

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

AGENDA – REGULAR MEETING

December 12, 2017 – 7:00 PM – ABIS Media Center

A meeting of the Board of Education will be held this day in the ABIS Media Center. The order of business and agenda for the meeting are:

I. CALL TO ORDER – Board of Education President Heidi Alles

II. OPEN PUBLIC MEETING STATEMENT – Ms. Alles

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on January 3, 2017, by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

III. ROLL CALL Branden Agans, Heidi Alles, Jennifer Esposito, Kelly Harabin, Sharon Liszczak, Jeanne Lombardino, Sharon Lukac, Ned Panfile, Louis Petzinger

IV. PLEDGE OF ALLEGIANCE, MOMENT OF REFLECTION AND READING OF MISSION STATEMENT

We believe in the potential of our students, the ability of our teachers and administrators, and the support of our parents and community. Every child. Every day.

V. APPROVAL OF MINUTES – RESOLVED, the Board of Education approves the minutes of the following meetings: November 14, 2017.

VI. SUPERINTENDENT’S REPORT & PRESENTATIONS – Mr. Robert Beers

- Suspension Report/HIB Report
- Annual Audit Report: Suplee, Clooney & Company - Mr. Robert Swisher, Partner
- Changes to the MHS Program of Studies
- Manville Redistricting Plans

VII. COMMITTEE REPORTS:

A. Policy Committee: *Sharon Liszczak, Chairperson*

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

Policy 2363 Pupil Use of Privately-Owned Technology

Regulation 2624 Grading System

Policy 3282 Use of Social Networking Sites

Policy 3283 Electronic Communications Between Teaching Staff Members and Students

Policy 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members

Regulation 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members

Policy 3322 Staff Member’s Use of Cellular Telephones

B. Personnel

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 approves the following Leaves of Absence, Resignations and Retirements:

Name	Position	Action	Effective Dates
Carolyn Clifford	Special Education Instruction Assistant, Part-Time	Resignation	December 21, 2017

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

Name	Position	Compensation	Effective Dates
William Sperduto	Volunteer Wrestling Coach ABIS	N/A	2017-2018 School Year
Stephen Venuto	School Safety Specialist (SSS)	N/A	2017-2018 School Year
Lorraine Acebo	Girls Head Basketball Coach <i>Substitute</i>	Stipend <i>As Per Negotiated Contract Pro-Rated</i>	2017-2018 School Year
Lauren Kurzius	Environmental Club ABIS	Shared Stipend <i>As Per Negotiated Contract</i>	2017-2018 School Year
Frederick McCarrick	Detention Monitor MHS <i>On an "as needed" basis</i>	\$15.00 Per Hour	2017 – 2018 School Year
Dorothy Jones	AP/AR Assistance Business Office	\$25 per hour Up to 8 hours per week	December 4, 2017 – January 31, 2018
Rebecca Fosbre Katrina DeLaCruz	After School Math Intervention Program Grade 3	Mondays & Wednesdays \$25 per hour up to 45 hours <i>per teacher</i>	December 4, 2017- May 30, 2018
Michaela Curzman Alicia Mathewson	After School Math Intervention Program Grade 2	Mondays & Wednesdays \$25 per hour up to 45 hours <i>per teacher</i>	December 4, 2017- May 30, 2018
Samantha Casolaro Laura Landau Lauren Rogler	After School Math Intervention Program Grade 1	Mondays & Wednesdays \$25 per hour up to 45 hours <i>per teacher</i>	December 4, 2017- May 30, 2018
Marcia Reilly Katherine Montanelli	Substitute for After School Math Intervention Program Grades 1-3	Mondays & Wednesdays \$25 per hour <i>As Needed per teacher</i>	December 4, 2017- May 30, 2018
Laura Landau	Substitute for Before Hours Program for Title I Students Grade 1-3	Tuesdays & Thursdays One (1) hour per day @ \$25 per hour <i>As needed</i>	September 26, 2017 – January 31, 2018

Laina Boyer	Substitute for Before Hours Program for Title I Students Grade K-3	Tuesdays & Thursdays One (1) hour per day @ \$25 per hour <i>As needed</i>	September 26, 2017 – May 31, 2018
Karen Barnish-Davies	Book Tutoring Grade 4	Bi-Monthly One (1) day a week @ \$25 per hour for up to Ten (10) hours	December 2017 – June 2018
Lianne Vivian	Book Tutoring Grade 5	Bi-Monthly One (1) day a week @ \$25 per hour for up to Ten (10) hours	December 2017 – June 2018
Jessica Conover	Tech/Coding Tutoring Grades 4-5	Weekly One (1) day a week @ \$25 per hour for up to Twenty-five (25) hours	December 2017 – June 2018
Jacinta DaSilva	Multicultural Nights Grades 4-5	Up to Ten (10) hours @ \$25 per hour	December 2017 – June 2018
Kristen Lonsdorf	Wax Museum Grades 4-5	Up to Twenty (20) hours including planning time @ \$25 per hour	December 2017 – February 2018
Laura D'Amato Wanda Balladares	Targeted Parent Meetings Grades 4-5	Up to Twenty (20) hours Total @ \$25 per hour	December 2017 – June 2018
Derek Connors Joni Dethlefsen Meghan Dattola Erin Harvey	Math Tutoring/ Homework Tutoring Grades 4-5	Two (2) – Three (3) days a week @ \$25 per hour for up to One Hundred (100) hours Total	December 2017 – June 2018
Karen Sweeney	Genius Hour Grades 4-5	One (1) day per week @ \$25 per hour for up to Twenty (20) hours	December 2017 – June 2018
Kathleen Hughes	Girls Circle Grades 4-5	Up to Fifteen (15) hours @ \$25 per hour	December 2017 – June 2018
Ryan McNally	After School Tutoring	One (1) day per week @ \$25 per hour for up to Twenty-five (25) hours	December 2017 – June 2018

B-3 RESOLVED, the Board of Education approves the following person in the position and with terms as stated pending satisfactory completion of employment requirements:

Name	Position	Certificate	Compensation	Effective Dates
David Castro	Volunteer Wrestling Coach MHS	N/A	N/A	2017-2018 School Year
Lianne Vivian	Reading Specialist Grades 4-5 <i>Maternity Leave Replacement</i>	Standard Elementary Teacher K-6 Standard Teacher of Students with Disabilities	BA - Step 2 <i>Prorated</i> <i>As Per Negotiated Contract</i>	1/02/2018- 06/30/2018

B-4 RESOLVED, the Board of Education approves the following Manville School District Professional Learning Articulators K-12 Staff for the 2017- 2018 School Year:

Name	Position	Compensation	Effective Dates
Rebecca Fosbre	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Rachel Gottfried	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Lisa Harrity	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Jennifer Weber	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Laura Landau	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Frederick McCarrick	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Jessica Conover	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Lauren Kurzius	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Jennifer Kohl	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Robert Snyder	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018
Maria Arevalo	To assist in the planning, monitoring of content area PLCs & the articulation of curriculum	\$1300	November 2017 – June 2018

B-5 RESOLVED, the Board of Education approves the following Manville School District staff members to become Google Certified for the 2017- 2018 School Year:

Name	Position	Compensation	Effective Dates
Maria Arevalo Gina Baker Anabela Bentzinger Erin Bolte Laina Boyer Jacinta DaSilva Kristina DiNardo Michael Forte Phylamina Germano Brian Gornick Rachel Gottfried Lisa Harrity Erin Harvey Natalia Hughes Mary Kreiss-Papalski Melissa Leitner Gina Mazzariello Eileen Pahuta Alisha Paris Jennifer Pisano Jennifer Sanders Karen Sweeney Jessica Valentin Jennifer Weber Jay Wilson	Google Certification <i>Turn-Key to Staff</i>	On-Line Training 12 hours total @ \$25 per hour <i>per staff member</i> Test at the end of training will be paid by District	2017-2018 School Year

B-6 RESOLVED, the Board of Education approves the following substitutes for the 2017-2018 school year with compensation as stated, pending satisfactory completion of employment requirements:

Name	Position	Compensation	Effective Dates
Mary Behot	Teacher Substitute	\$95 Per Day	2017 – 2018 School Year
Liana Nemiroff	Teacher Substitute	\$95 Per Day	2017 – 2018 School Year

C. Negotiations Committee: *Heidi Alles, Chairperson*

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

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
Robert Snyder	2018 Inside Baseball Coaches Clinic	Crowne Plaza Princeton Plainsboro, NJ	1/11/18 – 1/13/18	Registration: \$199 Mileage: \$12.10	11-402-100-390 11-402-100-580
Tim Moore William Kurzius	Algebra I Roundtable	Hunterdon Central HS Flemington, NJ	1/11/18	Registration: N/A Mileage: \$10.77 <i>Each Participant</i>	11-000-223-580
Lauren Kurzius Anabela Bentzinger Dana Davis	ANJEE Conference	Crowne Plaza Princeton Plainsboro, NJ	1/19/18	Registration: \$140 <i>Each Participant</i> Mileage: \$12.10 <i>Each Participant</i>	11-130-100-101 11-000-223-580

