

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

MINUTES – REGULAR MEETING

January 19, 2016 – 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 Secretary Kimberly A. Clelland called the meeting to order at 7:00 p.m.

II. **OPEN PUBLIC MEETING STATEMENT** – Mrs. Clelland read the following:

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on January 6, 2016, by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

III. **ROLL CALL**

Present: Branden Agans, Thomas Cornelison, Kelly Harabin, Sharon Liszczak
Sharon Lukac, Ned Panfile,

Absent: Heidi Alles, Jeanne Lombardino, Cathy Wiedwald

Also Present: Anne R. Facendo, Superintendent of Schools; Kimberly A. Clelland, Business Administrator/Board Secretary; Shawn Kelly, Roosevelt School Principal; Melissa Keiser, Weston School Principal

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/Common Core State Standards, and the development of the child as a life-long learner and a respectful, contributing member of a democratic society.

Mrs. Clelland moved the following:

V. **APPROVAL OF MINUTES** – RESOLVED, the Board of Education approves the minutes of the following meetings: December 8, 2015; December 9, 2015; and December 15, 2015.

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

VI. **PUBLIC COMMENT** – At 7:02 p.m., Mrs. Clelland moved that the meeting be opened to the public. The motion was seconded by Mr. Panfile. Mrs. Clelland invited questions and comments from the public on agenda items. There were no questions or comments from the public regarding the agenda. At 7:02 p.m., Mrs. Clelland moved to close the public session. The motion was seconded by Mr. Panfile and approved by unanimous voice vote.

VII. SUPERINTENDENT’S REPORT & PRESENTATIONS – Mrs. Anne R. Facendo

- Student Presentation: Weston School and Roosevelt School Learning Showcase - Mrs. Facendo introduced students from Weston School and Roosevelt School, teachers and administrators. Students gave presentations of their current projects. Mrs. Facendo announced the district Facebook page and read the new Mission Statement and Mission Statement Assumptions. Mrs. Facendo introduced Melissa Keiser, Weston School principal and Shawn Kelly, Roosevelt School principal. Mrs. Keiser introduced the teachers and students from Weston School who presented their projects. Mr. Kelly introduced teachers and students from Roosevelt School who presented their projects. Mrs. Facendo introduced Mr. Michael Forte, Student Council Advisor. Mr. Forte introduced Student Council member, Steven Nash, who gave an overview of upcoming events at MHS,
- HIB Report

At 7:42 p.m. Mrs. Facendo took a 5 minute break to allow students and parents to leave the meeting.

VIII. COMMITTEE REPORTS:

A. Policy Committee: Sharon Liszczak, Chairperson

There was no report from the Policy Committee. A meeting will be scheduled for the first week of February.

B. Personnel

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

Mr. Panfile moved Items B-1 through B-5:

B-1 RESOLVED, the Board of Education approves the following Leaves of Absence, Resignations and Retirements:

Name	Position	Action	Effective Dates
Darlene Bandel	Secretary Manville High School	Leave of Absence	January 4, 2016 – January 26, 2016
Nicole Segal	Social Worker	Extension of Leave of Absence, Unpaid in accordance with FMLA	January 1, 2016 – February 29, 2016 <i>Modified Schedule - Two Days Per Week</i>
Kathryn Creighton	Special Education Instructional Assistant, Part-Time	Extension of Leave of Absence, Unpaid in accordance with FMLA	January 1, 2016 – March 31, 2016
Caroline Galofaro	Biology Teacher Manville High School	Military Leave of Absence	January 11, 2016 – January 20, 2016
David Giantisco	English Teacher Manville High School	Resignation	March 11, 2016

B-2 RESOLVED, the Board of Education abolishes the following position and establishes the following position for the period effective January 1, 2016 – February 29, 2016 as stated:

Abolished Position	Established Position
School Psychologist, <i>Part Time</i> Manville School District	School Psychologist, <i>Full Time</i> Manville School District

B-3 RESOLVED, the Board of Education employs the following persons in the positions and with terms as stated pending satisfactory completion of employment requirements:

