

January 8, 2013

The Board of Education of the Borough of Manasquan, Monmouth County, met for its Annual Organization Meeting on Tuesday, January 8, 2013 at 7:00 p.m. in the Manasquan High School Media Center.

The meeting was called to order by Mrs. Margaret M. Hom, Business Administrator/Board Secretary of the Manasquan Board of Education, in accordance with the provisions of the "Open Public Meetings Law", C. 231, P.L. 1975, and notices were forwarded to The Coast Star, Asbury Park Press and board members, and were posted as required.

***Call to Order***

Mrs. Hom reported the results of the election of November 6, 2012 as follows:

***Results of the Election***

Board of Education Candidates

(3) 3-year terms:

Kenneth Clayton	1516 votes
Thomas Pellegrino	1441 votes
Patricia Walsh	1479 votes

(2) 1-year unexpired terms:

Michael L. Shelton	1330 votes
Thomas B. Bauer	1585 votes

Kenneth Clayton, Thomas Pellegrino and Patricia Walsh were elected members of the Manasquan Board of Education – Full Term.

Michael L. Shelton and Thomas B. Bauer were elected members of the Manasquan Board of Education – One Year Unexpired Term

Mrs. Hom administered the Oath of Office to the newly elected members of the Manasquan Board of Education.

***Oath of Office***

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

***Roll Call***

Also Present: Robert Mahon, Interim 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. Hom brought two items of business before the Board. She referred to the required ethics training material included in the packets and asked the Board Members to acknowledge receipt by signing and returning the ethics form.

She also referred to the appointments on the agenda this evening and reported that many are standard appointments and required appointments in the district.

Mrs. Hom asked for nominations for President of the Board of Education. Mrs. Verdi nominated Mrs. LaSala for the position of President, seconded by Mrs. Walsh. There were no other nominations for President. Mrs. Hom closed the nominations for President of the Board of Education.

***Nominations for President***

The ballot was cast unanimously and Mrs. LaSala was elected to the position of President of the Manasquan Board of Education for the term beginning January 8, 2013 and ending at the next organization meeting of the Manasquan Board of Education. 01/08-01 (MEB)

***Election of President***

Mrs. Hom congratulated Mrs. LaSala and turned the meeting over to the President of the Manasquan Board of Education.

Mrs. LaSala asked for nominations for Vice President. Mr. Bauer nominated Mr. Shelton for the position of Vice President, seconded by Mr. Campbell. There were no other nominations for Vice President.

***Nominations  
For Vice  
President***

The ballot was cast unanimously and Mr. Shelton was elected to the position of Vice President of the Manasquan Board of Education for the term beginning January 8, 2013 and ending at the next organization meeting of the Manasquan Board of Education. 01/08-02 (MEB)

***Election of  
Vice President***

Mrs. LaSala asked that the minutes reflect that Mr. Furey has missed a few meetings as a result of his home being affected by the hurricane. She said that he is expected to return for the next meeting.

Mrs. LaSala asked for the approval of the Board to group together Manasquan Motions 01/08-03 through 01/08-30 noting that the motion numbers should reflect the January 8<sup>th</sup> meeting date.

On a motion by Mrs. Walsh, seconded by Mr. Campbell, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve Manasquan Motions 01/08-03 through 01/08-30.

***Manasquan  
Motions  
01/08-03 –  
01/08-30***

Roll Call Vote as follows:	Mr. Bauer – yes	Mr. Pellegrino – yes
	Mr. Campbell – yes	Mr. Shelton – yes
	Mr. Clayton – yes	Mrs. Verdi – yes
	Mrs. DiPalma – yes	abstain on 01/08-10
	Mrs. LaSala – yes	Mrs. Walsh – yes

- Approval to authorize the days, times and place of Board meetings and advertisement thereof, pursuant to the Open Public Meetings Law, C.231, P.L. 1975, in accordance with ***Document A***. 01/08-03
- Approval to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education. 01/08-04
- Approval of the “sample” cover pages for the Regular Open Business Meeting, as per ***Document B***. 01/08-05
- Approval to designate *The Coast Star* and *The Asbury Park Press* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
- Approval to appoint the following persons to positions specified for the term beginning January 8, 2013 and ending at the next organization meeting of the Manasquan Board of Education: 01/08-07

***Meeting Dates***

***Roberts Rules  
Of Order***

***Agenda Cover  
Pages***

***Official  
Newspapers***

***Appointments  
To Positions***

Public Agency Compliance Officer (P.A.C.O.)	Margaret M. Hom
Right to Know Contact Officer	Margaret M. Hom
District Purchasing Agent & State Contract	

