Education approves Horizontal Movement on the salary guide effective for the 2010-2011 School Year, for the following certificated staff members at Weston School who have fulfilled credit requirements at the end of June 2010 according to Board Policy:

The motion was seconded by Mr. Panfile and approved by roll call vote. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSTAIN: Valerie Frank, ABSENT: Cathy Wiedwald

Name	Position	Current Step	New Step	Effective Dates
Heather (Aloi) Robustelli	Special Education Teacher Weston	BA + 30	MA	2010 – 2011 School Year
Rachel Tomson	Kindergarten Teacher	MA	MA + 15	2010 – 2011 School Year
Ellie Wolf	ESL Teacher Weston School	MA	MA + 15	2010 – 2011 School Year

B-4 RESOLVED, the Board of Education approves the following substitutes for the 2011-2012

school year:

Name	Position	Compensation	Effective Dates
Gregory Bennett	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Tajuana Allen	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Art Lisciandro	Teacher Substitute	\$95 per day	2011 – 2012 School Year
Thomas Upshaw	Teacher Substitute	\$95 per day	2011 – 2012 School Year
Marianne Marquis	School Nurse Substitute	\$95 per day	2011 – 2012 School Year

B-5 RESOLVED, the Board of Education approves Sandra Romano, Weston School Media Specialist, to initiate the re-certification process for National Board Certification in Library Media.

B-6 RESOLVED, the Board of Education approves the Manville School District Administrative Structure for the 2011-2012 school year as identified on Addendum I.

B-7 RESOLVED, the Board of Education approves the Manville School District Board of Education and Superintendent Goals for the 2011- 2012 school year as identified on Addendum II.

B-8 RESOLVED, the Board of Education approves the Manville School District Emergency Management Plan for the 2011-2012 school year.

B-9 RESOLVED, the Board of Education employs the following persons in the positions and with terms as stated:

Name	Position	Compensation	Effective Dates
Gregory Bennett	Residency Investigator/ District Registrar	\$25 per hour "As Per Needs" Basis	2011 – 2012 School Year
Edward Wisbeski	Residency Investigator	\$25 per hour "As Per Needs" Basis	2011 – 2012 School Year

B-10 RESOLVED, the Board of Education approves the student listed below as a Student Observer in the Manville School District:

Student Name	College/University	Observation Period	School
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Andrea Ferentchak	Raritan Valley Community College	September 21 – December 23, 2011	Weston
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C. **Negotiations Committee:** *Cathy Wiedwald, Chairperson*

D. **Curriculum and Instruction Committee (Student Activities):** *Ned Panfile, Chairperson. Mr. Panfile confirmed the Curriculum & Instruction meeting is scheduled for October 11, 2011.*

Items D1 – D3 were moved by Mr. Panfile:

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

The motion was seconded by Mrs. Lombardino and approved by roll call vote. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

D-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
James Brunn	Differentiating Instruction and 21 st Century Skills	FEA Conference Center Monroe Twp, NJ	September 30, 2011	\$130.00 \$17.05	11-000-240-890 Mileage
Desiree Luszcz	Art Educators of NJ Fall Conference	Hyatt Regency Hotel New Brunswick, NJ	October 3, 2011	\$110.00 \$14.50	Title II-A Mileage
Johanna Ruberto	Somerset County Superintendents' Association Retreat	Lahaska, PA	October 6 and 7, 2011	Mileage	Mileage
Angele Palmer	20 th Annual/NJ School Health Conference	Palace of Somerset Park Somerset, NJ	October 26, 2011	\$198.00 \$3.30	11-000-213-330 Mileage

D-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
October 18, 2011	FBLA Fall Leadership Conference Pines Manor, Edison, NJ Hagar Transportation: Bus	FBLA Officers Grades 10, 11 and 12 6 students total	FBLA Motivational Leadership Conference to jump start the year

D-3 RESOLVED, the Board of Education approves the following out of district placements and authorizes the president and secretary to sign the appropriate contract(s) on behalf of the Board:

Student	Placement	Effective Dates	Nature of Class	Tuition
	Somerset Academy	September 2011 – June 2012	Services described in IEP	\$39,180.75
	Bedminster School District	September 2011 – June 2012	Speech and OT Services as described in IEP	\$6,776.00

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

Items E1-E4, E6, E8, E9 were moved by Ms. Alles

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 July 2011

WHEREAS, these reports show the following balances on July 31, 2011:

(10) General Current Expense Fund	\$3,305,387.50		\$327,056.72
(11) Current Expense	\$ -	\$3,604,643.94	
(12) Capital Outlay		\$794,403.00	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	\$69,923.49	\$682,896.01	\$0.00
(30) Capital Projects Fund	(\$340,353.09)	\$236,584.68	
(40) Debt Service Fund	(\$98,387.15)	\$0.00	\$0.00
TOTAL	\$2,936,570.75	\$5,318,527.63	\$327,056.72

and

WHEREAS, in compliance with N.J.A.C.6:20-2A.10(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.

The motion was seconded by Mrs. Lombardino and approved by roll call. Approved as

follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

E-2 APPROVAL – CONTRACTS FOR GOODS OR SERVICES

RESOLVED, the Board of Education approves the following contracts for goods or services and authorizes the President and Secretary to sign the appropriate contracts on behalf of the Board:

Vendor	Purchasing Authority	Description of Goods or Services	Effective Date(s)	Amount	Budget Source
Eileen Rogalski	Proprietary Service	Payroll & Benefits Consultant	2011-2012	\$25.00 per hour, as needed	11-000-240-320

E-3 CAFETERIA CLAIMS

RESOLUTION

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
2630	8/2/2011	Edvocate	\$1,000
TOTAL			\$1,000

E-4 CLAIMS FOR PAYMENT

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

Fund	Check Numbers	Amount
General Fund #10		\$605,017.88
Special Revenue Funds #20		106,307.53
Capital Projects Fund #30		21,036.08
Debt Service Fund #40		
TOTAL		\$732,361.49

E-5 DONATIONS

Ms. Alles moved the following:

RESOLVED, the Board of Education accepts a donation of \$25.00 from Walmart to be used for the Manville High School Girl's Soccer Team.