Name	Position	Certificate	Compensation	Effective Dates
Ifat Sade	School Psychologist Full Time Manville School District	Standard School Psychologist	MA + 30 – Step 2 \$55,712 <i>Pro-Rated</i>	January 1, 2016 – February 29, 2016
Travis Anthony	Special Education Instructional Assistant, Part-Time	Standard Teacher of Math	Instructional Asst, Part-Time - Step 1 \$21.96 Per Hour	January 11, 2016– March 31, 2016
Melissa King	Special Education Instructional Assistant, Part-Time	CEAS Elementary School Teacher, K-6	Instructional Asst, Part-Time - Step 1 \$21.96 Per Hour	January 19, 2016 – June 30, 2016
Christopher Smyth	Special Education Instructional Assistant, Part-Time	Bachelor's Degree Substitute Certificate	Instructional Asst, Part-Time - Step 1 \$21.96 Per Hour	January 19, 2016 – June 30, 2016

B-4 RESOLVED, the Board of Education approves the following staff member in the position with terms as stated:

Name	Position	Compensation	Effective Dates
Lisa Harity	Mentor for Dayna Smith, Grade 3 Teacher Weston School	Mentor Stipend to be paid by new teacher	January, 1, 2016 – June 30, 2016
Rebecca Fosbre	Mentor for Lauren Colfer, Special Education Teacher Weston School <i>Mentor Resignation</i>	N/A	February 15, 2016
Laina Boyer	Mentor for Lauren Colfer, Special Education Teacher Weston School	Mentor Stipend to be paid by new teacher	February 16, 2016 – June 30, 2016
Richard Gathen	Grades 7/8 Baseball Coach	Stipend as Per Ratified Contract	2015 – 2016 School Year

Nicole Segal	Junior Class Advisor, Shared Position Manville High School <i>Resignation</i>	N/A	2015 – 2016 School Year
Denise Formanowski	Junior Class Advisor Sole Advisor Manville High School	Stipend as Per Ratified Contract	2015 – 2016 School Year

B-5 RESOLVED, the Board of Education approves the following substitute for the 2015-2016 school year with compensation as stated, pending satisfactory completion of employment requirements:

Name	Position	Compensation	Effective Dates
Nadia Cap	Substitute Teacher	\$95 Per Day	2015 – 2016 School Year
Derek Connors	Substitute Teacher	\$95 Per Day	2015 – 2016 School Year
Michelle Eldridge	Substitute Secretary	\$15 Per Hour	2015 – 2016 School Year

The motion was seconded by Mrs. Lukac and approved by roll call vote as follows:

AYES: Mr. Agans, Mr. Cornelson, Mrs. Harabin, Mrs. Liszczak, Mrs. Lukac, Mr. Panfile

ABSENT: Ms. Alles, Mrs. Lombardino, Mrs. Wiedwald

C. Negotiations Committee: *Cathy Wiedwald, Chairperson*

There was no report from the Negotiations Committee.

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

DEAC meeting was held January 13, 2016. A report was handed out to the board members. A Spaghetti Dinner will be held January 31, 2016 at the American Legion to support the Manville Music Organization. Senior Parent Night for the Manville High School Program will take place January 20, 2016 at 7:00 p.m.

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

Mr. Panfile moved Items D-1 through D-6:

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
Lauren Kurzius Kara Gitchell	Eagle Cam in the Classroom Workshop	Duke Farms Hillsborough, NJ	1/16/16	Registration: \$25 <i>(Each Participant)</i>	11-190-100-610
Nancy Kessler	Legal Requirements When School Provide ABA Services Workshop	EIRC Mullica Hill, NJ	2/11/16	Registration: \$149 Mileage: \$48.51	20-250-200-500 11-000-223-580

Keith Gardner Mark Manderski	Asbestos Operations and Maintenance Refresher	Rutgers School of Public Health Piscataway, NJ	3/4/16	Registration: \$175 (Each Participant)	11-000-262-890
Jennifer Guydos	Good Ideas in Teaching Pre-calculus and More Conference	Rutgers University New Brunswick, NJ	3/18/16	Registration: \$165 Mileage: \$7.19	11-000-140-100 11-000-223-580
Robert Fisher	Executive Functions and ADHD in Children and Adolescents	Holiday Inn South Plainfield, NJ	3/15/16	Registration: \$99.99	20-250-200-500
Stephen Venuto	Directors of Athletics Association of NJ State Conference	Golden Nugget Atlantic City, NJ	3/21-23 2016	Registration: \$350 Mileage: \$71.92	11-402-100-390 11-000-240-500
Keith Gardner	NJ Schools Buildings and Grounds Association Annual Expo/Conference	Harrah's Resort Atlantic City, NJ	3/14-16 2016	Registration: \$125 Hotel: \$138 State Waiver Provided Mileage: \$70.53	11-000-261-320 11-000-261-890

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
Manville High School			
February 18, 2016	Harrah's Atlantic City, NJ Transportation: First Bus Company	FBLA Regional Winners Grades 9 - 12 30 Students Total	FBLA State Leadership Conference Students compete in various business-based tests ranging from basic business courses of study to advanced courses. Regional winners attend the State Competition.
Roosevelt School			
June 13, 2016	NJ Sea Grant Consortium Sandy Hook, NJ Transportation: Barker Bus Company	Grade 4 Students 123 Students Total	The students will have an overview of barrier plants and animals. They will have a geographic orientation to include marine food webs; structure, function and importance of a salt marsh habitat; and beach processes such as waves and currents.

D-3 RESOLVED, the Board of Education approves the following Before/After Hours School Title I Program for the 2015 - 2016 School Year with staffing as indicated:

Position	Program	Compensation	Dates	Source
One (1) Grade 1 Instructional Assistant	Grade 1 Before Hours Program for Title I Students	45 Minutes/Day – 3 Days/Week @ \$22.87/Hour Plus 45 Minutes/Day – 1 Day/Week for Data Entry @ \$22.87/Hour	January 4, 2016 - March 24, 2016	Title I

D-4 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
#21	Morris Union Jointure - DLC	January 4, 2016 - August 2016	Services described in IEP	\$52,192.80 plus \$14,258 (ESY)

D-5 RESOLVED, the Board of Education approves the New Jersey Department of Education Statement of Assurance regarding the use of Paraprofessional Staff for the Manville School District for the 2015 – 2016 School Year: Mandated Second Half Report Submission – January 2016.

D-6 RESOLVED, the Board of Education approves the 2015 – 2016 Harassment, Intimidation, and Bullying Semi-Annual Report for the Manville School District for the period covering September 1, 2015 through December 31, 2015, as submitted to the NJDOE and shown on attached Addendum I.

The motion was seconded by Mrs. Harabin and approved by roll call vote as follows:

AYES: Mr. Agans, Mr. Cornelson, Mrs. Harabin, Mrs. Liszczak, Mrs. Lukac, Mr. Panfile

ABSENT: Ms. Alles, Mrs. Lombardino, Mrs. Wiedwald

E. Finance and Facilities Committee: Kelly Harabin, Chairperson

The Finance and Facilities Committee had a meeting tonight. Mrs. Clelland went over "Building a Budget".

Mrs. Harabin moved Items E-1 through E-7:

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 2015

WHEREAS, these reports show the following balances on November 30, 2015:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$2,527,413.18		\$327,056.72
(11) Current Expense	\$ -	\$1,317,570.75	
(12) Capital Outlay		\$526,571.00	
(13) Special Schools		\$500.00	
(20) Special Revenue Fund	\$147,900.16	\$447,974.00	\$0.00
(30) Capital Projects Fund	(\$614,130.89)	\$500,130.00	
(40) Debt Service Fund	(\$65,011.71)	\$0.00	\$0.00
TOTAL	\$1,996,170.74	\$2,792,745.75	\$327,056.72

and

WHEREAS, in compliance with N.J.A.C.6:20-2A.1(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

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		\$ 1,936,848.12
Special Revenue Fund #20		85,566.00
Capital Projects Fund #30		
Debt Service Fund #40		
TOTAL		\$ 2,022,414.12

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
Whitman Company	Proprietary Service	Air Monitoring	2015-2016	\$1,025.00	11-000-261-420
Northeast Roof Maintenance	Bid	Change Order #1 MHS ABIS Roof 2015 Project	2015-2016	\$31,436.00	Capital Reserve
Phoenix Advisors	Professional Service	Financial Disclosure Agent and Independent Registered Municipal Advisor	2016-2017	\$850.00	11-000-251-320

E-4 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 November 2015

AMOUNT	FROM	TO	REASON
\$24,000	11-000-216-320-500 11-000-223-320-500 11-000-230-580-500 11-000-251-330-500	11-000-100-569-800	Out of District Tuition

E-5 CAFETERIA CLAIMS

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

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
2837	1/05/2016	Edvocate	\$1,078.00
2838	1/05/2016	Service Plus	273.63
2839	1/05/2016	Breakdown Products	255.00
2840	1/05/2016	MGL Printing Solutions	101.00
		TOTAL	\$1,707.63

E-6 MANDATED EMERGENCY BUS EVACUATION DRILLS

RESOLVED, the Board of Education accepts that the Emergency Bus Drills for 2015-2016 were performed at Manville High School on September 4, 2015 and January 5, 2016 for the Somerset County Vocational School.

E-7 DONATIONS

RESOLVED, the Board of Education accepts a donation of an American Flag for the Manville High School Gymnasium valued at \$65 from the Manville Police Department.

The motion was seconded by Mrs. Liszczak and approved by roll call vote as follows:

AYES: Mr. Agans, Mr. Cornelson, Mrs. Harabin, Mrs. Liszczak, Mrs. Lukac, Mr. Panfile

ABSENT: Ms. Alles, Mrs. Lombardino, Mrs. Wiedwald

F. Communications/Public Relations Committee: Thomas Cornelson, Chairperson

Mr. Cornelson reported that the Manville School District Facebook page was launched on January 13, 2016.

Mr. Cornelson moved Items F-1 and F-2:

F-1 RESOLVED, the Board of Education approves the Vision / Mission Statement for the Manville School District as shown on attached Addendum II.

F-2 RESOLVED, the Board of Education approves the assumptions in support of the Vision / Mission Statement for the Manville School District as shown on attached Addendum III.

The motion was seconded by Mrs. Liszczak and approved by roll call vote as follows:

AYES: Mr. Agans, Mr. Cornelson, Mrs. Harabin, Mrs. Liszczak, Mrs. Lukac, Mr. Panfile

ABSENT: Ms. Alles, Mrs. Lombardino, Mrs. Wiedwald

IX. OLD BUSINESS/NEW BUSINESS

Old Business: There was no Old Business to report.

New Business: Mr. Agans asked if students needed permission slips to use their picture on Facebook. Mrs. Facendo stated that photo consent forms are filled out for students at the beginning of the year and kept on file. Mrs. Clelland reminded Board of Education Members to fill out and submit their Ethics Disclosure Forms.

X. PUBLIC COMMENT – Mrs. Clelland invited questions and comments from the public.

Mrs. Clelland asked for a motion to open the public session.

At 7:55 p.m., Mr. Panfile moved that the meeting be opened to the public. The motion was seconded by Mr. Cornelson. Mrs. Clelland invited questions and comments from the public.

There were no questions or comments from the public.

Mrs. Clelland asked for a motion to close the public session.

At 7:56 p.m., Mr. Panfile moved to close the public session. The motion was seconded by Mr. Cornelson 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)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 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*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss, and be it*

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

XII. ADJOURNMENT

At 7:57 p.m., Mrs. Clelland asked for a motion to adjourn the meeting. Mrs. Liszczak made a motion to adjourn the meeting. The motion was seconded by Mrs. Lukac and approved by unanimous voice vote.

Respectfully submitted,



Kimberly A. Clelland
Board Secretary