

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Media Center
October 13, 2015
6:00 P.M.

AGENDA

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, 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. Roll Call

Martin Burns

Eugene Cattani

Kenneth Clayton

Linda DiPalma

Mark Furey (Belmar)

Erik Gardner (SLH)

Heather Garrett-Muly

Thomas Pellegrino

Colleen Smith

Alfred Sorino

Tedd Vitale (Brielle)

James Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

5. 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 Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of September 15, 2015 and the Regular Public Meeting and Closed Executive Session of September 22, 2015. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

7. Student Board Representative Report

8. Recommend approval of the resolution, as follows, in recognition of the Security staff and Crossing Guards for the Manasquan School District:

This Board Resolution serves to acknowledge the self-less work and dedication performed on a daily basis by our high school and elementary school security team's presence, diligence and vigilance, and crossing guards who improve pedestrian safety in the Borough of Manasquan with their tireless efforts and constant vigilance by developing a Pedestrian Master Plan and implementing a public education and enforcement campaign.

WHEREAS: The Board of Education of the Manasquan School District has adopted a mission which emphasizes student safety from domestic portal to our educational portal. And furthermore recognizes the importance of strengthening the connection between the classroom and the community; as evidenced by the drop off and pick up areas of the school district.

WHEREAS: The Board of Education of the Manasquan School District has made a commitment to building and student safety; and

WHEREAS: Life skills, not just academic skills, are necessary for becoming a successful individual and a contributing member to our community; and

WHEREAS: Many children walk to and from school, and it's crucial that they understand that safety practices for walking are just as important as those for riding on a school bus or in a car; and

WHEREAS: Unintentional pedestrian injuries are the second leading cause of death in the United States for children ages 5 to 14, according to data presented on www.safekids.org; and

WHEREAS: The Board of Education of the Manasquan School District understands Security Officers and Crossing Guards help prevent pedestrian and school related injuries, by helping our children adhere to student handbook, board policies and state statute guidelines - Always cross streets at corners where there are crossing guards.

WHEREAS: The Board of Education of the Manasquan School District is committed to developing citizens of today and tomorrow who understand the need for policy and safety; and

WHEREAS: The Board of Education of the Manasquan School District is committed to fostering self-empowerment, promoting community service and civic participation, and equipping our students with the knowledge and confidence to serve and safeguard their communities; and

WHEREAS: The Manasquan Board of Education understands the importance of training our students to act, considering safety first and being consistent with board policy, benefiting the Manasquan Community by developing good citizens, recognizes the efforts of Timothy Clayton, Richard W. Read, Mary Beth McCarthy, Danielle Kurani, Pat Vansickle, Anne Brown, Marietta Drury, Kathryn Frey, Lisbeth Gonzalez, Judith Boden, and Ralph Hodkinson, while providing leadership in maintaining a safe and secure student environment portal to portal and within the confines of the learning organization

THEREFORE BE IT RESOLVED: That the Board of Education of the Manasquan School District acknowledges and compliments the vigilant dedication of the Crossing Guards, Pat Vansickle, Anne Brown, Marietta Drury, Kathryn Frey, Lisbeth Gonzalez, Judith Boden, and Ralph Hodkinson, and Security staff, Timothy Clayton, Richard W. Read, Mary Beth McCarthy and Danielle Kurani.

9. **Presentations**

- **Security Staff and Crossing Guard Recognition** – presented by Dr. Frank Kasyan

10. **Committee of the Whole**

Reports/Discussion Items

- **Education, Curriculum & Technology – Action Items***
 - **Referendum Update**
 - **Survey Results**
 - **Curriculum Writing**
 - ***Gifted and Talented Program****
 - ***Physical Education ****
- **Athletics/Community**
 - **Student Survey Results**
- **Personnel – To be discussed in Executive Session – Action Items***
- **Policy/Regulation**
 - **Policy 5533 – Pupil Smoking**
 - **Regulation 5533 – Pupil Smoking**
 - **Policy 7434 – Smoking in School Buildings and on School Grounds**
 - **Policy 9700 – Special Interest Groups (To be discussed in Executive Session)**
- **Legal – To be discussed in Executive Session**
 - **Personnel Matter**
 - **Solicitation of Partisan Materials on School Grounds and Review of Surveillance Video**
- **Negotiations - To be discussed in Executive Session**
 - **MEA Negotiations Update**
- **Finance – Action Items***
 - **Budget Plan of Action 2016-2017***
 - **Update of SJS**
 - **Request for Proposals***
 - **403(b) Plan Documents***
- **Buildings & Grounds**
 - **Storm Preparation**

