

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
April 30, 2013
7:00 P.M.

AGENDA

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

2. Pledge of Allegiance

3. Roll Call

Julia Barnes (Brielle)
Thomas Bauer
Jack Campbell
Kenneth Clayton

Michele Degnan-Spang (SLH)
Linda DiPalma
Mark Furey (Belmar)
Tom Pellegrino

Michael Shelton
Katherine Verdi
Patricia Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then 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. Election of the Board President

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting of Tuesday March 26, 2013 and the Special meeting and Closed Executive Session of Wednesday, April 10, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exists.

8. Closed Executive Session - 30 minutes

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:

X 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. (Non-Tenured Personnel).

9. Reports

10. Superintendent's Report & Information Items

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

MHS National History Club – National Recognition

- **Enrollment Report for March 2013 - District Total – 1,611**

Elementary School

<u>Grade</u>	<u>Students</u>	<u>Sections</u>
Kindergarten	70	4
1 st	74	4
2 nd	52	3
3 rd	75	3
4 th	79	4
5 th	70	3
6 th	62	3
7 th	90	4
8 th	77	4
Pre-schl. Hand.	5	1
MD	3	
LD	1	
TOTAL	658	

High School

<u>Town</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Totals</u>
Avon	7	4	5	6	22
Belmar	30	23	23	22	98
Brielle	47	72	66	55	240
Lake Como	7	13	16	10	46
Manasquan	77	60	76	60	273
Sea Girt	7	8	8	9	32
Spring Lake	12	11	16	21	60
Spring Lake Heights	34	35	29	25	123
Employee	1	0	0	0	1
Parent Paid	0	1	1	1	3
Sub-totals	222	227	240	209	898
MD	1	0	0	0	1
LLD	4	5	0	0	9
Sub-totals	227	232	240	209	908

Shared-time

Town	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	0	0	0	0	0
Belmar	2	3	3	2	10
Brielle	0	0	4	5	9
Lake Como	0	3	2	1	6
Manasquan	0	0	2	5	7
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	7	6	15	17	45
HS TOTALS	234	238	255	226	953

- Attendance Comparison, Tardy Report, Suspension, Bus & Fire Drill Reports**

High School	Attendance Percentage	Average Daily Enrollment	Average Daily Attendance	Elementary School	Attendance Percentage	Average Daily Enrollment	Average Daily Attendance
Sept 2011 Sept 2012	95.54 95.74	1003 944.33	962.52 908.42	Sept 2011 Sept 2012	97.745 97.631	679.944 661.222	665.056 645.889
Oct 2011 Oct 2012	94.7 95.53	991.48 937.47	943.88 899.82	Oct 2011 Oct 2012	96.84 97.216	677.3 663.526	656.65 645.737
Nov 2011 Nov 2012	95.3 96.08	985.94 937.04	944.11 902.81	Nov 2011 Nov 2012	95.682 96.539	681.944 657.846	653.167 635.846
Dec 2011 Dec 2012	94.02 93.48	983.97 933.13	930.32 874.93	Dec 2011 Dec 2012	95.48 95.812	683.176 655.8	653.824 629.2
Jan 2012 Jan 2013	94.29 93.81	985.4 935.41	935.35 935.35	Jan 2012 Jan 2013	95.383 94.561	683.4 656.818	654 621.318
Feb 2012 Feb 2013	93.04 92.6	981.19 934.5	918.22 872.58	Feb 2012 Feb 2013	95.704 92.91	680.813 657.444	653.75 611.222
Mar 2012 Mar 2013	93.24 93.91	975.98 929.80	915.37 881.93	Mar 2012 Mar 2013	95.539 95.517	682.682 658	654.227 628.9
Apr 2012 Apr 2013	93.26	977.33	924.07	Apr 2012 Apr 2013	96.051	683.667	659.933
May 2012 May 2013	91.12	978	905.89	May 2012 May 2013	96.125	685	660.909
Jun 2012 Jun 2013	92.56	976	920.17	Jun 2012 Jun 2013	95.766	685	658

High School	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
OUT OF SCHOOL SUSPENSIONS											
Pushing another student		1									1
Profanity to staff		1		1							2
Threatening another student		1									1
Possession/use of drugs			4		1						5
Leaving school grounds				1		1					2
Disrespectful to staff				1							1
Disrespectful behavior				1							1
Open Defiance					2	2					4
Danger to others					1						1
Under the influence at school dance							1				1
Possession at school dance							1				1
Verbal Threat						1					1
IN-SCHOOL SUSPENSIONS											
Defiance	1										1
Truancy		3				1					4
Failure to report to Saturday Detention		5		1	3	4	4				17
Cutting Class		3	3	1	3						10
Accumulation of Demerits					1	2	1				4
Under the Influence					1						1
Profanity						1					1
Leaving School Grounds/Truancy							3				3
Writing Profanity							2				2
NUMBER OF INDIVIDUAL SUSPENSIONS	1	14	7	6	12	12	12				64
Saturday Detention	5	10	0	7	20	4	11				57
Smoking-Insight Program											
Students Suspended 1 Time	29										
Students Suspended 2 Time	9										
Students Suspended 3 Time	3										
Students Suspended 4 Time	2										
TOTAL SUSPENSIONS TO DATE	64										
TOTAL INDIVIDUAL STUDENTS SUSPENDED TO DATE	43										

