

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

MINUTES – REGULAR MEETING

April 24, 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 7:01 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, Valerie Frank, Kelly Harabin, Jeanne Lombardino, Ned Panfile, Trish Rodzinak, Cathy Wiedwald, Andrew Zangara

Absent: Stephanie Cornelson

Also Present: Dr. Johanna Ruberto, Superintendent of Schools, Kimberly Clelland, Business Administration/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.

Mrs. Lombardino moved the following:

V. APPROVAL OF MINUTES – RESOLVED, the Board of Education approved the minutes of the following meetings: March 13, 2012; March 20, 2012; and March 27, 2012.

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

VI. PUBLIC COMMENT – At 7:05 pm, Ms. Alles 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 7:06 pm was made by Ms. Alles. The motion was seconded by Mrs. Lombardino and approved by unanimous voice vote.

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

- HIB Monthly Report
- Update on Teacher of the Year – the process will change for next year.
- Mr. Forke received an award/Mrs. Donniss Jepson received a VHS Award.
- Dr. Ruberto will be applying for grant funds to reimburse the district for additional costs related to implementing the HIB law.
- Kim Clelland gave an update on the digital sign.

VIII. COMMITTEE REPORTS:

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

Item A-1 was moved by Mrs. Rodzinak.

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

Policy 1522	School-Level Planning
Policy 2423	Bilingual and ESL Education
Regulation 2423	Bilingual and ESL Education
Policy 2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
Policy 2440	Summer Session
Regulation 2440	Summer Session
Policy 3324	Right of Privacy (Teaching Staff)
Policy 4324	Right of Privacy (Support Staff)
Policy 5117	Interdistrict Public School Choice
Policy 7510	Use of School Facilities
Regulation 7510	Use of School Facilities
Policy 9270	Home Schooling and Equivalent Education Outside the Schools
Regulation 9270	Home Schooling and Equivalent Education Outside the Schools

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

Items B-1, B-2, B-3, B-4, B-7, B-8, B-9, B-10 were moved by Mrs. 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

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

Name	Position	Certificate	Compensation	Effective Dates
Megan Sopko	Maternity Leave Replacement for Kelly Stabile, Grade 5 Teacher Roosevelt School	CEAS Elementary Teacher, Grades K-5	BA – Step 1 \$47,107 <i>Pro-Rated</i>	April 25, 2012 through June 30, 2012
Randi Borawski	Instructional Assistant, Special Education Part-Time Roosevelt School	Standard Elementary Teacher, Grades K-5	Instructional Assistant Part-Time Step 1 \$20.39 per hour	April 25, 2012 through June 30, 2012

Items B-1.1, B-2.2, B-5, and B-6 were moved by Mrs. Lombardino.

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

Name	Position	Certificate	Compensation	Effective Dates
Danielle Mazur	Maternity Leave Replacement for Jazznette Graziano Kindergarten Teacher, Weston School	CEAS Elementary Teacher Grades K - 5	BA - Step 1 \$47,107 <i>Pro-Rated</i>	April 25, 2012 through June 30, 2012

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
Robert Fisher	Italian Club Roosevelt School	Stipend As Per Negotiated Contract	2011 – 2012 School Year

B-2.2 RESOLVED, the Board of Education employs the following staff members at Weston School in the positions and with terms as stated:

Name	Position	Compensation	Effective Dates
Karen Sweeney	Before and After School Duty Weston School	Stipend As Per Negotiated Contract, <i>pro-rated</i>	2011 – 2012 School Year
Kaitlyn Jones	Before and After School Duty Weston School	Stipend As Per Negotiated Contract, <i>pro-rated</i>	2011 – 2012 School Year
Patricia Poto	Before and After School Duty Weston School	Stipend As Per Negotiated Contract, <i>pro-rated</i>	2011 – 2012 School Year
Leah Dowd	Before and After School Duty Weston School	Stipend As Per Negotiated Contract, <i>pro-rated</i>	2011 – 2012 School Year

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

Name	Position	Compensation	Effective Dates
Jessica Renfro	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Kimberly Lehlbach	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Donna Beardsley	Teacher Substitute	\$85 per day	2011 – 2012 School Year
Christie Horvat	Teacher Substitute	\$85 per day	2011 – 2012 School Year

