

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

MINUTES – REGULAR MEETING

November 8, 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 7:00 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, Cathy Wiedwald (arrived at 7:05 pm), Andrew Zangara

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.

V. PUBLIC COMMENT – At 7:03 pm, Mrs. Lombardino moved that the meeting will be opened to the public. The motion was seconded by Mrs. Cornelson. 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 at 7:04 pm was made by Mr. Panfile. The motion was seconded by Mrs. Harabin and approved by unanimous voice vote.

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

- Suspensions/HIB Report – Dr. Ruberto gave a report on suspensions. BOE will go into Executive Session to discuss HIB.
- Annual Audit Report: Suplee, Clooney & Company, Mr. Robert Swisher, Partner – gave an overview of the audit.
- The Superintendent recommends the Board review, discuss and resolve any differences about the attached agenda for the November 15, 2011 meeting of the Board of Education.
- Solar project is completed; burning bushes will be planted around the High School parking lot solar canopy.
- Donis Jepson nominated by Virtual High School program as coordinator.
- The entire district has been reregistered.
- Alert now test will occur tomorrow.
- MHS Band is in Allentown this weekend. Band finished second last weekend with their highest score in 15 years.

At 7:08 pm, Mr. Panfile made a motion to go into Closed Session for the following reasons:

#3 Material the disclosure of which constitutes an unwarranted invasion of individual privacy

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

At 7:20 pm, Mrs. Wiedwald made a motion to close the Closed Session and return to the Board Meeting. The motion was seconded by Mrs. Cornelson and passed by unanimous voice vote.

VII. COMMITTEE REPORTS:

A. Policy Committee: *Trish Rodzinak, Chairperson – Will schedule a meeting this month.*

B. Personnel Committee: *Jeanne Lombardino, Chairperson – There will be another substitute training scheduled in January. Next meeting is December 6, 2011 at 6:30 pm.*

Items B1 & B2 were moved by Mrs. Lombardino

B-1 RESOLVED, the Board of Education terminates the employment of Employee #5907, Special Education Instructional Assistant, Weston School, as per contract, effective November 9, 2011.

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, Cathy Wiedwald.

B-2 RESOLVED, the Board of Education employs the following person in the position at Weston School and with terms as stated:

Name	Position	Certificate	Compensation	Effective Dates
Jaclyn Jankowy	Instructional Assistant, Special Education Part-Time Weston School	CEAS Elementary School Teacher Grades K - 5	Step 1, Part-Time 25 Hours Per Week Salary tbd upon completion of negotiations	November 7, 2011 – June 30, 2012

C. Negotiations Committee: *Cathy Wiedwald, Chairperson – No report.*

D. Curriculum and Instruction Committee (Student Activities): *Ned Panfile, Chairperson – meeting tonight. Agenda and minutes will be in the packets this weekend.*

E. Finance and Facilities Committee: *Heidi Alles, Chairperson – Finance & Facilities met last week. Committee reports will be in packets this weekend.*

Items E1 – E4 were moved by Ms. Alles.

E-1 ACCEPTANCE OF AUDIT FOR THE SCHOOL YEAR 2010-2011

WHEREAS, the Board of Education has engaged the firm Suplee, Clooney & Company to audit the district's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2010 in compliance with N.J.S.A. 18A:23-1 and,

WHEREAS, this audit has been completed and the CAFR filed with the State Department of Education and submitted to the Manville Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendations are available for public review and,

WHEREAS, pertinent results for operations during the 2010-2011 school year are:

GENERAL FUND	Original Budget	Actual
Revenues	\$18,045,714	\$18,755,195
Expenditures	\$18,045,714	\$17,743,662
Excess (Deficiency)		1,011,533
FUND BALANCE		
Beginning of Year		1,908,698
END OF YEAR		\$1,959,052
FUND BALANCE		
Capital Reserve		290,723
Encumbered		701,209
Designated for subsequent years		967,120
TOTAL		\$1,959,052

Now therefore be it,

RESOLVED, the Board of Education hereby accepts the report, notes the following recommendations, and directs the appropriate corrective action be taken:

RECOMMENDATIONS	CORRECTIVE ACTION
Input of budget object codes be carefully reviewed prior to the budget being finalized	The budget will be entered by one employee and reviewed by a supervisor before it is finalized.

E-2 APPROVAL OF DESIGN RESOURCES GROUP TO SUBMIT PROJECT DOCUMENTS

RESOLVED, The Board of Education authorizes Design Resources Group, Architects to amend the Long Range Facility Plan and to submit all required and appropriate documents to the New Jersey Department of Education for the Change of Educational Use of space of the Roosevelt Technology Lab to classroom/administrative use.

FURTHER RESOLVED, the Board of Education is submitting this project to the Department of Education for approval as an "other capital project" and does not request state funding for this project.

E-3 APPROVAL – ANNUAL COMPREHENSIVE MAINTENANCE PLAN (Form M-1)

RESOLVED, the Board of Education approves the attached Comprehensive Maintenance Plan (M-1) (Addendum I) in the amount of \$310,978 and authorizes the School Business Administrator to submit it to the County Superintendent as required by law.

E-4 RESOLUTION APPROVING THE USE OF ADDITIONAL STATE AID FOR THE 2011-2012 SCHOOL YEAR

Whereas, the State of New Jersey has made \$181,226 in additional state school aid available to this district during the 2011-2012 school year and suggested several ways for local districts to apply the additional aid, now therefore be it

Resolved, the Board of Education approve the use of \$181,226 in additional state aid to make no changes to the current budget and appropriate the surplus funds generated into the 2012-2013 budget in the amount of \$181,226.

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

VIII. OLD BUSINESS/NEW BUSINESS

Old Business – No old business.

New Business

- Two student letters were written to the BOE as part of a writing assignment at ABIS. A response will be sent to the students.
- The State has changed QSAC filing to January 9. District must submit SOA to the state. Business resolution will be on the December Agenda. Jean Lombardino, Stephanie Cornelson and Ned Panfile – volunteered to be the BOE representatives on the QSAC Committee.
- District has been contacted by the borough informally and formally to look into a possible shared service for telecommunications. The administration was contacted and the borough will not be pursuing at this time. If in the future the district or borough decides to investigate, the district will contact Gary Garwacke.

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

At 7:50 pm, Mrs. Rodzinak moved to open the meeting to the public. The motion was seconded by Mrs. Wiedwald and was approved by unanimous voice vote. Ms. Alles invited questions and comments from the public.

- Stacy Kita had a question regarding M-1 for 2012-2013. Mrs. Clelland responded. Another question was asked on the November 15 agenda from Financial & Facilities IXL Vendor. What is the service for? Dr. Ruberto discussed how IXL will be used in district.

At 7:55 pm, Mrs. Rodzinak made a motion to go into closed session to discuss:

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)

- 3 *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 7 *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*

This motion was seconded by Mr. Panfile.

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

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

- X1. **ADJOURNMENT** At 8:30 pm, Ms. Alles moved to close the closed session and adjourn the meeting. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

Respectfully submitted,
Kimberly A. Clelland
Board Secretary