

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Media Center
October 14, 2014
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

Donna Bossone
Jack Campbell
Kenneth Clayton
Linda DiPalma

Mark Furey (Belmar)
Erik Gardner (SLH)
Heather Garrett-Muly
Thomas Pellegrino

Alfred Sorino
Tedd Vitale (Brielle)
James Walsh
Patricia 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. NJSBA – Goal Setting Session – Kathy Winecoff

7. Acceptance of Minutes

Recommend approval and acceptance of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of Tuesday, September 23, 2014. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exists.

8. Presentations

- William Edwards, Edwards Engineering – Draft Schematic Plan of Athletic fields

9.

A) Discussion Items for October 21, 2014 Agenda

B) Reports

- Education, Curriculum & Technology – Agenda Items*
- Athletics/Community – to be discussed in Executive Session
 - Resignations from coaches in the high school
 - Gymnastics coach
- Personnel – to be discussed in Executive Session
 - Family Medical Leave of Absence extension
- Legal – to be discussed in Executive Session
- Policy – Agenda Items*
 - 3283 – Electronic Communications Between Teaching Staff Members and Students
 - 4283 - Electronic Communications Between Support Staff Members and Students
- Finance – Agenda Items*
 - Budget Plan of Action
- Buildings & Grounds – Agenda Items
 - Baseball Field Poles
- 60 Day Plan
- Strategic Planning

10. Superintendent’s Report & Information Items

Recommend approval of the following resolution to designate October 20 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 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 or the illegal use of drugs, and;

WHEREAS, the Manasquan School District shall plan activities in conjunction with Red Ribbon Week Campaign which supports awareness, education and promoting a healthy life4style for the students and families of the Manasquan School District.

- **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 20-24, 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 6-10 in 2014) 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 A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**

11. Student Board Representative 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

General Items

- A) **Recommend** approval for Jaclyn Wolfe to provide behavioral support to a student on an as needed basis for the 2014-2015 SY @ \$25.00 an hour, not to exceed 6 hours per week. *Previously approved to be paid \$40.00 an hour. (Pending criminal history approval)*
- B) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a

developmental pediatric evaluation at a rate of \$450.00 for elementary school student #211808 as part of a Child Study Team Evaluation.

C) **Recommend** approval of the “Draft” 2015-2016 Budget Calendar, as per **Document** _____.

D) **Recommend** approval of HMC Inc., 1214 Rue Avenue, Point Pleasant, NJ, to provide identified Worker and Community Right to Know Act and Hazard Communications Standard services at all applicable locations for the Manasquan Board of Education including the required Right to Know Survey Online due February 15, 2015, for the 2014-2015 school year, in the amount of \$3,250.00.

E) **Recommend** approval of the 2014-2015 transportation contracts and agreements provided through the cooperative transportation services of Monmouth-Ocean Educational Services Commission for Manasquan resident students, as per Document _____.

F) **Recommend** approval of the 1st Reading of the following policies as per **Document**:

- **3283 – Electronic Communications Between Teaching Staff Members and Students**
- **4283 - Electronic Communications Between Support Staff Members and Students**

Personnel

Discussed in Executive Session

Professional Days

G) **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 13, 2014	Julianne Brzycki Sheri Trainor	Avon Elementary School	School Personnel Training: Suspicious Activity and Behavior Recognition	No	\$75 each registration
December 2, 3, 4, 2014	Heather Saake Jen Sponzo	Princeton	Wilson Reading Program Introduction	Yes	\$650 each registration \$75.33 mileage

Student Action

Field Trips

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>
December 10, 2014	Marie Lauffer	Music/Chorus	Algonquin Theater	To see the Newark Boys Choir perform	No	None	Students

April 20, 21, 2015	Rich Kirk	8 th Grade Class Trip	Valley Forge, Amish Country, Gettysburg	To visit historical locations related to Civil & Revolutionary Wars	Yes – 8	\$4,975 transportation	Students fundraising
May 1, 2015	Donna Mead	2 nd Grade	Green Meadows Farm	To enhance science curriculum on living things	No	None	Students
May 29, 2015	Joe Battista	Senior Band	Dorney Park	Music Festival	Yes – 4	\$1,245 transportation	Students

Placement of Students on Home Instruction

No placements at this time.

Secretary’s Report

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, 2014** 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 **\$2,095,838.66** 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, 2014** 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, 2014** per **Document**. (The Treasurer of School Moneys Report for the month of **September 2014** 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, 2014** 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 **2014-2015 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, 2014** as per **Document**.

