

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
January 8, 2013

Manasquan High School
Media Center
7:00 p.m

Organization 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. Results of Election: November 6, 2012

A. 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

4. Oath of Office

5. Roll Call

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

6. 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.

7. 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. When the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education for discussion it is placed on the work agenda. Only after a full discussion by the Board is action taken.

8. 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.

9. Manasquan

- | | |
|-----------------|--|
| <u>01/03-01</u> | To nominate and elect a President of the Manasquan Board of Education for the period beginning January 8, 2013 and ending at the next organization meeting of the Board of Education. |
| <u>01/03-02</u> | To nominate and elect a Vice-President of the Manasquan Board of Education for the period beginning January 8, 2013 and ending at the next organization meeting of the Board of Education. |
| <u>01/03-03</u> | Resolution: 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 . |
| <u>01/03-04</u> | Resolution: 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. |
| <u>01/03-05</u> | Resolution: to approve the "sample" cover pages for the Regular Open Business Meeting, as per Document B . |
| <u>01/03-06</u> | Resolution: to designate <u>The Coast Star</u> and <u>The Asbury Park Press</u> as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education. |

01/03-07

Resolution: to appoint the following persons to positions specified for the period beginning January 8, 2013 and ending at the next organization meeting of the Manasquan Board of Education:

- | | |
|---|---|
| • Public Agency Compliance Officer (P.A.C.O): | Margaret M. Hom |
| • Right to Know Officer: | Margaret M. Hom |
| • District Purchasing Agent & State Contract Purchasing Agent
Purchasing Agent – Document E(1) & E(2) | 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 McGuiness of RK | Margaret M. Hom & |
| • Occupational & Environmental Analysis Inc.: | Bernard F. Bigley III |
| • Bloodborne Pathogens designated district persons: | Cheryl Bontales
Laurie Cosgrove
Bernard F. Bigley III |
| • PEOSHA designated district person: | Margaret M. Hom |
| • Americans With Disabilities designated district person: | Margaret M. Hom |
| • Child Nutrition/Wellness designated district person: | Margaret M. Hom |
| • Treasurer of School Monies: Joanne S. Madden – \$4,500 1/8/13 – 6/30/13 | |
| • Compliance Officer/Committee Coordinator under Under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973: | Margaret Polak |
| • Basic Skills Instruction Person & Representative: | Margaret Polak |
| • Affirmative Action Officer/Gender Equality Officer 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 |

01/03-08

Resolution: To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, an 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:

- Public School Accountant: Robert S. Hulsart, \$14,000 (11-12 Audit) \$12,500 (12-13 Audit)

- Jersey Shore Sports Medicine, as School Physician, \$7,500
- Patrick Buddle, M.D., & Dr. Michael Dambeck, D.O., as Athletic Team Physicians, at no charge to the district.
- Architects & Engineers TBD and appointed as needed.
- McOmber and McOmber, School Board Attorney, \$18,000 retainer and \$150 per hour for additional services.
- McManimon & Scotland LLC, as Bond Council, as per fee schedule.
- Phoenix Advisors, LLC, as Financial Advisor, 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 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, school support and BCBA, rates based on services provided.

01/03-09 **Resolution:** 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, Integrated Pest Management Contractor, Student and Library Services Programs, Website Management Program, Maintenance Scheduling Program, Cooperative Bidding and E-Rate Services 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:

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600.00 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, payroll 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 Communication Standard Services until June 30, 2013 a rate of \$200 (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.
- Educational Data Services, Inc., cooperative bidding service, at a rate of \$7,150.
- 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.
- 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.

01/03-10 **Resolution:** To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s school year: AXA Equitable and The Hart Investment Group of Wells Fargo Advisors until the next organization meeting of the Board of Education.

01/03-11 **Resolution:** To designate Bank Depositories in accordance with *Document C* until the next organization meeting of the Board of Education.

01/03-12 **Resolution:** To designate the persons 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.

01/03-13 **Resolution:** 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.

01/03-14 **Resolution:** To approve 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.

01/03-15 **Resolution:** To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per *Document D(1)* until the next organization meeting of the Board of Education.

01/03-16 **Resolution:** To approve establishing bid threshold and authorizing 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.

01/03-17 **Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) until the next organization meeting of the Board of Education, as per *Document E(2)*.

01/03-18 **Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.

01/03-19 **Resolution:** To authorize the Superintendent and the Business Administrator/Board Secretary to implement the budget pursuant to local and state policies until the next organization meeting of the Board of Education.

01/03-20 **Resolution:** 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.

01/03-21 **Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.

- 01/03-22 **Resolution:** 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.
- 01/03-23 **Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:
Robert Mahon, Superintendent, for all available funds
Margaret M. Hom, Business Administrator, for all available funds
Donald Bramley, High School Assistance Principal, for NCLB Grants
Margaret Polak, Supervisor of Special Services, for IDEA Grants
Rick Coppola, Principal, Technology Supervisor, for Carl D. Perkins Grant.
- 01/03-24 **Resolution:** 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.
- 01/03-25 **Resolution:** To approve the fee schedule for Requests for Public Records be set as follows:
A copy of record(s) may be purchased by any persons upon payment of the fee provided by the amended legislation effective November 9, 2010 – \$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.
- 01/03-26 **Resolution:** To approve the maximum expense for travel for the 2012 – 2013 school years for all staff and board members in the amount of \$50,000 for each year, in accordance with N.J.A.C. 6A 23B-1.2(b) until the next organization meeting of the Board of Education.
- 01/03-27 **Resolution:** 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.
- 01/03-28 **Resolution:** To approve the Manasquan School District Organization Chart, as per *Document F* until the next organization meeting of the Board of Education.
- 01/03-29 **Resolution:** To approve the Manasquan School District Chart of Accounts, as per *Document G* until the next organization meeting of the Board of Education.
- 01/03-30 **Resolution:** To approve the Manasquan School District Tax Levy Payment Schedule, as per *Document H* until the next organization meeting of the Board of Education.