Purchasing Agent - <b>Document E(1) &amp; E(2):</b>	Margaret M. Hom
Custodian of Government Records & Public Access to Records	Margaret M. Hom
Personnel Records:	Robert Mahon
AHERA Coordinator & Asbestos Management Officers to work with Environmental Connection	Margaret M. Hom & Bernard F. Bigley III
District Vehicle Coordinator	Bernard F. Bigley III
Indoor Air Quality designated district persons to work with Michael McGuinness-RK Occupational & Environment Analysis Inc.	Margaret M. Hom & Bernard F. Bigley III
Bloodborne Pathogens designated persons:	Cheryl Bontales Laurie Cosgrove Susan Tellone & Bernard F. Bigley III
PEOSHA designated person	Margaret M. Hom
Americans with Disabilities designated person	Margaret M. Hom
Child Nutrition/Wellness designated district person	Margaret M. Hom
Treasurer of School Monies	Joanne S. Madden-\$4500 (1/8/13-6/30/13)
Compliance Officer under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973:	Margaret Polak
Basic Skills Instruction Person and Representative	Margaret Polak
Affirmative Action Officer and Gender Equality Officer/Title IX	Nancy Sanders
Affirmative Action Officer for Contracts	Margaret M. Hom
Chemical Hygiene Officer	Barbara Buckley
Safety & Health designated district persons	Margaret M. Hom & Bernard F. Bigley III
IPM Coordinator	Bernard F. Bigley III
SEMI Coordinator	Margaret Polak
IDEA Coordinator	Margaret Polak
NCLB Coordinator	Donald Bramley
ESL Coordinator	Donald Bramley
Anti-Bullying Coordinator	Donald Bramley
Anti-Bullying Specialist (Elementary)	Erin Saponara
Anti-Bullying Specialist (High School)	Susan Tellone

***Appointment to Positions (continued)***

- Approval to determined that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, a School Dentist, an Architect, Attorneys, a Bond Council, a Financial Advisor, a Medical Waste Service, Insurance Agents, and Physical and Occupational Therapists; and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until June 30, 2013. 01/08/08
  - Robert A. Hulsart & Co. as Public School Accountant at a yearly rate of \$14,000 (2011-12 Audit) \$12,500 (2012-13 Audit)
  - Jersey Shore Sports Medicine, as School Physician at a yearly rate of \$7,500
  - Patrick Buddle, MD and Michael Dambeck, D.O. as Athletic Team Physicians at no charge to the district

***Professional Services***

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***Professional  
Services  
(continued)***

- Architects & Engineers to be determined and appointed as needed
  - McOmber and McOmber, School Board Attorney, \$18,000 retainer and \$150 per hour for additional services
  - McManimon & Scotland L.L.C., as Bond Council, as per fee schedule
  - Phoenix Advisors, LLC, as Financial Advisors, as per fee schedule
  - Sterecycle, Inc., Medical Waste Transporter
  - Boynton & Boynton, Insurance Agent of Record
  - Brown & Brown Benefit Advisors, Insurance Agent of Record
  - Bollinger, Insurance Agent of Record for Student Accident Insurance
  - AA Physical Therapy, Michael O'Boyle and Barbara O'Boyle, at a rate of \$80.00 per hour
  - Pediatric Occupational Services, at a rate of \$80.00 per hour for summer ESY programs and school year
  - Advance Inc., home programming and BCBA, rates based on provided services
- Approval to determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, a Budget Package Consultant, a Right to Know/Hazard Communications Programs Consultant, an Integrated Pest Management Contractor, Student and Library Services Programs Contractor, a Website Management Program Contractor, a Maintenance Scheduling Program Contractor, Cooperative Bidding and E-Rate Services Consultants, and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until June 30, 2013: 01/08-09
- Environmental Connection, as AHERA consultants at a cost for an AHERA Six Month Inspection of the facilities at \$600 per inspection and the cost of \$65.00 per hour for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
  - RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, at a rate agreed upon before projects are undertaken for IAQ services.
  - Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, at a rate agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.
  - Systems 3000 for budget and personnel packaging services, at a rate of \$18,130.
  - HMC Inc., Mr. David Roach, designated person, at a rate of \$1,950 for Worker and Community Right to Know Act and Hazard Communications Standard Services until June 30, 2013 and a rate of \$200.00 (per scheduled class) for Right to Know Training.
  - Allison Pest Control, designated integrated Pest Management contractors, at a rate agreed upon before projects are undertaken for IPM.
  - Genesis Educational Services, student information system, at a rate of \$9,320.
  - Naviance, web-based guidance program, at a rate of \$2,533.
  - Kapersky Anti-Virus – anti-virus software for district computers purchased from CDW-G, at a rate of \$7,200.
  - Study Island, at a rate of \$2,878.50.
  - Contour Data, IEP development program, at a rate of \$6,295.
  - Destiny Library Manager, library management program, at a rate of \$2,380.
  - SchoolWires, website management program, at a rate of \$7,368.75.
  - School Dudes, facilities maintenance program, at a rate of \$1,673.00.
  - Educational Data Services, Inc., cooperative bidding services, at a rate of \$7,150.

