

November 20, 2012

Regular Open Business Meeting: October 30, 2012 - rescheduled due to Hurricane Sandy

The Board of Education of the Borough of Manasquan, Monmouth County, met on Tuesday, November 20, 2012, at 7:00 p.m., in the Manasquan High School Media Center at which time they addressed the October 30, 2012 meeting agenda that was rescheduled on this date due to Hurricane Sandy.

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

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

Pledge of Allegiance

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

Roll Call

Let the minutes reflect that Mrs. Degnan-Spang arrived at 7:15 p.m.

Also Present: Robert Mahon, Interim Superintendent of Schools, Colleen Graziano, Manasquan Elementary School Principal; Richard Kirk, Manasquan Elementary School Assistant Principal; Barbara Kerensky, High School Supervisor; Mr. McOmber, Board Attorney, representatives of The Coast Star and members of the public.

Mrs. LaSala read the 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 to the New Jersey Core Curriculum Content Standards, and function within a community that regards students, 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.

Mission Statement

Mrs. LaSala read the following 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 referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it 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.

Statement to the Public

Mrs. LaSala thanked the district employees for their efforts in working to address matters resulting from the storm.

On a motion by Mr. Campbell, seconded by Mr. Winterstella, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the minutes of the Closed Executive Session of August 28, 2012, the Special Meeting and Closed Executive Session of September 4, 2012; the Special Meeting, Open Agenda Work Session and Closed Executive Session of September 18, 2012 and the Regular Open Business Meeting and Closed Executive Session of

Minutes

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September 25, 2012. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussion and acting on a matter in closed session no longer exist. 10/30-01 (MEB/SDR)

*Minutes
(continued)*

Presentations:

Barbara Kerensky presented the District Evaluation Advisory Committee – DEAC report.

*District Evaluation
Advisory Committee
Report*

Richard Kirk reported on the NJ ASK testing. He addressed questions asked by Mr. Winterstella and Mr. Campbell.

*NJ ASK Testing
Report*

Mrs. LaSala reported that there would not be a meeting on November 27, 2012.

Superintendent's Report:

*Superintendent's
Report*

Mr. Mahon presented the following reports:

Violence and Vandalism Report

Random Student Drug Testing Report

High AP District Honor Roll

Revised 2012-2013 School Calendar as a result of Hurricane Sandy

Mr. Mahon provided information on the district's obligation and process involved in dealing with the displaced students as a result of the hurricane.

Mr. Mahon also reported on the third grade class size. He said that it was recommended that no further action would be taken to address this matter at this time.

Mr. Mahon reported that as of September 30, 2012 the high school enrollment was 916 full time students and 47 shared time students, for a total high school enrollment of 963 and that the elementary school enrollment was 663, as specified in **Document A**. Mr. Mahon also reported on the suspension report for the month of September, 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, Bus &
Fire Drill Reports
Document B
HIB Report
Document C*

On a motion by Mrs. Verdi, seconded by Mr. Campbell, it was RESOLVED by roll call vote 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 Drill Reports) and **Document C** (HIB Report). 10/30-02 (MEB/SDR)

*Acceptance of
Superintendent's
Report*

Mrs. LaSala read the following statement prior to opening the Public Forum for discussion on agenda items:

Public Forum

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 in 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 the employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific, prospective or current employee. This public forum is limited to comment on items included in this agenda only.

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Mr. Mahon and Mrs. Graziano addressed Heather Garrett-Muly's question on whether there was a plan in place to address the large class size.

Public Forum

Mrs. LaSala closed the Public Forum seeing no further questions or comments from the public.

Mrs. LaSala asked if the Board would be in agreement to group together Manasquan Motions 10/30-03 through 10/30-18.

*Manasquan Motions
10/30-03-10/30-18*

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 10/30-03 through 10/30-18 (MEB).

