

September 18, 2012

The Board of Education of the Borough of Manasquan, Monmouth County, met for the Open Agenda Work Session on Tuesday, September 18, 2012, at 7:00 p.m., in the Manasquan High School Media Center.

Mrs. LaSala called the meeting to order and read the Opening Statement at the opening of the Action portion of the meeting.

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

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

Mrs. LaSala read the Mission Statement and Statement to the Public at the opening of the Action portion of the meeting.

Mrs. LaSala reported the following would be approved at the September 25<sup>th</sup> Regular Open Business meeting.

It was recommended that the Manasquan Board of Education approve the acceptance of the minutes of the Open Agenda Work Session and Closed Executive Session of Tuesday, August 21, 2012 and the Regular Open Business Meeting and Closed Executive Session of Tuesday, August 28, 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.

Mrs. LaSala reported that the following presentations would take place on September 25<sup>th</sup>: 2011-2012 Audit and CAFRA Reports of the Financial Records of the Manasquan School District and the District Evaluation Advisory Committee – DEAC by Barbara Kerensky.

Mr. Mahon provided information on the District Evaluation Advisory Committee.

It was recommended that the Manasquan Board of Education approve to accept the Audit and CAFRA Reports of the Financial Records of the Manasquan School District for the year ending June 30, 2012 as presented by Robert A. Hulsart and Company.

Mrs. Hom said that she hoped to have copies of the audit available for distribution to the Board this Friday.

Mr. Winterstella asked if there was a deadline for the audit presentation. Mrs. Hom replied that it must be presented by November.

It was recommended that the Manasquan Board of Education approve the acceptance of the Superintendent's Reports.

Mrs. LaSala opened 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 of Education 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 portion 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 comments on items included in this agenda only.

Mr. Paul Battaglia, President of Manasquan Education Association, commented on the Learning Disability Teacher Consultant position being decreased 30% as recommended by Mrs. Margin. He pointed out that there has been less than a 10% reduction in students requiring this specialized support and one person in the district at this ratio serves as a disservice to the students. He hopes that the current administration would not support a decision that directly cuts and will negatively affect the most vulnerable students. He pointed out that this position should be staffed at 100%.

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

Mrs. LaSala continued with the Work Session and reported that the following Manasquan Motions would be presented for approval by the Board on September 25<sup>th</sup>.

It was recommended that the Manasquan Board of Education approve the elementary school Personnel. 09/25-04

It was recommended that the Manasquan Board of Education approve the elementary school Professional Days and Field Trips. 09/25-05

It was recommended that the Manasquan Board of Education approve the QSAC Statement of Assurances for the 2012-2013 School year. 09/25-06

Mr. Mahon explained QSAC and how the evaluation process is implemented in the district by the state.

It was recommended that the Manasquan Board of Education approve and accept the revised funds under the NCLB Act Consolidated Formula Sub-Grant Allocations for the 2012 school year in the amount of \$122,566.00. 09/25-07

Mrs. Hom explained how the district utilizes the NCLB funds and that they are planned dollars in the budget.

It was recommended that the Manasquan Board of Education approve the Manasquan Elementary School Girls and Boys soccer schedule for the 2012-13 school year. 09/25-08

It was recommended that the Manasquan Board of Education approve the Manasquan Elementary School Cross Country Schedule for the 2012-13 school year. 09/25-09

It was recommended that the Manasquan Board of Education approve the tuition for the Multiply Disabled class at \$29,205.00 for school year 2012-2013. 09/25-10

Mrs. Hom explained that this tuition rate has been established as a result of bringing back into the district severely disabled students in addition to an outside placement student from Toms River. She said that a rate has been developed for this placement and sets a tuition rate for the sending district. She pointed out that developing this class saves the district and provides a source of revenue with the acceptance of out of district students.

September 18, 2012

It was recommended that the Manasquan Board of Education approve the adoption of the Manasquan School District's Goals for 2012-2013. 09/25-11

Mrs. LaSala referred to Document J which outlines the Goals and asked that the Board review the document and contact her with any comments.

Mr. Shelton asked if the district goals could be put up on the website for the public's review.

Mrs. LaSala pointed out that in 09/25-12 the Board of Education Goals are from last year. She suggested that the Board review the goals on Document K. She reported that one of the listed goals has not been completed relating to the successful negotiation of a contract with the Manasquan Education Association and the Manasquan Administrators Association. She recommended that this goal be left in place since this is still at task. She commented on goals that she felt should be addressed with respect to the assurance that the district's policies and procedures effectively support the district's programs for student learning development and achievement, including teaching and learning highlights and new student involvement initiatives being presented at every scheduled meeting.

She asked the Board to provide ideas to her so they can be complied for next week's meeting.