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			
April 27, 2018	Boston & Festivals of Music Boston, MA Transportation: Short Hills Tours	MHS Choir & Band Grades 9 – 12 Total Students: 40	Students will perform their Spring Concert Repertoire for a panel of professional music judges.
April 2018 <i>Date: TBD</i>	Great Adventure Jackson, NJ Transportation: SCEC	Physics, Honors Physics & Applied Physics Grades 11 – 12 Total Students: 60	Students will have the opportunity to physically experience many of the concepts studied in the classroom.

D-3 RESOLVED, the Board of Education approves the Memorandum of Agreement and Addendum between the Manville School District and the Manville Police Department for the 2017 – 2018 school year.

D-4 RESOLVED, the Board of Education approves the Manville High School Program of Studies for the 2018 – 2019 School Year.

E. Finance and Facilities Committee: *Kelly Harabin, 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 October 2017

WHEREAS, these reports show the following balances on October 31, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$2,552,753.50		\$406,262.87
(11) Current Expense	\$ -	\$1,227,630.76	
(12) Capital Outlay		\$290,726.94	
(13) Special Schools		\$0.00	
(20) Special Revenue Fund	(\$187,055.67)	\$528,350.42	\$0.00
(30) Capital Projects Fund	\$51,379.66	\$0.00	
(40) Debt Service Fund	(\$77,464.83)	\$0.00	\$0.00
TOTAL	\$2,339,612.66	\$2,046,708.12	\$406,262.87

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		\$2,325,012.03
Special Revenue Fund #20		\$ 62,392.19
Capital Projects Fund #30		
Debt Service Fund #40		
TOTAL		\$2,387,404.22

E-3 CAFETERIA CLAIMS

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

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
2917	11/14/2017	Aramark	\$56,553.27
		TOTAL	\$56,553.27

E-4 APPROVAL CHANGE OF USE FORMS

RESOLVED, the Board of Education approves the following change of use of educational space application at Manville High School and Roosevelt Elementary and authorizes the Superintendent to file the necessary applications with the State:

<u>LOCATION</u>	<u>EDUCATIONAL SPACE</u>	<u>ORIGINAL USE</u>	<u>CHANGE OF USE</u>
Manville High School	Room 33	Instructional Classroom	Administrative Offices
Roosevelt School	Rooms 500 & 501	Administrative Offices	Small Group Instruction

E-5 APPROVAL- TRANSFER CAPITAL RESERVE FUNDS

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

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 \$272,019.31 is available for such purpose 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-6 APPROVAL OF ANNUAL AUDIT

ACCEPTANCE OF AUDIT FOR THE SCHOOL YEAR 2016-2017

WHEREAS, the Board of Education has engaged the firm Suplee, Clooney & Company to audit the district's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017 in compliance with N.J.S.A. 18A:23-1 and,

WHEREAS, this audit has been completed and the CAFR filed with the State Department of Education and submitted to the Manville Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendations are available for public review and,

WHEREAS, pertinent results for operations during the 2016-2017 school year are:

GENERAL FUND	Original Budget	Actual
Revenues	\$20,481,463	\$23,001,483
Expenditures	20,481,463	22,619,124
Excess (Deficiency)		382,359
FUND BALANCE		
Beginning of Year		1,111,131
END OF YEAR		1,493,490
FUND BALANCE		
Capital Reserve		637,273
Capital Reserve Designated		273,601
Encumbrances		68,782
Designated for subsequent years		513,834
Unassigned Fund Balance		0
TOTAL		\$1,493,490

Now therefore be it,

RESOLVED, the Board of Education hereby accepts the report, notes the following recommendations, and directs the appropriate corrective action be taken:

RECOMMENDATIONS	CORRECTIVE ACTION
NONE	NONE

E-7 DONATIONS

RESOLVED, the Board of Education accepts a donation of 100 books from Sweet Reads. The books are valued at \$1,500 and will be distributed to students in the Roosevelt Elementary School.

F. Communications/Public Relations Committee: *Jeanne Lombardino, Chairperson*

VIII. OLD BUSINESS/NEW BUSINESS

IX. PUBLIC COMMENT – Ms. Alles will invite questions and comments from the public.

X. 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.

XI. ADJOURNMENT