B-4 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
Thomas Maiorana	Kean University	20 Service Learning Hours April – May 2012	Manville High School

B-5 RESOLVED, the Board of Education approves the following Leaves of Absence, Resignations and Retirements at Weston School:

Name	Position	Action	Effective Dates
Meridith O’Rorke	Grade 3 Teacher Weston School	Maternity Disability Paid Leave of Absence Followed by an Unpaid Leave of Absence	ADJUSTMENT To Motion on 2/21/12 BOE Agenda: On or About May 4, 2012 - June 30, 2012
Sandra Romano	Media Specialist Weston School	Resignation	June 30, 2012

B-6 RESOLVED, the Superintendent recommends that the following non-tenure certificated staff contracts be awarded for the 2012-2013 school year:

TENURE CONTRACT		
Faculty Member	School	Assignment
Rachel Brendler	ABIS	Guidance
Christina Sulewski	MHS	Guidance
Patrick DeNapoli	MHS	PE/Health Teacher
Erin Harvey	Roosevelt	Grade 5 Teacher
Heather Gibbons	Special Services	LDT-C

THIRD CONTRACT		
Faculty Member	School	Assignment
Kelli Bond	ABIS	Grade 6 Language Arts Teacher
Jennifer Fallone	ABIS	Special Education Teacher
Nicole Zullo	ABIS	Special Education Teacher
Jennifer Kohl	ABIS/MHS	Art Teacher
Maria Arevalo	ABIS/Roosevelt	Spanish Teacher
Phylamina Germano	ABIS/Roosevelt	Media Specialist
Timothy McKinnon	MHS	Technology Teacher
Jazznette Graziano	Weston	Kindergarten Teacher
Katherine Montanelli	Weston	Grade 1 Teacher

SECOND CONTRACT		
Faculty Member	School	Assignment
Brian Gornick	ABIS	Music Teacher
Robert Snyder	ABIS	.5 Physical Education Teacher
Silvana Cottiss	MHS	Spanish Teacher
Kathryn Rocha	MHS	Special Education Teacher
Irene Hayden	MHS	Media Specialist
Kathryn Margerison	MHS	Physics Teacher
Katrina De La Cruz	Roosevelt	Special Education Teacher
Kathleen Marino	Roosevelt	School Nurse

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

B-7 RESOLVED, the Superintendent recommends that the following non-tenure non-certificated staff contracts be awarded for the 2012-2013 school year:

THIRD CONTRACT		
Staff Member	Location	Assignment
Lynn Mitzkewich	MHS	Secretary to Guidance Office
Eileen Pahuta	MHS	Secretary to the Principal
Valerie Lewis	Board of Education	Executive Secretary to the Superintendent

B-8 RESOLVED, the Superintendent recommends the contract renewal for the 2012-2013 school year for Kimberly Clelland, Business Administrator/Board Secretary, pending approval from the Executive County Superintendent.

B-9 RESOLVED, the Superintendent recommends the contract renewal for the 2012-2013 school year for the following non-tenure district administrators:

Staff Member	Location	Assignment
Stephen Venuto	MHS	Vice Principal/Athletic Director
RoseMary Perrotti	District	Supervisor of Math, K-12

B-10 RESOLVED, the Board of Education approves the Job Descriptions for the following positions:
 Administrative Assistant to the Business Administrator
 Building and Grounds Secretary (part-time).

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

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

D. Curriculum and Instruction Committee (Student Activities): *Ned Panfile, Chairperson – meeting tonight. The agenda was handed out. Mr. Panfile reported on the Senior “Senior Prom”. The students were wonderful.*

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

Items D-1 through D-7 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
Stephen Venuto	Athletics and NJ's Anti-Bullying Bill of Rights	Morris-Union Jointure New Providence, NJ	5/23/12	\$147 Registration	Title II A
Johanna Ruberto	2012 NJ Association of School Administrators Annual Conference	Caesar's Atlantic City, NJ	5/21 - 5/23/2012	\$349 Registration	11-000-251-890

