

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
December 18, 2012

Manasquan High School
Media Center
7:00 p.m.

Work/Action Agenda

1. Call to Order

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.

2. Pledge of Allegiance

3. Roll Call

Julia Barnes, Thomas Bauer, Jack Campbell, Kenneth Clayton, Michele Degnan-Spang, Linda DiPalma, Mark Furey, Michelle LaSala, Michael Shelton, Katherine Verdi, Patricia Walsh, John Winterstella

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 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.

5. Statement to 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.

6. Acceptance of Minutes

12/18-01

Recommend approval of the acceptance of the minutes of the Closed Executive Session of October 9, 2012, the Regular Open Business meeting of October 30, 2012 (held on November 30th) and the Regular Open Business meeting and Closed Executive Session of November 30, 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 exist.

7. Presentations

High School Testing Report – Rick Coppola, Sean McCarthy, Craig Murin,
Barbara Kerensky, Jesse Place, Margaret Polak

8. Reports

Energy Audit – Margaret Hom (12/18-20)
Policy Committee - Michael Shelton

9. Superintendent's Report & Information Items

12/18-02

Recommend **approval** of the acceptance of the Superintendent's Reports as listed below:

Enrollment Report – **Document A**
Suspension, Bus & Fire Drill Reports- **Document B**
HIB Report **Document C**
Contributions to the Manasquan Public Schools – Hurricane Sandy

10. Public Comment on 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.

11. Manasquan

12/18-03

Recommend **approval** of the Elementary School personnel as specified in **Document D**.

12/18-04

Recommend **approval** of the Elementary School Professional Days and Field Trips submitted as per **Document E**.

12/18-05

Recommend **approval** of the payment of deductible costs for legal services, in the amount not to exceed \$5,000.00 , related to the Final Settlement Agreement and

General Release dated November 19, 2012 between the Spring Lake Heights Borough Board of Education, Manasquan Board of Education and File No. 76355 ELH; Agency Ref. No.: 2013-18691 (for student #14702)

- 12/18-06 Recommend **approval** of the temporary transportation contracts as per **Document F**.
- 12/18-07 Recommend **approval** to increase paraprofessional support by 2 hours daily for Manasquan student #18248 attending the special education program in Belmar effective January 2, 2013, at an hourly rate of \$19.15, for a total of 240 hours. Not to exceed \$4,596.00.
- 12/18-08 Recommend **approval** of the payment of \$5,000.00 to be paid by the Manasquan Board of Education for independent evaluation reimbursement costs and \$10,000.00 to be paid by NJSBAIG for fees and costs related to the Final Settlement Agreement and General Release dated December 12, 2012, in the total settlement amount of \$15,000.00. (File No.7653ELH-Agency No. 2013-18842 for student #2482)
- 12/18-09 Recommend **acceptance** of the following **Financial Reports, Elementary School Central Funds Report** as noted in **A and B**:
- A) Secretary's Financial & Investment Report as per **Document G**.
B) Elementary School Central Funds Report as per **Document H**.
- A) The Business Administrator/Board Secretary certifies that as of **November 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.
- A) **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 **\$2,641,266.66** 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.
- Be It Resolved**: 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 **November 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.
- Recommend acceptance** of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **November 30, 2012** per **Document G**. (The Treasurer of School Moneys Report for the month of **November 2012** is on file in the Business Office and is in balance with the Secretary's Report)
- Pursuant to N.J.A.C. 6:20-2A.10(e), 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, 2012** it is to the best of our knowledge that no major account fund has been 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 approves the **transfers** made with line item accounts of the current expense portion of the **2012-2013 budgets for November and December** as recommended by the Superintendent of Schools, as per **Document G**.
- B) **Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **November 30, 2012** as per **Document H**.

12. Manasquan/Sending Districts

- 12/18-10 Recommend **approval** of the **High School personnel** as specified in **Document 1**.
- 12/18-11 Recommend **approval** of the **High School Professional Days and Field Trips** submitted as per **Document 2**.
- 12/18-12 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** as per **Document 3**.
- 12/18-13 Recommend **approval** of new **Manasquan High School Central Fund** as shown below:

Class of 2016

- 12/18-14 Recommend **approval** of the Manasquan High School **Final Exam schedule** as shown below:

Thursday, January 31

Friday, February 1

Block 2 Exam	7:38 a.m. - 9:38 a.m.	Block 1 Exam	7:38 a.m. - 9:38 a.m.
Passing	9:38 a.m. - 9:53 a.m.	Passing	9:38 a.m. - 9:53 a.m.
Block 3 Exam	9:53 a.m.-11:53 a.m.	Block 5 Exam	9:53 a.m.- 11:53 a.m.
Passing	11:53 a.m.-12:08 p.m.	Passing	11:53 a.m.- 12:08 p.m.
Block 4 Exam	12:08 p.m.-2:08 p.m	Make-Ups	12:08 p.m.- 2:08 p.m.

- 12/18-15 Recommend **approval** of two additional half days for students due to Professional Development on Thursday, March 14, 2013, and Thursday, April 18, 2013.
- 12/18-16 Recommend **approval** to solicit **Requests for Proposals** for **grounds services**.
- 12/18-17 Recommend **approval** of the **disposal** of **one wrestling mat** (3 sections) located in the high school gymnasium. The equipment is obsolete and not repairable.
- 12/18-18 Recommend **approval** of the **1st reading** of **revised Manasquan Board of Education Bylaws and Policies** as listed below, available at the Board of Education office:
- Bylaw 155 – Use of School Facilities/Fields
Bylaw 151 – Organization meeting
Policy 8310 – Public Records
- 12/18-19 Recommend **approval** of the Energy Audit as presented December 18, 2012
- 12/18-20 Recommend **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 4**.
B) Purchase Orders as per **Document 5**.
C) Cafeteria Report as per **Document 6**.
D) Bills and Confirmation of Bills (Current Expense)

A) **High School Central Funds Report** for the month ending **November 30, 2012** as per **Document 4**.

B) **Purchase Orders** for the month of **December 2012**, be approved, as per **Document 5**.

C) Recommend **acceptance** of the **Cafeteria Report** for the month ending **November 30, 2012** as per **Document 6**.

D) **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,548,116.93** for the month of **December 2012** be approved. Records of, checks (**# 32034 - # 32115**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for November 2012 at \$ 3,239,014.33 and checks (# 31906 - # 32033).

13. **Old Business/New Business**

14. **Public Forum**

15. **Sunshine Law Resolutions**

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

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:

- ☐ 1. Matters rendered expressly confidential by state or federal law or a rule of court.
- ☐ 2. Matters in which the release of information would impair a right to receive funds from the United States Government.
- ☐ 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.
- ☒ 4. Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA Association.
- ☐ 5. Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
- ☐ 6. Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
- ☐ 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.
- ☐ 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.

- ___ 9. Any deliberations that may result in the imposition of a civil penalty or suspension.
___ 10. Any appointment of a public official.

NOW, THEREFORE, BE IT RESOLVED, the Manasquan Board of Education will hold a closed executive session immediately . It is anticipated that the closed session will not last longer than 20 minutes. [Action may be taken during the public portion of the meeting following the recess of the executive session] or [the Board of Education will not be returning to public session after the closed session].

16. Adjournment

12/18-21 Motion to Adjourn

MANASQUAN PUBLIC SCHOOLS
November 30, 2012 ENROLLMENT REPORT (GRADE SIZES)

ELEMENTARY SCHOOL

		Comparative Figures - ES			
Grade					
Kdg	67 (4 sections)	September	2000	695	
1st	75 (4 sections)	September	2001	695	
2nd	52 (3 sections)	September	2002	691	
3rd	76 (3 sections)	September	2003	691	
4th	83 (4 sections)	September	2004	681	
5th	70 (3 sections)	September	2005	703	
6th	62 (3 sections)	September	2006	688	
7th	90 (4 sections)	September	2007	684	
8th	77 (4 sections)	September	2008	696	
Pre-Schl. Hand.	5 (1 section)	September	2009	709	
LD	0	September	2010	684	
Total	657	September	2011	677	
		September	2012	663	

HIGH SCHOOL

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	8	4	6	6	24
Belmar	31	22	24	24	101
Brielle	46	70	68	54	238
Lake Como	7	14	16	10	47
Manasquan	75	61	78	60	274
Sea Girt	7	8	8	9	32
Spring Lake	12	12	16	21	61
Spring Lake Heights	34	35	30	23	122
Employee Child	1	0	0	0	1
Parent Paid	0	1	1	1	3
MD	1	0	0	0	1
LLD (Learning/Lang. Disabilities)	4	4	0	0	8
Sub-totals	226	231	247	208	912

Shared-time:

Avon	0	0	0	0	0
Belmar	2	2	3	2	9
Brielle	0	0	4	5	9
Lake Como	1	3	2	1	7
Manasquan	0	1	2	5	8
Sea Girt	0	0	0	0	0
Spring Lake	1	0	0	0	1
Spring Lake Heights	1	0	1	1	3
Parent Paid	0	0	0	0	0
LLD/Voc shared time	3	0	3	3	9
Sub-totals	8	6	15	17	46

High School Totals

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1022
September	2012	963

DISTRICT TOTAL: NOVEMBER 2012 = 1,615
 (October 2012 = 1,624)

MANASQUAN SCHOOLS
COMPARISON OF ATTENDANCE PERCENTAGES

HIGH SCHOOL

	<u>ATTENDANCE</u> <u>PERCENTAGE</u>	<u>AVERAGE</u> <u>DAILY</u> <u>ENROLLMENT</u>	<u>AVERAGE</u> <u>DAILY</u> <u>ATTENDANCE</u>
Sep-11	95.54	1003	962.52
Sep-12	95.74	944.33	908.42
Oct-11	94.7	991.48	943.88
Oct-12	95.53	937.47	899.82
Nov-11	95.3	985.94	944.11
Nov-12	96.08	937.04	902.81
Dec-11	94.02	983.97	930.32
Jan-12	94.29	985.4	935.35
Feb-12	93.04	981.19	918.22
Mar-12	93.24	975.98	915.37
Apr-12	93.26	977.33	924.07
May-12	91.12	978	905.89
Jun-12	92.56	976	920.17

ELEMENTARY SCHOOL

	<u>ATTENDANCE</u> <u>PERCENTAGE</u>	<u>AVERAGE</u> <u>DAILY</u> <u>ENROLLMENT</u>	<u>AVERAGE</u> <u>DAILY</u> <u>ATTENDANCE</u>
Sep-11	97.745	679.944	665.056
Sep-12	97.631	661.222	645.889
Oct-11	96.84	677.3	656.65
Oct-12	97.216	663.526	645.737
Nov-11	95.682	681.944	653.167
Nov-12	96.539	657.846	635.846
Dec-11	95.48	683.176	653.824
Jan-12	95.383	683.4	654
Feb-12	95.704	680.813	653.75
Mar-12	95.539	682.682	654.227
Apr-12	96.051	683.667	659.933
May-12	96.125	685	660.909
Jun-12	95.766	685	658

MANASQUAN HIGH SCHOOL TARDIES 2012-2013										
TIMES TARDY	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
1	124	183	143							
2	43	66	41							
3	13	27	10							
4	1	18	5							
5	4	11	2							
6	2	10	3							
7	2	1								
8	0	0								
9	2	0								
10	0	0								
11	0	0								
12	1	0								
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
TOTAL STUDENTS	192	316	204							
TOTAL TARDIES	329	590	303							

[illegible]

ELEMENTARY SCHOOL SUSPENSIONS BY MONTH

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL
Tardy											
Profanity											
Cut Detention/Cut Class											
Leaving School Grounds											
Smoking											
Willful Disobedience											
Truant											
Forged Note											
Fighting											
Conduct of Such Character											
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student											
Disturbance in Class											
Harrassment of Student											
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property											
Possession of a Weapon											
Simple Assault											
TOTAL	0	0	0								

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Tardy						
Profanity						
Cut Detention/Cut Class						
Leaving School Grounds						
Smoking						
Willful Disobedience						
Truant						
Forged Note						
Fighting						
Conduct of Such Character						
Destruction of School and Personal Property						
Threatening Staff Member						
Threatening Student						
Disturbance in Class						
Harrassment of Student						
Possession of Drug/Alcohol						
Insubordination						
Possession of Stolen Property						
Possession of a Weapon						
Simple Assault						
TOTAL	0	0	0	0	0	0

HIGH SCHOOL

ELEMENTARY SCHOOL

[illegible]

ELEMENTARY SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

1. Recommend **approval** of the request for TCH.ES.ELEM.03.14, (4440) to take a **paid medical leave of absence** beginning **January 11, 2013** through **March 8, 2013** and a **Family Medical Leave of Absence** beginning **March 11, 2013** through **June 11, 2013**.
2. Recommend **approval** of the request for CST.ES.PSYC.FL.02, (4396) to take a **paid medical leave of absence** beginning **December 5, 2012** through **January 16, 2013** and a **Family Medical Leave of Absence** beginning **January 17, 2013** through **April 22, 2013**. The New Jersey Family Leave of Absence will begin **April 23, 2013** through **June 14, 2013**.
3. Recommend **approval** of the request for TCH.ES.ELEM.02.13, (4089) to take a **paid medical leave of absence** beginning **January 14, 2013** through **March 11, 2013** and a **Family Medical Leave of Absence** beginning **March 12, 2013** through **June 12, 2013**.
4. Recommend **approval** to **rescind** the **appointment** of **Craig Zinkoski** as an **Elementary School Night Custodian**, CUS.ES.CUST.NA.05, at an **annual** pro-rated salary of **Step 1 – \$34,000.00 + \$2,833.00** (night bonus) = **\$36,833.00**.
5. Recommend **approval** of the **appointment** of **Marc Rodgers**, **Elementary School Night Custodian**, CUS.ES.CUST.NA.05, to begin **January 2, 2013** at an **annual** pro-rated salary of **Step 1 – \$34,000.00 + \$2,833.00** (night bonus) = **\$36,833.00 – final salary will be determined once contract negotiations are finalized**. Mr. Rodgers will be on a 90-day probationary period beginning his first day of employment.
6. Recommend **approval** for the following **custodians** to receive payment for days worked during **Hurricane Sandy**:

	<u>Days Worked</u>	<u>Per Diem Rate</u>	<u>Total Payment</u>
<u>Mary Dease</u>	- 11/5, 6, 7, 8, 9	\$155.46	\$777.29
<u>Harry Hayden</u>	- 10/31, 11/1, 2, 3, 4, 5, 6, 7, 8, 9	\$147.50	\$1,180.00
<u>Joe Sommers</u>	- 11/2, 3, 4, 5, 6, 7, 8, 9	\$197.59	\$1,185.53
<u>Carlos Zuna</u>	- 11/2, 3, 4, 5, 6, 7, 8, 9	\$168.13	\$1,008.80
7. Recommend **approval** of the **appointment** of **Maureen Kelley**, **Elementary School Psychologist**, to begin once approved through criminal history for the month of **January 2013** for **20 days** at a rate of **\$300.00 a day**.
8. Recommend **approval** of the **appointment** of **Heather Saake**, TLR.ES.LTRT.02.01, **Elementary School Teacher**, to begin **January 8, 2013** through **June 11, 2013** at **Step 1B – \$47,500.00 – pro-rated** – as a long term replacement for TCH.ES.ELEM.03.14 (4440) – *final salary to be determined when contract negotiations are finalized*.
9. Recommend **approval** of the **appointment** of **Nicole Harrison**, TLR.ES.LTRT.05.06, **Elementary School Teacher**, to begin **January 9, 2013** through **June 12, 2013** at **Step 1B – \$47,500.00 – pro-rated** – as a long term replacement for TCH.ES.ELEM.02.13, (4089) – *final salary to be determined when contract negotiations are finalized*.

10. Recommend **approval** of the **appointment** of Gina Sommese, *TCH.ES.GYM.FL.02*, **Elementary School Physical Education Teacher**, for the **2012 – 2013 SY** at **Step 1B** *pro-rated* – salary to be determined when contract negotiations are finalized. (*Pending criminal history approval*)

11. Recommend **approval** to **increase** the **hours** for the following **paraprofessional** for the **2012-2013 SY**:

Nancy LeBlanc - **2.5 hours to 4.5 hours**

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED DECEMBER 2012

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
16-Jan-13	Donna Mead	Brookdale Community College	Addressing common core math standards with children's literature	Yes	None
13-Dec-12	Jill Wells Joan Akins	Shrewsbury	Augmentative Evaluation	No	\$5.77 mileage
6-Feb-13	Tom Russoniello	Brookdale - Wall Campus	Increasing independence and problem solving in students w/ disabilities	Yes	None
11-Jan-13	Joan Akins, Theresa Innarella, Jill Wells	Shrewsbury	Tech Connection Workshop	No	\$50 each registration \$5.77 mileage

TEMPORARY TRANSPORTATION CONTRACTS AND AGREEMENTS
2012-2013 SCHOOL YEAR
MANASQUAN BOARD OF EDUCATION

BE IT RESOLVED by the Manasquan Board of Education that the following temporary transportation contracts and agreements be approved beginning December 7, 2012 and ending when student returns to home district:

<u>ROUTE NO.</u>	<u>CONTRACTOR</u>	<u>SCHOOL</u>	<u>NUMBER</u>	<u>COST</u>
2641	Briggs (M-OESC)	Manasquan H.S. (temporarily displaced in Freehold)	2	\$118.55/diem
E2662	Briggs (M-OESC)	Manasquan E.S. (temporarily displaced in Chesterfield)	1	\$214.20/diem

HIGH SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL/DISTRICT PERSONNEL TO THE BOARD OF EDUCATION:

1. Recommend **approval** of the following **extracurricular/coaching assignments** for the **2012-2013 SY**:
final salary to be determined once contract negotiations are finalized.

<u>Kris Buss</u>	-	Student Council Co-advisor
<u>Susan Tellone</u>	-	Health Careers Club Advisor
<u>Anthony DiFeo</u>	-	Boys' Tennis Coach at Step 3

2. Recommend **approval** of the **appointment** of Alicia Schwartz, as a **High School Guidance Counselor** beginning **December 6, 2012** through **May 15, 2013** at **Step 1M - \$49,500.00** – *pro-rated – final salary to be determined when contract negotiations are finalized* - as a long term replacement for GUI.HS.COUN.FL.04 (4305).

3. Recommend **approval** of the following **substitutes** for the **2012-2013 SY**:

<u>Leann Bishop</u>	-	Teacher
<u>Claire Gargan</u>	-	Teacher
<u>Judith Ward</u>	-	Teacher
<u>Paula Wickersty</u>	-	Teacher
<u>Sheri Trainor</u>	-	Secretary

4. Recommend **approval** of the following **non-paid volunteers** for the **2012-2013 SY**:

<u>William Bertscha</u>	-	Assistant Boys' Basketball Coach
<u>Luke Sinkhorn</u>	-	Assistant Girls' Basketball Coach

5. Recommend **approval** of the following **teacher appointment** as a **Study Hall Proctor** for the fall semester beginning **November 26, 2012** through **January 25, 2013**: **stipend to be determined*

<u>David Hallion</u>	-	Block 3A
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6. Recommend **approval** of the following **teacher appointment** as **Study Hall Proctor** for the remainder of the 2012-2013 school year: **stipend to be determined*

<u>Robert Waldeyer</u>	-	Blocks 3A, 3B and Block 3C
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7. Recommend **approval** to **rescind** the **appointment** of Chryseis Apostolou as an **Assistant Softball Coach** for the **2013 season**.

8. Recommend approval for the following custodians to receive payment for days worked during Hurricane Sandy:

	<u>Days Worked</u>	<u>Per Diem Rate</u>	<u>Total Payment</u>
<u>Cathy Alechko</u>	11/5, 6, 8, 9	\$149.79	\$599.17
<u>Sal DiChiara</u>	11/5, 6, 8, 9	\$155.46	\$621.83
<u>Steve Faden</u>	11/5, 6, 7, 8, 9	\$159.64	\$798.19
<u>Pastor Guzman</u>	10/31, 11/1, 2, 6, 7, 8, 9	\$162.12	\$1,134.82
<u>Phil Lees</u>	10/31, 11/1, 2, 5	\$166.26	\$665.03
<u>Dennis Rehbein</u>	10/31, 11/1, 2, 5, 7, 9	\$182.92	\$1,097.50
<u>Sam Timpani</u>	11/1, 2, 5, 6, 7	\$168.13	\$840.67

9. Recommend approval to *rescind* the appointment of the following substitute for the 2012-2013 SY effective immediately:

Jesse Monaghan - Teacher

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED DECEMBER 2012

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
30-Nov-12	Susan Tellone	Monmouth University	Lecture on suicide prevention	Yes	None
February 7, March 7, April 4, May 2, 2013	Jesse Place	Galloway Township	School leader training on law, ethics and governance	No	\$350 registration \$38.63 mileage ea. day
24-Jan-13	Sean McCarthy	Monroe Township	HSPA mandatory training	No	\$21.08 mileage
June 24 - 28, 2013	Kevin Hyland	Las Vegas	National Athletic Trainers' Assoc. Annual Meeting and Clinical Symposium	Yes	\$235 registration

CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS

26-Jan-13	Michael Shelton	Mercerville	NJSBA negotiation workshop	No	\$125 registration \$24.81 mileage
7-Jan-13	Michelle LaSala Katherine Verdi	Freehold	NJSBA workshop	No	\$12.20 each mileage
January 31 & February 1, 2013	Jesse Place	Atlantic City	Techspo	No	\$375 registration \$46 mileage \$99 accom.

HIGH SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED DECEMBER 2012

DOCUMENT 2

<u>DATE</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD COSTS</u>	<u>OTHER FUND</u>
25-Jan-13	Claire Kozic	UMDNJ	UMDNJ	Testing	Yes- 3	\$600 transportation	
March 12 & 13, 2013	Jim Fagen	History	St. Peters College, Jersey City	Model UN Conference	Yes - 2	\$1,100 transportation	School Acct.
18-Jan-13 *change in the date	Jill Santucci	Peers	First Presbyterian, Manasquan	High schools peers will meet and train elementary school peers	Yes	None	
13-Feb-13	John Driscoll	Academy of Finance	Goldman Sachs, New York City	To observe a typical day of analysts and traders	Yes - 4	\$980 transportation	\$980 AOF

8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction.

The Board hereby adopts this Policy and the accompanying Regulation.

The Board designates the Superintendent as the custodian of personnel records and the School Business Administrator/Board Secretary as the custodian of all other government records for the district.

The board directs the Superintendent to publish on the district web site the Open Public Records Act guidelines and forms as necessary to assist the public in requesting information, including that information which may be excluded.

Upon receipt of a completed Open Public Records (OPRA) request, the custodian of Record will advise the Superintendent and Board President of the information being requested. The Custodian of Records will maintain a docket of record requests showing, at a minimum, the date of request, requestor, information being requested, estimated time in preparing the response, and date of complying with the request, where applicable.

Government Record or Record (N.J.S.A. 47:1A-1.1)

“Government records” or “records” pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. Except as such records that may be exempted by law or this policy, a “government record” or “record” means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.



POLICY

MANASQUAN BOARD OF EDUCATION

OPERATIONS
8310/page 2 of 5
Public Records

A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims' records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.

Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of any most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions are examples of excluded government records.

Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination; information concerning individual pupil records; grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and all other information defined as not being a government record in N.J.S.A. 47:1A-1 et seq. are not government records.

Records of Investigation In Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)



POLICY

MANASQUAN BOARD OF EDUCATION

OPERATIONS
8310/page 3 of 5
Public Records

The custodian will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-1 et seq.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c.

Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a



POLICY

MANASQUAN BOARD OF EDUCATION

OPERATIONS

8310/page 4 of 5

Public Records

medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.

Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

A custodian will post prominently in public view in the part of the office of the custodian that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable



POLICY

MANASQUAN BOARD OF EDUCATION

OPERATIONS
8310/page 5 of 5
Public Records

attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances, shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47:1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

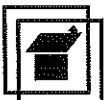
The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

N.J.S.A. 10:4-14

N.J.S.A. 47:1A-1.1 et seq.

Adopted: 14 June 2011

Revised:



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 1 of 3
Organization Meeting

0151 ORGANIZATION MEETING

- A. Organization Meeting: the Board shall organize annually at a regular meeting held the first week in January. If the organization meeting cannot take place on the date(s) above by reason of a lack of quorum or for any other reason, said meeting shall be held within three days thereafter.
- B. Officers: the organization meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a president, or in his/her absence the Superintendent, who shall act as chairman pro tempore. The Board Secretary shall administer the oath of office to new members. The Board shall then proceed to the election of a president (who shall then take the chair) and a vice-president. Election shall be by a majority of those present and voting. Where no such majority exists on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.
1. Officers shall serve for one year and until their respective successors are elected and shall qualify.
 2. Officers may be removed by a majority vote of the full Board should either officer refuse to perform the duties of office imposed by law.
 3. In case the office of president or vice-president becomes vacant, the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term.
- C. Appointees: the Board may appoint at the organization meeting, but must appoint before July 1 of the year in which it organizes:
1. A secretary, who shall be elected by a recorded roll call majority vote of the full Board for a term to expire not later than the following June 30, except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until the successor is appointed and qualified.
 2. A custodian of school monies, who shall be the custodian of municipal funds or the tax collector, provided however, that if both the custodian of monies of the municipality and the tax collector of the municipality submit written notifications to the Board that they do not wish to serve as custodian of school monies. The Board then shall appoint any other suitable person (except a member or employee of the Board). The term of office may be from July 1 through June 30.



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 2 of 3
Organization Meeting

3. A public school accountant, who shall make the annual audit of the district's accounts and financial transactions and whose term of office shall be the term of the Board.
4. A medical inspector.
5. An attendance officer, unless exempt from such appointment by the Executive County Superintendent of Schools.
6. A psychological examiner.
7. A member to serve as delegate to the New Jersey School Boards Association, and another to serve as alternate delegate.
8. A member to serve as delegate to the Monmouth County School Boards Association.
9. An attorney to the Board, whose term of office shall coincide with the life of the Board.
10. An insurance adviser, whose term of office shall coincide with the life of the Board.

D. Motions: the Board shall, at the organization meeting:

1. Designate a depository(s) for school funds and those persons authorized to sign school warrants.
2. Designate a newspaper(s) published in the district as the official newspaper(s) and, if there is no such newspaper, one which is published in the county or State and circulates in the district.
3. Designate a second newspaper for the purpose of publication of Board meetings.
4. Designate a day, place, and time for regular meetings. Within seven days following the annual organization meeting of the Board, the secretary shall post and maintain posted throughout the year in the Board Secretary's office, the school buildings of the district, and the municipal building, mail to the newspapers, and submit to the persons described in the "Notice Section" of these



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 3 of 3
Organization Meeting

bylaws for the purpose of public inspection, a schedule of the regular meetings of the Board to be held during the succeeding year. Such schedule shall contain the location of each meeting to the extent that it is known and the time and date of each meeting. In the event such schedule is thereafter revised, the Board within seven days following such a revision shall post, mail, and submit such revision in the manner described above. The Board shall meet for the transaction of business at least once every two months during the periods schools are in session.

5. Designate a day for regular informal work sessions of the Board, which shall be public.
6. Adopt existing bylaws and policies for its own operation and the operation of the school system.
7. Adopt a code of ethics as approved by the New Jersey School Boards Association.

E. The Manasquan Board shall operate in a committee structure. Committees of board members shall conduct studies, make recommendations to the full board and act only in an advisory capacity.

1. Committees shall consist of no more than four members.
2. Members shall be appointed to committees by the president, at the organization meeting (or as soon after the organization meeting as practicable).
3. A member may request or refuse appointment to a committee.
4. Each Board committee shall be convened by a chairperson appointed by the president, who shall report for the committee.
5. Ad hoc committees may be created and charged at any time by the president. Committees shall meet at regularly scheduled intervals, as determined by the committee chairperson.

N.J.S.A. 18A:10-3; 18A:10-5
N.J.S.A. 41:1-1; 41:1-3

Adopted: 14 June 2011
Revised: 20 November 2012



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0155/page 1 of 2
Board Committees

0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of board members charged to conduct studies, make recommendations to the board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the board.

The board President shall appoint board members to serve on the following board standing committees until the next reorganization meeting: Policy and Safety, Finance, Facilities and Grounds, Curriculum and Instruction, Personnel, Negotiations, Community Relations.

The purpose of such committees shall be to review the requests of the administration, recommend action to be taken by the full board, and to assume other activities as the chairperson may assign. No committee shall have the authority to act in place of the full board without the specific approval of the board nor shall they commit the board to any course of action.

If the board President is removed due to disqualification or resignation, the newly elected Board President shall have the option to assign new committees after consulting with each member (voting and non-voting) relative to their interests.

An ad-hoc committee may be created and charged at any time by the board President or a majority of the board members present and voting.

The board President shall appoint members to any committee created and charged. Members shall serve until the committee is discharged.

Committees shall consist of no more than four board members. The board President shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee. A member's refusal to serve on a committee shall not prejudice his or her appointment to another committee.

The board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. Items requiring board approval arising in between committee meetings and the board's advertised action meeting will be presented to the full board. No action shall be taken unless so advertised.

A chairperson shall be appointed by the board President. Committee meeting dates shall be posted on the district website.



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0155/page 2 of 2
Board Committees

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by the majority of the members of the committee.

Committee meetings shall not be open to the public, except that a majority of the committee or chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Committee meetings will be held in the Board of Education office or on district grounds.

The committee chairperson will prepare and present a committee report to the full board, including all committee recommendations, at the first advertised action meeting following the committee's scheduled meeting.

Adopted: 6 September 2011
Revised: 22 November 2011
Revised: 28 February 2012
Revised:

