

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

MINUTES – REGULAR MEETING

March 20, 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 7:09 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,

Absent: 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.

Mr. Panfile moved the following:

V. APPROVAL OF MINUTES – RESOLVED, the Board of Education approved the minutes of the following meetings: February 14, 2012; February 21, 2012; and February 28, 2012.

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

VI. PUBLIC COMMENT – At 7:12 pm, Ms. Alles moved that the meeting be opened to the public. A motion was seconded by Mr. Panfile. Ms. Alles invited questions and comments from the public on agenda items. There was no public present. A motion to close the public session at 7:13 pm was made by Ms. Alles. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

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

- HIB Monthly Report
- HIB Mandated Mid-Year Report
- 2011 – 2012 School Calendar Modification
- HIB Summit is Thursday
- School Play is this weekend.
- RS Concert was changed to May 23 due to give back snow days.
- Hard copy of budget presentation will be in packets on Friday.

VIII. COMMITTEE REPORTS:

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

Item A1 was moved by Mrs. Rodzinak.

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

- Policy 1631 Residency Requirement for Person Holding School District Office, Employment, or Position
- Policy 3351 Healthy Workplace Environment – Teaching Staff Members
- Policy 4351 Healthy Workplace Environment – Support Staff Members
- Policy 5519 Dating Violence at School
Regulation 5519 Dating Violence at School
- Policy 5533 Pupil Smoking
Regulation 5533 Pupil Smoking
- Policy 9180 School Volunteers
- Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

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, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Cathy Wiedwald. ABSENT: Andrew Zangara.

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

Item B1 was moved by Mrs. Lombardino.

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

Name	Position	Compensation	Effective Dates
Heidi Alles	Volunteer Softball Coach MHS	Volunteer Position	2011 – 2012 School Year

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

Items B2-B5 were moved by Mrs. Lombardino.

B-2 RESOLVED, the Board of Education employs the following staff members in the positions and with terms as stated:

Name	Position	Compensation	Effective Dates
Caroline Galofaro	Mentor for Kathryn Margerison Biology Teacher MHS	Mentor Stipend To Be Paid by New Teacher	Effective February 1, 2012 for a period of 30 weeks
Angele Palmer	Nursing Services for ABIS Camp Mason Grade 7 Overnight Class Trip	\$200 stipend	April 4 and 5, 2012
	Nursing Services for ABIS Washington, DC Grade 8 Overnight Class Trip	\$200 stipend	June 7 and 8, 2012

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

Name	Position	Action	Effective Dates
Kelly Stabile	Grade 5 Teacher Math and Science Roosevelt School	Maternity Disability Paid Leave of Absence Followed by an Unpaid Leave of Absence in Accordance with the NJFLA	On or About April 30, 2012 - November 30, 2012
Louise Upshaw	Confidential Secretary to the Business Administrator Manville Board of Education	Unpaid Leave of Absence in accordance with the NJFLA	March 14 – 31, 2012
		Retirement	April 1, 2012

Item B-3.1 was moved by Mrs. Lombardino.

B-3.1 RESOLVED, the Board of Education approves the following Leaves of Absence, Resignations and Retirements at Weston School:

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

Name	Position	Action	Effective Dates
Heather Robustelli	Special Education Teacher Weston School	RESCIND Motion on <u>February 22, 2012 Agenda:</u> Unpaid Leave of Absence in accordance with the NJFLA	March 8, 2012 – April 5, 2012
Allison Kramarczyk	Speech-Language Specialist Weston School	Resignation	June 30, 2012

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

Name	Position	Compensation	Effective Dates
John Reddan	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Susan Rindgen	Nurse Substitute	\$85 per day	2011 – 2012 School Year

B-5 RESOLVED, the Board of Education approves three (3) Compensation Days for Jacquelyn Matthew, District Technology Assistant, for maintaining consistent communication (NJ Smart) while on a maternity leave of absence.

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, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Cathy Wiedwald. ABSENT: Andrew Zangara.

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

Items D1-D9 were moved by Mr. Panfile.

