

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

MINUTES – REGULAR MEETING

January 17, 2012 – 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, Cathy Wiedwald, Andrew Zangara.

Absent: 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 approved the minutes of the following meetings: December 6, 2011 and December 13, 2011.

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

VI. PUBLIC COMMENT – At 7:02 pm, Mr. Panfile moved that the meeting be opened to the public. A motion was seconded by Mrs. Wiedwald. 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 7:03 pm was made by Mr. Panfile. The motion was seconded by Mrs. Rodzinak and approved by unanimous voice vote.

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

- HIB Report will be given in executive session.
- Residency investigations are complete. Reregistration has now been completed.
- Deadline for grant applications for MEF is Friday. Twenty one grants have been written and submitted.
- Central Registration will be in place by February.

- Shared Service meeting was held last week, the county will be addressing the issue regarding water in the Manville High School parking lot. The lot will be closed off until the situation is corrected.
- Transportation costs of displaced students resulting in approximately \$90,000. Our claim was denied for transportation reimbursement for FEMA. Mrs. Clelland is appealing the decision. The custodial overtime was submitted to FEMA today as well and the district should receive reimbursement within the next few months.
- Dr. Jim Brunn, Principal of Manville High School, and Steve Venuto, Vice Principal, introduced students being honored this evening. Each student received a certificate of acknowledgement and was congratulated by the Board.

At 7:25 pm, the Board of Education took a break for refreshments. At 7:33 pm the Board of Education reconvened.

VIII. COMMITTEE REPORTS:

A. Policy Committee: *Trish Rodzinak, Chairperson*

Item A1 was moved by Mrs. Rodzinak.

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

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|---------------|--------------------------------------|
| Policy 0174 | Legal Services |
| Policy 3125 | Employment of Teaching Staff Members |
| Policy 3125.2 | Employment of Substitute Teachers |
| Policy 8505 | School Nutrition |

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

B. Personnel Committee: *Jeanne Lombardino, Chairperson*

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

Items B-1 through B-4 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:

Name	Position	Compensation	Effective Dates
Phylamina Germano	Open Tech Lab Advisor, ABIS	1 Hour/Day - 3 Days/Week @ \$25 Per Hour	January 2012 – June 2012
Desiree Luszc	Open Tech Lab Advisor/VHS/Research Program to assist students in Grades 9-12	1 Hour/Day – 3 Days/week @ \$25 Per Hour Total Compensation: \$1000	January - May 2012
Michael Forte	Volunteer, MHS Boys Basketball Coach	Volunteer Position	2011 – 2012 School Year

Debra Joy Margaret Balzano	Parent Academy: Grades 3 – 8 Present Information to parents at a workshop session on NJ ASK	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
Catherine Miskov	Parent Academy: Grades 9 -12 Present Information to parents at a workshop session on EPP and AHSA	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
Robert Fisher	Parent Academy: Grades 4-5 Present information to parents at a workshop session on Formative Assessments	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
Margaret Balzano	Parent Academy: Grades 6-8 Present information to parents at a workshop session on Formative Assessments	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
Gregory Shannon	Intramurals Club Roosevelt School	Stipend tbd upon completion of negotiations	2011 – 2012 School Year

Item B1.1 was 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. Wiedwald and approved by roll call vote as follows: AYES: Heidi Alles, Stephanie Cornelson, , Kelly Harabin, Ned Panfile, Trish Rodzinak, Cathy Wiedwald, Andrew Zangara. ABSTAIN: Valerie Frank ABSENT: Jeanne Lombardino.

Name	Position	Compensation	Effective Dates
Megan Dustin	Literacy Club, Weston School	Stipend tbd upon completion of contract negotiations	January 2012 – June 2012
Laura Landau	Parent Academy: Grades K-3 Present information to parents at a workshop session on Formative Assessments	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
Ellie Wolf Marilyn Reidy Katherine Montanelli Maria Arevalo	Parent Academy: Grades K – 12 ESL Parent-Student Workshops	3 days, 2 hour workshop per day / 2 hours planning per day, per teacher @ \$300 per teacher	October 2011 – May 2012

Robert Fisher	Parent Academy: Grades K – 5 Present information to parents on Parent-Teacher Conferences	1 hour workshop presentation/ 1 hour planning per teacher @ \$50 per teacher	October 2011 – May 2012
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B-2 RESOLVED, the Board of Education approves the following Leaves of Absence, Resignations and Retirements:

Name	Position	Action	Effective Dates
Jennifer Weber	Math Teacher Alexander Batcho Intermediate School	Maternity Disability Paid Leave of Absence Followed by an Unpaid Leave of Absence in Accordance with the NJFLA	On or About March 30, 2012 - June 30, 2012

B-3 RESOLVED, the Board of Education approves the following substitute for the 2011-2012 school year:

Name	Position	Compensation	Effective Dates
Sam Stancheck	Teacher Substitute	\$85 per day	2011 – 2012 School Year

B-4 RESOLVED, the Board of Education approves Ms. Kathryn Rocha, Manville High School teacher, to complete field work at Manville High School in support of a Masters in Teacher of Students with Disabilities resulting in certification.

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

C. Negotiations Committee: *Cathy Wiedwald, Chairperson – meeting will be held 6:00 Thursday.*

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

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

Items D1 – D4 were moved by Mr. Panfile.

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
Keith Gardner	Asbestos Operations & Maintenance Workshop	UMDNJ Piscataway, NJ	1/13/12	\$175 Registration Mileage	11-000-261- 420

Mark Manderski	Asbestos Operations & Maintenance Workshop	UMDNJ Piscataway, NJ	1/13/12	\$175 Registration Mileage	11-000-261-420
Johanna S. Ruberto	TECHSPO Conference	Bally's Atlantic City, NJ	1/26 – 1/27 2012	\$369 Registration \$74.03 Mileage	Title II A
Barbara Popp	TECHSPO Conference	Bally's Atlantic City, NJ	1/26 – 1/27 2012	\$369 Registration \$74.03 Mileage	Title II A
RoseMary Perrotti	TECHSPO Conference	Bally's Atlantic City, NJ	1/26 – 1/27 2012	\$369 Registration \$74.03 Mileage	Title II A
William Wright	TECHSPO Conference	Bally's Atlantic City, NJ	1/26 – 1/27 2012	\$369 Registration \$74.03 Mileage	Title II A
Rachel Brendler	Suicide and Self Mutilation Workshop	Crowne Plaza Edison, NJ	2/8/2012	\$79.99 Registration	11-130-100-101-300-097
Robert Fisher	Using Data to Inspire and Improve Student Achievement	Crowne Plaza Jamesburg, NJ	2/8 – 2/9 2012	\$75 Registration \$22.94 Mileage	IDEA IDEA
Stephen Venuto	Athletic Directors of New Jersey Workshop	Trump Plaza Atlantic City, NJ	3/12, 3/13, 3/14, 3/15 2012	\$489 Registration	11-402-100-390
Michael Magliacano	NJ Teen Dating Violence Workshop	FEA Leadership Institute Monroe, NJ	1/23/2012	\$147 Registration \$12.01 Mileage	11-000-240-610
Stephen Venuto	NJ Teen Dating Violence Workshop	FEA Leadership Institute Monroe, NJ	1/23/2012	\$147 Registration \$12.01 Mileage	11-000-240-890

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
Alexander Batch Intermediate School			
May 4, 2012	Medieval Times Lyndhurst, NJ Transportation: SCESC Bus	Grade 7 Social Studies Classes 70 Students Total	Develop an understanding of how people lived during the Middle Ages.