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
Manville High School			
May 12, 2012 <i>Saturday</i>	Franklin Food Bank Somerset, NJ Transportation: on own	Grades 11-12 National Honor Society 6-8 Students Total	Community Service Project: Sort donated food for distribution
May 31, 2012 June 6, 2012 June 12, 2012	Ten Pin Lanes Manville, NJ Walking Trip	Circle of Friends Grades 6 – 12 62 Students Total	Appropriate socialization and interaction among students in social situations.
Roosevelt School			
June 7, 2012	Manville High School Walking Trip	Grade 5 Two Classes 38 Students Total	Ms. Margerison's high school science classes will create a series of Biome related centers. Students will complete activities lead by the high school students.
June 11, 2012	Manville High School Walking Trip	Grade 5 Two Classes 39 Students Total	Ms. Margerison's high school science classes will create a series of Biome related centers. Students will complete activities lead by the high school students.
May 10, 2012	ABIS Walking Trip	Grade 5 82 Students Total	Student Orientation for Incoming Grade 6 Students for 2012 – 2013 School Year

D-3 RESOLVED, the Board of Education approves the following Title I Enrichment Summer School, Expanding Language Arts and Mathematics through Science/Social Studies, from July 2, 2012 to August 3, 2012 with staffing as indicated:

Position	Program	Compensation	Effective Dates	Source
Four (4) Grades 2 – 3 Teachers to teach summer school	Instructor of the Manville School District Summer School Program for Title I Students Grades 2 & 3	Teacher: 96 Hours per teacher @ \$25 per hour	July 02 – August 3, 2012 8:30am – 11:30am	Title I
Two (2) Grades 2 – 3 Special Education Teachers to teach summer school	Instructor of the Manville School District Summer School Program for Title I Students Grades 2 & 3	Teacher: 96 Hours per teacher @ \$25 per hour	July 02 – August 3, 2012 8:30am – 11:30am	Title I
One (1) Teacher Coordinator of Summer School Program, Grades 2– 3	Coordinator of the Manville School District Summer School Program for Title I Students Grades 2 & 3	Teacher Coordinator: \$1,000 Stipend	July 02 – August 3, 2012 8:30am – 11:30am	Title I
One (1) Teacher Supervisor of Summer School Program, Grades 2 - 3	Supervisor of Instruction of the Manville School District Summer School Program for Title I Students Grades 2 & 3	Teacher Supervisor: \$2,000 Stipend	July 02 – August 3, 2012 8:30am – 11:30am	Title I

D-4 RESOLVED, the Board of Education approves the following Title I Open Computer Lab for “at-risk” students from July 10, 2012 to August 3, 2012 with staffing as indicated:

Position	Program	Compensation	Effective Dates	Source
Two (2) Teachers Grades K-5	Teachers to assist “at-risk” students in grades K-5 with their summer packets	Teacher: 16 Hours per teacher @ \$25 per hour	July 10 – August 3, 2012 Tuesday & Wednesday 1:00pm – 3:00pm	Title I
Two (2) Teachers Grades 6-12	Teachers to assist “at-risk” students in grades 6-12 with their summer packets	Teacher: 16 Hours per teacher @ \$25 per hour	July 10 – August 3, 2012 Tuesday & Wednesday 1:00pm – 3:00pm	Title I

D-5 RESOLVED, the Board of Education approves the following positions with terms as stated:

Position	Program	Compensation	Effective Dates	Source
Four (4) Kindergarten Teachers	Kindergarten Orientation (prepare and present)	1 hour workshop presentation/1 hour planning per teacher @ \$50 per teacher	April 2012 – June 2012	Title I
One (1) Nurse Grades K-3	Kindergarten Orientation (prepare and present)	1 hour workshop presentation/1 hour planning per nurse @ \$50 per nurse	April 2012 – June 2012	Title I
One (1) CST Member Grades K-3	Kindergarten Orientation (prepare and present)	1 hour workshop presentation/1 hour planning per CST member @ \$50 per CST member	April 2012 – June 2012	Title I

D-6 RESOLVED, the Board of Education approves the Manville School District to submit a "Letter of Intent" to participate in the Excellent Educators for New Jersey (EE4NJ) Teacher Evaluation Pilot Program, Cohort 2A.

D-7 RESOLVED, the Board of Education approves the Manville School District to submit a "Letter of Intent" to participate in the Excellent Educators for New Jersey (EE4NJ) Principal Evaluation Pilot Program.

