

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMBINED COMMITTEE OF THE WHOLE MEETING &
REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
December 16, 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. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole with Action and Closed Executive Session of November 18, 2014 and the Regular Public Meeting and Closed Executive Session of November 25, 2014. 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 exist.

7. Recommend approval of the following resolution acknowledging the Elementary School Parent Teachers Organization in the dedication of the garden fence and classroom play mats:

WHEREAS, the Manasquan Board of Education values the student centered volunteerism of the Parent Teacher Organization and all of their financial contributions especially that of the Elementary School garden fence and the classroom play mats, and;

WHEREAS, the active involvement of concerned citizens, parents and guardians in one of the most valuable resources for our children creating a secure and safe environment, surrounding our children with caring and compassionate adults is a main ingredient and a positive learning environment, and;

WHEREAS, we believe the core value and purpose of the public education system is to build a healthy and equitable society and develop the capacity in children an understanding of the gifts that nature has for us, and;

WHEREAS, every child deserves opportunities to discover their unique talents, skills and interests and to develop them through all types of inquiry activities including the agrarian arts, to be productive members of a strong community, and;

WHEREAS, agrarian studies help teachers to recognize and draw out the critical capacity, curiosity and creativity of their students minds, all of which are recognized as key skills and traits paramount in being successful 21st century learners;

THEREFORE, Be It Resolved, that the Manasquan Board of Education and Superintendent recognize the leadership role the Parent Teachers Organization of the Manasquan Elementary School has taken in securing this garden space to help our children and advance the equitable opportunity for every child in every school day in Manasquan.

8. Presentations

- **High School Chorus** – Adam Dayton, Joseph Donohue, Gabrielle Freeman, Delaney Heffernan, Emily Neiberlien, Gabrielle Roe
 - Coventry Carol
 - Heigh Ho the Holly
- **High School Students of the Month for November** – Keely Flood, Senior – Ryan Jensen, Junior – Kristin Lange, Sophomore – Aidan Mistretta, Freshman
- **High School Teacher of the Month for November** – Jill Santucci
- **Elementary Student of the Month for November** – Kristina Sunada
- **Presentation to Board Members**

9. 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
- 8. Personnel Matters (Hiring, retirement)
- 9. Imposition of Penalties Upon an Individual

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

10.

- A) Discussion Items for December 16, 2014 Agenda
- B) Reports

- Education, Curriculum & Technology – Agenda Item*
 - Towards No Drugs Program
 - District Organizational Chart*
 - Security Camera Lease Purchase*
 - Future Vision for Personalized Learning Environment
 - District Application
- Buildings & Grounds
 - Athletic Field Maintenance Schedule
 - Pole Installation
 - Cenergistic Kick-Off Meeting
 - Edwards Proposal for Pre-Referendum Services*
- Athletics/Community – Agenda Item*
 - Middle School Field Hockey Team*
- Personnel – discussed in Executive Session
- Legal –discussed in Executive Session
- Policy - Agenda Item*
 - Job Descriptions*
 - Bylaw #0164 – Conduct of Board Meeting*
- Finance
 - FEMA/CDL

11. Superintendent's Report & Information Items

- Enrollment – Document A
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B

- HIB Report – **Document C**
- iSTEM Workshop
- Be Proud Program and update to the Random Drug Committee by the Board President
- Pre-referendum Meetings were held with the following:
 - Administration
 - Manasquan Mayor and Council
 - Manasquan Recreation Commission
 - Sending District Superintendents and Business Administrators
- Pre-referendum enrollment projection assessment
- Met with Rev. Edward H. Blanchett, VF, Pastor of St. Denis
- Potential Academies – Engineering, Fine Arts and Criminal Justice
- Additional Space
- School Choice
- Alternate School – authorization to investigate moving forward
- Weight Training and Nutrition Coach

Recommend approval and acceptance of the Superintendent’s Reports.

12. Student Board Representative Report

13. 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.

