

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

**REVISED MINUTES – REORGANIZATION MEETING**

January 2, 2024 – 7:00 PM – MHS Cafeteria A

A meeting of the Board of Education will be held this day in the Manville High School Cafeteria A. The order of business and agenda for the meeting is:

**I. CALL TO ORDER – Andrew Italiano, Business Administrator/ Board Secretary - 7:03 p.m.**

**II. OPEN PUBLIC MEETING STATEMENT – Mr. Italiano**

According to provisions of C231, P.L. of 1975, proper notice of this meeting was made on January 29, 2023, by mail to the Borough Clerk and official newspapers and was posted in the Board of Education office.

**The Open Public Meeting Statement was read by Mr. Italiano.**

**III. PLEDGE OF ALLEGIANCE, MOMENT OF REFLECTION, AND READING OF THE 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.*

**The Pledge of Allegiance and reading of the Mission Statement were read by Mr. Italiano. There was no Moment of Reflection.**

Board Secretary announces results of school election as shown on attached **Addendum I**. The Manville School District Three (3) candidates 3-year seats: Kimberly Fleming, Timothy J. Kenyon and vacant (failure to elect); One (1) 2-year unexpired term: Lisa Antonelli; and One (1) 1-year unexpired term: vacant (failure to elect).

Oath of Office administered to the successful candidates. (18A: 12-2.1)

A. Administered by Mr. Italiano, Business Administrator/Board Secretary:

- i. Kimberly Fleming
- ii. Timothy J. Kenyon
- iii. Lisa Antonelli

**VI. Motion to approve the Board Secretary as temporary chairperson.**

**Mrs. Erickson made a motion to approve the Board Secretary as temporary chairperson. The motion was seconded by Ms. Babich and approved by unanimous voice vote.**

**VII. ROLL CALL:**

**Present:** Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson, Kimberly Fleming, Timothy Kenyon, Sharon Lukac

**Also Present:** Dr. Jamil Maroun, Superintendent;  
Mr. Andrew Italiano, Business Administrator/Board Secretary

VIII. Election of Board President - Chairperson calls for nominations for Board President. (18A: 15-1) Secretary asks for nominations.

**Mr. Italiano called for nominations for Board President. Mrs. Breen nominated Mr. Kenyon. Mr. Italiano asked if there were any other nominations for President. There were no other nominations.**

- a) Nominations do not require seconds.
- b) Nominations are not debatable.
- c) Secretary asks for further nominations; after hearing none, declares nominations closed.
- d) Secretary calls the roll and records the vote.
- e) Election requires a majority of the members present (providing there is a quorum).
- f) If a majority is not obtained by any of the nominees, a second election shall be conducted between the two candidates receiving the highest number of votes.

**Mr. Kenyon was appointed Board President by roll call vote as follows:**

**AYES:** Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
Kimberly Fleming, Timothy Kenyon, Sharon Lukac  
**NAYES:** None

IX. Newly elected Board President takes office.

**Mr. Kenyon took office and thanked the Board of Education members.**

X. Election of Board Vice President. (18A: 15-1)

**Mr. Italiano asked for nominations for Vice President. Mr. Kenyon nominated Mrs. Breen. Mr. Italiano asked if there were any other nominations for Vice President. There were no other nominations.**

**Mrs. Breen was appointed Board Vice President by roll call vote as follows:**

**AYES:** Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
Kimberly Fleming, Timothy Kenyon, Sharon Lukac  
**NAYES:** None

A. Board of Education Reorganization

1. Code of Ethics

Motion to adopt the Manville Board of Education Code of Ethics for the forthcoming year as approved by the New Jersey School Boards Association (Policy 3211 and Policy 4215)

**Mr. Kenyon motioned to adopt the Manville Board of Education Code of Ethics for the forthcoming year as approved by the New Jersey School Boards Association (Policy 3211 and Policy 4215).**

**NJSBA Code of Ethics for School Board Members**

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**Mrs. Erickson motioned to approve items A.1. and 2A-2J as follows:**

**2. APPOINTMENTS AND ADOPTIONS****A. APPOINTMENT OF BOARD SECRETARY**

The Board of Education approves the appointment of **Andrew Italiano as Board Secretary** and that the Board Secretary be authorized to invest district funds and make all deposits for the district.

**B. Motion to readopt all present **Board Policies** and **Bylaws** and basic **Parliamentary Procedures/ Roberts Rules of Order** for the forthcoming year.****C. APPOINTMENT OF BANKING RESOLUTION**

The Board of Education appoints **TD Bank, 425 Union Avenue, Bridgewater, NJ**, as the major depository of all school funds for the forthcoming year at no cost to the Board of Education.

**D. BANK SIGNATORIES**

a. That the signers on the following accounts be:

- General Account - Needs All Three Signatures - Superintendent, Board President, Business Administrator/Board Secretary
- Cafeteria Account - Needs Two Signatures - Superintendent, Board President, Business Administrator/Board Secretary
- Agency Account - Needs Two Signatures - Superintendent, Business Administrator/Board Secretary
- Athletic Account - Needs Two Signatures - Athletic Director, Superintendent, Business Administrator/Board Secretary
- Student Activities - Needs Two Signatures - Business Administrator/Board Secretary, Student Activities Treasurer, Building Principal
- Scholarship Account - Needs Two Signatures - Superintendent, Business Administrator/Board Secretary

**E. APPROVE OFFICIAL NEWSPAPER FOR BOARD OF EDUCATION**

The Board of Education designates The Courier News as the Board's official newspaper for the forthcoming year (NJSA 10:4-8)

Also, the Board of Education designates the Star Ledger as an alternative newspaper, during the forthcoming year, for the purpose of publication of board meetings, employment openings and other areas as necessary. (NJSA 10:4-8 and 10:4-18,19)

**F. ADOPTION OF CHART OF ACCOUNTS**

That the Manville School District will follow accounting policies and procedures that comply with Generally Accepted Accounting Principles (GAAP), which includes using an accounting system that provides for the proper recording and reporting of financial data in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools as issued, October 2023.

**G. TRANSFER OF FUNDS**

Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

**H. APPOINTMENT OF QUALIFIED PURCHASING AGENT**

The Board of Education appoints the Business Administrator, as the Manville School District's **Qualified State Purchasing Agent** (18A:18A-2b) for the forthcoming year in accordance with New Jersey State Statutes and be authorized to advertise for and receive bids and purchase through state contracts wherever practical in the best interest of the Board of Education.

FURTHER RESOLVED, the Board of Education evokes the supplemental authority of N.J.S.A. 18A:18A-3 and 18A:18A-4.3 to set the District's bid threshold to the statutory bid threshold of \$44,000.

**I. APPROVAL OF BOARD MEETING DATES**

That the dates and times for the regular board meeting be set as the third Wednesday of each month at 7:00 PM in the Manville High School Cafeteria A, unless otherwise indicated. **See Addendum II.**

**Mr. Italiano noted that the next Reorganization meeting date will be January 8, 2025.**

**J. STUDENT RECORDS**

That the mandated procedure for maintaining pupil records is followed according to Title 18A: The local school district may not compile any other pupil records except mandated and permitted records.

This includes personal data which identifies each pupil enrolled in the school district. Specifically, the pupil's name, address, date of birth, name of parents and/or guardians, citizenship, and sex of the pupil.

The local school district is prohibited from recording the religious or political affiliation of the pupil and/or parents unless requested to do so in writing by the parent. Records shall include:

- a) Record of daily attendance.
- b) Descriptions of pupil progress.
- c) History and status of physical health.
- d) Printed test forms supporting classification and placement.

**The motion was seconded by Ms Babich and approved by roll call vote as follows:**

**AYES: Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
Kimberly Fleming, Timothy Kenyon, Sharon Lukac**  
**NAYES: None**

**Mrs. Erickson motioned to approve items 2K & 2L as follows:**

**K. APPROVAL OF SOMERSET EDUCATIONAL SERVICES COMMISSION DELEGATE  
(REVISED)**

RESOLVED, the Board of Education designates the following Board Member as the representative to the **Somerset County Educational Services Commission** for the **forthcoming year**.

**Delegate: Justina Breen**  
**Alternate: Debra Babich**

**L. DELEGATE APPOINTMENTS**

BOE President makes the following appointments:

Somerset County School Boards Association

**Delegate: Sharon Lukac**  
**Alternate: Rikki Erickson**

New Jersey School Boards Association (18A: 6-46)

Delegate: Debra Babich  
 Alternate: Sharon Lukac

The motion was seconded by Ms. Babich and approved by roll call vote as follows:

AYES: Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
 Kimberly Fleming, Timothy Kenyon, Sharon Lukac  
 NAYES: None

**B. COMMITTEE REPORTS:**

**B. Personnel**

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

Mrs. Erickson moved Item B-1 as follows:

B-1 RESOLVED, the Board of Education employs the following person in the position and with terms as stated pending satisfactory completion of employment requirements:

Line Item	Name	Position	Certificate	Compensation	Effective Dates
A	Mari G. Culleney	Bus Driver District	NJ DOT CDL License	Step 1, MEA Maintenance \$52,815	On or about January 8, 2024

The motion was seconded by Ms. Babich and approved by roll call vote as follows:

AYES: Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
 Kimberly Fleming, Timothy Kenyon, Sharon Lukac  
 NAYES: None

**C. Finance and Facilities Committee: Chairperson**

Mrs. Fleming moved items C-1 through C-3 as follows:

**C-1- APPROVAL OF PROFESSIONAL SERVICES FOR 1600 BROOKS BOULEVARD ACQUISITION**

RESOLVED, the Board of Education approves the contract with Parette Somjen Architects, LLC for professional services for the Manville School District 1600 Brooks Boulevard Land/Building Acquisition in the amount not to exceed \$18,500;

FURTHER RESOLVED, the Board of Education authorizes Parette Somjen Architects, LLC to update the Manville School District's LRFP and submit to the NJ Department of Education.

**C-2- APPROVAL OF PROFESSIONAL SERVICES FOR 1600 BROOKS BOULEVARD INTERIOR RENOVATIONS**

RESOLVED, the Board of Education approves the contract with Parette Somjen Architects, LLC for professional services for the Manville School District 1600 Brooks Boulevard Interior Renovations in the amount not to exceed \$68,000;

FURTHER RESOLVED, the Board of Education authorizes Parette Somjen Architects, LLC to update the Manville School District's LRFP and submit to the NJ Department of Education.

**C-3- APPROVAL OF PROFESSIONAL SERVICES FOR ABIS INTERIOR RENOVATIONS**

RESOLVED, the Board of Education approves the contract with Parette Somjen Architects, LLC for professional services for the Manville School District ABIS Interior Renovations in the amount not to exceed \$59,000;

FURTHER RESOLVED, the Board of Education authorizes Parette Somjen Architects, LLC to update the Manville School District's LRFP and submit to the NJ Department of Education.

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

**AYES:** Lisa Antonelli, Debra Babich, Justina Breen, Rikki Erickson,  
Kimberly Fleming, Timothy Kenyon, Sharon Lukac  
**NAYES:** None

**XV. OLD BUSINESS/NEW BUSINESS****Old Business:**

No Old Business.

**New Business:**

- **Mr. Kenyon:**
  - Congratulations to Mrs. Lukac and Mrs. Breen on obtaining their school board member certification.
  - Mr. Kenyon also asked the Board to send their committee requests to him by the end of the week.
- **Dr. Maroun:**
  - Dr. Maroun stated he will post for the open board seats through various platforms to ensure the posting has maximum exposure.
- **Mrs. Lukac:**
  - Mrs. Lukac reminded everyone of the need to schedule ethics training.

**XVI. PUBLIC COMMENT** - The Board President will invite questions and comments from the public.

At 7:39 p.m. Mrs. Erickson moved that the meeting be opened to the public for comment. The motion was seconded by Mrs. Fleming and approved by unanimous voice vote. Mr. Kenyon invited questions and comments from the public.

No comments.

At 7:40 p.m. Mrs. Erickson motioned to close the meeting to the public. The motion was seconded by Mrs. Fleming and approved by unanimous voice vote.

No Closed Session.

**XVII. 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.

**XVIII. ADJOURNMENT**

At 7:40 p.m. Mrs. Fleming made a motion to adjourn the meeting. The motion was seconded by Mrs. Lukac and approved by unanimous voice vote.

Respectfully submitted,



Mr. Andrew Italiano  
Business Administrator/Board Secretary