

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

MINUTES – REGULAR MEETING

December 13, 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, Ned Panfile, Trish Rodzinak, Andrew Zangara

Absent: Cathy Wiedwald, Jeanne Lombardino

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 approves the minutes of the following meetings: November 8, 2011 and November 15, 2011.

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

VI. PUBLIC COMMENT – (At 7:03 pm), Mr. Panfile moved that the meeting be opened to the public. The motion was seconded by Mrs. Rodzinak. 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. Cornelson and approved by unanimous voice vote.

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

- Harassment, Intimidation, and Bullying (HIB) Report
- Mrs. Kimberly Clelland presented the Budget Development 101 Presentation
- Dr. Ruberto reported the Athletic Banquet was wonderful.
- Dr. Brunn donated \$1,000 to MHS Athletics and Mr. Venuto received a donation of a dibibulator.
- Dr. Ruberto reported on the Roosevelt Christmas Concert. The students did a wonderful job.
- HIB – David Rubin will be in district to speak to classes.
- QSAC document was changed for Science Curriculum for this evening’s agenda.

- On November 28, 2011, the district received a memorandum from the NJ Department of Education on HIB. The district must report on all HIB incidents from June 2010 to December 9, 2011. Dr. Ruberto gave an oral report.

VIII. COMMITTEE REPORTS:

A. Policy Committee: *Trish Rodzinak, Chairperson – no report.*

B. Personnel Committee: *Jeanne Lombardino, Chairperson – no report.*

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

Items B1 – B4 were moved by Ms. Alles.

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

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

Name	Position	Compensation	Effective Dates
Jennifer Fallone	After Hours Program: Highly Qualified Language Arts Teacher to instruct students in Grades 4-5 in the area of Language Arts	1.5 Hours/Day plus .5 Hours/Day for Planning 2 Days/Week @ \$25 Per Hour	November 2011 – April 2012
Michael Forte	Debate Club, MHS	Stipend tbd upon completion of contract negotiations	2011 – 2012 School Year
Carl Ruffer	7/8 Sports Coordinator	Stipend tbd upon completion of contract negotiations	2011 – 2012 School Year
Alan Klein	Volunteer, ABIS Wrestling Coach	Volunteer Position	2011 – 2012 School Year
Jim Ayers	Volunteer, MHS Boys Basketball Coach	Volunteer Position	2011 – 2012 School Year
Michael Knitkowski	Volunteer, MHS Girls Basketball Coach	Volunteer Position	2011 – 2012 School Year

Items B-1.1, B-4.1 and B-5 were moved by Ms. Alles:

B-1.1 RESOLVED, the Board of Education employs the following staff member at Weston School in the position and with terms as stated:

The motion was seconded by Mrs. Cornelson. Approved as follows: AYES: Ms. Alles, Mrs. Cornelson, Mrs. Harabin, Mr. Panfile, Mrs. Rodzinak, Mr. Zangara. ABSTAIN: Mrs. Frank. ABSENT: Mrs. Lombardino, Mrs. Wiedwald.

Name	Position	Compensation	Effective Dates
Karen Sweeney	After Hours Program: Highly Qualified Language Arts Teacher to instruct students in Grades 2-3 in the area of Language Arts	1.5 Hours/Day plus .5 Hours/Day for Planning 2 Days/Week @ \$25 Per Hour	November 2011 – April 2012

B-2 RESOLVED, the Board of Education approves the following Staff Members as Mentors for Provisional Certificated Staff for the 2011 – 2012 school year:

Name	Mentor Position	Compensation	Effective
Carol McGinley	Mentor for Diane Walters .5 Special Education Teacher, Roosevelt	Mentor Stipend To Be Paid by New Teacher	2011 – 2012 School Year

B-3 RESOLVED, the Board of Education approves the following Leaves of Absence, Resignations and Retirements:

Name	Position	Action	Effective Dates
Jennifer Friedrich	Learning Disabilities Teacher Consultant (.4)	Extension of Family Medical Leave until January 3, 2012 <i>(Note: Original request for Family Medical Leave ends on November 25, 2011)</i>	November 28, 2011 through January 2, 2012

B-4 RESOLVED, the Board of Education approves the students listed below as Student Observers in the Manville School District:

Student Name	College University	Observation Period	School
Megan Kardan	Raritan Valley Community College	15 Service Learning Hours February 13 – March 9, 2012	Manville High School
		15 Service Learning Hours March 12 – April 20, 2012	ABIS
Julie Schneebacher	Raritan Valley Community College	15 Service Learning Hours February 13 – March 9, 2012	Manville High School
		15 Service Learning Hours March 12 – April 20, 2012	ABIS