Manasquan/Sending District

- 01/03-31 **Resolution:** to appoint the following persons to positions 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
- 01/03-32 **Resolution:** To adopt the New Jersey School Board "Code of Ethics" for school board members, in accordance with *Document I* 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.

10. Old Business/New Business

11. Public Forum

12. 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 in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey. It is anticipated that the closed session will not last longer than ____ 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].

13. Adjournment

01/03-33 Motion to Adjourn

OPEN PUBLIC MEETINGS ACT

RESOLVED that the Board of Education of the Borough of Manasquan, pursuant to Chapter 231, P.L. 1975 (Open Public Meetings Act), does hereby proclaim the annual meetings of the Board of Education will be held in the Manasquan Elementary School Cafeteria, 168 Broad Street, Manasquan, New Jersey 08736 at 7:00 p.m. prevailing time for the Open Agenda Work Session and the Regular Open Business Meetings as set forth below unless indicated otherwise:

Manasquan Board of Education Meetings
January 2013 – December 2013

Open Agenda Work Sessions
January 22, 2013

Regular Open Business Meetings
January 29, 2013

Combined Agenda Work Session/Regular Open Business Meetings
February 26, 2013
March 26, 2013
April 30, 2013
May 28, 2013
June 25, 2013
July 23, 2013
August 27, 2013
September 24, 2013
October 29, 2013
November 26, 2013
December 17, 2013

BE IT FURTHER RESOLVED that the Board of Education does hereby designate *The Coast Star* and *The Asbury Park Press* as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Manasquan High School Office, the Manasquan Elementary School Office, and the Office of the Board Secretary and shall be filed with the Manasquan Borough Clerk, and

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session; however, the Board first will adopt a resolution stating the general nature of the subject to be discussed and (as precisely as possible) the time and circumstances under which disclosure to the public will be made, and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

1. Any individual desiring to speak shall give his/her name, address, and the group (if any) that is represented.
2. The presentation should be as brief as possible.
3. The Board vests in its president or other presiding officer authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that any person may request, in writing, that notices of Board meetings be mailed to him/her upon payment of applicable fees hereinafter set forth in the Open Public Records Act.

MANASQUAN SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
Month, Date, Year

Manasquan High School
7:00 p.m.

“SAMPLE” AGENDA

1. **Call to Order**
2. **48-Hour Notice**

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.

3. **Pledge of Allegiance**
4. **Roll Call**
5. **Mission Statement**
6. **Statement to Public**
7. **Acceptance of Minutes**
8. **Presentations**
9. **Reports**
10. **Superintendent's Report & Information Items**
11. **Public Comment on Agenda**
12. **Manasquan Motions**
13. **Manasquan/Sending District Motions**
14. **Old Business/New Business**
15. **Public Forum**
16. **Sunshine Law Resolutions**
17. **Adjournment**

RESOLUTION:
DESIGNATED BANK DEPOSITORIES OF THE BOARD OF EDUCATION,
BOROUGH OF MANASQUAN,
AND THE PERSONS AUTHORIZED TO SIGN CHECKS,
MAKE TRANSFERS, AND MAKE WITHDRAWALS

BE IT RESOLVED that the Board of Education, Borough of Manasquan, New Jersey, 08736, does hereby designate Wells Fargo Bank, Allaire Plaza Branch, Route 35, Wall, New Jersey as the depository for funds for the following accounts as specified in (A) below and the person/persons authorized to sign checks and make transfers and withdrawals shall be as designated in (B) below:

- | | | | |
|----|--|--|---|
| A. | Wells Fargo Bank
Allaire Plaza Bank
Route 35
Wall, NJ 07719 | 1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13. | General Account
Payroll Salary Account
Payroll Agency Account
Cafeteria Account
High School Central Fund
Elementary School Central Fund
Petty Cash Checking Account
Unemployment Account
Combined Scholarship Fund
Surf Team Account
Capital Project Account
Recording Studio Account
Flexible Spending Account |
|----|--|--|---|

All or any of the following banks for investment in certificates of deposit and any other investment institution deemed qualified by the Business Administrator/Board Secretary.

Wells Fargo Bank
Chase Bank
Provident Bank

Bank of New York
TD Bank

- B. All signatures for the following accounts shall be certified to bank depository:

<u>Account</u>	<u>Officials</u>
General Account	President or Vice-President, Board Secretary & Treasurer
Capital Project Account	Board Secretary and Treasurer
Payroll Salary Account	Board Secretary and President
Payroll Agency Account	Board Secretary and Treasurer
Cafeteria Account	Board Secretary or Superintendent and Treasurer
High School Central Fund	Principal or Asst. Principal, Board Secretary & Treasurer
Elementary School Central Fund	Principal or Asst. Principal, Board Secretary & Treasurer
Petty Cash Checking Account	Board Secretary or Superintendent and Treasurer
Unemployment Account	Board Secretary and Treasurer
Combined Scholarship Fund	Board Secretary and Treasurer
Community Task Force Account	Board Secretary and Treasurer
Recording Studio Account	Board Secretary and Treasurer

Transfers from all accounts to CD's and investment products

Board Secretary is authorized to make transfers and other qualified investment products

- C. The Board of Education further authorizes the above signers to pay bills and make any necessary transactions throughout the 2011-12 school year.
- D. The Board of Education further authorizes the following offices to hold Petty Cash Funds:
 - Superintendent's Office – D. Schanen \$50.00
 - Board of Education Office – S. Freeman \$50.00
 - High School Principal's Office – G. Vodola \$50.00
 - High School Supervisors – D. Eckert \$50.00
 - Elementary School Main Office – C. King \$50.00
- E. The Board of Education further authorizes the following individuals to make transfers within existing bank accounts and access on-line banking for Wells Fargo accounts: Margaret M. Hom and Kimberly Read.

