

December 18, 2012

The Board of Education of the Borough of Manasquan, Monmouth County, met in the Manasquan High School Media Center for the Combined Work Session and Regular Open Business Meeting on the December 18, 2012, at 7:00 p.m.

Mrs. LaSala called the meeting to order and read the following 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.

*Call to Order*

Present for Roll Call: Thomas Bauer, Jack Campbell, Kenneth Clayton, Linda DiPalma, Michelle LaSala, Michael Shelton, Katherine Verdi, Patricia T. Walsh and John Winterstella, Manasquan Board of Education Elected Members (MEB), Julia Barnes, Sending District Representatives (SDR). Absent: Michelle Degnan-Spang and Mark Furey (SDR).

*Roll Call*

Also Present: Robert Mahon, Interim Superintendent of Schools, Margaret M. Hom, Business Administrator/Board Secretary, Mr. McOmbler, Board Attorney, representatives of The Coast Star and members of the public.

Mrs. LaSala requested that everyone join in the Pledge of Allegiance.

*Pledge of Allegiance*

Mrs. LaSala reported that Mrs. Degnan-Spang would not be in attendance this evening due to a family commitment.

*Mission Statement & Statement to the Public*

Mrs. LaSala read the Mission Statement and the Statement to the Public.

Mrs. LaSala reported that Mr. Winterstella has completed his term on the Board and this would be his final meeting as a member of the Board. She, on behalf of the Board, thanked him for his commitment to the students of the district and wished him nothing but the best.

Mrs. LaSala reported that she, along with district administrators and staff, met with three representatives from the Randolph Township School District who presented the district with donations of toys and gifts cards in the amount of approximately \$14,000 to be distributed to students affected by Hurricane Sandy. In addition to this donation, they have informed Mrs. Hom that there were still additional donations that would be sent to the district. A tour of the beach front was provided to the Randolph Township representatives in addition to inviting them to attend the Life is Good assembly at the high school. Mrs. LaSala asked Mr. Mahon to have a letter of thanks forwarded to Randolph Township Board of Education.

On a motion by Mr. Campbell, seconded by Mrs. Walsh, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve the minutes of the Closed Executive Session of October 9, 2012, the Regular Open Business Meeting of October 30, 2012 (held on November 30<sup>th</sup>) and the Regular Open Business Meeting and Closed Executive Session of November 30, 2012. Closed 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.) 12/18-01

*Minutes*

Roll Call Vote as follows: Mrs. Barnes – yes	Mrs. LaSala – yes
Mr. Bauer – yes	Mr. Shelton – yes
Mr. Campbell – yes	Mrs. Verdi – abstain 10/9
Mr. Clayton – yes	yes 10/30 & 11/20
Mrs. DiPalma – yes	Mrs. Walsh – yes
	Mr. Winterstella – yes

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During the Presentation portion of the meeting Mr. Mahon reported that a presentation on the High School Testing Program would be provided by Mr. Coppola, Mr. McCarthy, Mr. Murin, Mrs. Polak and Mr. Place. Mrs. Kerensky was unable to attend this evening's meeting. A copy of this report will be made part of the formal minutes.

***Presentations & Reports***

A detailed report on testing and resulting scores for the high school students was provided by Mr. Coppola, Mr. Murin and Mr. Place. Mrs. Polak provided a report on the special education students' testing and resulting scores. Mr. McCarthy provided a report on the SAT testing and resulting scores.

***Manasquan High School Testing Report***

During the Report portion of the meeting the results of an Energy Audit conducted by Dome Tech were presented by Jeremy Garfield, Director and Brian Rider, Senior Engineer. They provided details on the results of the audit and suggested energy alternatives, conservation and cost savings measures.

***Energy Audit Report***

Mrs. LaSala introduced Kate Boyle, Key Club President, who will be serving as the student representative to the Board of Education.

Mrs. LaSala turned the floor over to Mr. Shelton for the Policy Committee report. He reported that the committee reconfigured the Bylaws to confirm to the reorganization meeting that will take place next month. He also reported that there were no Strauss Esmay alerts of any new mandated policies since June and that a meeting will be scheduled for some time in January.

***Policy Committee Report***

Mrs. LaSala turned the meeting over to Mr. Mahon for his report.

***Superintendent's Report***

Mr. Mahon reported that as of November 30, 2012 the high school enrollment was 912 full time students and 46 shared time students, for a total high school enrollment of 958 and that the elementary school enrollment was 657, with a total district enrollment as of November 30, 2012 of 1,615, as specified in **Document A**. Mr. Mahon also reported on the suspension report for the month of November, in addition to the fire drill and bus emergency evacuation drill reports for the high school and elementary school which the district is required by law to report at an open meeting, as specified in **Document B** and the HIB Report, as specified in **Document C**.