RESOLVED, the Board of Education accepts a donation of \$50.00 from The Manville Area Federal Credit Union to be used for the Manville High School Girl's Soccer Team.

RESOLVED, the Board of Education accepts a donation of \$100.00 from The Hair House Inc. to be used for the Manville High School Girl's Soccer Team.

The motion was seconded by Mrs. Rodzinak and approved by roll call vote. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

E-6 VOID CHECKS ATHLETIC ACCOUNT

RESOLVED, the Board of Education approves the cancellation of the following checks outstanding for more than one year in the Athletic Account:

CHECK #	AMOUNT	CHECK#	AMOUNT
2947	\$63.00	3313	\$63.00
3411	\$35.00	3488	\$48.00
3489	\$48.00	3786	\$48.00
3991	\$72.00	4089	\$65.50
4377	\$65.00	4378	\$60.00
4379	\$53.50	4380	\$53.50
4362	\$55.00	4818	\$68.00
5104	\$60.00	5178	\$70.50
5179	\$70.50	5217	\$80.00

TOTAL \$1078.50

E-7 NEW JERSEY SCHOOL BOARDS CONFERENCE

Ms. Alles amended and moved the following:

RESOLVED, the Board of Education approves the following District Personnel Workshop:

New Jersey School Boards Annual Workshop, **Atlantic City**, N.J., October 24-October 26, 2011.

Registration Fee (\$0); Mileage (\$.31.5 per mile).

Board Of Education- Dr. Johanna Ruberto, Mrs. Kimberly Clelland, Mr. Zangara, Ms. Alles, Mrs. Cornelson, Mrs. Harabin, Mrs. Lombardino, Mrs. Frank, Mr. Panfile, Mrs. Rodzinak.

The motion was seconded by Mrs. Rodzinak and approved by roll call vote. The item was amended to eliminate Mr. Zangara, Mrs. Alles and Mrs. Frank from the attendees list. Approved as follows: AYES: Heidi Alles, Stephanie Cornelson, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Andrew Zangara ABSENT: Cathy Wiedwald

**E-8 APPROVAL 2011-2012 SCHOOL YEAR INTER LOCAL TRANSPORTATION SERVICES AGREEMENT
RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION**

RESOLVED, the Manville Board of Education desires to coordinate the routing and transportation of special education school students to specific destinations; and

RESOLVED, the Somerset County Educational Services Commission, hereinafter referred to as the SCESC, agrees to provide Somerset County School Districts with coordination and optimization of special education transportation routes and

RESOLVED, the SCESC will utilize the EduLog software and consultation services to organize, optimize and establish routes to achieve the maximum cost effectiveness;

I. The SCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. recommendations for rebidding of routes using the optimized routes provided by the SCESC;

- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors if applicable;
- e. constant review and revision of routes;
- f. It is further agreed that the Manville School District will provide the SCESC with the following:
- g. The district's requests for routing of Special Education students' transportation and providing student information using the *webstudent*® software provided by EduLog and managed by the SCESC;

II. Whereas, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the LEA (district board of education) may participate at any time.

III. Length of Agreement - this agreement and obligations and requirements therein shall be in effect between July 1, 2011 and June 30, 2012.

IV. Entire Agreement - this agreement constitutes the entire and only agreement between the parties and may be amended by an Instrument in writing over authorized signature.

E-9 APPROVAL IDEA 2011-2012 GRANT ALLOCATION

RESOLVED, the Board of Education approves the IDEA B and Preschool Grant for the 2011-2012 school year as follows:

IDEA B	\$343,329
PRESCHOOL	\$12,819
TOTAL	\$356,148

VIII. OLD BUSINESS/NEW BUSINESS

Old Business

- Dr. Ruberto asked the Board of Education to come up with a date for the BOE Hearing. The BOE came up with three dates. October 17, 19 & 20, 2011 at 7:00 pm.
- On Course Home Teacher Logic – Training will take place for teachers on October 10, 2011.

New Business – Ms. Alles thanked the Board of Education for attending the training tonight. Please send any comments or suggestions for any other training to Ms. Alles. Dr. Ruberto suggested to have Strauss Esmay to come in to do an HIB training for Board of Education. The Board of Education agreed it would be beneficial and asked Dr. Ruberto to set up.

IX. PUBLIC COMMENT – Ms. Alles invited questions and comments from the public.

At 7:41 pm, Mr. Panfile moved to open the meeting to the public. The motion was seconded by Mrs. Rodzinak. Ms. Alles invited questions and comments from the public.

- Stacey Kita, 312 N. 10th Avenue, asked about why students are not allowed to carry backpacks in the school hallways. Dr. Ruberto addressed that they are not allowed due to the threat of weapons, bombs, etc.

At 7:54 pm, Mrs. Cornelson moved to close the public session. The motion was seconded by Mrs. Lombardino and approved by roll call vote.

- XII. ADJOURNMENT** – At 7:55 pm, Mr. Panfile moved to close the meeting. It was seconded by Mrs. Cornelson and approved by roll call vote.

Respectfully submitted by:

Kimberly A. Clelland
Board Secretary

Attachments