High School Tardy	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1	124	183	143	195	192	162	201			
2	43	66	41	71	88	77	105			
3	13	27	10	30	45	29	43			
4	1	18	5	18	24	19	29			
5	4	11	2	1	15	5	18			
6	2	10	3	2	5	6	7			
7	2	1		1	3	3	3			
8	0	0			2	2	3			
9	2	0			2	2	1			
10	0	0			1	0	2			
11	0	0			0	1	1			
12	1	0			0	0	0			
13					0	0	0			
14					0	0	0			
15					1	0	1			
16										
17										
18										
19										
20										
TOTAL STUDENTS	192	316	204	318	378	306	414			
TOTAL TARDIES	329	590	303	523	784	606	888			

Elementary School	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Tardy											
Profanity											
Cut Detention/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											
Harassment of Student											
Possession of Drugs/Alcohol					2						2
Insubordination											
Possession of Stolen Property											
Possession of Weapon											
Simple Assault											
TOTAL					2						2

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
HIGH SCHOOL				
September 7	7:47 AM	8 minutes	Fire Drill	
September 24	9:15 AM			Evacuation
October 4	1:53 PM	7 minutes	Fire Drill	
October 23	8:00 AM			Lockdown
November 26	9:15 AM	30 minutes		Evacuation
November 29	1:30 PM	7 minutes	Fire Drill	
December 12	1:35 PM	7 minutes	Fire Drill	
December 18	2:10 PM	15 minutes		Shelter in Place
January 14	9:15 AM	7 minutes	Fire Drill	
February 12	1:15 PM	8 minutes	Fire Drill	
March 13	2:00 PM	7 minutes	Fire Drill	
April				
May				
June				
ELEMENTARY SCHOOL				
September 11	1:45 PM	6 minutes	Fire Drill	
September 26	9:00 AM	30 minutes		Lockdown
October 9	8:05 AM	6 minutes	Fire Drill	
October 12	9:00 AM	6 minutes	Fire Drill	
October 24	10:40 AM	30 minutes		Lockdown
November 13	1:39 PM	6 minutes	Fire Drill	
November 16	10:30 AM	30 minutes		Evacuation
November 30	11:55 AM	6 minutes	Fire Drill	
December 6	8:45 AM	6 minutes	Fire Drill	
December 13	12:35 PM	6 minutes	Fire Drill	
December 19	1:15 PM	30 minutes		Lockdown
January 7	2:00 PM	6 minutes	Fire Drill	
January 29	10:25 AM	30 minutes		Evacuation
February 22	10:45 AM	20 minutes	Fire Drill	
February 26	10:00 AM	30 minutes		Lockdown
March 12	3:00 PM	30 minutes		Lockdown (Faculty)
March 28	10:10 AM	30 minutes		Lockdown (Students)
March 29	11:00 AM	6 minutes	Fire Drill	
April				
April				
April				
May				
May				

May				
June				
June				
June				

- **HIB Report**

<i>MHS</i>	<i>Date</i>	<i>Student Victim ID</i>	<i>Student Accused ID</i>	<i>Determination</i>	<i>Discipline/ Remediation</i>
Case #5	2/25/2013	14888	14889	Not HIB	---
Case # 6	3/18/2013	1675	14721	HIB	Detention/Counseling
			151964	HIB	Detention/Counseling
			14698	HIB	Counseling
Case #7	3/28/2013	1658	1647	HIB	Counseling
MES					
Case #5	4/12/2013	19917	2313	HIB	Counseling/Detention
Case #6	4/12/2013	19995	2313	Not HIB	---

11. Board Committee Reports

- Student Representative Report
- Community Relations
- Curriculum and Instruction
- Facility and Grounds
- Finance
- Negotiations
- Personnel
- Policy and Safety and Nutrition

12. Presentations

- Squanathon

13. 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.

MANASQUAN

General Items

14. Recommend **approval** of the School Safety Officer job description as per (**Document A**)
15. Recommend **approval** to apply for the New Jersey School Boards Association requesting a reduction in dues (grant) for the 2013-2014 SY due to the fact that Manasquan qualifies for a Community Disaster Loan.
16. Recommend approval of the acceptance of bids and award of contract in accordance with specifications to **Kane Communications, LLC, 572 Whitehead Road, Suite 201, Trenton, NJ 08619**, for Manasquan Elementary School Data Wiring, total award amount of **\$128,816.00**. (Bid #04-24-13)

Bidders
Kane Communications
572 Whitehead Road, Suite 201
Trenton, NJ 08619

Bid Amount
\$128,816.00

Coastal Communications Group Inc. \$137,250.00
6820C North Crescent Blvd.
Pennsauken, NJ 08110

Promedia Technology Services, Inc. \$151,000.00
535 U.S. Highway 46 East
Little Falls, NJ 07424

Millennium Communications Group Inc. \$157,756.00
11 Melanie Lane – Suite 13
East Hanover, NJ 07936