D. Curriculum and Instruction Committee (Student Activities): *Ned Panfile, Chairperson – Mr. Panfile discussed C&I meeting agenda from this evening.*

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:

Employee	Event(s)	Location	Date(s)	Estimated Cost	Budget Source
Barbara Popp	Student Stats Data Workshop OnCourse Partnership Forum	Clarion Hotel Egg Harbor, NJ	3/9/2012	\$35.00 Mileage	Title II A
Ellie Wolf	State Conference: Supporting English Language Learners	Kean University Union, NJ	3/22/2012	\$149 Registration	Title II A
James Horton	Learn Do Earn Workshop	W. Robinson School Bayonne, NJ	3/28/2012	Mileage: \$10.00	11-000-223-580
Maria Arevalo	Foreign Language Educators of NJ Annual Conference	Somerset Double Tree Hotel Somerset, NJ	3/30/2012 & 3/31 (Sat)	\$210 Registration \$6.06 Mileage	Title II A
Nancy Ostrazewski	NJ Business/Technology Education Association Spring Conference	Crowne Plaza Monroe Twp, NJ	5/17/2012	\$70 Registration	11-140-100-101
Johanna Ruberto	2012 NJ Association of School Administrators Annual Conference	Caesar’s Atlantic City, NJ	5/21 - 5/23/2012	\$190.12 Hotel (State Waiver Received) \$74.03 Mileage	11-000-251-890

Kim Clelland	2012 NJ Association of School Business Admin. Annual Conference	Borgata Hotel Atlantic City, NJ	6/6 – 6/8/2012	\$150 Registration	11-000-251-890
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D-2 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
Weston School			
April 26, 2012	Philadelphia Zoo Philadelphia, PA Transportation: Hager Bus	Kindergarten Classes Ms. Deitrich's/Ms. Robustelli's Classes 125 Students Total	Explore various animals and their habitats
May 1, 2012	Newark Museum Newark, NJ Transportation: Hager Bus	Grade 1 Classes 125 Students Total	Students will attend two of the following programs: Safari Trip; On a Wing; Backyard Bugs; Art Smart; Dinosaur Detectives
Manville High School/Alexander Batch Intermediate School			
May 16, 2012	Raritan Valley Community College Branchburg, NJ Transportation: Hager Bus	Grades 7 – 12 Visual & Performing Art and Creative Writing Students 60 Students Total	Students will showcase their work and performances before a panel of trained judges. Will receive comments and constructive criticism toward the betterment of arts education.
Manville High School			
May 8, 2012	Manville Senior Center Manville, NJ Transportation on own	Grade 12 National Honor Society 6 – 8 Students Total	Community Service Project with the senior citizens.
May 4, 2012 May 18, 2012 June 8, 2012	Reading Theater Manville Bowling Lanes Manville Diner	Grades 9 – 12 Mrs. Formanski's Class 7 Students Total	Culmination of projects earning participation in community activities.
May 31, 2012	Longwood Gardens Kennett Square, PA Transportation: SCESC Bus	Grade 10 Biology Classes 80 Students Total	First-hand experience to see threatened plants in various biomes. Identify adaptations in order to survive in unique environments

D-3 RESOLVED, the Board of Education approves the following change in the 2011 – 2012 Manville School District Calendar:

Date	Original Status	Change	Reason
June 5, 2012	District Open: Full Day for Students and Staff	District Open: .5 Day: Students – <i>Early Dismissal</i> Full Day: Staff	Professional Learning K – 12 Faculty

D-4 RESOLVED, the Board of Education approves the Manville High School Alternative Pathway to Graduation Option II.

D-5 RESOLVED, the Board of Education approves the Harassment, Intimidation, and Bully Superintendent's Mandated Report for HIB incidents for the period September 1, 2011 through December 21, 2011.

D-6 RESOLVED, the Board of Education abolishes the position of Part-Time Learning Disabilities Teacher Consultant (LDT-C) and establishes in its place the position of Part-Time School Psychologist.

D-7 RESOLVED, the Board of Education approves the following International Exchange Student as indicated:

School	Sponsoring Organization	Sponsoring Family	Dates
Manville High School	Center for Cultural Interchange	Mr. & Mrs. Joseph Mazeika Manville, NJ	2012 – 2013 School Year

D-8 RESOLVED, the Board of Education approves the following Extended School Year Programs for twenty-four (24) days from July 2, 2012 to August 3, 2012, with no school on July 4, 2012.

Position	Program	Compensation	Effective Dates	Source
One (1) Teacher Two (2) Instructional Assistants	Preschool Disabilities Weston	Teacher: 108 Hours Instructional Assistant: 108 Hours	7/2/12 - 8/3/12 8:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:00 p.m.	IDEA
One (1) Teacher One (1) Instructional Assistant	Preschool Disabilities Weston	Teacher: 48 Hours Instructional Assistant: 48 Hours	7/2/12 - 8/3/12 8:30 a.m. - 10:30 a.m.	IDEA
One (1) Teacher Two (2) Instructional Assistants	Multiple Disabilities Ages 6 – 9 Weston	Teacher: 96 Hours Instructional Assistant: 96 Hours	7/2/12 - 8/3/12 9:00 a.m. - 1:00 p.m.	IDEA
One (1) Teacher	Multiple Disabilities Ages 11 – 14 Weston	96 Hours	7/2/12 - 8/3/12 9:00 a.m. - 1:00 p.m.	IDEA
One (1) Speech Teacher	For Programs Above As Per IEP	90 Hours	7/2/12 - 8/3/12	IDEA

One (1) Nurse	For Programs Above	108 Hours	7/2/12 - 8/3/12 8:30 a.m. - 1:00 p.m.	IDEA
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D-9 RESOLVED, the Board of Education approves the Manville School District to enter into a “Memorandum of Understanding” and the completion of the preliminary scope of work as it relates to funds available from the *Race To The Top Grant* in the amount of \$20,340.

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

Items E1 – E4 were moved by Ms. Alles.

E. Finance and Facilities Committee: Heidi Alles, Chairperson

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 January 2012

WHEREAS, these reports show the following balances on January 31, 2012:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$4,249,421.89		\$327,056.72
(11) Current Expense	\$ -	\$1,082,492.00	
(12) Capital Outlay		\$794,403.00	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	(\$59,718.01)	\$632,108.88	\$0.00
(30) Capital Projects Fund	(\$408,708.26)	\$409,850.22	
(40) Debt Service Fund	\$80,232.35	\$0.00	\$0.00
TOTAL	\$3,861,227.97	\$2,918,854.10	\$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		\$ 1,748,979.05
Special Revenue Fund #20		40,873.41
Capital Projects Fund #30		33.76
Debt Service Fund #40		
TOTAL		\$ 1,789,886.22

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
Optimum Lightpath	Proprietary Service	Revision to original contract	3/1/2012 – 6/30/2015	\$3,269 per month	11-000-230-320

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>
2654	2/07/2012	Aramark	\$ 41,768.85
2655	2/07/2012	Commercial Kitchens	\$ 1,280.00
2656	2.07.2012	State of NJ Dept of Agriculture	\$ 332.00
2657	2/07/2012	Breakdown Products	\$ 510.00
2658	2/07/2012	Specian Electric	\$ 2,640.00
2659	2/23/2012	Aramark	\$ 31,312.68
TOTAL			\$ 77,843.53

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, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Cathy Wiedwald. ABSENT: Andrew Zangara.

Item E-5 was moved by Ms. Alles.

E-5 DONATIONS

RESOLVED, the Board of Education accepts a donation in the amount of \$1,060 from Mrs. Pschar to be used by the Athletic Booster Club.

RESOLVED, the Board of Education accepts a donation in the amount of \$3,000 from Mr. and Mrs. Onderko to be used for a 2011-2012 MHS student scholarship.

RESOLVED, the Board of Education accepts a donation in the amount of \$300 from Mr. and Mrs. Ned Panfile to be used for a 2011-2012 MHS student scholarship.