- Motion 10/30-03 – Elementary School Personnel will be included on the November agenda.
- Approval of the elementary school Professional Days and Field Trips, as specified in **Document E**. 10/30-04
- Approval of the application of funds for 2013FY for the IDEA allocation in the amounts of \$231,216.00 for the Basic Grant (\$217,834.00 for Public, \$13,382.00 Non-Public Share) and \$6,954.00 for the Preschool grant. 10/30-05
- Approval of the carryover funds from the 2012FY IDEA Pre-School Grant, in the amount of \$1,691.00. 10/30-06
- Approval to amend the district's 403B Plans with AXA Advisors and The Hartford to allow the transfer of assets by employees from a 403(b) to a state's defined benefit plan to purchase service credits. 10/30-07
- Approval to adopt the Manasquan Board of Education Goals for 2012-2013, as specified in **Document F**. 10/30-08
- Approval of Central Auditory Processing Evaluation (CAP) to be completed by Dr. Donna M. Goine-Merchant, in Brick for elementary student #2306, not to exceed \$550.00. 10/30-09
- Approval of Educational Psychological Evaluation to be completed by Dr. Edna Barenbaum, Autism Specialist, for elementary student #22271, not to exceed \$3,500.00. (Evaluation to be paid by IDEA Grant Fund) 10/30-10
- Approval of a Augmentative Comm./Assistive Technology Evaluation to be completed by Joan Bruno from FRA in Shrewsbury, for elementary student #22271, not to exceed \$550.00. (Evaluation to be paid by IDEA Grant Fund). 10/30-11
- Approval to authorize Engineer of Record, Birdsall Services Group and DeSesa Engineering Co., Inc., to submit project documents for the Boiler Replacement at the Manasquan Elementary School to the NJDOE, as specified in **Document G**. 10/30-12
- Approval of the transportation contracts and agreements for the 2012-2013 school year, as specified in **Document H**. 10/30-13
- Approval of the Functional Behavioral Assessment to be completed by Laura Kennealy, BCBA, from Advance, Inc., for elementary student #22271, not to exceed \$1,000.00. 10/30-14

*E.S. Personnel
N/A*

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

*2013FY – IDEA
Application*

*2012FY – IDEA
Carryover*

*403B Plans &
Service Credits
Purchase*

*2012-13 Board
Goals
Document F*

*Dr. Goine-Merchant
(CAP Eval)*

*Dr. Barenbaum
Psychological
Eval*

*J. Bruno
Augmentative
Comm/Asst.Tech.
Eval.)*

*Boiler Replacement
Project Documents
Submission to
NJDOE*

*Transportation
Contracts
Document H*

*L. Kennealy –
Functional Behv.
Assessment*

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- Approval of the QSAC Statement of Assurances for the 2012-2013 school year as specified in **Document K**. 10/30-15
- Approval of the QSAC District Performance Review for the 2012-2013 school year, as specified in **Document L**. 10/30-16
- Approval of the \$349.00 in carry over from 2011-2012 NCLB Funds to 2012-2013 NCLB Funds in supplies (\$81.00 Title IIA and \$268.00 Title III). 10/30-17
- 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 I**
 - B) Elementary School Central Funds Report – **Document J**

*QSAC Statement
Of Assurances
2012-2013- Doc. K*

*QSAC District
Performance Review
Document L*

*NCLB Carry Over
2011-12*

*E.S. Financial
Reports*

The Business Administrator/Board Secretary certified that as of September 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, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is \$2,109,325.16 and that the 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.

District Taxes

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 September 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 September 30, 2012, as specified in **Document I**. (The Treasurer of School Moneys Reports for the month of September 2012 is on file in the Business Office and is in balance with the Secretary's Report.)

*Secretary's
Financial &
Investment Report
Document I*

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 September 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 September and October, as recommended by the Superintendent of Schools, as specified in **Document I**.

*Budget
Certification
Document I*

The Manasquan Board of Education further recommended the acceptance of the Elementary School Central Fund Report for the month ending September 30, 2012, as specified in **Document J**. 10/30-18

*E.S. Central Fund
Report
Document J*

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Mrs. LaSala asked if the Board would be in agreement to group together Manasquan/Sending District Motions 10/30-19 through 10/30-33.

On a motion by Mrs. DiPalma, seconded by Mr. Shelton, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve Manasquan/Sending District Motions 10/30-19 through 10/30-33. (MEB/SDR)