11. **Superintendent’s Report & Information Items**

Recommend approval of the following resolution to designate October 19 through October 31 as “School Violence Awareness Week/Red Ribbon Weeks”

WHEREAS, the Manasquan Board of Education values the health and safety of all of our students, and;

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides, and;

WHEREAS, it is the goal of School Violence Awareness Week/Red Ribbon Weeks and the Manasquan School District to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establishes an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug and alcohol use, and;

WHEREAS, the School Violence Awareness Week/Red Ribbon Weeks Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs and alcohol or the illegal use of drugs and alcohol, and;

WHEREAS, the Manasquan School District shall plan activities in conjunction with Red Ribbon Week Campaign which supports awareness, education and promoting a healthy lifestyle for the students and families of the Manasquan School District.

NOW, THEREFORE, BE IT RESOLVED, that Manasquan Board of Education do hereby proclaim October 23rd to 31st 2015 as “Red Ribbon Week.”

- **School Violence Awareness Week** – Since 2003, schools and districts have been observing School Violence Awareness Week during the week beginning with the third Monday in October, which is October 19-23, 2015, as required by N.J.S.A. 18A:36-5.1. To help school districts, charter schools and approved private schools for students with disabilities comply with the requirements for School Violence Awareness Week, the New Jersey Department of Education (NJDOE) has provided guidance that is available online at: <http://www.nj.gov/education/students/safety/behavior/violence.shtml>
- **Week of Respect** – Additionally, the *Anti-Bullying Bill of Rights Act (P.L.2010, c122)* requires that the week beginning with the first Monday in October (October 5-9 in 2015) of each year be designated as a “Week of Respect” in New Jersey. School districts and charter schools (but not approved private schools for students with disabilities), in order to recognize the importance of character education, are required to observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation or bullying (HIB). Several resources were provided by the New Jersey Department of Education (NJDOE).
- Enrollment – **Document**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document**
- HIB Report, September – **Document**
- HIB Report – HIB Investigations, Trainings and Programs Data Collection – January 1, 2015 through June 30, 2015, Final 2015-2016 SY EVVRS report.

Recommend approval and acceptance of the Superintendent’s Report.

12. Public Forum 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.

13. MANASQUAN

Secretary's Report

- A) **Recommend acceptance** of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)**.

The Business Administrator/Board Secretary certifies that as of **September 30, 2015** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,158,714.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

Be It Resolved: Pursuant to N.J.A.C. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **September 30, 2015** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **September 30, 2015** per Document. (The Treasurer of School Moneys Report for the month of **September 2015** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **September 30, 2015** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2015-2016 budgets** for **September** and **October** as recommended by the Superintendent of Schools, as per Document.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **September 30, 2015** as per Document.

Purchase Orders for the month of **October 2015** be approved, as per Document.

Recommend acceptance of the **Cafeteria Report** – Document.

Be It Resolved: that the **Bills (Current Expense)** in the amount of \$ for the month of **October 2015** be approved. Records of, checks (# through #) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for September 2015 at \$ and checks (# through #).

General Items

- B) Recommend** approval of the Superintendent’s 2015-2016 Quantitative Merit Goal focused on Team Leadership Skills.
- C) Recommend** approval of the Plan of Action for the 2016-2017 School District Budget, as per Document ____.
- D) Recommend** approval of **Maureen T. Kelley, LLC**, Maureen Kelley, to work as a School Psychologist consultant, 25 hours weekly at a rate of \$58.00 per hour from November 9, 2015 through June 30, 2016, leave of absence replacement.
- E) Recommend** approval to amend the IDEA SY15 Grant to account for carryover funds in the amount of \$8,846.00 in Basic Grant (\$6,495.00 non-public, \$2,422.00 public) and \$480.00 in Pre-School Grant.
- F) Recommend** approval of J. Glennon, JLMABA, LLC, to provide Behavioral Consultation to the district for the 2015/2016 SY, at a rate of \$115.00 per hour, not to exceed \$50,000.00 (paid through IDEA account).
- G) Recommend** approval of Michelle Havens, BCBA, to provide services for student #22271 (4 hrs. BCBA Support/monthly, at an hourly rate of \$125.00 for the 2015-2016 SY to include 12 hours of supervisory support during ESY, not to exceed \$6500.00).
- H) Recommend** approval of Family Resource Associates (FRA & Tech. Connect.) to conduct an Assistive Technology Evaluation for student #212537, not to exceed \$480.00.
- I) Recommend** approval of the creation of the central funds account for the Kindergarten Class, Class of 2024.
- J) Recommend** approval of the 2015-2016 transportation contracts and route costs for Manasquan Resident Students, as per Document ____.
- K) Recommend** acceptance of a donation of a storage rack, valued at \$175 to be used in the high school cafeteria for storage purposes and a bike rack, valued at \$100, to be used outside the music room. Items were donated by Mrs. Pacetti, parent of an 11th grade student.
- L) Recommend** approval of the NJQSAC Statement of Assurance for the 2015-2016 school year.
- M) Recommend** approval of the following teachers to write curriculum for the Gifted and Talented program, class coverage provided by substitutes:

<i>Marc Reid</i>	<i>Grades 7 & 8</i>	<i>October 21, 22, 28, and 29, 2015</i>
<i>Andrew Manser</i>	<i>Grade 6</i>	<i>October 21 and 28, 2015</i>
<i>Jestine Jones</i>	<i>Grade 5</i>	<i>October 22 and 29, 2015</i>
<i>Amelia Gliddon</i>	<i>Grade 5</i>	<i>October 22 and 29, 2015</i>

<i>Kelly Burke</i>	<i>Grade 8</i>	<i>October 21 and 28, 2015</i>
<i>Andrea Trischitta</i>	<i>Grade 7</i>	<i>October 21 and 28, 2015</i>
<i>Christin Walsh</i>	<i>Grade 5</i>	<i>October 22 and 29, 2015</i>

Personnel

N) *Recommend approval of the Elementary School personnel as per Document A.*

Professional Days

O) **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 26, 2015	K. Wahl, M. Levy, O. Kopec, L. Bradley, A. Leybovich, T. Reichey	Monmouth County Library	Code Studio Workshop	Yes- 6	None
Oct. 9, Dec. 4, 2015 Feb. 5, April 8, 2016	Nancy Sanders	Neptune HS	Educational Partnership	No	None
October 15, 2015	Collen Graziano	Monroe, NJ	School Law Workshop	No	Registration-\$150 Mileage-\$19.84
Oct. 16, Nov. 20, Dec. 18, 2015 Jan. 22, Feb. 24-26, Mar. 18, April 22, May 20, 2016	Nancy Sanders	Misc. Locations	Resources and Curriculum Programs	No	Mileage - \$57.30
October 23, 2015	Kathleen Stonaker	Monmouth University	Literacy Symposium	No	Mileage - \$7.06 Registration - \$100.00

Student Action

Field Trips

P) **Recommend** approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
April 29, 2016	2 nd Grade Teachers	Grade 2	Green Meadows Farm	Science	1 – Nurse	None	Student Funds
May 26, 2016	Kappy, Kirk, Mura, Rodriguez	Grade 1	Algonquin Theater	Literary Experience Live Performnce	None	None	Student Funds
December 9, 2015	Marie Lauffer	Chorus	Algonquin Theater	Newark Boys Chorus	Yes-1	None	Student Funds
May 2016	Ann Marie LaMorticella	Art	Hamilton, NJ	Various Art Mediums	Yes-2	None	Shore Consort ium- G&T
April 11/12, 2016	Ann Marie LaMorticella	Music/Perform Arts	Middletown Arts Center	Performnce Arts Workshop	Yes-1	\$80 per student	None
June 7, 2016	Laura Wahl	Grade 6	Sandy Hook	Ecosystem Study	Yes-3	None	Student Funds
April 29, 2016	Kappy, Kirk, Mura, Rodriguez	Grade 1	Planetarium	Science- Sky Unit	Yes-1	None	Student Funds
April 29, 2016	2 nd Grade Teachers	Grade 2	Algonquin Theater	Language Arts	None	None	Student Funds

November 10, 2015	Marie Lauffer	Chorus	Manasquan Fire House	Singing at Club meeting	Maybe - 1	None	None
-------------------	---------------	--------	----------------------	-------------------------	-----------	------	------

Placement of Students on Home Instruction

Q) Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time.**

Placement of Students Out of District

R) Recommend approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document ___.**

S) Recommend approval of a special referendum to be held on January 26, 2016 with poll hours of 2:00 p.m. to 9:00 p.m.

14. MANASQUAN/SENDING DISTRICTS

General Items

T) Recommend approval of the Agreement with E-rate Partners, LLC, for E-rate Services for Funding Year 2016, in the yearly amount of \$1,500.

U) Recommend approval of the Ice Rental Agreement with Athletic Community Team LLC., d/b/a Jersey Shore Arena, for the 2015-2016 school year, in the amount of up to \$28,262.50 (\$28,262.50 is the amended contract amount for 2014-2015) as per Document __.