It was recommended that the Manasquan Board of Education approve the adoption of the Manasquan Board of Education Goals for 2012-2013. 09/25-12

It was recommended that the Manasquan Board of Education approve the re-approval of Manasquan Board of Education Policy #2415.04 – Title I – District Wide Parental Involvement. 09/25-13

It was recommended that the Manasquan Board of Education approve the 1<sup>st</sup> 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); 3282 – Use of Social Networking Sites (New); 4282 – Use of Social Networking Sites (New); 5536 – Student Random Drug and Alcohol Testing (Revised); 6470 – Payment of Claims (Revised); and 9400 – News Media Relations (Revised) 09/25-14

Mrs. LaSala commented that these policies have been reviewed in committee and the first adoption will take place next week.

Mr. Winterstella referred to Policy 9400 and questioned the difference between an extreme emergency and an emergency. He feels that this is a subjective term and it should only state "in the case of an emergency." He also commented on the difficulty in requiring that all media requests be in a written electronic format. He also has serious reservation about the paragraph that ends with the approval of the Board President and asked for a definition of this statement. He commented that he did not believe that the Board should overpower the superintendent and principals in their meeting with the media.

Mrs. LaSala provided the rationale behind this provision in the policy and explained that the intent was to assure that the information being disseminated was accurate.

September 18, 2012

Mrs. Walsh commented on the importance of the policies identifying the Board President as the spokesperson for the Board and on the importance of the Board President being aware of any information being shared with the media.

Mr. Winterstella suggested changing the wording to state being in conjunction with the Board President instead of with the approval of the Board President. He believes it is the Superintendent's position to speak on behalf of student programs and events.

Mr. Mahon commented that the current wording suggests that the Superintendent is hampered from saying anything unless approved by the Board President.

Mrs. LaSala upon agreement of the Board will meet with the committee on this matter.

It was recommended that the Manasquan Board of Education approve the District's Comprehensive Maintenance Plans for the 2012-2013 school year, Facilities Checklists, M1 and Maximum Capital Reserve Amount. 09/25-15

Mrs. Hom provided details on the material for approval in 09/25-15 and 09/25-16. She also addressed Mr. Shelton's question on the expenditures listed on the M-1.

It was recommended that the Manasquan Board of Education approve the updated Long Range Facility Plan as on file at the Board of Education office. 09/25-16

It was recommended that the Manasquan Board of Education approve to dispose of one (1) Everett Acoustic piano located in the elementary school music suite. (The piano is in poor condition and unable to stay in tune). 09/25-17

It was recommended that the Manasquan Board of Education approve the following Change Order #3 for the elementary school boiler project:

Original Contract Cost (DeSesa Engineering Co., Inc.):	\$357,500.00
Approved 8/28/12: Change Order #1	
16 Steam Fitter Man-hours	\$ 2,541.00
Approved 8/28/12: Change Order #2	
Change from welded fittings to Victaulic fittings	\$( 3,900.00)
Change Order #3	
Removal of an abandoned air makeup in E.S. boiler room	<u>\$ 500.00</u>
Revised Total:	\$356,614.00

Mrs. Hom provided details on the above change order. She also reported that there are a couple parts still missing and within the week the contractor hopes to begin testing the equipment after the students are dismissed from the building. Mrs. Hom said that she does not believe there will be any additional change orders. She said the contractor has until the end of September to complete the project.

It was recommended that the Manasquan Board of Education approve the Financial Reports, Central Funds Report and Payments and Confirmation of Bills (Capital Expense) for the Manasquan Elementary School. 09/25-19

Mrs. LaSala continued with the Work Agenda portion of the meeting and reported that the following motions Manasquan/Sending District Motions would be presented for approval by the Board:

It was recommended that the Manasquan Board of Education approve the Manasquan High School Personnel. 09/25-20

Mrs. Verdi questioned the rate of pay for Ms. Ciuffo to cover for the athletic trainer as noted in Document 1 – Item 3. Mrs. Hom said she believed that it was \$60.00

September 18, 2012

per hour and it was related to the soccer program with the expense being the responsibility of the soccer parents. Mrs. Verdi also commented that she has not received any information on the financial responsibilities now being borne by the soccer parents.

Mrs. Verdi also questioned Item 6 - the approval of the hourly rate of \$25.00 for clerical support for work related to Spring Lake Heights. She commented that as a Board a discussion should take place on Spring Lake Heights.

Mrs. LaSala pointed out that she had a discussion with Mrs. Hom and the Spring Lake Heights Board President and it was the intention of the Board to have Mrs. Hom's focus on Manasquan at the end of the current agreement with Spring Lake Heights. She said that Spring Lake Heights has been alerted of this decision to allow for time to fill the position.

Mrs. Hom pointed out the benefits of continuing with this agreement until the end of the school year to give her the opportunity to perform her duties and prepare the audit and also give them time to fill the position. She also clarified that minimal funds have been used for the purpose of paying for clerical support but at times there is a need for additional support. She said that these funds are taken from the money received from Spring Lake Heights.

Mrs. Hom addressed a question on the source of the funds received for the boys' soccer team as being from an anonymous donor.