JANUARY 8, 2013

DOCUMENT D

**MANASQUAN BOARD OF EDUCATION
DOCTRINE OF NECESSITY**

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-09 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy.

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

RESOLUTION ESTABLISHING BID THRESHOLD AND
AUTHORIZING CERTAIN ACTIONS BY THE
BUSINESS ADMINISTRATOR / QUALIFIED PURCHASING AGENT

WHEREAS, pursuant to N.J.S.A. 18a:18A-3, the Manasquan Board of Education (sometimes "Board") may grant the Business Administrator of the Board, as the Board's Purchasing Agent ("Purchasing Agent"), the authority, responsibility and accountability for the purchasing activity of the Board and the authority to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by law; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-3a, the Board, by a general delegation of power, may establish a bid threshold in the amount not to exceed \$36,000 if the Board's Purchasing Agent is qualified pursuant to N.J.S.A. 40A:11-9; and

WHEREAS, Margaret M. Hom, Business Administrator/Board Secretary, is the Board's Purchasing Agent and is qualified pursuant to N.J.S.A. 40A:11-9; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-37(c), the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract the cost or price of which, in the aggregate, is less than 15 percent of the bid threshold, without advertisement for bids and without solicitation of competitive quotations; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-3a and N.J.S.A. 18A-18A-37(a), the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract: (1) the cost or price of which amounts, in the aggregate, to less than the bid threshold but to greater than 15 percent thereof, or (2) that is exempt from the public bidding requirements as provided in N.J.S.A. 18A:18A-5 (except for professional services and work performed by employees of the Board) without advertising for bids but after solicitation of a least two competitive quotations (if practicable) as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Manasquan Board of Education pursuant to the aforesaid statutes as follows:

- (1) During such period of time that Margaret M. Hom shall serve as the Business Administrator/Board Secretary of the Manasquan Board of Education, the bid threshold for the Board is hereby established to be \$36,000.00.
- (2) Margaret M. Hom is duly authorized to award contracts that amount, in the aggregate, to less than \$5,400.00 (which is 15 percent of the bid threshold of \$36,000.00) without advertisement for bids and without solicitation of competitive quotations; and

- (3) Margaret M. Hom is dully authorized to seek competitive quotations for and to award contracts as provided by law that:
- (a) amount, in the aggregate, to less than \$36,000.00, but no greater than \$5,400.00 (which is 15 percent of the bid threshold of \$36,000.00); or
 - (b) are exempt from the public bidding requirements pursuant to N.J.S.A. 18A:18A-5 (except for professional services and work performed by Board employees).
 - (c) are covered by State contract or a GSA contract in any amount as long as the purchase order is signed by two (2) board members and approved in a monthly purchase order journal.

JANUARY 8, 2013

DOCUMENT E(2)

RESOLUTION AUTHORIZING THE PROCUREMENT OF
GOODS AND SERVICES THROUGH STATE AGENCY
JANUARY 2013 – DECEMBER 2013

WHEREAS, Title 18A:18A-10 provides that "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Manasquan Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Manasquan Board of Education desires to authorize its Business Administrator/Qualified Purchasing Agent to make any and all purchases necessary to meet the needs of the school district from January 2013 through December 2013.

NOW, THEREFORE, BE IT RESOLVED that the Manasquan Board of Education does hereby authorize the district's Business Administrator/Qualified Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the division of Purchase and Property utilizing various vendors that have State Contracts. The Business Administrator/Qualified Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

JANUARY 8, 2013

DOCUMENT F

2012-2013
Organizational
Chart
1/2013

**Manasquan
Board of Education**
Michelle LaSala (President)
Thomas Bauer
Julia Barnes
Jack Campbell
Michele Degnan-Spang
Linda DiPalma
Mark Furey
Thomas Pelligrino
Michael Shelton
Katherine Verdi
Patricia Walsh

Robert J. Mahon
Interim Superintendent of Schools

Margaret Hom
Business Administrator

Bernard Bigley
Maintenance

Maintenance Supervisors
Kevin DeForge
Custodial
Cory Schnebel
Grounds

Colleen Graziano
Principal
Elementary School

Richard Kirk
Asst. Principal
Elementary School

Jesse Place
Director
Technology/Science

Margaret Polak
District Supervisor
Special Education

Rick Coppola
Principal
High School

Assistant Principals
High School

Donald Bramley
Supervisor
Art/ Home Economics/
Music/ School
Nurse/ESL

Pete Cahill
Supervisor
Social Studies/Industrial
Arts

High School Supervisors

Barbara Kerensky
English/World Languages

Craig Murin
Math/Business

Sean McCarthy
Dean of Students

Ronald Kornegay
Athletic Director
Supervisor- Physical Ed.

