

November 20, 2012

The Board of Education of the Borough of Manasquan, Monmouth County, met in the Manasquan High School Media Center for the Regular Open Business Meeting on the November 20, 2012 Agenda, immediately following the meeting on the October 30, 2012 Agenda that was rescheduled 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.

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, Michelle Degnan-Spang and Mark Furey, Sending District Representatives (SDR). Absent: Patricia T. Walsh (MEB)

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 and the Statement to the Public at the start of the meeting prior to the review and action taken on the October 30, 2012 agenda.

Mr. Mahon reported that as of October 31, 2012 the high school enrollment was 914 full time students and 46 shared time students, for a total high school enrollment of 960 and that the elementary school enrollment was 664, with a total district enrollment as of October 30, 2012 of 1,624, as specified in **Document A**. Mr. Mahon also reported on the suspension report for the month of October, 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**.

Mrs. LaSala asked if the Board would be in agreement to group together Manasquan Motions 11/20-02 through 11/20-11.

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 11/20-02 through 11/20-11 (MEB).

- Approval of the acceptance of the Superintendent's Reports. 11/20-02
- Approval of the Elementary School Personnel, as specified in **Document D**. 11/20-03
- Approval of the elementary school Professional Days and Field Trips, as specified in **Document E**. 11/20-04
- Approval of the amended schedule for Elementary School Parent/Teacher Conferences as follows:
 - Evening Conferences: Thursday, November 29th – 7:00 to 9:00 p.m.
 - Daytime Conferences: Monday, December 3rd – 12:30 Closing
 - Tuesday, December 4th – 12:30 Closing
 - Wednesday, December 5th – 12:30 Closing 11/20-05
- Approval of Robert J. Mahon as Interim Superintendent of Schools for the Manasquan School District, effective November 1, 2012. 11/20-06

Call to Order

Roll Call

*Mission
Statement &
Statement to
the Public*

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

*Manasquan
Motions
11/20-02 -11/20-11*

*Superintendent's
Report
E.S. Personnel
Document D*

*Prof.Days/Field
Trips
Document E*

*E.S. Parent/
Teacher Conferenc
Revised Schedule*

*R. Mahon,Interim
Superintendent*

- Approval that all proceeds from the November 10, 2012 football game, and a portion of the proceeds from the November 22, 2012 Thanksgiving Day football game be donated for the purpose of local disaster relief. 11/20-07
- Approval of the revised 2012-2013 School Year District Calendar as specified in **Document F**. 11/20-08
- Approval to accept a gift from the Manasquan Elementary School PTO in the amount of \$7,303.94, for the purchase of sound system components for use in the elementary school cafetorium from Concept Professional Systems. 11/20-09
- Approval of occupational therapy services to be provided by Somerset County Education Services Commission for Manasquan student #191390, for the 2012-2013 school year, for two 30-minute sessions per month at a rate of \$98.00 per hour, plus a 6% administrative fee, for a total of eight (8) months, not to exceed \$850.00. 11/20-10
- 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**

The Business Administrator/Board Secretary certified that as of October 31, 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.

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 October 31, 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.

The Board of Education further recommended the acceptance of the Secretary's Financial & Investment and the Treasurer's Reports for the month ending October 31, 2012, as specified in **Document G**. (The Treasurer of School Moneys Reports for the month of October 2012 is on file in the Business Office and is in balance with the Secretary's Report.)

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 October 31, 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 October and November, as recommended by the Superintendent of Schools, as specified in **Document G**.

The Manasquan Board of Education further recommended the acceptance of the Elementary School Central Fund Report for the month ending October 31, 2012, as specified in **Document H**. 11/20-11

Mrs. LaSala asked if the Board would be in agreement to group together Manasquan/Sending District Motions 11/20-12 through 11/20-17.

*Football Game
Proceeds Donation*

*2012-13 Revised
School Calendar
Document F*

*MES – PTO
Donation for Sound
System*

*O.T. Services
Somerset ESC*

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

*Secretary's
Certification*

*Acceptance of
Secretary's
Certification*

*Secretary's
Financial &
Investment Report
Document G*

*Budget
Certification
Document G*

*E.S. Central Fund
Report
Document H*

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On a motion by Mr. Winterstella, 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 Manasquan/Sending District motions 11/20-12 through 11/20-17. (MEB/SDR)

- Approval of the High School Personnel, as specified in **Document 1**. 11/20-12
- Approval of the high school professional days and field trips as specified on **Document 2**. 11/20-13
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team as specified on **Document 3**. 11/20-14
- Approval of the Budget Calendar for the 2013-2014 school year, as specified in **Document 4**. 11/20-15
- Approval to enter into an agreement with Teachscape, Inc., to provide Danielson Framework Administrator Training and Proficiency Test Licenses, Individual Teacher Effectiveness Series Licenses and Teachscape Reflect individual user account licenses, in the amount of \$17,734.00, as specified in **Document 5**. 11/20-16
- 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 6**
 - B) Purchase Orders as per **Document 7**
 - C) Cafeteria Report as per **Document 8**
 - D) Bills and Confirmation of Bills (Current Expense)
- Approval of the acceptance of the High School Central Fund Report for the month ending October 31, 2012, as specified in **Document 6**.

It was further RESOLVED to approve Purchase Orders for the month of November 2012, as specified in **Document 7**.

It was further RESOLVED to approve the Cafeteria Report for the month ending October 31, 2012, as specified in **Document 8**.

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,569,037.20 for the month of November 2012. Record of checks (#31906 through #31976), and distributions are on file in the Business Office.

The Manasquan Board of Education also confirmed Bills (Current Expense) for October 2012 at \$2,044,234.04 and checks (#31752 through #31906). (MEB/SDR) 11/20-17

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

Mrs. DiPalma asked a question on report cards and any change to the marking periods.

Mrs. LaSala reported on the following:

Superintendent Search

Draft of Committee Structure – possibility of one meeting per month as of February

*Manasquan/Sending
District Motions
11/20-12 – 11/20-17*

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

*Special Education
Document 3*

*2013-14 Budget
Calendar – Doc. 4*

*Teachscape, Inc.
Document 5*

*H.S. Financial
Reports & Bills*

*H.S. Central Fund
Report – Doc. 7*

*Purchase Orders
Document 8*

*Cafeteria Report
Document 9*

*Bills
Current Expense*

*Confirmation of
Bills (Current Exp.)*

Old/New Business

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

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 #8 – Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting. (HIB). *See Resulting resolution below.

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 thirty (30) minutes. The Board of Education will be returning to public session after the closed session and action may be taken during the public portion of the meeting following the recess of the Closed Executive Session.

Mrs. LaSala asked for a motion to enter into Closed Executive Session.

***Motion to enter
Closed Executive
Session***

On a motion by Mr. Shelton, seconded by Mrs. Verdi, 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. (MEB/SDR)

Mrs. LaSala asked for a motion to reconvene the Regular Open Business Meeting.

***Motion to
Reconvene
Meeting***

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 reconvene the Regular Open Business Meeting. (MEB/SDR)

Roll Call

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, Michelle Degnan-Spang and Mark Furey, Sending District Representatives (SDR). Absent: Patricia T. Walsh (MEB)

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.

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 Resolution relating to the harassment, intimidation and bullying ("HIB") complaint concerning a teacher employed by the Board of Education. (MEB)

HIB Resolution

A copy of the above referenced resolution will be made part of the formal minutes.

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Mrs. LaSala asked for a motion to adjourn the Regular Open Business Meeting.

On a motion by Mr. Winterstella, seconded by Mrs. Verdi, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to adjourn the Regular Open Business Meeting.

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary

Adjournment

RESOLUTION

**BOARD OF EDUCATION OF THE BOROUGH OF
MANASQUAN, IN THE COUNTY OF MONMOUTH**

November 20, 2012

RECITALS:

A. On or about May 30, 2012, the administration of the Board of Education of the Borough of Manasquan, in the County of Monmouth ("Board of Education") received a harassment, intimidation and bullying ("HIB") Complaint concerning a teacher employed by the Board of Education;

B. The Complaint was investigated by the anti-bullying specialist who ultimately determined that the teacher's action had the effect of intimidating third grade students;

C. The Superintendent of Schools thereafter proposed consequences and remedial measures for the teacher. The parents of the affected students were advised by way of letter dated on or about June 30, 2012;

D. A number of parents were dissatisfied with the actions of the Superintendent of Schools and one or more parents ultimately retained the services of Jerry L. Tanenbaum, Esquire ("Mr. Tanenbaum") to represent their interests. The first scheduled hearing with Mr. Tanenbaum was delayed due to the Jewish Holiday.

E. On or about September 25, 2012, Mr. Tanenbaum made a presentation to the Board of Education in Closed Executive Session wherein he outlined a number of allegations against the teacher and provided supporting statements, letters, documents and, at a later date, a written copy of his remarks to the Board of Education. Several

parents also made comments that evening. The Board of Education reserved making any decision with respect to the issues until after it heard from the teacher and her representatives;

F. On or about October 9, 2012, the Board of Education met in Closed Executive Session with the teacher and her representatives, including attorney Keith Waldman, Esquire ("Mr. Waldman") and Tom Predale, a NJEA Uniserv Representative. Mr. Predale made a presentation on behalf of the teacher to the Board of Education;

G. During that same evening, the Board of Education also received information concerning the incidents from Coleen Graziano, Principal of the Manasquan Elementary School, the school in which the teacher is employed;

H. The Board of Education, after hearing from both the attorney for the parents, several parents and representatives of the teacher, receiving information from Principal Graziano, and reviewing all of the letters, statements and documents with respect to this matter, has determined that the consequences and remedial measures imposed by the Superintendent of Schools were appropriate and has further determined that no further action is warranted; and

I. The adoption of this resolution was delayed due to Hurricane Sandy, the subsequent loss of power in the School District, the extensive damage to the Borough, and the cancellation of the October 30, 2012, meeting of the Board of Education.

NOW THEREFORE BE RESOLVED, by the Board of Education:

1. The aforementioned Recitals are incorporated herein by reference as if fully set forth at length.

2. The actions of the Superintendent of Schools with respect to the imposition of consequences and remedial measures against the teacher are affirmed by the Board.

3. The legal counsel for the Board of Education shall notify Mr. Tanenbaum and Mr. Waldman of the decision of the Board of Education as soon as practicable.

MARGARET M. HOM
Board Secretary

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