V) Recommend approval of the release of the following Requests for Proposals for the 2015-2016 school year, as per **Document ___ and ___:**

- School District Legal Services
- Board of Education Bond Counsel

W) Recommend approval of the District Plan Document as provided by Penn Serv Plan Services, Inc., at no cost to the district, as per **Document ___.**

X) Recommend approval of the appointment of Linda DiPalma as the Alternate Delegate Assembly Representative for the Board of Education.

Y) Recommend approval of the creation of the central funds account for the Class of 2019, high school.

Z) Recommend approval of the following teachers to write curriculum for the Physical Education program, class coverage provided by substitutes:

<i>Jill Santucci</i>	<i>Date to be determined</i>
<i>Matthew Voskian</i>	<i>Date to be determined</i>
<i>Brian Lee</i>	<i>Date to be determined</i>
<i>Dana Warncke</i>	<i>Date to be determined</i>

Personnel

AA) Recommend approval of the High School personnel as per Document I.

Professional Days

BB) Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
November 2, 2015	Ryan Basaman	Philadelphia, Pa	AP workshop	Yes-1	Registration-\$215.00 Mileage-\$40.92
2015-2016 School Year	Leigh Busco	Various Locations	ASAP Monthly Meetings	No	Mileage - \$60.14
November 14, 2015	Rosa Russo	Philadelphia, Pa	Language and Culture Workshop	No	None
October 28-29, 2015	Thomas Pellegrino	Atlantic City	Annual NJSBA Workshop	No	Mileage - \$43.00 Tolls- \$ 40.00 Parking - \$60.00 Hotel - \$ 92.00 Meals - \$ 99.00
November 19, 2015	Jesse Place, Frank Scott, James Egan	East Rutherford, NJ	Erate, Security for Education	No	Mileage-\$37.39 each Tolls -\$14.30 each
November 10, 2015	Barbara Kerensky	FEA	PARCC	No	Registration - \$149.00
November 9, 2015	Barbara Kerensky	To Be Determined	NJDOE Wrokshop	No	Cost to be determined
October 27-29, 2015	Jesse Place	Atlantic City	Annual NJSBA Workshop	No	Hotel - \$ 194.00 Meals/Incidentals - \$165.00 Mileage - \$130.00 Tolls- \$ 60.00 Parking - \$75.00

Student Action

Field Trips

CC) Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
November 21, 2015	Martin Januario	Gr. 8-12	Princeton U.	University Tour	No	None	French Club and Student Funds
November 7, 2015	Alan Abraham	Band	Belmar, NJ	Belmar Historical Ball	No	None	None
December 4, 2015	Alan Abraham	Jazz Band	Main St., Manasquan	Holiday Tree Lighting	No	None	None
December 12, 2015	Alan Abraham	Jazz Band	Manasquan Elks Lodge	Holiday Party	No	None	None
December 4, 2015	Claire Kozic	Academy of Health Careers	Liberty Science Center	Career Fair	Yes-3	2 buses at \$300.00 each	None

December 12, 2015	Martin Januario	Gr. 8-12	New York	Broadway Show	No	None	French Club and Student Funds
October 15/17, 2015	Lisa Crowning	Gr. 9-12	MAST – Stevens Institute	Academic Bowl Competition	Yes-1	2 buses at \$350.00 each	None
October 29, 2015 (Date Revised)	Pamela Grandinetti	Gr. 9-12 Special Ed.	Federal Reserve Bank	NYC Federal Reserve Bank History	Yes-5	2 buses @ \$550 each	Student Funds

Placement of Students on Home Instruction

DD) Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time.**

- #171923 Grade 11 September 14, 2015 – TBD (Medical)**
- #171956 Grade 11 September 14, 2015 – November 1, 2015 (Medical)**
- #162534 Grade 12 September 30, 2015– TBD (Medical)**

Financials

EE) Recommend acceptance of the following **High School Central Funds Report** for the month ending **September 30, 2015 as per Document .**

15. Old Business/New Business

16. Public Forum

17. Executive Session

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 sixty (60) 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:

- X **1. Confidential Matters per Statute or Court Order (Personnel)**
- ___ **2. Impact Rights to Receive Federal Funds**
- ___ **3. Unwarranted Invasion of Individual Privacy**
- X **4. Collective Bargaining (Update - MEA Negotiations)**
- ___ **5. Acquisition of Real Property or Investment of Fund**
- ___ **6. Public Safety Procedures**
- ___ **7. Litigation or Contract Matters or Att./Client Privilege**
- X **8. Personnel Matters (Hiring, **Leave of Absence**)**

X 9. Imposition of Penalties Upon an Individual (Solicitation of partisan materials on school grounds and review of surveillance video)

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

18. Adjournment

Motion to Adjourn