Expense Account Lists

Acct #	Acct Desc
11000100562220000	TUIT IN ST SPEC
11000100563220000	TUIT CTY VOCREG
11000100564220000	TUIT CTY VOCSPE
11000100566220000	TUIT PS HNCP ST
11000100569220000	TUIT-OTHER
11000211100010000	H.S. ATTENDANCE
11000211100020000	E.S. ATTENDANCE
11000213100010100	HS PHYSICIANS
11000213100010200	HS DENTIST
11000213100010300	HS NURSE
11000213100010400	HS NURSE SUB
11000213100010500	HS NURSE EXTRA
11000213100020100	ES PHYSICIANS
11000213100020300	ES NURSE
11000213100020400	ES NURSE SUB
11000213100020500	ES NURSE EXTRA
11000213300010000	HS HLTH P/T SVC
11000213300020000	ES HLTH P/T SVC
11000213500010000	HS HLTH OTH PS
11000213500020000	ES HLTH OTH PS
11000213600010000	HS HEALTH SUPP
11000213600020000	ES HEALTH SUPP
11000213600020100	SUPPLIES RESERVE
11000213800010000	HS HEALTH ME
11000213800020000	ES HLTH SVC ME
11000216100000000	SPEECH/OT/PT SALA
11000216100000200	SPEECH/OT/PT SUP
11000216100010000	SPEECH - SUB
11000216320000000	PUR PR-ED SERV
11000216600000000	SUPPL & MATERLS
11000216600010000	SUPPLIES AND MATERIALS
11000216800000000	OTHER OBJECTS
11000217100020000	IN CLASS AIDES
11000217100020100	SALARIES 1 ON 1 NURSE
11000217100020200	IND READING SPE
11000217100021200	SUBS
11000217320000000	PUR PR-ED SRV
11000217600000000	SUPL & MATERIAL
11000218104010100	SAL GUID DIR
11000218104010200	SAL COUNSELORS
11000218104010300	HS SAC
11000218104010400	SALARIES OF OTHER PROFES
11000218104020000	ES SAC
11000218104020100	ES GUID COUNS.
11000218105010000	SAL GUID SECY
11000218105010100	PROJECT SERV ASST. PARA
11000218105011200	SAL SUB GUID SE
11000218320010000	GUID PUR PRF ED
11000218390010000	GUID OTH PUR PT
11000218390010100	OPS NAVIANCE
11000218390020000	OT PUR PROF SER

Expense Account Lists

Acct #	Acct Desc
11000218390020100	OPS GEN
11000218500010000	GUID OTH PUR SV
11000218500010100	OPS RESERVE
11000218500010200	GUIDANCE TRAVEL
11000218500010300	GUIDANCE REGISTRATION
11000218600010000	GUID SUP/MAT
11000218600020000	ELEM SAC SUPP
11000218800010000	GUID OTH OBJECT
11000218800020000	GUID OTH OBJ ES
11000219104010100	SAL SUP CST
11000219104010200	SAL LDTC H.S.
11000219104010300	SAL PSYCH
11000219104010400	SAL SOC WKR
11000219104010500	SAL SUMMER EVAL
11000219104020000	SAL LDTC ELEM
11000219105010000	SAL CST SEC
11000219105010100	SUB SECY CST
11000219320010000	PUR PROF ED SVC
11000219390010000	OTHER PURCH P/T
11000219592010000	MISC PURCH SVC
11000219592010100	LEASE ON COPIER
11000219592010200	CST TRAVEL
11000219592010300	CST REGISTRATION
11000219600010000	SUPP & MAT
11000219800010000	OTHER OBJ
11000221102010100	SAL MATH SUP
11000221102010300	HS SCI SUPERVIS
11000221102010500	DIST. TECH. SUP
11000221102010600	HS LANG SUPERVI
11000221102010700	DIST. SUP OF S/
11000221104010000	HS CUR DEV BY S
11000221104020000	ES CURR DEV BYS
11000221105010300	SAL SECY CURR D
11000221105010400	SUB SECY CURR D
11000221176010000	HSSAL FAC/MATH CO/LIT CO
11000221176020000	ESSAL FAC/MATHCO/LIT CO
11000221320010100	PR PROF ED SERV
11000221500010000	OTHER PURCH SERVICES (40
11000221500010200	SUPERVISOR TRAVEL
11000221500010300	SUPERVISORS WKSP REG
11000221600010000	SUPP & MAT
11000221800010000	OTHER OBJECTS
11000222100010100	SAL HS LIB
11000222100010200	HS LIB AIDE
11000222100011200	SUB HS LIB/PARA
11000222100020100	SAL ES LIB
11000222100020200	ES LIBRAY AIDE
11000222100021200	SUB ES LIB SUB
11000222177010000	HS SAL OF EDMEDIA TECH C
11000222177010100	HS SAL OF ED MEDIA ASST.
11000222177020000	ES SAL EDMEDIA TECH CO