17. Recommend **approval** to purchase networking equipment including switches, universal power supplies, and patch cables in conjunction with the Elementary School Data Wiring project from CDWG, though MRESC bid, for Manasquan Elementary School in an amount not to exceed **\$79,000.00**.
18. Recommend **approval** of mileage reimbursement for the 2012-2013 SY for Susan VanNote, MES Learning Consultant, Child Study Team not to exceed **\$100.00**.
19. Recommend **approval** of an additional three (3) days to the current contract for the Mary Dobbins School, Manasquan student #1961 not to exceed \$886.38, as per the out of district school calendar for the 2012-2013 SY.
20. Recommend **approval** of Amanda Choma, School Psychology Intern, from Georgian Court University for the 2013-2014 SY.
21. Recommend **approval** to solicit a request for proposal for architect services.
22. Recommend **approval** for the carry-over of non-public Preschool IDEA funds into the **FY 2013 public funds** in the amount of **\$ 1,691.00**.
23. Recommend **approval** of Nilda Collazo to conduct Bilingual Speech & Language Evaluation not to exceed \$550.00, and Monica Peter, to conduct Bilingual Psychological Evaluation not to exceed \$495.00, and Anna Pires, to conduct Bilingual Social Evaluation not to exceed \$350.00 for pre-K student #0492.
24. Recommend **approval** of Nilda Collazo to conduct Bilingual Speech & Language Evaluation not to exceed \$550.00 and Monica Peter, to conduct Bilingual Psychological Evaluation and Anna Pires, to conduct Bilingual Social Evaluation not to exceed \$350.00 for pre-K student #0493.
25. Recommend **approval** of Nilda Collazo, to conduct Bilingual Speech & Language Evaluation not to exceed \$550.00 and Monica Peter, to conduct Bilingual Psychological Evaluation not to exceed \$ 495.00 for elementary student #251758 as part of Child Study Team evaluation.

Personnel

26. Appointment of a Paraprofessional

Recommend **approval** of the following **paraprofessional (playground/cafeteria)** work **4 hours per day** beginning **April 15, 2013** through **June 25, 2013**: **final salary to be determined when contract negotiations are finalized*

Kimberly Verlangieri, PARA.ES.AIDE.NA.09 - **Step 1**

27. Recommend **approval** of the **administrators** for the 2013-2014 SY as per **Document B-1**. *Final salaries to be determined when contract negotiations are finalized*

28. Recommend **approval** of the non-tenure, attaining tenure and tenure teachers for the 2013-2014 SY as per **Document B-2. Final salaries to be determined when contract negotiations are finalized**
29. Recommend **approval** of the non-instructional personnel for the 2013-2014 SY as per **Document B-3. Final salaries to be determined when contract negotiations are finalized**
30. Recommend **approval** of a **Child Care Leave of Absence** extension for **CST.ES.PSYC.FL.02 (4396)**, for the remainder of the **2012 – 2013 school year** to return for the **2013-2014 school year**. (*Previously approved to return June 17, 2013*)

Resignation

31. Recommend **approval** to **accept** the **resignation** of Carol Mangione, **TCH.ES.LIBR.FL.01**, Elementary School Media Specialist, for the purpose of retirement effective **July 1, 2013**.
32. Recommend **approval** to **accept** the **resignation** of Judith White, **TCH.MS.ENGL.08.03**, Middle School English Teacher, for the purpose of retirement effective **July 1, 2013**.

Unpaid Leave of Absence

33. Recommend **approval** of an **unpaid leave of absence** for:
TCH.ES.SPED.RR.23 (4549) – May 6, 7, 13, 14, 15, 2013

Professional Days

Recommend **approval** of the **attendance** of **staff members** at **conferences/workshops** indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
April 17, 2013	Catherine Taft	St. Catharine School, Spring Lake	4 th Grade District Spelling Bee	Yes – ½ Day	None
April 22, 2013	Tom Russoniello	Branchburg	Gifted and Talented Workshop	Yes	None
April 24, 25, 26, 2013	Jill Wells	San Diego, California	The American Occupational Therapy Assoc. National Conference	No	None
April 25, 2013	Colleen Graziano	Biotech High School, Freehold	Monmouth and Ocean County School Administrators meeting	No	\$10.54 mileage
June 3, 2013	Margaret Polak	Middlesex Regional	Non-Public Consultation	No	\$26.35 mileage

Student Action

35. Field Trips

Recommend **approval** of the **field trips** listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
May 10, 2013	Katie Kappy	Grade 1	Novins Planetarium, Ocean County College	To enhance the science curriculum	No	None	Students

36. Placement of Students on Home Instruction

Recommend that the following students be **approved** for Home Instruction as recommended by the Child Study Team:

#2121 Manasquan Grade 8 Beginning 3/4/13 (Medical)

37. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#161966 (MHS)	2012-2013 SY	Rugby School	\$20,874.78 (Prorated)

Secretary's Report

38. Recommend acceptance of the following Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) as noted in A, B, C and D:

- A) Secretary's Financial & Investment Report as per Document C.
- B) Elementary School Central Funds Report as per Document D.
- C) Purchase Orders as per Document E.
- D) Cafeteria Report as per Document F.
- E) Bills and Confirmation of Bills (Current Expense)

- A) The Business Administrator/Board Secretary certifies that as of **March 31, 2013** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be It Resolved: 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 **March 31, 2013** 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 **March 31, 2013** per Document C. (The Treasurer of School Moneys Report for the month of **March 2013** 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 **March 31, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2012-2013 budgets for March and April** as recommended by the Superintendent of Schools, as per Document C.

- B) Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31,**

2013 as per Document D.

C) **Purchase Orders** for the month of **April 2013** be approved, as per Document E.

D) Recommend **acceptance** of the **Cafeteria Report** for the month ending **March 31, 2013** as per Document F.

E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$996,734.44** for the month of **April 2013** be approved. Records of, checks (# 32547 - # 32553) and distributions are on file in the Business Office.

F) **Confirmation of Bills (Current Expense)** for **March 2013** at **\$ 1,039,742.92** and checks (# 32420 - #32546)

MANASQUAN/SENDING DISTRICTS

General Items

39. Recommend **approval** of the Spring 2013 final exam schedule as follows:

Conflict Period – Tuesday, June 18 - 12:15 – 2:15 (Room 002)

SENIORS

Wednesday, June 19

7:38 am – 9:38 am

Block 1 Exam in the Auditorium

9:53 am – 11:53 am

Blocks 3 & 4 Exams in the Auditorium

Thursday, June 20

7:38 am – 9:38 am

Block 2 Exam in the Auditorium

9:53 am – 11:53 am

Block 5 Exam in the Auditorium

UNDERCLASSMAN

12:05 pm – Early Dismissal for underclassmen on June 19th and June 20th

Friday, June 21

7:38 am – 9:38 am

Block 1 Exam

9:53 am – 11:53 am

Block 3 Exam

12:08 pm - 2:08 pm

Block 4 Exam

Monday, June 24

7:38 am – 9:38 am

Block 2 Exam

9:53 am – 11:53 am

Block 5 Exam

40. Recommend **approval** for **Services Works Inc. (SWI)**, 95 Megill Road, Farmingdale, NJ (quotes solicited from the vendors identified in state contract T-2424) to install a Front Door Visitor's Camera and Monitors and a Cafeteria Entry Door Intercom, Remote Release and Camera at Manasquan High School, in an amount not to exceed **\$6,902.00** and for **Maynard Electric** to install high voltage and low voltage wiring in conjunction with the camera/monitor installation, in an amount not to exceed **\$3,200.00**. This project will be substantially funded through the **\$7,091.32 NJSBAIG Safety Grant Program Award**.

41. Recommend **approval** of the following off-site facilities to be used for occasional practice during the 2012-13 season for the High School Golf Team in case of inclement weather, at a cost to be determined.

Spring Meadow Golf Course, Farmingdale, NJ

42. Recommend **approval** of a Special Education Fundraiser for the Shore PAC group to include Brielle, Avon, Spring Lake, Spring Lake Heights, Manasquan, Sea Girt and Belmar. The **Spring into Summer 2013 Funday** will be held at Brielle Park on Wednesday, June 26, 2013, with a rain date of June 27, 2013. All proceeds to be divided proportionately amongst the districts listed above to benefit technology and professional development for the Special Education population and staff at large.
43. Recommend **approval** of Sandra Bendokas, from NJ Care, LLC, to conduct a Functional Behavioral Assessment, not to exceed \$1,000.00 for student #161503, as part of a Child Study Team Evaluation. (Avon/MHS)
44. Recommend **approval** of the Food Service Management Company Addendum between the Manasquan Board of Education and Simplified Culinary Services, Inc., which shall become incorporated and part of the Contract for Food Services entered into by the above parties on the 28th day of July 2009, witnesses that Simplified Culinary Services and the Manasquan Board of Education agree as follows:

**MANASQUAN BOARD OF EDUCATION
SCHOOL FOOD SERVICE MANAGEMENT PROGRAM
2013 – 2014**

All management/administrative fees must be specifically stated in the body of the contract. Contract which provide for management fees on a cents per meal or flat fee basis are allowed. 7CFR 210.16(a).c.
This addendum begins on 7/28/2013 and ends on 7/27/2014.

Simplified Culinary Services will collect a flat fee of \$18,000.00 annually.

Simplified Culinary Services guarantees a return of \$4,000.00

Above guarantees are based upon similar operating conditions as previous school year. Service will not be interrupted as a result of fire, work stoppage, strike or school closing. In the event any of the foregoing conditions are not met during the school year, Simplified Culinary Services' guaranteed obligation shall be reduced by an amount equivalent to any increase in expenses or decrease in revenues which are attributable to the changes in such conditions.

PERSONNEL

45. Recommend **approval** of the administrators for the 2013-2014 SY as per **Document 1-1. Final salaries to be determined when contract negotiations are finalized**
46. Recommend **approval** of the non-tenure, attaining tenure and tenure teachers for the 2013-2014 SY as per **Document 1-2. Final salaries to be determined when contract negotiations are finalized**
47. Recommend **approval** of the non-instructional personnel for the 2013-2014 SY as per **Document 1-3. Final salaries to be determined when contract negotiations are finalized**
48. Recommend **approval** of a one year **Child Care Leave of Absence** extension for **TCH.HS.ESL.FL.01 (4420)**, to return for the **2014 - 2015 school year. (Previously approved to return September 2013)**
49. Recommend **approval** of a **Child Care Leave of Absence** extension for **GUL.HS.COUN.FL.04, (4305)**, to include the remainder of the **2012 – 2013 school year** and the entire **2013 – 2014 school year** to return for the **2014 – 2015 school year. (Previously approved to return May 16, 2013)**
50. Recommend approval of the request for **SEC.BO.PYRL.NA.15, (453I)**, to take an **unpaid Family Leave of**

Absence beginning July 1, 2013 through August 2, 2013. A Child Care Leave of Absence will begin August 5, 2013 through October 29, 2013.

Resignation

51. Recommend approval to accept the resignation of Clifford Valentine, TCH.HS.SPED.RR.13, High School Special Education Teacher, for the purpose of retirement effective July 1, 2013.
52. Recommend approval to accept the resignation of Steven Schwartz, TCH.HS.SSTU.FL.09, High School Social Studies Teacher, for the purpose of retirement effective June 30, 2013.

53. Substitutes

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

Amanda Ruppel - Teacher

Stipend Position

54. Recommend approval of the following teachers to chaperone the Junior Prom, April 26, 2013 at a stipend of \$28.50/hour – 5 hours each: *final stipend to be determined when contract negotiations are finalized*

Meghan Belz Pamela Cosse John Driscoll Monica Fenlon Kurt Fenchel
Caitlin Gillmet David Hallion Alicia Schwartz Matthew Voskian Robert Waldeyer

55. Recommend approval of the following appointment(s) for the 2012-2013 SY:

Site Manager Rod Ravaioli at a stipend of \$90.00 per event on an as needed basis

56. Recommend approval of the following teachers to teach Biology Remediation beginning May 1 through May 20, 2013 during blocks 3 and 4 at a stipend of \$57.00 per block: **final stipend to be determined when contract negotiations are finalized*

Lisa Crowning Chryseis Apostolou

57. Recommend approval of the following teachers to cover blocks 3A and 4A beginning May 1 through May 20, 2013 at a stipend of \$28.50 per day: ** final stipend to be determined when contract negotiations are finalized*

Carol Kooklin – 3A Amy Boss – 4A

58. Recommend approval for Gina Martucci to receive a stipend of \$57.00 per day for teaching a window of the AHSA Testing, March 21 and March 22, 2013.
59. Recommend approval to eliminate the High School Industrial Arts Teacher position, TCH.HS.IART.FL.01, effective July 1, 2013.
60. Recommend approval to eliminate a Confidential Secretary position, SEC.BO.CSEC.NA.12, effective July 1, 2013.
61. Recommend approval for Kris Buss to chaperone the Surf Team Competition, June 13 – June 17, 2013 at a stipend of \$225.00 per night.

62. Professional Days

Recommend **approval** of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
April 25, 2013	Lauren Gilbert	Univ. of Pennsylvania	Penn Relays	Yes	None
April 30, 2013	Barbara Kerensky	Foundation for Educational Administration, Monroe	Implementing PARCC and Common core: The Latest Information	No	\$50 registration
May 9, 2013	Leigh Busco	The Counseling Facility of Freehold, Advanced Health and Education, Meridian Health Addiction Recovery Services	SAC tour of treatment facilities	No	\$12.59 mileage
May 22, 2013	Jesse Place	Atlantic City	NJASA Spring Conference Tech Day	No	\$299 registration \$44.14 mileage
May 28 & 29, 2013	Don Bramley, Rick Coppola, Sue Tellone	Richard Stockton College	NJ Anti-Bullying Conference	Yes — 1	\$199 each registration \$37.10 mileage
May 30, 2013	Peg Hom, Kim Read, Andrea Mahon	Freehold	HR Law Seminar	No	\$99.50 each registration

Student Action**63. Field Trips**

Recommend **approval** of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
May 2, 2013	Lee Weisert	Music	Presbyterian Church	To perform for National Day of Prayer	Yes — ½ Day	None	
May 20, 2013	Jill Santucci	Peer Leaders	Shark River Park	The trip serves as a send-off for senior peer leaders and an orientation for new peer leaders	Yes — 2	None	

May 22, 2013	Jamie Congilose	Yearbook	Monsignor Donovan High School	To meet with yearbook company's cover design artist	Yes	\$225 transportation	
June 13 – 17, 2013	Kris Buss	Surf Team	Dana Point, California	To compete in the National High School Surfing Championship	Yes	None	Paid for by the Surf Team Parents Group Organization

64. **Placement of Students on Home Instruction**

Recommend that the following students be **approved** for Home Instruction as recommended by the Child Study Team:

#14685	SLH	Grade 11	Beginning 4/8/13	(Medical)
#121676	Belmar	Grade 9	Beginning 4/10/13	(Medical)
#151177	SLH	Grade 10	Beginning 4/15/13	(Medical)
#161642	Belmar	Grade 9	Beginning 4/30/13	(Medical)

Financials

65. Recommend **acceptance** of the following **High School Central Funds Report** for the month ending **March 30, 2013 as per Document 2**.

66. **Old Business/New Business**

67. **Public Forum**

68. **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 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 30 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].

69. Adjournment

Motion to Adjourn

MANASQUAN PUBLIC SCHOOLS

DOCUMENT A

TITLE: School Safety Officer

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

- Law Enforcement/Security Background
- Possess a valid New Jersey driver's license
- Experience in educating, instructing, guiding and motivating young people
- The ability to speak in public and to large groups
- Be in good physical condition
- Associated Degree or better preferred
- Where approved in accordance with N.J.S. 2C:39-5 (e), licensure in accordance with N.J.S. 2C:58-4

JOB GOAL: Maintain an environment of order and discipline throughout school property.

RESPONSIBILITIES:

- Responsible for the safety and security of the students and staff of the Manasquan High School and members of our Elementary school faculty and staff population pursuant to the "Memorandum of Agreement between education and Law Enforcement Officials" (Revised 1999). "The New Jersey School Search Policy Manual (1998), and the "Drug-Free Schools Program".
- Be a physical presence throughout the schools to prevent and deter violence/criminal activity and/or improper behavior that would distract from an educational environment and to be accessible to students and staff to enable them to voice their concerns on safety and security issues.
- Consult on emergency procedures for crisis scenarios.
- Function as a liaison between the school district and the Manasquan Police Department on school safety issues and incidents.
- Remove unauthorized persons from school property
- Sign trespassing complaints as required
- Testify in court proceedings when necessary

- Interview along with the administration, students who:
 1. Have been threatened
 2. Are the victims of a theft
 3. Have safety/security concerns
- Document reported incidents of safety/security violations
- Work in conjunction with district staff to assist in identifying students and/or situations that may require crisis intervention
- Make recommendations to the Superintendent, Principal and Assistant Principals on safety/security issues.
- Escort disruptive and/or unruly students from the classroom, cafeteria, etc.
- Lecture on Safety/Security issues when requested

SALARY: Commensurate with experience – does not include health benefits.

TERMS OF EMPLOYMENT: 10 months

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Manasquan Board of Education **Date:**

Final Salaries to be determined when contract negotiations are finalized

Administrators (Elementary School) - TENURE

		<u>Unique Position Code</u>
GRAZIANO, COLLEEN	PRINCIPAL	ADM.ES.PRIN.NA.01
KIRK, RICHARD	ASSISTANT PRINCIPAL	ADM.ES.APRI.NA.01

ELEMENTARY SCHOOL

Recommend that tenure be granted to the following teachers on the day they complete statute requirements NJSA 18A:28-5.

Recommend that contracts be issued to the following 10-month employees:

Final Salaries to be determined when contract negotiations are finalized

ATTAINING TENURE

Last Name	First Name	Unique Position Code
KELLY	LAUREN (11/29/13)	TCH.ES.ELEM.03.14

NON TENURE

BRADLEY	LINDA	TCH.ES.SPED.RR.20
CRAIG	KIMBERLY	TCH.MS.ENGL.06.04
KESLER	JENNY	TCH.ES.ART.FL.01
LEYBOVICH	ALYSE	TCH.ES.ELEM.KD.11
SAPONARA	ERIN	GUI.ES.GUID.FL.02
SOMMESE	GINA	TCH.ES.GYM.FL.02
SPONZO	JENNIFER	TCH.ES.SPED.RR.22

TENURE

Last Name	First Name	Unique Position Code
AKINS	JOAN	CST.ES.SPCH.FL.01
BARRETT	NANCY	TCH.ES.ELEM.01.02
BATTISTA, Jr.	JOSEPH	TCH.ES.MUSI.FL.01
BONACCOLTA	JO-ANN	TCH.ES.ELEM.03.23
BOTTONE	DEBORAH	TCH.ES.SPED.RR.03
BOYES	ELISE	TCH.ES.ELEM.KD.03
BUSS	LAUREN	TCH.ES.ELEM.02.04
CERTO	LOUIS	TCH.MS.SSTU.07.01
CIRIELLO	JESSICA	TCH.ES.ELEM.03.05
CLARKE	BARBARA	TCH.ES.ELEM.05.06
CORY	CINDY	TCH.ES.ELEM.05.21
COSGROVE	LAURIE	NRS.ES.NURS.FL.02
CRAWLEY	KAREN	TCH.ES.ESL.FL.01
DEANTONIO	VALERIE	TCH.ES.SPED.RR.04
DZENIS	BARBARA	TCH.ES.HLTH.FL.01
EASTMOND	CARRIE	TCH.MS.MATH.06.01
FEMENELLA	CHERYL	TCH.ES.ELEM.04.07
FLEMING	ALISSA	TCH.ES.SPCH.FL.02
HILL	SANDRA JO	TCH.ES.ELEM.KD.08
INNARELLA	THERESA	TCH.ES.SPED.RR.18
JONES	JESTINE	TCH.MS.MATH.08.04
KAPPY	CATHERINE	TCH.ES.ELEM.01.09
KEHOE	DEBORAH	TCH.ES.SPED.RR.22

KIRK	CYNTHIA	TCH.ES.ELEM.01.10
KUKODA	LISA	TCH.MS.ENGL.07.01
KURISCAK	KINDLE	TCH.ES.SPED.RR.16
LAMORTICELLA	ANN MARIE	TCH.ES.WLAN.FL.01
LAUFFER	MARIE	TCH.ES.MUSI.FL.02
LEVY	MARK	TCH.ES.TECH.FL.01
MANSER	ANDREW	TCH.MS.MATH.08.03
MARINELLI	JOAN	TCH.ES.ELEM.KD.11
MARKOVITCH	ROBERT	TCH.MS.SCNC.07.02
MAZZA	MELISSA	TCH.ES.SPED.RR.21
MCCANN	BRIAN	TCH.ES.SPED.RR.19
MEAD	DONNA	TCH.ES.ELEM.02.12
MINUTOLI	KRISTEN	TCH.ES.SPED.LR.08
REICHEY	TERESA	TCH.ES.ELEM.05.15
REID	MARC	TCH.MS.MATH.07.02
REO	PATRICIA	TCH.ES.SPED.RR.12
RODRIGUEZ	CARMEN	TCH.ES.SPED.LL.05
RUMPLASCH	DESIREE FAUL	TCH.ES.ELEM.04.16
RUSSONIELLO	THOMAS	TCH.ES.ELEM.04.17
SANDERS	NANCY	GUI.ES.COUN.FL.01
SAVAGE	TERESA	CST.ES.PSYC.FL.02
SAYRE	MICHELLE	TCH.ES.ELEM.02.13
SCHAAD	MATTHEW	TCH.ES.GYM.FL.03
TAFT	CATHERINE	TCH.ES.ELEM.04.19
TRISCHITTA	ANDREA	TCH.MS.ENGL.08.02
TRUMPBOUR	TERESA	TCH.ES.ART.FL.02
VAN WICKLE	MARY	TCH.ES.ELEM.KD.20
VOORHEES	L LORISSA	CST.ES.LDTC.FL.01
WAHL	KIRT	TCH.ES.TECH.FL.02
WAHL	LAURA	TCH.MS.SCNC.06.01
WALSH	CHRISTIN	TCH.ES.RSPE.FL.01
WALSH	LYNN	TCH.ES.SPED.PS.15
WELLS	JILL	THP.ES.OCTH.FL.01
YELLOWICH	KRISTINE	TCH.MS.SSTU.06.02

Final Salaries to be determined when contract negotiations are finalized

Secretaries - Tenure

<u>Last Name</u>	<u>First Name</u>	<u>Unique Position Code</u>
GALLANT	PATRICIA	SEC.ES.SCHS.NA.03
KING	CATHERINE	SEC.ES.SCHS.NA.02
SHEEHAN	JANE	SEC.ES.SCHS.NA.01

Technology Specialist

EGAN	JAMES	TCN.HS.TECH.NA.01
------	-------	-------------------

Administrators (District-High School) - TENURE

		<u>Unique Position Code</u>
BRAMLEY, DONALD	ASSISTANT PRINCIPAL	ADM.HS.APRIN.NA.01
CAHILL, PETER	ASSISTANT PRINCIPAL	ADM.HS.APRI.NA.02
COPPOLA, RICK	PRINCIPAL	ADM.HS.PRIN.NA.01
KORNEGAY, RON	ATHLETIC DIRECTOR	ADM.HS.ATHL.NA.01
MCCARTHY, SEAN	DEAN OF STUDENTS	GUI.HS.SUPV.FL.03

Administrators (District) - TENURE

POLAK, MARGARET	SUPERVISOR OF SPECIAL EDUCATION	CST.HS.ADMN.NA.01
-----------------	------------------------------------	-------------------

Administrators (District) - NON-TENURE

PLACE, JESSE	DIRECTOR OF TECHNOLOGY	ADM.HS.TECH.NA.01
--------------	------------------------	-------------------

Administrators (HS Supervisors - 11 months) - TENURE

KERENSKY, BARBARA		SUP.HS.SUPV.FL.01
MURIN, CRAIG		SUP.HS.SUPV.FL.05

Supervisor of Buildings & Grounds

BIGLEY, BERNARD	SUPERVISOR OF BUILDING & GROUNDS	CUS.DS.SUPV.NA.01
-----------------	-------------------------------------	-------------------

HIGH SCHOOL

the day they complete statute requirements NJSA 18A:28-5.

Recommend that contracts be issued to the following 10-month employees:

Final Salaries to be determined when contract negotiations are finalized

ATTAINING TENURE

<u>Last Name</u>	<u>First Name</u>	<u>Unique Position Code</u>
GILLMETT	CAITLIN	TCH.HS.ENGL.FL.06
HALLION	DAVID	TCH.HS.SPED.LR.11
ROACH	JUSTIN	TCH.HS.ENGL.FL.03

NON TENURE

BUSCO	LEIGH	GUI.HS.SAC.FL.01
CARAVELLA	NICOLE	TCH.HS.ART.FL.02
HARPER	LAURA (pro-rated 40%)	TCH.HS.WLAN.FL.01
MORRIS	MEREDITH	TCH.HS.HMEC.FL.01
VOSKIAN	MATTHEW	TCH.HS.GYM.FL.01

TENURE

<u>Last Name</u>	<u>First Name</u>	<u>Unique Position Code</u>
ABRAHAM	ALAN	TCH.HS.MUSI.FL.01
APOSTOLOU	CHRYSEIS	TCH.HS.SCNC.FL.01
BASAMAN	RYAN	TCH.HS.MATH.FL.01
BATTAGLIA JR	PAUL	TCH.HS.MATH.FL.02
BELZ	MEGHAN	TCH.HS.ENGL.FL.01
BILODEAU	W. ANDREW	TCH.HS.SPED.LR.01
BONTALES	CHERYL	NRS.HS.NURS.FL.01
BOODEY	GRETCHEN	TCH.HS.SPED.LR.02
BOSS	AMY	TCH.HS.MATH.FL.03
BRYANT	JASON	TCH.HS.SSTU.FL.01
BUCKLEY	BARBARA	TCH.HS.SCNC.FL.02
BUSS	KRISTEN	TCH.HS.MATH.FL.04
CACI	MARIANNE	TCH.HS.ART.FL.01
CERTO	AMY	TCH.HS.GYM.FL.08
CONGILOSE	JAMIE	TCH.HS.ENGL.FL.08
COSSE	PAMELA (11 month)	CST.HS.SOCWK.FL.01
CROWNING	LISA	TCH.HS.SCNC.FL.03
DEMURO	JEFFREY	TCH.HS.GYM.FL.03
DRISCOLL	JOHN	TCH.HS.SSTU.FL.02
ELDRIDGE	MARIA	TCH.HS.WLAN.FL.02
ELMS	DINA D'ANGELICO	GUI.HS.COUN.FL.01
FAGEN	JAMES	TCH.HS.SSTU.FL.03
FENCHEL	KURT	TCH.HS.GYM.FL.02
FENLON	MONICA	TCH.HS.ENGL.FL.05
FREDA	JAMES	TCH.HS.SCNC.FL.04
FREDA	MARYANNE (Pro-rated to 86.7%)	TCH.HS.MATH.FL.05

GILBERT	LAUREN	GUI.HS.COUN.FL.02
GLENN IV	THOMAS	TCH.HS.SCNC.FL.05
GORDON	ARTHUR	TCH.HS.BUSN.FL.01
GRANDINETTI	PAMELA	TCH.HS.SPED.LR.06
HARVEY JR	HARRY	TCH.HS.ENGL.FL.02
HAWRYLUK	SHARON	TCH.HS.SSTU.FL.04
HEETER	MEREDITH	TCH.HS.ENGL.FL.07
HOFFMAN	ERICH	GUI.HS.COUN.FL.03
HYLAND	KEVIN (11 month)	TCH.HS.GYM.FL.03
JANUARIO	MARTIN	TCH.HS.WLAN.FL.03
JARMON	KELLY	GUI.HS.COUN.FL.04
KACKOS	JENNIFER	TCH.HS.SPED.RR.07
KEHOE	ROBERT (11 month)	CST.HS.PSYC.FL.01
KENNY	ELVIA	TCH.HS.WLAN.FL.04
KOOKLIN	CAROL	TCH.HS.WLAN.FL.06
KOPEC	ORIANA	TCH.HS.LIBR.FL.01
KOZIC	CLAIRE	TCH.HS.GYM.FL.04
LEE	BRIAN	TCH.HS.GYM.FL.05
LOBOSCO	JOANNE	TCH.HS.SSTU.FL.05
LOMAS	BRETT	TCH.HS.MATH.FL.06
MARDEN	TIMOTHY	TCH.HS.BUSN.FL.02
MARTUCCI	GINA	TCH.HS.MATH.FL.07
MAWN	JAMES	TCH.HS.ENGL.FL.04
MCKENZIE	PATRICIA	TCH.HS.BUSN.FL.03
MINUTOLI	JASON	TCH.HS.MATH.FL.08
MOORE	JILL	TCH.HS.SPED.LR.09
MURA	JENNIFER	TCH.HS.SPED.RR.17
O'CONNOR	ERIN	TCH.HS.SCNC.FL.06
OEHME	KATHRYN	TCH.HS.ESL.FL.01
PAPPA	LAUREN	TCH.HS.WLAN.FL.08
PRICE	JULIAN	TCH.HS.SSTU.FL.06
PURYEAR	PAMELA	TCH.HS.SPED.RR.10
RADZINSKY	KRISTIN	TCH.HS.WLAN.FL.07
READ	RICHARD	TCH.HS.SSTU.FL.07
SANTUCCI	JILL	TCH.HS.GYM.FL.07
TELLONE	SUSAN	NRS.HS.NURS.FL.03
TRENEY	CAROLYN	TCH.HS.ART.FL.03
VAN PELT JR	DENNIS	TCH.HS.SSTU.FL.10
VILLANO	SUSAN	TCH.HS.SPED.RR.14
WALDEYER	ROBERT	TCH.HS.BUSN.FL.04
WASNESKY	ERIC	TCH.HS.SCNC.FL.07
WEISERT	LEE	TCH.HS.MUSI.FL.02
ZDANOWICZ	KRISTEN	TCH.HS.MATH.FL.09

Final Salaries to be determined when contract negotiations are finalized**District
Secretaries****Tenure**

<u>Last Name</u>	<u>First Name</u>	<u>Unique Position Code</u>
ATTILIO	MARIA	SEC.HS.SCHS.NA.07
FREEMAN	SANDRA	SEC.BO.CSEC.NA.14
JOST	CYNTHIA	SEC.BO.APAY.NA.17
MAHON	ANDREA	SEC.BO.CSEC.NA.13
READ	KIMBERLY	SEC.BO.BKPR.NA.16

Non-Tenure

GALLO	LISA (pro-rated 50%)	SEC.BO.PYRL.NA.15
-------	----------------------	-------------------

**High School
Secretaries****Tenure**

ECKART	DURELL	SEC.HS.SCHS.NA.05
FEY	PATRICIA	SEC.HS.SCHS.NA.09
HANLON	LINDA	SEC.HS.SCHS.NA.10
MAHON (10 months)	KATHLEEN	SEC.HS.SCHS.NA.08
SCERBO	LUCYANN	SEC.HS.SCHS.NA.06
VODOLA	VIRGINIA	SEC.HS.SCHS.NA.04

COMPUTER NETWORK ENGINEER

SCOTT	FRANK	TCN.HS.TECH.NA.02
-------	-------	-------------------