Carmen Glenn	Raritan Valley Community College	15 Service Learning Hours February 13 – March 9, 2012 15 Service Learning Hours March 12 – April 20, 2012	Manville High School ABIS
Gilda Gutierrez	Raritan Valley Community College	15 Service Learning Hours February 13 – March 9, 2012 15 Service Learning Hours March 12 – April 20, 2012	Manville High School ABIS
William Nehlsen	Raritan Valley Community College	15 Service Learning Hours February 13 – March 5, 2012	Manville High School
Jess Michalski	Raritan Valley Community College	15 Service Learning Hours February 13 – March 5, 2012	Manville High School

B-4.1 RESOLVED, the Board of Education approves the students listed below as a Student Observers in the Manville School District at Weston School:

Student Name	College University	Observation Period	School
Jessica Babich	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School
Dana Mortensen	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School
Takiyah Hodge	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School
Veronica Gadhok	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School
Camille Dela Pena	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School
Rachel Lepinsky	Raritan Valley Community College	3 Hours, Once A Week For 10 Weeks February 13,- April 30, 2012	Weston School

B-5 RESOLVED, the Board of Education employs the following person at Weston School in the position and with terms as stated:

Name	Position	Certificate	Compensation	Effective Dates
Megan Dustin	Maternity Leave Replacement for Janine Guerra-DaSilva Grade 2 Teacher, Weston	Standard Elementary School Teacher, Grades K - 5	BA - Step 8 Salary tbd upon completion of negotiations (pro-rated)	January 16 - June 30, 2012

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

Ms. Alles moved the following:

C-1 RESOLVED the Board of Education approves the 2011-2014 Memorandum of Agreement between the Manville Board of Education and the Manville Administrators Association.

The motion was seconded by Mr. Panfile. Approved as follows: AYES: Ms. Alles, Mrs. Cornelson, Mrs. Harabin, Mr. Panfile, Mrs. Rodzinak, Mr. Zangara. ABSTAIN: Mrs. Frank. ABSENT: Mrs. Lombardino, Mrs. Wiedwald.

D. Curriculum and Instruction Committee (Student Activities): *Ned Panfile, Chairperson – no report.*

Mr. Panfile moved items D1, D3-D6.

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

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:

The motion was seconded by Ms. Alles. Approved by a roll call vote as follows: AYES: Ms. Alles, Mrs. Cornelson, Mrs. Frank, Mrs. Harabin, Mr. Panfile, Mrs. Rodzinak, Mr. Zangara. ABSENT: Mrs. Lombardino, Mrs. Wiedwald.

Employee	Event(s)	Location	Date(s)	Estimated Cost	Budget Source
Leslie Lapotasky	Align Practices With CCCS	Princeton Marriot Princeton, NJ	12/2/11	\$299 Registration	Title II

Mr. Panfile moved items D2.

D-2 RESOLVED, the Board of Education approves the following After Hours Programs for the 2011 – 2012 School Year with staffing positions as indicated:

Ms. Alles seconded the motion and it was approved by roll call vote. The motion was seconded by Mr. Panfile. Approved as follows: AYES: Ms. Alles, Mrs. Cornelson, Mrs. Harabin, Mr. Panfile, Mrs. Rodzinak, Mr. Zangara. ABSTAIN: Mrs. Frank. ABSENT: Mrs. Lombardino, Mrs. Wiedwald.

Position	Program	Compensation	Effective Dates	Budget Source
Open Tech Lab Advisor	Open Tech Lab & Homework Assistance Program: Assist students in grades 6 – 8 with school assignments and provide positive role models to encourage them with their school work	1 Hour/Day 2 Days/Week @ 25.00/Hour	January 9, 2012 – May 30, 2012	Grant from Manville Youth Services Commission

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
	Hunterdon Learning Center	November 2011 – June 2012	Services described in IEP	\$23,701.60

D-4 RESOLVED, the Board of Education approves the following Field Trips pursuant to Board of Education Policy 2340:

Date(s)	Destination/Travel Mode	Grade Level	Subject Matter
Manville High School			
February 11, 2012	Montville High School Montville, NJ Transportation: Hagar Bus	MHS Speech and Debate Team Grades 9 – 12 10 - 15 Students Total	Speech and Debate Team Tournament Apply critical thinking and problem solving strategies
February 25, 2012	Matawan High School Matawan, NJ Transportation: Hagar Bus	MHS Speech and Debate Team Grades 9 – 12 10 - 15 Students Total	Speech and Debate Team Tournament Apply critical thinking and problem solving strategies

D-5 RESOLVED, the Board of Education approves the Quality Single Accountability Continuum (QSAC) Statement of Assurance (SOA) for the Manville School District for the 2011 – 2012 School Year as shown on the attachment (Addendum I).