Expense Account Lists

Acct #	Acct Desc
11000222177020100	ES SAL OF ED MEDIA ASST.
11000222300010000	HS L/M PURCH PT
110002223000101	HS PUR PROF SVC TECH
11000222300020000	ES L/M PURCH PT
110002223000201	ES PUR PROF SVC TECH
11000222500010000	HS L/M OTH PS
11000222500010100	HS OPS COPIER
11000222500020000	ES L/M OTH PS
11000222500020100	ES OPS COPIER
11000222600010101	HS LIB BKS
11000222600010200	HS PER & NEWS
11000222600010300	HS AV MAT
11000222600010400	HS OTHER S/M
110002226000105	HS SUPP & MAT TECH
11000222600020100	ES LIBRARY BKS
11000222600020200	ES PER & NEWS
11000222600020300	ES AV MAT
11000222600020400	ES OTHER S/M
110002226000205	ES SUP & MAT TECH
110002228000105	HS OTH OBJ TECH
110002228000205	ES OTH OBJ TECH
11000223104010000	HS SAL OPS
11000223104020000	ES SAL OF OPS
11000223105010000	SAL SEC/CLR STF
11000223320010000	HS PURCH PES
11000223320020000	ES PURCH PES
11000223500010000	HS OPS
11000223500010100	HS OPS RESERVE
11000223500010200	HS TEACHER TRAVEL
11000223500010300	HS TEACHER REG
11000223500020000	ES OPS
11000223500020100	ES OPS RESERVE
11000223500020200	ES TEACHER TRAVEL
11000223500020300	ES TEACHER REGISTRATION
11000223600010000	HS SUPP & MAT
11000223600020000	ES SUPP & MAT
11000230100210100	SAL TREAS SCH M
11000230100210200	SAL SUPER
11000230100210201	ACTING SUPT. SAL.
11000230100210300	SAL SECY
11000230100210301	SAL SUB SECY
11000230331210000	LEG SVC GEN ADM
11000230331210100	BD ATTN
11000230331210200	NEGO ATTN
11000230331210300	INS-LEGAL-DED
11000230331210400	OTHER LEGAL SERVICES
11000230332210000	AUDIT FEES
11000230334210000	ARCH/ENG SVCS
11000230340210000	GEN ADM PUR TEC
11000230340210100	PUR TECH SVC GA
11000230530210100	HS TEL & POSTAG

Expense Account Lists

Acct #	Acct Desc
11000230530210200	ES TEL & POSTAG
11000230590210000	MISC PURCH SVCS
11000230590210102	LIAB INS/STUD A
11000230590210200	FID BONDS/PUB O
11000230590210300	OTHER PURCH SVC
11000230590210302	SUPT OFFICE TRAVEL
11000230590210303	SUPT OFF REG
11000230590210400	SCH ELEC PT/PUB
11000230590210500	BD TRAV/OTH PS
11000230590210600	COPIER LEASE
11000230590210700	BANK CHARGES/EXPENSE
11000230610210000	SUPT. GEN. SUPP
11000230630210000	BOE IN-HS TR/MT
11000230820210000	JUDGEMENTS
11000230890210100	BD MEMB EXP
11000230890210300	SCHOOL ELEC. EX
11000230890210400	SUP MEMB & DUES
11000230890210500	MISC EXP BOARD
11000230895210000	BOE MEMB DUES
11000240103010000	SAL HS PRIN/VP
11000240103020000	SAL ES-PRIN/VP
11000240103020100	ELEM DEPT CHAIR
11000240104010100	SAL SUB ATH. DIR.
11000240104010200	SAL ATH DIR.
11000240105010000	SAL HS SEC PRIN & CLERIC
11000240105011200	SAL HS SUB SECY
11000240105020000	SAL ES SEC PRIN & CLERIC
11000240105021200	SAL ES SUB SECY
11000240300010000	HS ADM PUR P/T
11000240300010100	PUR PROF SERV
11000240300020000	ES ADM PUR P/T
11000240500010000	HS ADM OTH PS
11000240500010100	HS OPS COPIERS
11000240500010101	HS OPS SCHWIRES/GENESIS
11000240500010200	HS PRIN/VP/AD TRAVEL
11000240500010300	HS PRIN/VP/AD REG
11000240500020000	ES ADM OTH PS
11000240500020100	ES OPS COPIERS
11000240500020101	ES OPS SCHWIR/GENESIS
11000240500020200	PRIN/VP TRAVEL
11000240500020300	PRIN/VP REGISTRATION
11000240600010000	HS ADM SUP/MAT
11000240600010100	GRADUATION EXP
11000240600010200	SUPPLIES
11000240600020000	ES ADM SUP/MAT
11000240600020100	E.S. GRAD. S/M
11000240800010000	HS OTH OBJ
11000240800010100	OTHER OBJECTS RESERVE
11000240800020000	ES OTH OBJ
11000240800020100	OTHER OBJECTS RES
11000251100220000	SAL OF BUS OFF

Expense Account Lists

Acct #	Acct Desc
11000251100220001	BUS ADMIN SAL-SP LK HTS
11000251100220100	SAL SEC/AP/PAY
11000251100220200	SALARIES-SPLKHTS REIMB
11000251340220000	PURCH TECH SERV
11000251592220000	OTHR PUR SERVIC
11000251592220100	LEASE ON OFF CO
11000251592220200	BD OFF TRAVEL
11000251592220300	BD OFF REG
11000251600220000	SUPPLIES
11000251832220000	INT LEASE AGREE
11000251890220000	MISC EXPEND
11000252100000000	SALARIES
11000261420010000	HS C/S FAC MAIN
11000261420020000	ES C/S FAC MAIN
11000261420030000	MAINT RESERVE-ROOF PROJ
11000261420210000	MAINT RESERVE-ARCH SOLAR
11000262100010000	HS SALARIES
11000262100010300	HS OT
11000262100010400	HS SUBS
11000262100010500	HS SUMMER WKRS
11000262100020000	ES SALARIES
11000262100020300	ES OT
11000262100020400	ES SUBS
11000262100020500	ES SUMMER WORKERS
11000262100020600	SAL D/P AIDES
11000262100030100	HS GROUNDS
11000262100030200	ES GROUNDS
11000262100030300	GROUNDS OT
11000262100030400	HS GRDS SUMMER
11000262107020000	ES SAL OF NON-INST AIDES
11000262107020600	SAL D/P AIDES
11000262107020601	SUB SAL D/P AIDES
11000262300010000	HS PROF & TECH
11000262300020000	ES PROF & TECH
11000262420010000	HS CLEAN, REP
11000262420020000	ES CLEAN,REPAIR
11000262420030000	GA CLEAN,REPAIR
11000262490010000	HS WATER/SEWER
11000262490020000	ES WATER/SEWER
11000262520220000	INSURANCE-MP
11000262610010000	HS CUST SUPP
11000262610010200	HS VEH SUPP
11000262610010300	HS GRDS SUPPLIES
11000262610020000	ES CUST SUPP
11000262610020200	ES VEH SUPP
11000262621010200	HS GAS
11000262621020200	ES GAS
11000262622010000	ENERGY (HEAT AND ELECTRI
11000262622020000	ES ENERGY (HEAT AND ELEC
11000262800010000	HS OTHER OBJECTS
11000262800020000	ES OTHER OBJ

Expense Account Lists

Acct #	Acct Desc
11000263100030100	HS GROUNDS
11000263100030200	ES GROUNDS
11000263100030300	HS GROUNDS OT
11000263100030400	HS GRDS SUMMER
11000263100030500	ES GRDS OT
11000263100030600	ES GRDS SUMMER
11000263420010000	UE C&UG CLN, RPR, MNT SV
11000263420020000	UE C&UG CLN, RPR, MNT SV
11000263610010300	HS GRDS SUPPLIES
11000263610020300	ES GRDS SUPP
110002661000100	UE S SALS OF SRO
11000266300010000	UE S PUR PRO & TECH SVCS
11000266300020000	UE S PUR PRO & TECH SVCS
11000270503000000	CONTRACT. SERV. - AID IN
11000270503010000	CONT SERV. PP
11000270503220000	CONT AIL N PUB
11000270504000000	CONT PAREN PAID
11000270512010100	HS ATH TRIPS
11000270512010200	HS FIELD TRIPS
11000270512020100	ES ATH TRIPS
11000270512020200	ES FIELD TRIPS
11000270513220000	JOINT BT HM/SC
11000270517220000	CON SRV REG ESC
11000270517220100	CS REG NP ESC'S
11000270518220000	CON SV SE ESC'S
11000291220220100	SS PERS
11000291220220200	SS TPAF
11000291241220000	OTH RET CNT REG
11000291250000000	UNEMPLOYMENT COMPENSATIO
11000291260220000	WORKMAN'S COMP
11000291260220100	WKMAN'S CP SUPP
11000291270220100	DENTAL
11000291270220200	HEALTH BENEFITS
11000291270220300	PRESCRIPTION
11000291280220000	TUITION REIMB
11000291290220000	OTH EMPL BENEF
11110100101020100	SAL KINDG TEACH
11110100101020200	SAL KINDG TESUB
11110100101020300	SAL KIN ADJ/EXT
11120100101020100	SAL 1-5 TEACH
11120100101020200	SAL 1-5 SUB TCH
11120100101020300	SAL 1-5 ADJ/EXT
11130100101020100	SAL GR 6-8 TCH
11130100101020200	SAL GR 6-8 SUBS
11130100101020300	SAL 6-8 ADJ/EXT
11140100101010100	SAL HS TEACH
11140100101010200	SAL HS SUBS
11140100101010300	SAL HS ADJ
11150100101000000	HS REG ED HI
11150100320000000	OOD REG ED HI
11190100106010200	HS SUBS AIDE

Expense Account Lists

Acct #	Acct Desc
11190100106020000	ES AIDES
11190100340010000	HS PURCH TECH S
11190100340010100	HS COMP LAB M/O
11190100340020000	ES PUR TECH SVC
11190100340020100	ES COMP LAB M/O
11190100500010000	HS OTH PUR SVC
11190100500010100	HS RENT OF EQUIP
11190100500020000	ES OTH PURCH SV
11190100500020200	ES RENT OF EQUIP
11190100610010100	HS TCH SUPP
11190100610010200	HS WORKBOOKS
11190100610010300	HS COMP SUP/MAT
11190100610020100	ES TEACH SUPP
11190100610020200	ES WORKBOOKS
11190100610020300	ES COMP SUP/MAT
11190100640010000	HS TEXT
11190100640010100	HS ENGLISH TEXT
11190100640010200	HS LANG TEXTBOO
11190100640010300	HS MATH TEXT
11190100640010400	HS SCIENCE TEXT
11190100640010500	HS SS TEXT
11190100640010600	HS BUSINESS TEX
11190100640010700	HS ART TEXTBKS
11190100640010800	HS MUSIC TEXTBK
11190100640010900	HS PE/HEALTH TE
11190100640011000	HS TECH TEXTBKS
11190100640011200	HS MUSIC TEXTBO
11190100640011300	HS IA TEXTBOOKS
11190100640011400	FAMILY & CONS SCIENCE
11190100640020000	ES TEXT
11190100640020100	ES HOLDING TEXT
11190100800010000	HS OTHER OBJECTS
11190100800020000	ES OTHER OBJECTS
11190100890010000	HS OTH EXP/OBJ
11190100890020000	ES OTH EXP/OBJ
11204100101110100	HS L/LD TEACHERS
11204100101110101	HS L/LD SUBS
11204100101110200	ES L/LD TEACHERS
11204100101110201	ES L/LD SUBS
11204100106110300	SAL LLD AIDES
11204100610110501	HS LL SUPP/WKBKS
11204100610110502	ES LL SUPP/WKBKS
11204100640110601	HS LL TEXT
11204100640110602	ES LL TEXT
11204100800110701	HS OTH OBJS
11204100800110702	ES OTH OBJS
11212100101020000	MULTIPLE DISABLE TEACHER
11212100101020100	SUBS MULTIPLE DISABLE
11212100106020000	OTHER SALARIES FOR INSTR
11213100101130100	HS RR TEACHER
11213100101130200	HS RR TCH SUBS

Expense Account Lists

Acct #	Acct Desc
11213100101130201	ES RR TEACHER
11213100101130202	ES SUB TEACHERS
11213100101130300	OTHER SAL INST
11213100106130200	ES RR PARAPROFESSIONAL
11213100106130201	ES SUBS RR PARA
11213100610130501	HS RR GS/WKBKS
11213100610130502	ES RR GS/WKBKS
11213100640130601	HS RR TXTBKS
11213100640130602	ES RR TXTBKS
11213100800130701	HS RR MISC EXP
11213100800130702	ES RR MISC. EXP.
11215100101150100	SAL TEACHERS
11215100101151200	SUB SALS
11215100106150200	OTH SAL INSTRUC
11216100101150100	PSH TEACHERS
11216100101150101	PSH SUM TEACHERS
11216100101150202	SALARIES OF SUB
11216100101151200	SALARIES OF TEACHERS
11216100106150200	PSH AIDE
11216100106150201	SUB FOR AIDE
11216100610150500	GENERAL SUPPLIES
11216100640150600	TEXTBOOKS
11219100101010000	HS SPECIAL ED HI
11219100101020000	ES SPECIAL ED HI
11219100320010000	HS OOD SE HI
11219100320020000	ES OOD SE HI
11230100101190100	SAL BASIC SK
11230100101190101	SAL BASIC SKILLS-SUBS
11230100610190500	GEN SUPP BS
11230100610190502	ES GEN'L SUP
11230100640190600	BS TEXT
11230100640190602	ES TXTBKS
11240100101200100	HS BILINGUAL TEACHER
11240100101200102	HS BILINGUAL SUBS
11240100101200200	ES BINLINGUAL TEACHER
11240100101200202	ESL ES SUBS
11240100610200500	GEN SUPP BILING
11240100610200502	ES GEN SUP
11240100640200501	HS BILING TEXT
11401100100010000	HS SAL BAND/CLU
11401100100020000	ES SAL BAND/CLU
11401100500010000	HS OTH PUR SVC
11401100500020000	ES OTH PUR SVC
11401100600010000	HS B/C SUP/MAT
11401100600020000	ES B/C SUP/MAT
11401100800010000	HS B/C OTH OBJ
11401100800020000	ES B/C OTH OBJ
11402100100010200	SAL HS ATHLETIC
11402100100010300	SAL HS PHY
11402100100020000	SAL ES ATHLETIC
11402100500010000	HS OPS

Expense Account Lists

Acct #	Acct Desc
11402100500010100	HS POLICE
11402100500010200	COACHES TRAVEL
11402100500010300	HS COACHES REG
11402100500010400	HS RECONDITION
11402100500010500	HOLDING PURCH S
11402100600010000	HS ATH SUP/MAT
11402100600010100	HOLD SUPP & MAT
11402100600020000	ES ATH SUP/MAT
11402100800010000	SCL SPON OTH/OB
11402100800020000	ES OTH OBJ
11402100930010000	HS FT FOR OFFIC
11402100930020000	ES FUND TRANS
1199999999900	PAYROLL NET PAY ADJUST
12000100730010000	UE INST. HS
12000100730020000	UE INST. ELEM.
12000210730000000	UE GUID OR HLTH
12000219730000000	UE CST
12000220730000000	UE CC OR MEDIA
12000220730020000	SUP SER INST SF
12000230730000000	UN EXP.-GEN ADM
12000240730010000	HS SCHOOL ADMIN
12000240730020000	ES SCHOOL ADMIN
12000251730220000	CENT. SVCS. EQU
12000261730000000	UND EXP O&M PL
12000261730000100	HS UND EXP O & M
12000261730000200	ES UND EXP O & M
12000290730000000	UE BUS/OSS
12000400334010000	HS FA & CS ARCH/ENG SVCS
12000400390000000	ARCH SVCS/STAGE
12000400390010000	ARCH SERV/LAND
12000400390020000	ES ARCH/ENG/PROF
12000400450000000	CONSTRUC SERV
12000400450010000	HS CONSTRUCTION SVCS
12000400450020000	ES CONSTRUCTION SERVICES
12000400710000000	LAND/IMPROVEMEN
12000400800000000	OTHER OBJECTS
12110100730000000	PRE KIN EQUIP
12120100730000000	HOLD 1-5 EQUIP
12120100730020000	GRADES 1-5
12130100730000000	HOLD 6-8 EQUIP
12130100730020000	GRADES 6-8
12140100730000000	GR 9-12 EQU INS
12140100730010100	HS INST EQUIP
12140100730010200	HS ATH EQUIP
18000290270220000	BENEFITS
18213100101130200	RR ROOM-ED JOBS
20062100610000000	HS -
20062100610010000	ES
20063100610000000	HS
20063100610010000	ES
20067100610000000	GENERAL SUPPLIES

Expense Account Lists

Acct #	Acct Desc
20068100610000000	GRANT SUPPLIES
20073100610000000	LANE ESTATE - MHS
20250200100010000	SAL PSYCH - SAVAGE
20250200100020000	SAL LDTC - VOORHEES
20250200100030000	SAL SPEECH - AKINS
20250200100040000	SAL OT - WELLS
20250200200000000	BENEFITS
20250200300000000	NP - MRESC
20250200300010000	PURCHASED PROFESSIONAL A
20250400731000000	INSTRUCTIONAL EQUIPMENT
20255200104000000	SALARY - FLEMMING
20255200200000000	BENEFITS
20256200320000000	NP - MOESC
20256200320010000	NP C/O PAY SNJ (10/11)
20257200320000000	NP MOESC
20278100100000000	SALARIES (7 TEACHERS)
20278100100010000	SALARIES
20278200200000000	BENEFITS
20279200300000000	IIA ST. DENIS 09/10 C/O
20279200300010000	IID ST. DENIS 11/12 C/O
20280100100000000	SALARIES-TAFT
20280200200000000	BENEFITS
20280200300000000	ST. DENIS PROF PURCH
20281100610000100	GEN SUP-MANA C/O 11/12
20281100610010100	GEN SUPP-WALL C/O 11/12
20282100100000000	SALARIES
20282100610010000	GEN SUPPLIES-WALL
20282100610010100	GEN SUPPLIES-SQUAN
20282200200000000	BENEFITS
20290100300000000	TEACHER REGISTRATIONS
20290100600000000	SUPPLIES
20501100640000000	ST. DENIS SHARE
20501100640010000	HILL AND DALE SHARE
20502100101000000	MRESC-N/P 192 SALARIE
20502100101010000	C/O PAY TO SNJ (11/12)
20502100101020000	C/O PAY TO SNJ (11/12)
20505200890000000	MRESC-N/P 192 TRANS
20506200890000000	MRESC-N/P SUPP. INST
20506200890010000	C/O PAY TO SNJ (11/12)
20507200890000000	MRESC-N/P 193 EXAMS
20507200890010000	MRESC-N/P 193 IE
20507200890020000	C/O PAY TO SNJ (11/12)
20508200890000000	MRESC-N/P 193 SPEECH
20508200890010000	C/O PAY TO SNJ (11/12)
20509200890000000	MRESC-ST. DENIS
20509200890010000	C/O PAY TO SNJ (11/12)
20510100640000000	MRESC-HILL AND DALE
20510100640010000	MRESC-ST. DENIS
30000400450000000	CAPITAL PROJECT
30000401100000000	CONSTRUCTION MA
30000401331010000	LEGAL/BOND

Expense Account Lists

Acct #	Acct Desc
30000401390010000	ARCHITECT FEES
30000401390020000	ARCH FEES-REIMB
30000401390030000	CONS/PERMIT/FEE
30000401390040000	DEP FEES
30000401450010000	GEN CONST COSTS
30000401710010000	SITE IMPROVEMEN
30000401710020000	CONTINGENCIES
30000402390010000	ARCH SVCS
30000402450010000	STAGE/CHIMNEY C
40701510830010000	EXP INT SER BON
40701510910010000	EXP SERIAL BDS
P1000100566220000	TUIT PS HNCP ST
P1000218390020000	OT PUR PROF SER
P1000219592010000	MISC PURCH SVC
P1000222600010101	HS LIB BKS
P1000230331210100	BD ATTN
P1000230334210000	ARCH/ENG SVCS
P1000251340220000	PURCH TECH SERV
P1000262420010000	HS CLEAN, REP
P1000290270220000	BENEFITS
P1000291220220200	SS TPAF
P1000400390020000	ES ARCH/ENG/PROF
P1190100340010000	HS PURCH TECH S
P1190100340020000	ES PUR TECH SVC
P2232200200000000	BENEFITS
P2250200200000000	BENEFITS
P2250200300000000	NP MIDDLESEX
P2255200200000000	BENEFITS
P2280200200000000	BENEFITS

**MANASQUAN BOARD OF EDUCATION
TAX LEVY REVENUE SCHEDULE
JULY 1, 2012 TO JUNE 30, 2013**

TOTAL SCHOOL TAX LEVY FOR 2012-13					\$13,719,834.00
FOR GENERAL FUND				\$12,655,951.00	
FOR DEBT SERVICE				<u>\$1,063,883.00</u>	
				\$13,719,834.00	
DATE OF REQUEST	DATE DUE	GENERAL FUND	DEBT SERVICE		TOTAL DUE
6/12/2012	7/1/2012		\$531,941.50		\$531,941.50
6/12/2012	7/10/2012	\$2,109,325.20			\$2,109,325.20
7/17/2012	8/28/2012	\$2,109,325.16			\$2,109,325.16
10/16/2012	11/6/2012	\$2,109,325.16			\$2,109,325.16
12/18/2012	1/2/2013	\$2,109,325.16	\$531,941.50		\$2,641,266.66
1/15/2013	2/5/2013	\$2,109,325.16			\$2,109,325.16
3/25/2013	4/15/2013	\$2,109,325.16			\$2,109,325.16
TOTAL:		\$12,655,951.00	\$1,063,883.00		\$13,719,834.00

**MANASQUAN BOARD OF EDUCATION
CODE OF ETHICS**

RESOLVED that the New Jersey School Board Association's "Code of Ethics" shall be considered the official Code of Ethics for the Manasquan Board of Education.

CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to all schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but together with my fellow board members to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan groups, or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.