MANASQUAN

General Items

- 14. Recommend** approval of the purchase of one (1) Dell Latitude 3440 Computer from Dell by Middlesex Regional Education Services Commission for St. Denis School under the N.J. Nonpublic School Technology Initiative Program, in the amount of \$500.00.
- 15. Recommend** approval of the District Organizational Chart as per **Document D**. (*The Board of Education hereby approves the District Organizational Chart as created by the Superintendent to fulfill one of his qualitative goals*).
- 16. Recommend** approval of Jenna Glennon, M.A.T., BCBA, (JLMABA, LLC) to provide a Functional Behavioral Assessment, for student #2285, not to exceed \$2,500.00.
- 17. Recommend** approval to **rescind** (motion of 11/25/14 minutes) for Speech services provided by Somerset County Educational Services Commission for student number #191390, for the 2014-2015 SY, for every other week for 60 minutes at a rate of \$90.00 per hour +6% administrative fee

(total amount not to exceed \$2,130.00).

- 18. Recommend** approval to revise **Bylaw #0164 - Conduct of Board Meeting** by removing the Public Forum portion before Old Business/New Business as per **Document E.**
- 19. Recommend** approval for Chris Anderson from The College of New Jersey (iSTEM) to provide a full day workshop for the K-8 STEM Committee on January 26, 2015 in the amount of \$1,500.00.
- 20. Recommend** approval to create a Middle School Field Hockey Team to begin in the 2015-2016 SY and an invitation to the sending districts to participate. A board resolution from the sending district is required indicating they will cover the cost of the uniform for their student and their insurance will provide coverage for their students as per **Document F.**

Personnel

- 21. Recommend** approval of the Elementary School personnel as per **Document G.**

Professional Days

- 22. 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>
December 5, 2014	Colleen Graziano, Kim Craig, Kindle Kuriscak, Andy Manser, Teresa Reichey, Cathy Taft, Christin Walsh	Millstone Township	Preparing for PARCC: MC3 Fall Summit	Yes - 4	\$79 each registration \$15.50 each mileage
December 12, 2014	Andrea Trischitta	Woodmere Middle School, Eatontown	Gifted & Talented Consortium meeting	Yes	None
January 9, 2015	Joan Akins	New Brunswick	Strategies to Integrate SLP into the Classroom Workshop	No	\$235 registration \$24.80 mileage
February 4, 2015	Brianna O'Hara, Kristine Sliwoski, Amelia Gliddon, Jillian	Newark	Fast Track to PARCC Success Workshop	Yes - 4	\$229 each registration \$30.38 mileage

Student Action

Field Trips

- 23. 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 11, 2014	Marc Reid	Stem	Avon Elementary	Hands-On Minds-On STEM Day	Yes	None	Parents transporting students

January 16, 2015	Andrea Trischitta	7 th & 8 th Grade Language Arts	Sea Girt Elementary School	Poetry Slam	No	None	None
February 2015	Laura Wahl	6 th Grade Science	Middletown Arts Center/Buehler Challenge Science Center	Gifted & Talented convocation on astronomy	Yes	None	None

24. Placement of Students on Home Instruction

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

#272547 Kindergarten December 1, 2014 – TBD (Medical)

25. 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 **November 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,602,067.66** 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 **November 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 **November 30, 2014** per **Document H**, as well as the **October 2014** investment report (inadvertently omitted last month). (The Treasurer of School Moneys Report for the month of **November 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 **November 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 **November and December** as recommended by the Superintendent of Schools, as per **Document H**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **November 30, 2014** as per **Document I**.

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

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,398,238.15** for the month

of **December 2014** be approved. Records of, checks (**#35568 - #35648**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for November 2014 at \$2,493,755.59 and checks (#35366 - #35567).

MANASQUAN/SENDING DISTRICTS

General Items

26. Recommend approval of the following off-site facilities to be used for practices and inclement weather practices during the 2014-2015 school year at no cost to the district:

- Township of Wall - Indoor Facility – Bailey Corner Road, Wall NJ
- Township of Wall - Rash Field – Highway 71, Wall, NJ
- Baseball University – Route 524, Howell, NJ

27. Recommend approval of the following Energy Conservation Resolution with Cenergistic, Inc.:

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Cenergistic. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Specialist teams conducting energy audits and providing timely feedback.
2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Cenergistic will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) in accordance with “Energy Guidelines” that will be adopted by administration and will define the “rules of engagement” for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each

institution under its governance,

Whereas the Board embraces energy conservation and desire for the District to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources,

Whereas the Board has engaged Cenergistic to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the District,

Therefore, the Board directs the President/Superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

28. Recommend approval of the EnergyCAP annual software license, in conjunction with the energy conservation plan with Cenergistic, Inc., in the annual amount of \$6,650 for years 1 through 3 and the annual amount of \$2,593 for year 4 and each year thereafter.