D-6 RESOLVED, the Board of Education approves the Harassment, Intimidation, and Bullying Bi-annual Report for the period September 1, 2010 through December 9, 2011 as shown on the attachment (Addendum II).

E. Finance and Facilities Committee: Heidi Alles, Chairperson – no report.

Ms. Alles moved items E1-E7.

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 October 2011

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

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$4,355,339.44		\$327,056.72
(11) Current Expense	\$ -	\$2,511,084.83	
(12) Capital Outlay		\$794,403.00	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	\$115,923.28	\$797,454.22	\$0.00
(30) Capital Projects Fund	(\$385,075.33)	\$432,163.80	
(40) Debt Service Fund	\$94,549.85	\$0.00	\$0.00
TOTAL	\$4,180,737.24	\$4,535,105.85	\$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.

E-2 CLAIMS FOR PAYMENT

RESOLUTION

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:

Fund	Check Numbers	Amount
General Fund #10		\$ 1,541,014.75
Special Revenue Fund #20		46,458.74
Capital Projects Fund #30		21,915.21
Debt Service Fund #40		
TOTAL		\$ 1,609,388.70

E-3 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
Companion Software License	Proprietary Service	District Library Software License	2011-2012	\$1,180.00	11-000-240-320
ACT Alarm Communications Technologies	Proprietary Service	District Alarm Monitoring Contract	2011-2012	\$1,560.00	11-000-261-420
Bridges To Employment	Proprietary Service	Employment Readiness Classes	2011-2012	\$7,920.00	IDEA-B

E-4 CAFETERIA CLAIMS

RESOLUTION

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

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
2644	11/03/2011	Edvocate	\$ 1,000.00
2645	11/03/2011	Aramark Corporation	47,822.24
2646	11/03/2011	Breakdown Products	255.00
2647	11/03/2011	NJ Dept of Agriculture	120.00
2648	11/09/2011	Sherwin Williams	83.07
2649	11/22/2011	Aramark Corporation	47,822.24
TOTAL			\$97,102.55

E-5 DONATIONS

RESOLVED, the Board of Education accepts a donation in the amount of \$134.52 from Dr. Johanna Ruberto for refreshments for the August 2011 leadership retreat.

RESOLVED, the Board of Education accepts a donation in the amount of \$1,000 from Dr. James Brunn for the ABIS Sports Program.

E-6 AWARD OF BID FOR REPLACEMENT OF THE DIGITQAL SIGN AT MANVILLE HIGH SCHOOL

WHEREAS, the Board of Education advertised for bids for replacement of the Digital Sign at Manville High School, and

WHEREAS, on November 29, 2011 bids were opened and read aloud in the Business Office at Roosevelt School with the following results:

CONTRACTOR	BASE BID	ALTERNATE	TOTAL BID
Rochelle Contracting Company, Inc	\$65,900.00	\$8,000.00	\$73,900.00
Allied Environmental	\$66,000.00	Did not supply	

WHEREAS, the project architect DRG Architects A.I.A. and David Rubin, Manville Board of Education Board Attorney have analyzed the bids, determined that all are in compliance with the specifications, and recommended the award to the company with the lowest responsible bid, now, therefore, be it

RESOLVED, the Board of Education awards the replacement of the digital sign at Manville High School to the lowest responsible bidder, Rochelle Contracting Company, Inc., P.O. Box 8553, Landing, NJ 07850 in the amount of \$73,900.

E-7 RESOLUTION AUTHORIZING THE EXECUTION OF A MASTER CONSENT AND AGREEMENT BY THIS PARTICIPATING LOCAL UNIT IN CONNECTION WITH INITIAL TRANCHE OF THE SOMERSET COUNTY IMPROVEMENT AUTHORITY'S SERIES 2010 RENEWABLE ENERGY PROGRAM

WHEREAS, pursuant to that certain resolution no. 10-311 entitled "RESOLUTION AUTHORIZING THE ISSUANCE OF COUNTY OF SOMERSET GUARANTEED RENEWABLE ENERGY PROGRAM LEASE REVENUE NOTES AND BONDS, SERIES 2010 AND ADDITIONAL BONDS OF THE SOMERSET COUNTY IMPROVEMENT AUTHORITY" adopted by the governing body of the Authority on September 14, 2010, as amended and supplemented from time to time in accordance with its terms, including by Certificates of an Authorized Officer of the Authority dated November 16, 2010 and January 19, 2011 (collectively, and as the same may be further amended or supplemented in accordance with its terms, including by the hereinafter defined Consent Agreement, the "*Bond Resolution*"), the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, and the acts amendatory thereof and supplemental thereto (as codified at N.J.S.A. 40:37A-44 *et seq.*, the "*Act*") and other applicable law and official action, the Authority issued its (i) "County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2010A (Federally Taxable)" dated November 16, 2010, in the aggregate principal amount of \$30,225,000 (the "*Series 2010A Bonds*") and its (ii) "County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2010B (Federally Taxable)" dated January 19, 2011, in the aggregate principal amount of \$10,525,000 (the "*Series 2010B Bonds*"), and together with the Series 2010A Bonds, the "*Prior Series 2010 Bonds*") to finance the Prior Series 2010 Projects (as defined in the Consent Agreement) for the Series 2010 Local Units (as defined in the Bond Resolution) as set forth in the various Program Documents (as defined in the Bond Resolution); and