Purchase Orders for the month of **October 2014** be approved, as per **Document**.

Recommend **acceptance** of the **Cafeteria Report** as per **Document**.

Be It Resolved: that the **Bills (Current Expense)** in the amount of \$ for the month of **October 2014** be approved. Records of, checks (#- #) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for September 2014 at \$ and checks (#- #).

14. MANASQUAN/SENDING DISTRICTS

General Items

- A) **Recommend** approval to authorize the opening of a checking account named “Manasquan Board of Education – Staff Function Account” and to designate Lynn Coates, Business Administrator/Board Secretary and Joanne S. Madden, Treasurer of School Monies as the authorized signatories of the account.
- B) **Recommend** approval of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for high school student #2429 as part of a Child Study Team Evaluation.
- C) **Recommend** approval of the Facility Rental Agreement (Aquatics) with the Atlantic Club, Manasquan, NJ, for the 2014-2015 school year, in the amount of \$15,750.00, pending attorney review.
- D) **Recommend** approval of the Contract Agreement with Shore Lanes, Neptune, NJ, for the 2014-2015 school year, in the amount of \$2.50/game/person, for the High School Bowling Teams, pending attorney review.
- E) **Recommend** approval of a contract with Monmouth County Park System, Lincroft, NJ, for the 2014-2015 school year, in the amount of \$_____, for the High School Golf Team.
- F) **Recommend** approval of the lease agreement with Ricoh USA for four (4) new Ricoh Multi-Functional Copiers/Printers/Scanners and Print Management Solution to replace existing copiers in the BOE Superintendent’s Office; High School Principal’s Office; High School Media Center and Elementary School Pod B, at a monthly cost of \$1,524.00. This agreement includes service and all supplies minus paper and will result in a \$357 per month savings to the district, as per **Document**, based on review and approval of board attorney.
- G) **Recommend** approval to create a new position in the High School for the 2014-2015 school year:
 - Courtesy Aide - Full Time - PARA.HS.AIDE.NA.16
- H) **Recommend** approval of the Courtesy Aide job description as per **Document**.

Personnel

Discussed in Executive Session

Athletics

Discussed in Executive Session

Professional Days

H) **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>
September 20 & 21, 2014	Rod Ravaioli	Middletown West Windsor	County and State Tennis Tournaments	No	\$129.86 mileage
October 13, 2014	RJ Read	Avon Elementary School	School Personnel Training: Suspicious Activity and Behavior Recognition	No	\$75 each registration
October 23, 2014	Harry Harvey Jamie Mawn	Newark	Poetry Festival	Yes	\$10 registration
October 27, 2014	Amy Edwards	Long Branch	New Jersey Assoc. of School Librarians Conference	Yes	None
October 29, 2014	Jack Campbell	Atlantic City	NJSBA Workshop	No	\$107 accom.
November 13, 2014	Don Bramley Leigh Busco	Strauss Esmay, Toms River	HIB Prevention Training	No	\$150 each registration
November 19 – 24, 2014	James Fagen	Boston, MA	National Council for the Social Studies Annual Conference	Yes	\$223 registration \$88.25 mileage \$601.99 accom. & m/i
December 5, 2014	Jason Bryant James Fagen	Princeton Univ.	Annual History Education Conference	Yes	\$75 registration \$14 each mileage
January 22 – 24, 2015	Amy Certo	Cherry Hill	Softball Clinic	Yes	\$130 registration \$41.54 mileage

Student Action

Field Trips

No field trips at this time.

Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#1809	Grade 11	September 22, 2014 – October 17, 2014 (Medical)
#151180	Grade 12	October 1, 2014 – March 31, 2015 (Medical)
#171956	Grade 10	October 1, 2014 – October 30, 2014 (Medical)
#171826	Grade 10	September 26, 2014 – October 8, 2014 (Suspension)
#151072	Grade 12	October 2, 2014 – November 2, 2014 (Medical)
#182289	Grade 9	September 12, 2014 – TBD (Medical)

Placement of Students Out of District

No out of district placements at this time.

Financials

Recommend acceptance of the following **High School Central Funds Report** for the month ending **September 30, 2014** as per **Document** .

15. Public Forum

16. Old Business/New Business

17. 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 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:

- 1. Confidential Matters per Statute on Court Order (student matters)
- 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 (Indemnification of ethics Charge Verdi v. Bauer)
- 8. Personnel Matters (Hiring, resignations, leaves of absence)
- 9. Imposition of Penalties Upon an Individual

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

18. Public Forum

19. Adjournment

Motion to Adjourn