RESOLVED, the Board of Education accepts a donation in the amount of \$250 from Dr. Johanna Ruberto to used for a 2011-2012 MHS student scholarship in memory of John & Clelen Silane.

RESOLVED, the Board of Education accepts a donation of a Wii console from Mr. and Mrs. Karen and Nicholas Lee to be used in Ms. Dietrich's classroom.

RESOLVED, the Board of Education accepts a donation of a 10 x 20 pop-up canopy from Mrs. Vivian Bentivogli to the Manville High School Track Team for use at their track meets.

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

E-6 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 January 2012:

AMOUNT	FROM	TO	REASON
\$1,900	11-000-291-290	11-402-100-890	Athletics
\$1,787.50	11-000270-512	11-401-100-610	Band Instruments

Items E6-E9 were moved by Ms. Alles.

E-7 CAPITAL RESERVE TRANSFER

RESOLVED, NJSA 18A: 7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

RESOLVED, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts by board resolution, and

The Manville Board of Education has determined in completion of the Annual District Audit that \$299,000 is available for such purposes of transfer to the Capital Reserve Account;

NOW, THEREFORE BE IT RESOLVED by the Manville Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

E-8 BOARD OF EDUCATION MEETING CALENDAR

RESOLVED, the Board of Education approves the attached Manville Board of Education Meeting Notice (Addendum I) for May 2012 through January 3, 2013.

E-9 IDEA CONSOLDIATED GRANT 2010-2011 CARRYOVER

RESOLVED, the Board of Education approves the 2010-2011 carryover as follows:

IDEA B: \$64,532
 Preschool : \$ 1,674
 TOTAL \$66,206

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, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Cathy Wiedwald. ABSENT: Andrew Zangara.

IX. OLD BUSINESS/NEW BUSINESS

New Business

- Dr. Ruberto discussed the HIB Report that was to be filed to the state. Dr. Ruberto gave an official report as of 12/31/11. The Board of Education accepted Dr. Ruberto's HIB Report:

In all cases, 10 day timeline was met and reported to the Board of Education. See attached HIB Semi-Annual Report from Dr. Ruberto (Attachment).

- Ned congratulated Ms. Alles on volunteering for the softball team.

X. PUBLIC COMMENT – Ms. Alles invited questions and comments from the public. At 7:40 pm, Ms. Alles moved 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. No public was present.

At 7:41 pm, Mr. Panfile made a motion to end the public comments and Mrs. Wiedwald seconded the motion. Ms. Alles made a motion to go into closed session. Mrs. Wiedwald seconded the motion and was approved by unanimous voice vote.

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*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*

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 7:55 pm, Mr. Panfile moved to close the closed session and adjourn the meeting. The motion was seconded by Mrs. Cornelson and approved by unanimous voice vote.

Respectfully submitted,

Kimberly A. Clelland
Board Secretary

Addendum I

MANVILLE BOARD OF EDUCATION
 Manville, New Jersey
 March 20, 2012
MEETING NOTICE

Notice is hereby given that the Manville Board of Education will hold work sessions and regular meetings as specified below. All meetings will begin at 7:00 P.M. and will be held on Tuesday unless otherwise noted below. This notice shall be in effect, **unless amended**, until the next reorganization meeting.

Work Session	Regular Meeting	Location
April 3, 2012	April 17, 2012	ABIS Media Center
May 08, 2012	May 15, 2012	ABIS Media Center
June 12, 2012	(Monday) June 18, 2012	ABIS Media Center
	July 17, 2012	ABIS Media Center
	August 21, 2012	ABIS Media Center
September 11, 2012	September 18, 2012	ABIS Media Center
October 09, 2012	October 16, 2012	ABIS Media Center
November 06, 2012	November 13, 2012	ABIS Media Center
December 04, 2012	December 11, 2012	ABIS Media Center
(Thursday) January 03, 2013		Reorganization Meeting ABIS Media Center

Bold denotes work session & regular meetings not held on 2nd & 3rd Tuesday of the month

Kimberly A. Clelland
 Business Administrator/Board Secretary

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Revisions may result as per NJDOE