***Extraordinary  
Unspecifiable  
Professional  
Services***

- Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services
  - Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.
  - E-Rate Partners, e-rate consulting services, at a rate of \$2,800.00.
  - Hytec Telephone – Partner Program \$10,788.
  - Strauss Esmay-Annual District Online and Maintenance \$1,595, Annual Pass Fee and Policy Alert \$2,395
  - Discovery Education, educational multimedia online subscription, at a rate of \$5,655.
  - Honeywell Instant Alert, emergency and information notification subscription, at \$4,330.
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- Approval of the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s: AXA Equitable and The Hart Investment Group of Wells Fargo Advisors until the next organization meeting of the Board of Education. 01/08-10
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- Approval that Bank Depositories be designated, in accordance with **Document C**, until the next organization meeting of the Board of Education. 01/08-11
- 
- Approval to designated persons be authorized to sign checks, make transfers and make withdrawals as well as holders of petty cash funds in accordance with **Document C**, until the next organization meeting of the Board of Education 01/08-12
- 
- Approval to re-adopt the existing By-Laws of the Board as previously adopted June 14, 2011 and Policies and Regulations of the Manasquan Policy Book adopted June 14, 2011 and all subsequent revisions to date until the next organization meeting of the Board of Education. 01/08-13
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- Approval of the Standard Operating Procedure Manual/Internal Control Manual and the Purchasing Manual, as on file in the Board Office until the next organization meeting of the Board of Education. 01/08-14
- 
- Approval to adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as specified in **Document D(1)** until the next organization meeting of the Board of Education. 01/08-15
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- Approval to establishing bid threshold and authorize certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with **Document E(1)** until the next organization meeting of the Board of Education. 01/08-16
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- Approval to procure goods and services through state agency (state contracts) until the next organization meeting of the Board of Education, as specified in **Document E(2)**. 01/08-17
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- Approval to designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education. 01/08-18
- Extraordinary Unspecifiable Professional Services (continued)*
- Tax Shelter Annuity Companies*
- Bank Depositories Document C*
- Signators/Transfers/Petty Cash Holders Document C*
- District By-Laws*
- Stand. Operating Procedure & Purchasing Manual*
- Doctrine of Necessity Document D(1)*
- Purchasing Agent Document E(1)*
- Procurement-State Contracts Document E(2)*
- School Funds Investor*

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- Approval to authorize the Superintendent and the Business Administrator/Board Secretary to implement the district budget pursuant to local and state policies until the next organization meeting of the Board of Education. 01/08-19  
**2011-2012  
Budget  
Implementation**
- Approval to authorize the Business Administrator/Board Secretary to pay bills prior to Board of Education approval until the next organization meeting of the Board of Education. 01/08-20  
**Payment of  
Bills**
- Approval of the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education. 01/08-21  
**Authorization of  
Transfers**
- Approval to appoint the Superintendent as the Board's representative to the Monmouth-Ocean Educational Services Commission Representative Assembly until the next organization meeting of the Board of Education. 01/08-22  
**Superintendent's  
Representation to  
M-OESC**
- Approval to authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education: Robert Mahon, Interim Superintendent, for all available funds; Margaret M. Hom, Business Administrator, for all available funds; Donald Bramley, High School Assistant Principal, for NCLB Grants; Margaret Polak, Supervisor of Special Services, for IDEA Grants; and Rick Coppola, High School Principal, for Carl D. Perkins Grant. 01/08-23  
**Grant Application  
Authorization**
- Approval to designate the Superintendent and School Business Administrator/Board Secretary as the primary contact person(s) to the Board appointed attorneys and to authorize the Superintendent and School Business Administrator as the person(s) solely responsible to give the authority to other district employees to contact the Board appointed attorneys with regard to warranted matters until the next organization meeting of the Board of Education. 01/08-24  
**Attorney Contact  
Authorization**
- Approval of the fee schedule for Requests for Public Records provided by the amended legislation effective November 9, 2010 be set as follows: A copy of record(s) may be purchased by any persons upon payment of the following fees provided by law - \$0.05 per page for letter sized pages and smaller and \$0.07 per page for legal sized pages or larger. Electronic records are provided Free of Charge (i.e. records sent via e-mail or fax); and a charge for the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education. 01/08-25  
**Public Records  
Request – Fee  
Schedule**
- Approval of the maximum expense for travel for the 2012-2013 school year for all staff and board members in the amount of \$50,000, in accordance with N.J.A.C. 6A 23B-1.2(b) until the next organization meeting of the Board of Education. 01/08-26  
**Maximum Travel  
Expense  
2012-2013**
- Approval to authorize the use of district vehicles by employees in accordance with the district vehicle use policy on file in the Central Administration office until the next organization meeting of the Board of Education. 01/08-27  
**Employee Use of  
District Vehicles**
- Approval of the Manasquan School District Organization Chart, as specified in **Document F**, until the next organization meeting of the Board of Education. 01/08-28  
**Organization  
Chart  
Document F**