***Enrollment Report Document A  
Suspension, Fire Drill & Bus Evacuation Reports Document B  
HIB Report Document C***

Mr. Mahon expressed appreciation to the school districts and organizations that provided support to the Manasquan School District following the devastation caused by Hurricane Sandy. He thanked the Audubon School District for the donation of toys and gifts and the representatives from the Randolph Township School District who brought over 200 toys and \$14,000 in gift cards, in addition to the contributions to our students from Squan Strong org. and the financial support provided by the Long Blue Line. He pointed out that there are still many students who have been displaced by the hurricane but improvements have been realized and some students were able to move back to their homes.

Mr. Mahon also referred to the tragic situation that occurred in Newtown, Connecticut. He said that drills are regularly conducted and the staff and the students know what that they must do in these situations. He hopes that we never have to put these drills to the test. He offered thoughts and prayers for the children in Newtown.

Mrs. LaSala asked for a motion to accept the Superintendent's Report – Item 12/18-02.

On a motion by Mrs. Walsh, seconded by Mr. Campbell, it was RESOLVED by roll call of all those present in favor by the Manasquan Board of Education to approve the acceptance of the Superintendent's Reports, as specified in **Document A** (Enrollment Report); **Document B** (Suspension, Bus & Fire Drills Reports and **Document C** (HIB Report). 12/18-02 (MEB/SDR)

***Acceptance of Superintendent's Report***

Mrs. LaSala read the following statement prior to opening the 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. 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.

A pizza was delivered at this time to Mr. Winterstella with thanks for his service to the Manasquan Board of Education.

Wendy Kubu Callaghan thanked the Board for their support and for the generous donation of \$5,500 from the Rumson-Manasquan football game. She reported on the funds that have been raised and the numerous donations that have been received and distributed to the families of Manasquan High School and Elementary School.

Mrs. LaSala pointed out that the Board previous planned to donate a portion of the proceeds from the Thanksgiving Game and was waiting for further direction and approval from the County Business Administrator.

Mr. Paul Battaglia, Manasquan Education Association, commented on the social networking policy and its effect on the staff's use of social networking in and out of the classroom. Mrs. LaSala asked him to provide her with all of his concerns and she will have the policy revisited by the committee. She pointed out that the policies come from Strauss Esmay and the committee will adapt it to best address the needs of the district. He asked if staff and administration could be involved in the process. Mr. Mahon said that some of these concerns have been brought to his attention. He said that he did not believe this was a mandated policy so changes can be made to the recommended policy.

Mrs. LaSala suggested that Mr. Mahon meet with Mr. Battaglia to address his concerns.

Mr. Kirt Wahl, Manasquan Education Association, spoke with reference to motion 12/18-16. He questioned where the money savings would be in privatizing the grounds crew. Mrs. LaSala said that at this point this motion is to approve that the Board go forward with issuing a Request for Proposal to explore the options for this service. She said there is no commitment to award a contract at this time. Mr. Wahl pointed out many of the disadvantages and concerns of privatization and believes that the in-house grounds staff would better serve the district's needs. Mrs. LaSala again said that this is strictly to gather information at this time.

Donna Bossone, 122 N. Main Street, asked for clarification that the Request for Proposal only involved the grounds staff and not the custodial staff. She asked if this would involve Mr. Bigley's position. Mrs. LaSala pointed out that the proposal would only be for grounds services and is still in the development stage. Ms. Bossone also stressed the need to look at the security in the schools.

Mrs. LaSala asked for a motion to closed the Public Comment.

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On a motion by Mrs. Walsh, seconded by Mr. Winterstella, it was RESOLVED by voice vote of all those present in favor to closed the public comment portion of the meeting.

*Motion to  
Closed Public  
Forum*

Prior to taking action on this evening's agenda items, Mr. Mahon reported that there would be an addition of Michael Crann to the list of substitutes as specified on Document 1. His fingerprinting documentation was received in the office today.

Mrs. LaSala asked if the Board would be in agreement to group together Manasquan Motions 12/18-03 through 12/18-09. Mrs. LaSala asked if there was discussion on any of the items.

Mrs. Walsh asked if the district would be receiving any reimbursement for storm salaries. Mrs. Hom said that she believed that it would be reimbursed through FEMA and insurance claims.

On a motion by Mr. Campbell, seconded by Mrs. Verdi, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the following Manasquan Motions 12/18-03 through 12/18-09 (MEB).