WHEREAS, the Authority, the County of Somerset, New Jersey (the "*County*"), the Trustee, the Company, and the Series 2010 Local Units, including the Local Unit adopting this resolution (the "*Participant*") desire to amend the Program Documents to effect the changes thereto set forth in that certain "Master Consent and Agreement (Somerset County Renewable Energy Program, Series 2010)" by and among such parties (the "*Consent Agreement*"), including without limitation (i) provide for certain matters relating to the finalization of the development of the Series 2010 Projects by the Company on behalf of the Series 2010 Local Units, and (ii) to finalize the size, location, and scope of the Series 2010 Projects (as defined herein) that were financed with a portion of the proceeds of the Series 2010 Bonds.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Participant, as follows:

Section 1. The Manville Board of Education and Business Administrator of the Participant (including their designees, each an "*Authorized Officer*") are each hereby severally authorized and directed to negotiate, execute and deliver the Consent Agreement in substantially the form as set forth on **Exhibit A** hereto, with such final form of the Consent Agreement to be determined by the Authorized Officer, after consultation with counsel, to be in the best interests of the Participant, and such Authorized Officer is hereby further authorized to take all such further actions in connection therewith in accordance with all applicable law, including without limitation the execution of such other certificates, instruments or documents, as any such Authorized Officer, in consultation with counsel, shall deem necessary, convenient or desirable by any such Authorized Officer to implement the Consent Agreement.

Section 2. The Business Administrator of the Participant and any designee are hereby authorized and directed, where required, to affix the corporate seal of the Participant and to attest to the signature of the Authorized Officer on any such Consent Agreement, including such other certificates, instruments or documents contemplated herein. Thereafter the Authorized Officer is hereby authorized and directed to deliver any such fully authorized, executed, delivered, and if applicable, attested and sealed certificates, instruments and documents to any interested party.

Section 3. All actions taken to date in connection with the Consent Agreement by the Participant and its advisors are hereby ratified, confirmed and approved.

Section 4. This resolution shall take effect immediately in accordance with all applicable law.

Section 5. Copies of this resolution shall be forwarded to Stephen B. Pearlman, Esq. of Inglesino, Pearlman, Wyciskala & Taylor, LLC, to the attention of David Wainger, Paralegal at

dwainger@iandplaw.com followed by the original to David Wainger at Inglesino, Pearlman, Wyciskala & Taylor, LLC, 600 Parsippany Road, Suite 204, Parsippany, New Jersey 07054-3715.

The motion was seconded by Mrs. Rodzinak and approved by a roll call vote. Approved as follows:
Approved by a roll call vote as follows: AYES: Ms. Alles, Mrs. Cornelson, Mrs. Frank, Mrs. Harabin, Mr. Panfile, Mrs. Rodzinak, Mr. Zangara. ABSENT: Mrs. Lombardino, Mrs. Wiedwald.

IX. OLD BUSINESS/NEW BUSINESS

Old Business

- Mrs. Rodzinak asked if anyone answered the student letters. Mrs. Alles is in the process of responding and will forward to the entire Board.
- HIB report in June will list all HIB from January to June 30, 2011.
- Every building has initiatives to assist families in need this holiday season.
- Mr. Panfile wanted to remind everyone about the concert on Thursday.

New Business

- Ms. Alles wished everyone a happy holiday.

X. PUBLIC COMMENT – At 7:50 pm, Ms. Alles made a motion to open the meeting to the public. The motion was seconded by Mr. Panfile and approved by unanimous voice vote. Ms. Alles invited questions and comments from the public.

- Alan Kline, 1315 Camplain Avenue, volunteered to assist with wrestling and wanted to make sure he was approved. Ms. Alles responded.

At 7:55, Ms. Alles made a motion to close the public session. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

At 7:56 pm, Ms. Alles made a motion to go into closed session.

XI. 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*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*

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

The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

XII. ADJOURNMENT At 8:01 pm, Ms. Alles moved to adjourn the meeting. The motion was seconded by Mrs. Cornelson and approved by unanimous voice vote.

Respectfully submitted by,

Kimberly A. Clelland