<p>Various Dates: 1/11, 1/25, 2/15, 2/29, 3/14, 3/28, 4/11, 4/25, 5/16 2012</p>	<p>Eastern Star Nursing Home Bridgewater, NJ</p>	<p>Grades 11 & 12 National Honor Society 25 Students Total</p>	<p>Community Service: Play Bingo with nursing home residents</p>
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D-3 RESOLVED, the Board of Education approves the following curriculum for the Manville School District for the 2011 – 2012 School Year:

<p>Science: Biology</p>
<p>Science: Chemistry</p>
<p>Science: Physics</p>

D-4 RESOLVED, the Board of Education approves the Manville High School Program of Studies for the 2012 – 2013 School Year.

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

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

Items E-1 – E-7 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 November 2011

WHEREAS, these reports show the following balances on November 30, 2011:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$4,437,368.50		\$327,056.72
(11) Current Expense	\$ -	\$11,636,234.00	
(12) Capital Outlay		\$794,403.00	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	\$18,476.97	\$797,454.22	\$0.00
(30) Capital Projects Fund	(\$385,293.69)	\$432,163.80	
(40) Debt Service Fund	\$94,549.85	\$0.00	\$0.00
TOTAL	\$4,165,101.63	\$13,660,255.02	\$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 approves 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		\$ 322,932.44
Special Revenue Fund #20		60,245.47
Capital Projects Fund #30		1,500.00
Debt Service Fund #40		
TOTAL		\$ 384,677.91

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
Ryan's Story Presentation LTD	Proprietary Service	Presentation for ABIS students on anti bullying, cyber bullying and teen suicide prevention	5/14/2012	\$3,200	Title I
On Tech Consulting	Proprietary Service	E-Rate services	2012-2013	Fees deducted from funding received	N/A

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>
2650	12/02/2011	Edvocate	\$1,000.00
2651	12/08/2011	Aramark	44,864.79
		TOTAL	\$45,864.79

E-5 DONATIONS

RESOLVED, the Board of Education accepts a donation of a flute with an estimated value of \$250.00 from Ms. Jill Brigante, Hillsborough, NJ to be used by the Manville High School Music Department

RESOLVED, the Board of Education accepts a donation of a heart defibrillator from Dr. Patrick Saulino, MD and Medicor Cardiology P.A. The defibrillator will be installed in Manville High School.

RESOLVED, the Board of Education accepts a donation in the amount of \$109.03 from Dr. Johanna Ruberto for the custodial holiday luncheon.

E-6 SHELTER IN PLACE AGREEMENT

RESOLVED, the Board of Education approves the shelter in place agreement with the American Red Cross for use of Manville High School as a temporary refuge during a natural disaster.

E-7 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 pursuant to Policy 3160 for the month ending December 2006:

AMOUNT	FROM	TO	REASON
\$6,000	11-000-566-800 Tuition	11-402-100-890 Athletics Other	Reconditioning of football helmets

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

Ms. Alles moved the following:

E-8 SUBSTITUTE SECRETARIAL RATE

RESOLVED, the Board of Education approves the increase in Substitute Secretarial rate of pay to \$15.00 per hour effective February 1, 2012.

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

IX. OLD BUSINESS/NEW BUSINESS

New Business

- Dr. Ruberto will give an overview of the Superintendent's goals and mid-year review at the February 14, 2012 Board of Education meeting.
- Dr. Ruberto will be addressing the tardy situation at MHS. The Policy was sent home to the Board of Education.

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

At 8:10 pm, Mr. Panfile moved to open the meeting to the public. The motion was seconded by Mrs. Rodzinak and approved by unanimous voice vote. Ms. Alles invited questions and comments from the public. There were no questions and comments from the public.

At 8:11 pm, Mr. Panfile made a motion to end the public comment and Mrs. Wiedwald seconded the motion. Mrs. Cornelson 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 Mrs. Wiedwald and approved by unanimous voice vote.

XII. ADJOURNMENT – At 9:10 pm, Mrs. Rodzinak moved to close the closed session and adjourn the meeting. The motion was seconded by Mrs. Wiedwald and approved by unanimous voice vote.

Respectfully submitted,

Kimberly A. Clelland
Board Secretary