*Manasquan  
Motions 12/18-03  
Through 12/18-09*

- Approval of the Elementary School Personnel, as specified in **Document D**. 12/18-03
- Approval of the elementary school Professional Days and Field Trips, as specified in **Document E**. 12/18-04
- Approval of the payment of deductible costs for legal services, in the amount not to exceed \$5,000.00, related to the Final Settlement Agreement and General Release dated November 19, 2012 between the Spring Lake Heights Borough Board of Education, Manasquan Board of Education and File No. 76355 ELH; Agency Ref. No.: 2013-18691 (for student #14702). 12/18-05
- Approval of the temporary transportation contracts as specified in **Document F**. 12/18-06
- Approval to increase paraprofessional support by 2 hours daily for Manasquan student #18248 attending the special education program in Belmar effective January 2, 2013, at an hourly rate of \$19.15, for a total of 240 hours, not to exceed \$4,596.00. 12/18-07
- Approval of the payment of \$5,000.00 to be paid by the Manasquan Board of Education for independent evaluation reimbursement costs and \$10,000.00 to be paid by NJSBAIG for fees and costs related to the Final Settlement Agreement and General Release dated December 12, 2012, in the total settlement amount of \$15,000.00. (File No. 7653ELH-Agency No. 2013-18842 for student #2482). 12/18-08
- Approval of the acceptance of the following Financial Reports and Elementary School Central Funds Report as noted in
  - A) Secretary's Financial & Investment Report – **Document G**
  - B) Elementary School Central Funds Report – **Document H**

*E.S. Personnel  
Document D*

*E.S. Prof.Days/  
Field Trips  
Document E*

*Final Settlement  
Agreement  
Legal Services  
Deductible*

*Temporary  
Transportation  
Document F*

*Paraprofessional  
Support Increase*

*Final Settlement  
Agreement  
Evaluation  
Reimbursement*

*Financial Reports  
& E.S. Central  
Funds  
Report*

The Business Administrator/Board Secretary certified that as of November 30, 2012, 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.

*Secretary's  
Certification*

It was RESOLVED that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is \$2,641,266.66 and that the Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the next 30 days in accordance with the statutes relating thereto.

*Debt Service*

It was RESOLVED, that pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan, accepts the Business Administrator/Board Secretary's certification as of November 30, 2012, that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Borough of Manasquan Board of Education.

*Acceptance of Secretary's Certification*

The Board of Education further recommended the acceptance of the Secretary's Financial & Investment and the Treasurer's Reports for the month ending November 30, 2012, as specified in **Document G**. (The Treasurer of School Moneys Reports for the month of November 2012 is on file in the Business Office and is in balance with the Secretary's Report.)

*Secretary's Financial & Investment Report Document G*

That pursuant to N.J.A.C. 6:20-2A.10(e), 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, certifies that as of November 30, 2012 it is to the best of its knowledge that no major account or fund has been over-expended 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 approved the transfers made within line item accounts of the current expense portion of the 2012-2013 budgets for November and December, as recommended by the Superintendent of Schools, as specified in **Document G**.

*Budget Certification Document G*

The Manasquan Board of Education further recommended the acceptance of the Elementary School Central Fund Report for the month ending November 30, 2012, as specified in **Document H**. 12/18-09

*E.S. Central Fund Report Document H*

Mrs. LaSala asked if the Board would be in agreement to group together Manasquan/Sending District Motions 12/18-10 through 12/18-20. Mrs. LaSala asked if there was discussion on any of the items.

On a motion by Mr. Winterstella, seconded by Mr. Campbell, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve the Manasquan/Sending District motions 12/18-10 through 12/18-20. (MEB/SDR)

*Manasquan/Sending District Motions 12/18-10 through 12/18-20*

Roll Call Vote as follows:	Mrs. Barnes – yes	Mrs. LaSala – yes
	Mr. Bauer – yes	Mr. Shelton – yes
	Mr. Campbell – yes	Mrs. Verdi – yes with an
	Mr. Clayton - yes	abstention on 12/18-10
	Mrs. DiPalma – yes	Mrs. Walsh – yes
		Mr. Winterstella - yes

- Approval of the High School Personnel, as specified in **Document 1**. 12/18-10
- Approval of the high school professional days and field trips as specified on **Document 2**. 12/18-11
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team as specified on **Document 3**. 12/18-12
- Approval of the new Manasquan High School Central Fund: Class of 2016. 12/18-13

*H.S. Personnel Document 1  
H.S. Prof. Days/  
Field Trips – Doc. 2*

*Special Education Document 3*

*New Central Fund Account*

- Approval of the Manasquan High School Final Exam schedule:  

Thursday, January 31	Friday, February 1
Block 2 Exam 7:38 a.m. – 9:38 a.m.	Block 1 Exam 7:38 a.m.-9:30 a.m.
Passing 9:38 a.m. – 9:53 a.m.	Passing 9:38 a.m.-9:53 a.m.
Block 3 Exam 9:35 a.m.- 11:53 a.m.	Block 5 Exam 9:53 a.m.-11:53a.m.
Passing 11:53 a.m.- 12:08 p.m.	Passing 11:53 a.m.-12:08p.m.
Block 4 Exam 12:08 p.m.- 2:08 p.m.	Make-Ups 12:08 p.m.-2:08p.m.