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- Approval of the Manasquan School District Chart of Accounts, as specified in **Document G**, until the next organization meeting of the Board of Education. 01/08-29
- Approval of the Manasquan School District Tax Levy Payment Schedule, as per **Document H**, until the next organization meeting of the Board of Education. 01/08-30

*Chart of Accounts  
Document G*

*Tax Levy Payment  
Schedule  
Document H*

*Public Forum*

At this time Mrs. LaSala read the following statement prior to opening the first public comment on the agenda.

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.

Mrs. LaSala closed the first public forum seeing no comments from the public.

Mr. LaSala asked for the approval of the Board to group together Manasquan/Sending District Motions 01/08-31 through 01/08-32 noting that the motion numbers should reflect the January 8<sup>th</sup> meeting date.

On a motion by Mrs. Verdi, seconded by Mrs. Walsh, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the following Manasquan/Sending District Motions 01/08-31 and 01/08-32. (MEB/SDR)

*Manasquan/Sending  
District Motions  
01/08-31 &  
01/08-32*

- Approval to appoint the following person to the position specified for the period beginning January 8, 2013 and ending at the next organization meeting of the Manasquan Board of Education:  
Business Administrator/Board Secretary: Margaret M. Hom 01/08-31
- Approval to adopt the New Jersey School Board “Code of Ethics” for school board members, in accordance with **Document 1** and conduct the required discussion and training of the ethics laws in accordance with N.J.A.C. 6A:30 and 6:3 until the next organization meeting of the Board of Education. 01/08-32

*Appointment of  
Business Adm./  
Board Secretary*

*“Code of Ethics”  
& Ethics Training  
Document 1*

Mrs. LaSala went over the following items under Old/New Business:

*Old Business/  
New Business*

Mrs. LaSala thanked the Board for their confidence and support. She said that the year ahead certainly will have a lot of challenges. She asked the Board to review the committee assignments that are included in their folders and get back to her with any questions. She also included the parameters and guideline for review as well. She reported that starting in February the Board will hold one meeting per month at which time action would be taken with all else being done in committee.

Mrs. LaSala said that she would be reaching out to the Board Members by Thursday to set up an ad hoc committee for the Superintendent Search. She asked that

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anyone interested in being on this committee contact her before the close of business tomorrow.

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

There were no other items for discussion under Old/New Business.

Mrs. LaSala opened the second public forum.

***2<sup>nd</sup> Public Forum***

Heather Garrett Muly asked for clarification of a policy that was included in last month's agenda that was misidentified on the agenda as Use of School Facilities instead of Board Committees. Mrs. LaSala said that this policy will be brought before the Board for a second reading at which time it will be correctly identified in the agenda.

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

Mrs. LaSala did not read the Sunshine Resolution since the Board would not be entering into closed session.

Mrs. Hom referred to the Ethics Training material that she provided for the members of the Board. She asked that the Board review the material and sign the form confirming their receipt of same. Mr. McOmber also said that the Board should feel free to contact him with any questions on the topic of Board Ethics.

***Ethics Training  
Discussion***

Mrs. LaSala asked for a motion to adjourn the Organization Meeting.

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 adjourn the Organization Meeting. 01/08-33

***Adjournment***

Respectfully submitted,

Margaret M. Hom  
Business Administrator/Board Secretary