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

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

Items E-1 through 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 February 2012

WHEREAS, these reports show the following balances on February 29, 2012:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$4,289,962.64		\$327,056.72
(11) Current Expense	\$ -	\$1,013,606.51	
(12) Capital Outlay		\$794,403.00	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	(\$96,832.44)	\$632,108.88	\$0.00
(30) Capital Projects Fund	(\$543,056.20)	\$409,850.22	
(40) Debt Service Fund	\$80,232.35	\$0.00	\$0.00
TOTAL	\$3,730,306.35	\$2,849,968.61	\$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		\$ 1,432,381.00
Special Revenue Fund #20		96,985.88
Capital Projects Fund #30		579.14
Debt Service Fund #40		
TOTAL		\$ 1,529,946.02

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
American School Planner	Proprietary Product	Student planners for Weston, Roosevelt, ABIS & MHS	2012-2013	\$3,125.00	11-000-240-610
Monmouth Ocean Educational Services	Proprietary Service	Support services for special education students	2012-2013	\$15,000	11-000-223-320
Virtual High School Courses	Proprietary Service	Virtual High School courses	2012-2013	\$17,000	11-000-223-320
Wasserstrom & Sons	Proprietary Product	Electric Serving Counter Weston School	April 2012	\$5,309.43	11-000-261-420
Reps Fitness Supply	Proprietary Product	Weight Room Equipment MHS	May 2012	\$28,237.00	11-000-261-420
Teachscape	Proprietary Service	Annual License and Professional Development for Teachers	2012-2013	\$33,281.00	RTTT3 and 11-000-240-320

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>
2660	3/07/2012	Edvocate	\$1,000.00
2661	3/13/2012	State of NJ Dept of Agriculture	\$162.00
2662	3/13/2012	Breakdown Products	\$255.00
2663	3/20/2012	Aramark	\$45,773.37
2664	3/20/2012	Food Systems	\$356.00
		TOTAL	\$47,546.37

E-5 EXTENSION OF PROFESSIONAL SERVICE CONTRACTS

WHEREAS, the Board of Education approved on February 14, 2012 to move the school election date to November 2012 and

WHEREAS, the Board of Education approved on March 20, 2012 to move the reorganization meeting to January 3, 2013, now therefore be it

RESOLVED, the Board of Education approves the extension of the following professional service contracts until the reorganization meeting on January 3, 2013:

Lori Majeski	School Treasurer
Suplee, Clooney & Co	Auditors
David B. Rubin	Board of Education Legal Counsel
Lindabury McCormick, Estabrook & Cooper PC	Labor Counsel
Your Doctor's Care	School Physician
Design Resources Group	Architect
Whitman & Company	ADHERA
Educational Data Systems	Purchasing Bid Co-op
Middlesex ESC	Purchasing Co-op

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 February 2012:

AMOUNT	FROM	TO	REASON
\$4,000	11-000-291-250	11-110-100-106	Kindergarten Aides
\$5,000	11-000-218-320	11-000-100-561	Tuition Alternative School

E-7 APPROVAL OF ACES ELECTRIC GENERATION SERVICE AGREEMENT

RESOLVED, the Board of Education approves the Electric Generation Service Agreement between the Alliance for Competitive Energy Service ("ACES") Participating Member (Manville Board of Education) and the retail electric power supplier (Reliant Energy Northeast LLC) for the period May 1, 2012 through May 1, 2013.

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

IX. OLD BUSINESS/NEW BUSINESS

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

At 7:30 pm, Ms. Alles 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 7:31 pm, Mr. Panfile made a motion to end the public comment and Mrs. Lombardino seconded the motion.

At 7:32, Ms Alles made a motion to go into Executive Session. The motion was seconded by Mrs. Frank and 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*
- 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.

At 9:27 pm, Ms. Alles made a motion to close the Executive Session. The motion was seconded by Mrs. Harabin and it was approved by unanimous voice vote.

XII. ADJOURNMENT – At 9:28 pm, Mrs.Rodzinak moved to adjourn the meeting. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

Respectfully Submitted,

Kimberly A. Clelland
Board Secretary