- Motion 10/30-19 – High School Personnel will be included on the November agenda.
- Approval of the high school professional days and field trips as specified on **Document 2**. 10/30-20
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team as specified on **Document 3**. 10/30-21
- Re-approval of the revised K-12 curriculum as specified in **Document 4**. (complete curriculum available for review electronically at the BOE offices). 10/30-22
- Approval of the new Manasquan High School Central Fund: History Honors Society. 10/30-23
- Approval of the certification of the Safety and Security Plans. 10/30-24
- Approval of the following pay rates for non-staff members at school sponsored events for the 2012-2013 school year:
Ticket Sellers - \$55.00 Security - \$50.00
Ticket Takers - \$50.00 Clock Operators - \$45.00
Public Address Announcer - \$50.00 10/30-25
- Approval of the School Violence and Vandalism Report which meets the obligations of the district as required in the School Violence Awareness Week Statutes P.L. 2001, Chapter 299, as specified in **Document 5**. 10/30-26
- Approval of the High School midterm exam schedule for November 2012, as specified in **Document 6**. (Revised Schedule) 10/30-27
- Approval of the renewal of the Participation Agreement for Cooperative Purchasing of Telecommunication Services with the Middlesex Regional Educational Services Commission (MRESC) Cooperative Pricing System and the New Jersey Association of School Business Officials (NJASBO) to participate in the Alliance for Competitive Telecommunications, for the 2012-2013 school year, as specified in the contract on file in the Board Office. 10/30-28
- Approval of the Memorandum of Agreement with Law Enforcement Officials and the Manasquan School District for the 2012-2013 school year dated November 22, 2012 as on file at the Board of Education office. 10/30-29
- Approval of the 2nd reading of new and revised Manasquan Board of Education Bylaws and Policies as listed and available at the Board of Education Office: Bylaws: 0151 – Organization Meeting (Revised); 0153 – Annual Appointments (Revised); 0167 – Public Participation in Board Meetings (Revised) Policies: 2361 – Acceptable Use of Computer Networks/Computers and Resources (Revised); 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised); 2622 – Pupil Assessment (Revised);

*Manasquan/
Sending District
Motions
10/30-19-10/30-33*

*Personnel H.S.
N/A*

*H.S. Prof. Days/
Field Trips
Document 2*

*Special Education
Document 3*

*Revised K-12
Curriculum
Document 4*

*History Honors
Central Fund*

*Safety & Security
Plans*

*Pay Rates –
Non-staff members
School sponsored
Events*

*School Violence &
Vandalism Report
Document 5*

*H.S. Midterm
Exam Schedule
Document 6*

*Co-op Purchasing-
Alliance for
Competitive
Telecommunications
(ACT)*

*Memo of Agreement
Law Enforcement
Officials*

*Bylaws & Policies
New and Revised*

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3282 – Use of Social Networking Sites (New); 4283 – Use of Social Networking Sites (New); 5536 – Student Random Drug and Alcohol Testing (Revised); 6470 – Payment of Claims (Revised); 9400 – News Media Relations (Revised)
10/30-30

*Bylaws & Policies
New and Revised*

- Approval of Change Order #1 from Roof Management Inc., for the Roof Replacement at the Manasquan High School:
Original Contract Amount: \$849,500.00
Change Order #1: - Deduct Credit
to Owner for Unused Allowance: (\$10,000.00)
Revised Contract Amount: \$839,500.00 10/30-31

*Change Order #1
H.S. Roof
Project*

- Approval to accept the donation of two (2) additional MPC desktop computers from the U.S. Coast Guard under the Computers for Learning Program. (Donation of 45 MPC desktop computers from the U.S. Coast Guard previously approved 7/31/12.) 10/30-32

*Computer
Donation*

- 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.
 - A) High School Central Funds report as per **Document 7**
 - B) Purchase Orders as per **Document 8**
 - C) Cafeteria Report as per **Document 9**
 - D) Bills and Confirmation of Bills (Current Expense)

*H.S. Financial
Reports & Bills*

- Approval of the acceptance of the High School Central Fund Report for the month ending September 30, 2012, as specified in **Document 7**.

*H.S. Central Fund
Report – Doc. 7*

It was further RESOLVED to approve Purchase Orders for the month of October 2012, as specified in **Document 8**.

*Purchase Orders
Document 8*

It was further RESOLVED to accept the Cafeteria Report for the month ending September 30, 2012, as specified in **Document 9**.

*Cafeteria Report
Document 9*

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,256,375.46 for the month of October 2012. Record of checks (#31752 through #31870), and distributions are on file in the Business Office.

*Bills
Current Expense*

The Manasquan Board of Education also confirmed Bills (Current Expense) for September 2012 at \$2,056,846.87 and checks (#31531 through #31751). (MEB/SDR) 10/30-33

*Confirmation of
Bills (Current Exp.)*

At this time the Board concluded the October 30, 2012 agenda portion of the meeting. The remaining items of the 10/30/12 agenda – Old/New Business; Public Forum and Closed Session (if required) – will be addressed at the end of the November 20, 2012 agenda.

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary