

**MANASQUAN SCHOOL DISTRICT**  
**BOARD OF EDUCATION REORGANIZATION MEETING**

Manasquan Borough  
New Jersey  
January 7, 2021

Manasquan High School  
Charles Raffetto Media Center  
6:00 p.m.

**Reorganization Agenda**

**1. Call to Order** (by Pete Crawley, School Business Administrator/Board Secretary)

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

**2. Pledge of Allegiance**

**3. Oath of Office**

- Bruce Bolderman
- Eugene Cattani
- Terence Hoverter

**4. Roll Call**

**5. Results of Election: November 3, 2020**

A. Board of Education Candidates

(3) 3-year full terms

Eugene Cattani	2,072 votes
Bruce Bolderman	2,070 votes
Terence Hoverter	1,712 votes
Louis Barbera	1,645 votes
	18 votes (write-in)

Eugene Cattani, Bruce Bolderman and Terence Hoverter were elected as members of the Manasquan Board of Education to Three Year Full Terms.

**2021 Manasquan Board of Education**

**Board Members**

Bruce Bolderman  
Donna Bossone  
Martin J. Burns  
Eugene Cattani  
Terence Hoverter  
Joseph Loffredo  
Thomas Pellegrino  
M. Alexis Pollock  
Alfred Sorino

**Term of Office**

January 2021 – December 2023  
January 2019 – December 2021  
January 2019 – December 2021  
January 2021 – December 2023  
January 2021 – December 2023  
January 2020 – December 2022  
January 2020 – December 2022  
January 2019 – December 2021  
January 2020 – December 2022

## MANASQUAN/SENDING DISTRICT

6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 7, 2021 and ending at the next organization meeting of the Board of Education.
7. To nominate and elect a **Vice-President** of the Manasquan Board of Education for the period beginning January 7, 2021 and ending at the next organization meeting of the Board of Education.
8. **Presentation**
  - o **Restart Plan Updates for Manasquan High School** – Presented by Rick Coppola, Lesley Kenney and Robert Goodall

## 9. **Mission Statement**

Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with the community.

## 10. **Statement to the Public**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

## 11. **Public Comment on Agenda Items**

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

## 12. **Public Forum**

## MANASQUAN/SENDING DISTRICT (continued)

13. **Resolution:** to authorize the days, times and place of Board meetings and advertisement thereof, pursuant to the Open Public Meetings Law, C.231, P.L. 1975, in accordance with *Document A*.

14. **Resolution:** to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education.
15. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per *Document B*.
16. **Resolution:** to designate *The Coast Star* and *The Asbury Park Press* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
17. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per *Document C*.
18. **Resolution:** to appoint the following persons to positions specified for the period beginning January 7, 2021 and ending at the next organization meeting of the Manasquan Board of Education:

- Public Agency Compliance Officer (P.A.C.O): Pete Crawley
- Right to Know Officer: Matthew Hudson
- District Purchasing Agent & State Contract Purchasing Agent  
Purchasing Agent – *Document F(1) & F(2)* Pete Crawley
- Custodian of Government Records & Public  
Access to Records: Tara Hudson
- Custodian of Personnel Records: Jesse Place
- Treasurer of School Moneys: Patricia A. Christopher - \$4,500
- AHERA Coordinator & Asbestos Management  
Officers to work with Environmental  
Connection: Matthew Hudson
- District Vehicle Coordinator: Pete Crawley  
Matthew Hudson
- Indoor Air Quality designated district persons  
to work with Michael McGuiness of RK  
Occupational & Environmental Analysis Inc. Matthew Hudson
- Bloodborne Pathogens designated district  
persons: Cheryl Bontales  
Peg Ciufu
- PEOSHA designated district person: Pete Crawley  
Matthew Hudson
- Americans With Disabilities designated  
district person: Lesley Kenney
- Child Nutrition/Wellness designated  
district person: District Level: Pete Crawley  
Building Level: Rich Read or designee – MHS  
Colleen Graziano or designee – MES PK-4  
Megan Manetta or designee – MES 5-8
- District Homeless Liaison: Lesley Kenney
- Compliance Officer/Committee Coordinator under  
Under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973: Rob Goodall – MHS  
Colleen Graziano – MES PK-4  
Megan Manetta – MES 5-8
- Basic Skills Instruction Person & Representative: Colleen Graziano – MES  
PK-4  
Megan Manetta – MES 5-8  
Donald Bramley – MHS
- Affirmative Action Officer/Gender Equality Officer

Officer/Title IX	Donald Bramley
• Affirmative Action Officer for Contracts:	Pete Crawley
• Chemical Hygiene Officer:	Craig Murin
• Safety & Health designated district persons:	Pete Crawley or designee
• IPM Coordinator:	Matthew Hudson
• SEMI Coordinator:	Margaret Polak
• IDEA Coordinator:	Margaret Polak & Rick Coppola
• ESEA Coordinator:	Rick Coppola
• ESL Coordinator	Megan Manetta
• Anti-Bullying Coordinator	Donald Bramley
• Anti-Bullying Specialist	Margaret Polak – MES
• Anti-Bullying Specialist	Leigh Busco – MHS
• School Safety Specialist	Tim Clayton

**19. Resolution:** To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, Architect, Attorneys, a Bond Counsel, a Financial Advisor, a Medical Waste Service, Insurance Agents, and Physical and Occupational Therapists; and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting, unless otherwise noted, for a period beginning on January 7, 2021 until the next reorganization meeting of the Manasquan Board of Education. All contracts will be reviewed by the board solicitor prior to execution.

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2020-2021 audit).
- Orthopaedic Institute of Central Jersey, Dr. Tennen, District/Sports Medical Physician, in the amount of \$10,300.00 (inclusive of 300 physicals, over 300 billed at \$20 per unit).
- Kenny, Gross & Kovats, LLP, School Board Attorney, \$150.00 per hour, from January 7, 2021 to June 30, 2021.
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule.
- Phoenix Advisors, LLC, Financial Advisor, as per fee schedule, when needed.
- Sterecycle, Inc., Medical Waste Transporter, as per pick-up schedule.
- Boynton & Boynton, Property/Liability Insurance Agent of Record.
- Brown & Brown Benefit Advisors, Medical Benefits Agent of Record.
- AA Physical Therapy at a rate of \$90.00 per hour.

**20. Resolution:** To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor and Cooperative Bidding Services and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting:

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600 per inspection and as per fee schedule for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, as per fee schedule. Rates for other services will be agreed upon before projects are undertaken for IAQ services.
- Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, as per fee schedule. Rates for other services will be agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.

- Safe Schools Integrated Pest Management, contractors, at a rate agreed upon before projects are undertaken for IPM.
  - Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services.
  - Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.
21. **Resolution:** To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s: AXA Equitable; Mass Mutual with Wells Fargo Advisors; Lincoln Investment Planning, C & A Financial Group/Wealth Management Strategies and Shore Point Advisors/Wealth Management until the next organization meeting of the Board of Education.
  22. **Resolution:** To designate Bank Depositories in accordance with *Document D* until the next organization meeting of the Board of Education.
  23. **Resolution:** To designate the persons authorized to sign checks, make transfers and make withdrawals as well as holders of petty cash funds in accordance with *Document D* until the next organization meeting of the Board of Education.
  24. **Resolution:** To re-adopt the existing By-Laws of the Board and Policies and Regulations of the Manasquan Policy Manual including all subsequent revisions to date until the next reorganization meeting of the Board of Education.
  25. **Resolution:** To approve the Standard Operating Procedure Manual/Internal Control Manual and the Purchasing Manual, as on file in the Board Office until the next organization meeting of the Board of Education.
  26. **Resolution:** To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per *Document E* until the next organization meeting of the Board of Education.
  27. **Resolution:** To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with *Document F(1)* until the next organization meeting of the Board of Education.
  28. **Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) and purchasing consortiums and cooperatives (e.g. Ed Data, MRESC, HRESC) until the next organization meeting of the Board of Education, as per *Document F(2)*.
  29. **Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
  30. **Resolution:** To authorize the Superintendent and the Business Administrator/Board Secretary to implement the budget pursuant to local and state policies until the next organization meeting of the Board of Education.
  31. **Resolution:** To authorize the Business Administrator/Board Secretary to pay bills prior to Board of Education approval until the next organization meeting of the Board of Education.
  32. **Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.

- 33. Resolution:** To approve the following persons as delegates to New Jersey School Boards Association:  
 \_\_\_\_\_, Delegate \_\_\_\_\_, Alternate Delegate
- 34. Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:  
 Frank Kasyan, Superintendent, for all available funds  
 Pete Crawley, School Business Administrator, for all available funds  
 Rick Coppola, Director of Curriculum and Instruction, for ESEA Grants  
 Margaret Polak, Supervisor of Special Services, for IDEA Grants  
 Rob Goodall, High School Principal, for Carl D. Perkins Grant
- 35. Resolution:** To designate the Superintendent and School Business Administrator/Board Secretary as the primary contact person(s) to the Board appointed attorneys and to authorize the Superintendent and School Business Administrator as the person(s) solely responsible to give the authority to other district employees to contact the Board appointed attorneys with regard to warranted matters until the next organization meeting of the Board of Education.
- 36. Resolution:** To approve the fee schedule for Requests for Public Records be set as follows: A copy of record(s) may be purchased by any persons upon payment of the fee provided by the amended legislation effective November 9, 2010 – \$0.05 per page for letter sized pages and smaller and \$0.07 per page for legal sized pages or larger. Electronic records are provided Free of Charge (i.e. records sent via e-mail or fax; and a charge for the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education.
- 37. Resolution:** To authorize the use of district vehicles by employees in accordance with the district vehicle use policy on file in the Central Administration office until the next organization meeting of the Board of Education.
- 38. Resolution:** To approve the Manasquan School District Organization Chart, as per *Document G* until the next organization meeting of the Board of Education.
- 39. Resolution:** To approve the Manasquan School District Chart of Accounts, as per *Document H*, until the next organization meeting of the Board of Education.
- 40. Resolution:** To adopt the New Jersey School Board “Code of Ethics” for school board members, in accordance with *Document I* and conduct the required discussion and training of the ethics laws in accordance with N.J.A.C. 6A:30 and 6:3 until the next organization meeting of the Board of Education.
- 41. Recommend** approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.
- 42. Recommend** approval of the Use of School Facilities/Fields Fee Schedule, in accordance with P&R7510, as per *Document J*, until the next organization meeting of the Board of Education.
- 43. Recommend** approval of the color Navy Blue, HEX #000080 – Blue 128, as Manasquan School District’s official color, as per *Document K*.
- 44. Recommend** approval of the following 2020-2021 district goals:

**Manasquan School District 20-21 District Goals**

1. The Superintendent will ensure that the district wide equity committee will meet a minimum of four times, formulate goals, conduct research through readings, develop a professional development day and create a PowerPoint to present to the Board. This presentation will identify any needs regarding

curriculum as well as reports of disproportionality focused on student-level factors and the root cause analysis.

2. The Superintendent will ensure that data will be collected and aggregated identifying the needs of the Elementary School as we move toward fulfilling the requirements for Blue Ribbon nomination. A committee consisting of Mrs. Graziano, Principal, Mrs. Manetta, Principal and Mr. Coppola, Director of Curriculum and Instruction, will provide the Board of Education, in the spring, a project report detailing the aggregation of data collected toward this needs assessment.
  3. The Superintendent will ensure that an Applied Behavior Analysis Program will be developed for the 20-21 school year in an effort to provide the least restrictive environment for our students with the highest needs. The Board of Education will review a description and timeline in a PowerPoint Presentation in the fall of 2020.
- 45. Recommend** approval of the 2020-2021 Aquatics Facility Rental Agreement with The Atlantic Club, in the amount of \$10,725, as per *Document L* (attorney reviewed and approved).
- 46. Recommend** approval of the amendment to the contract between Suburban Consulting Engineers, Inc. and the Manasquan Board of Education, for additional services related to revisions to the scope of services for the Manasquan High School Proposed Indoor Practice Facility, in the estimated fee of \$2,500, as per *Document M*.
- 47. Recommend** approval of the Design Change Order Request from Tokarski + Millemann, Architects, LLC, for revisions to the Manasquan High School Proposed Indoor Practice Facility, in the amount of \$11,000, as per *Document N*.

## MANASQUAN

- 48. Recommend** approval of the acceptance of a Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement, in the 6<sup>th</sup> grade at the Manasquan Elementary School, start date to be determined. (K.L. – Student ID not available at this time)

### **49. Old Business / New Business**

### **50. Executive Sessions**

**WHEREAS**, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the “Act”) provides that the Manasquan Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

**WHEREAS**, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date in Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

**WHEREAS**, the length of the Executive Session is estimated to be -0- minutes after which the public meeting of the Board shall reconvene and proceed with business; and

**WHEREAS**, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**NOW, THEREFORE BE IT RESOLVED** by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

1. Confidential Matters per Statute or Court Order
2. Impact Rights to Receive Federal Funds
3. Unwarranted Invasion of Individual Privacy

- \_\_\_ 4. Collective Bargaining
- \_\_\_ 5. Acquisition of Real Property or Investment of Fund
- \_\_\_ 6. Public Safety Procedures
- \_\_\_ 7. Litigation or Contract Matters or Att./Client Privilege
- \_\_\_ 8. Personnel Matters
- \_\_\_ 9. Imposition of Penalties Upon an Individual

**ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.**

**51. Roll Call**

**52. Adjournment**

Motion to Adjourn