Mrs. Hom addressed Mrs. Verdi's question relating to an anonymous donor buying uniforms and explained that individuals could not purchase the uniforms but could make a donation to pay for the uniforms being purchased by the Board.

It was recommended that the Manasquan Board of Education approve the high school professional days and field trips. 09/25-21

It was recommended that the Manasquan Board of Education approve the students for treatment and /or placement as prescribed by the Child Study Team. 09/25-22

It was recommended that the Manasquan Board of Education approve the revised K-12 Curriculum (complete curriculum available for review electronically at the Board of Education offices). 09/25-23

It was recommended that the Manasquan Board of Education approve D. Wegeman & Associates, LLC, to provide consulting and counseling at an hourly rate of \$80.00 from September 2012 through June 2013, not to exceed \$40,000.00 paid for by the 2012-2013 school district budget. 09/25-24

It was recommended that the Manasquan Board of Education approve a new Manasquan High School Central Fund: Boys and Girls Bowling Club. 09/25-25

It was recommended that the Manasquan Board of Education approve the Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) for the Manasquan High School. 09/25-26

Under Old/New Business:

Mrs. LaSala commented on the Field Project regarding concerns with the anticipated funds from the Endowment Fund possibly not being available based on some contingencies with the donations. Mrs. LaSala also suggested meeting with the coaches to discuss their input on the athletic fields. She referred to a situation relating to the removal of the field project banner that is displayed in the high school.

Mrs. Hom reported that the endowment would like the banner taken down because they feel it discourages individuals from supporting the endowment's other causes if they believe donations will only be directed toward the field project. Mrs. Hom will look into who purchased the banner before a decision is made to remove the it from the high school.

Mr. Shelton also pointed out that the field project complex is depicted as the centerpiece of the website. He feels that Mr. Bauer, because of his involvement, should be involved in the conversation related to the field project. He commented that it seemed a little reverse that the Endowment Association said that they were going to raise money for the field project and now they are worried that it is serving as a distraction.

Mrs. Walsh pointed out other areas that the foundation supports through fundraising. She commented that it is difficult to raise funds for a program that does not have specifics.

Mrs. LaSala commented that there has not been an open line of communication between the Board and the group and this needs to restart in order to move forward.

Mrs. LaSala asked the Board to provide her with suggestions for the Board Goals that will be on the agenda for approval next week.

Mrs. LaSala reported on her attendance at a Manasquan Elementary School PTO meeting. She said that Nancy Sanders, Manasquan Elementary School counselor and Intervention Referral Services Coordinator, shared information that the school has been selected to partner with the Roots Program, an anti-bullying, harassment and intimidation program for students in grades seven and eight. She provided information to The Patch and The Coast Star in addition to the Board in their packets. She congratulated Principal Graziano and Mrs. Sanders for securing this opportunity for the district.

Mrs. LaSala shared an e-mail received from the town informing her that the mosquito control in Monmouth County has offered to come and clear the growth area under the breezeway at the elementary school in the spring. She said the town is asking for permission from the Board to pursue this matter. Mrs. Hom said the only question she had was related to securing permits. Mr. Winterstella said it was his understanding that the town would secure the permits.

Mrs. LaSala informed the public that Honeywell Alerts would now be used for notifications relating to the agenda postings and dates, location and times for board meetings.

Mrs. Verdi commented on the positive effect of the Honeywell Alert System. She also referred to a question asked her by two parents on whether the Board had a dollar amount on the clean-up that took place prior to the start of school. Mrs. Hom would bring this information to next week's meeting. In answer to Mrs. Verdi's question, Mrs. Hom replied that only the Saturday pay was overtime. Mrs. Verdi referred to another question asked her regarding the class size in the third grade. She asked if the class size and the number of classes per grade could be made available to the Board. Mr. Mahon addressed this question and said that in the third grade although 25 is high but it still falls within the realm of acceptability. He would look into the exact numbers.

Mr. Shelton asked for an update on the roof project. Mrs. Hom reported on the progress of the roof project and said that she is waiting for the final checklist that is expected sometime this week.

Mrs. LaSala opened the final Public Forum.

September 18, 2012

Heather Garrett Muly, 28 Elizabeth Avenue, commented that for clarity there has always been four teachers with this class through to the second grade and now in the third grade there are three resulting in a massive change in the class size. She also noted that this is the first year that they have in-class support in the classroom.

Mrs. LaSala closed the public forum seeing no additional questions or comments from the public.

Mrs. LaSala read the following Sunshine Law Resolution:

WHEREAS, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows 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 #3 – Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting. (HIB); and

Under #7 – Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.

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 request in writing that the matter be discussed at a public meeting. (Personnel/HIB);

NOW, THEREFORE, BE IT RESOLVED, that that Manasquan Board of Education will hold a closed executive session immediately in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey. It is anticipated that the closed session will not last longer than forty-five (45) minutes. The Board of Education will not be returning to public session after the closed session.

On a motion by Mr. Campbell, seconded by Mr. Shelton, 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 Open Agenda Work Session.