29. Recommend approval of the Change Order #1 to the contract between Tex-Net, Inc. and the Manasquan Board of Education (due to contractual stipulation if we hit water, in the amount of \$1,800, as per **Document 1.**

Original Contract Amount: \$19,980.00

Change Order #1: 1,800.00

Revised Contract Amount: \$21,780.00

30. Recommend approval of the Professional Services Proposal for Pre-Referendum Engineering Services from Edwards Engineering Group, Inc., in the amount not to exceed \$7,800.00, as per **Document 2.**

31. Recommend approval of the Fee Agreement between McManimon, Scotland & Baumann, L.L.C. and the Manasquan Board of Education, to provide the services of District Bond Council, for the 2015 calendar year, as per **Document 3.**

32. Recommend approval of the Natural Gas Supply Service Contract with Compass Energy Gas Services, LLL, as awarded through our participation in the Alliance for Competitive Energy Services (ACES) program, as per **Document 4.**

33. Recommend approval of the purchase of formal wear from Stage Accents, Northvale, NJ, for the High School Chorus, in the amount of \$4,681.25. Cost to be reimbursed by the High School Chorus.

34. Recommend approval of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2014-2015** School Year (on file at the Board of Education office).

35. Recommend approval of the following job descriptions as per **Document 5.**

- **Administrative Assistant to the Business Administrator/Board Secretary**
- **Bookkeeper**
- **Payroll Clerk**

- **Accounts Payable Clerk**
- **Network Engineer**
- **Energy Specialist**
- **Administrative Assistant to the Superintendent**
- **Child Study Team Secretary**
- **Manager of Educational Facilities**
- **Custodian Supervisor**
- **Cafeteria Workers**
- **K-12 Lead Teacher**
- **Director of Curriculum**
- **Food Services Manager**
- **Technology Integration Coach**
- **Grant Writer**

36. **Recommend** approval of the revised job descriptions as per **Document 6.**

- **Supervisor of Special Services**
- **Supervisor of Instruction – 12 Months**
- **Director of Technology**

37. **Recommend** approval to accept a donation from Cengage Learning of 50 Larson Calculus textbooks to be used in the AP Calculus classes.

38. **Recommend** approval to enter into an agreement with Hunterdon County Educational Services Commission to participate in the Cooperative Pricing System as per **Document 7.** There is no charge to become a member.

39. **Recommend** approval to acquire and to finance equipment by means of a lease purchase in an amount not to exceed \$120,000.00 as per **Document 8.**

40. **Recommend** approval to create a new position in the Technology Department for the 2014-2015 SY:

- **Technology Specialist – TCN.HS.TECH.NA.04**

41. **Recommend** approval to purchase a Nimble ES1-H85 storage shelf, including co-terminus support, for an amount not to exceed \$45,000.00 from CDW-G through the MRESC State Approved Cooperative COOP #65MCESCCPS Bid #13/14-04.

42. **Recommend** approval to dispose of the following obsolete items as per **Document 9.**

Personnel

43. **Recommend** approval of the High School personnel as per **Document 10.**

Professional Days

44. **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>
January 7, 2015	Ellen Frederick	St. Peter's Univ., Jersey City	The Assoc. of Mathematics Teachers of NJ Annual Conference	Yes	\$149 registration \$46.19 mileage

January 14, 2015	Chryseis McHugh	Lacey Township High School	BioConnect Curriculum Workshop	Yes	\$16 mileage
January 22, 2015	Sean McCarthy	Forsgate Country Club	District Test Coordinator Training	No	\$20.17 mileage
January 29, 30, 2015	Frank Scott Jamie Egan	Atlantic City	NJASA Techspo	No	\$395 registration for both \$44.02 each mileage

Student Action

Field Trips

45. No field trips to approve at this time.

46. Placement of Students on Home Instruction

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

#172094	Grade 10	November 26, 2014 – TBD (Medical)
#151106	Grade 12	November 25, 2014 – TBD (Medical)
#1860	Grade 12	December 9, 2014 – TBD (Medical)

47. Placement of Students Out of District

Recommend approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document 11.**

Financials

48. Recommend acceptance of the following High School Central Funds Report for the month ending November 30, 2014 as per Document 12.

49. Public Forum

50. Old Business/New Business

51. Public Forum

52. Adjournment

Motion to Adjourn