***Final Exam  
Schedule***

- Approval of the two additional half days for students due to Professional Development on Thursday, March 14, 2013 and Thursday, April 18, 2013. 12/18-15

***Additional Half  
Days – Students***

- Approval to solicit Requests for Proposals for grounds services. 12/18-16

***RFP for Grounds  
Services***

- Approval of the disposal of one wrestling mat (3 sections) located in the high school gymnasium. The equipment is obsolete and not repairable. 12/18-17

***Disposal of  
Wrestling Mats***

- Approval of the 1<sup>st</sup> reading of revised Manasquan Board of Education Bylaws and Policies as listed and available at the Board of Education offices:  
 Bylaw 155 – Use of School Facilities/Fields  
 Bylaw 151 – Organization Meeting  
 Policy 8310 – Public Records

***1<sup>st</sup> Reading  
Bylaws & Policies***

- Approval of the Energy Audit as presented on December 18, 2012. 12/18-19

***Energy Audit***

- Approval of the acceptance of the following High School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) as noted in A,B,C and D.

***H.S. Financial  
Reports & Bills***

- A) High School Central Funds report as per **Document 4**
- B) Purchase Orders as per **Document 5**
- C) Cafeteria Report as per **Document 6**
- D) Bills and Confirmation of Bills (Current Expense)

- Approval of the acceptance of the High School Central Fund Report for the month ending November 30, 2012, as specified in **Document 4**.

***H.S. Central Fund  
Report – Doc. 4***

It was further RESOLVED to approve Purchase Orders for the month of December 2012, as specified in **Document 5**.

***Purchase Orders  
Document 5***

It was further RESOLVED to approve the Cafeteria Report for the month ending November 30, 2012, as specified in **Document 6**.

***Cafeteria Report  
Document 6***

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,548,116.93 for the month of December 2012. Record of checks (#32034 through #32115), and distributions are on file in the Business Office.

***Bills  
Current Expense***

The Manasquan Board of Education also confirmed Bills (Current Expense) for November 2012 at \$3,239,014.33 and checks (#31906 through #32033). (MEB/SDR) 12/18-20

***Confirmation of  
Bills (Current Exp.)***

Mrs. LaSala asked if there were any matters of Old or New Business.

***Old/New Business***

Mrs. LaSala reported that the reorganization meeting of the Manasquan Board of Education would take place on January 8, 2013. She asked the Board to review the agenda and address any questions to the Board Office this week prior to the break.

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Mrs. LaSala reported that the newly elected Board Members would be sworn in at this meeting in addition to electing Board officers. She further stated that since this was the last meeting during her term as Board President she wanted to thank the Board Members for their support, dedication and hard work. She said she was very proud of all that has been accomplished and looks forward to working with the Board on the challenges ahead.

***Old/New Business  
(continued)***

Mrs. Verdi commented that she would like to see Mrs. LaSala remain as Board President. Mrs. Verdi's comment was met with appreciation from Mrs. LaSala.

There were no additional matters of Old and New Business to be brought before the Board.

Mrs. LaSala opened the second Public Forum.

***Second Public  
Forum***

Mrs. LaSala asked for a motion to close the public forum seeing no comments or questions from the public.

On a motion by Mrs. Walsh, seconded by Mrs. Verdi, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to close the second public forum.

***Motion to Close  
Public Forum***

Mrs. LaSala read the Sunshine Law Resolution:

***Sunshine Law  
Resolution***

WHEREAS, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows for the exclusion of the public from that portion of a public meeting when certain matters which might endanger the public interest or risk the deprivation of individual rights are discussed; and

NOW THEREFORE BE IT RESOLVED that the Board of Education wishes to discuss the following matters in a non-public closed meeting with the resulting discussion being made public when a proper conclusion has been reached and there is no longer a need for confidentiality;

Under #4 – Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA association.

NOW, THEREFORE, BE IT RESOLVED, that that Manasquan Board of Education will hold a closed executive session immediately in the Manasquan Elementary School Media Center, 168 Broad Street, Manasquan, New Jersey. It is anticipated that the closed session will not last longer than twenty (20) minutes. The Board of Education will not be returning to public session after the closed session.

Mrs. LaSala asked for a motion to enter into Closed Executive Session and adjourn the Regular Open Business Meeting.

On a motion by Mr. Shelton, seconded by Mr. Campbell, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to enter into Closed Executive Session and adjourn the Regular Open Business Meeting. (MEB/SDR)

***Motion to enter  
Closed Executive  
Session and  
Adjourn Meeting***

Respectfully submitted,

Margaret M. Hom  
Business Administrator/Board Secretary

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