

# **MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING**

Manasquan Borough  
Manasquan High School Media Center  
May 28, 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. Acceptance of Minutes**

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of Tuesday April 30, 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.

### **7. Reports**

### **8. Closed Executive Session** - 20 minutes

### **9. Superintendent's Report & Information Items**

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

- MHS Science League Competition

- **Enrollment Report for April 2013 - District Total – 1,612**

### Elementary School

<u>Grade</u>	<u>Students</u>	<u>Sections</u>
Kindergarten	71	4
1 <sup>st</sup>	74	4
2 <sup>nd</sup>	52	3
3 <sup>rd</sup>	75	3
4 <sup>th</sup>	79	4
5 <sup>th</sup>	70	3
6 <sup>th</sup>	62	3
7 <sup>th</sup>	90	4
8 <sup>th</sup>	77	4
Pre-schl. Hand.	6	1
MD	3	
LD	1	
<b>TOTAL</b>	<b>660</b>	

### 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	22	23	22	97
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 Child	1	0	0	0	1
Parent Paid	0	1	1	1	3
Sub-totals	222	226	240	209	897
MD	1	0	0	0	1
LLD	4	5	0	0	9
Sub-totals	227	231	240	209	907

### Shared-time

<u>Town</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Totals</u>
Avon	0	0	0	0	0
Belmar	1	3	3	2	9
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	6	6	15	17	44
<b>HS TOTALS</b>	<b>234</b>	<b>237</b>	<b>255</b>	<b>226</b>	<b>952</b>

• **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 94.95	977.33 931.18	924.07 892.27		Apr 2012 Apr 2013	96.051 96.247	683.667 659.882	659.933 637.882
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
<b>OUT OF SCHOOL SUSPENSIONS</b>											
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
<b>IN-SCHOOL SUSPENSIONS</b>											
Defiance	1										1
Truancy		3				1					4
Failure to report to Saturday Detention		5		1	3	4	4	2			19
Cutting Class		3	3	1	3			1			11
Accumulation of Demerits					1	2	1	1			5
Under the Influence					1						1

Profanity						1					1
Leaving School Grounds/Truancy							3	1			4
Writing Profanity							2				2
Disrespectful to Staff								1			1
<b>NUMBER OF INDIVIDUAL SUSPENSIONS</b>	1	14	7	6	12	12	12	6			70
Saturday Detention	5	10	0	7	20	4	11	9			66
Smoking-Insight Program											
Students Suspended 1 Times	31										
Students Suspended 2 Times	9										
Students Suspended 3 Times	3										
Students Suspended 4 Times	3										
TOTAL SUSPENSIONS TO DATE	70										
TOTAL INDIVIDUAL STUDENTS SUSPENDED TO DATE	46										

High School Tardy	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1	124	183	143	195	192	162	201	188		
2	43	66	41	71	88	77	105	64		
3	13	27	10	30	45	29	43	27		
4	1	18	5	18	24	19	29	13		
5	4	11	2	1	15	5	18	8		
6	2	10	3	2	5	6	7	2		
7	2	1		1	3	3	3	2		
8	0	0			2	2	3	0		
9	2	0			2	2	1	0		
10	0	0			1	0	2	0		
11	0	0			0	1	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	305		
TOTAL TARDIES	329	590	303	523	784	606	888	526		

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	0	0	0	0	2	0	0	0			2

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
<b>HIGH SCHOOL</b>				
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 11	8:10 AM	7 minutes	Fire Drill	
May				
June				
<b>ELEMENTARY SCHOOL</b>				
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 12	11:30 AM	6 minutes	Fire Drill	
April 18	8:10 AM	20 minutes		Emergency Management Meeting
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>
8	5/13/12	161552	unidentifiable	Not HIB	Counseling

## 10. Board Committee Reports

- Student Representative Report
- Community Relations
- Curriculum and Instruction
- Facility and Grounds

- Finance
- Negotiations
- Personnel
- Policy and Safety and Nutrition

## **11. Presentations**

- Teachers of the Year:

Eric Wasnesky  
Marc Reid

- Retirees:

Carol Mangione  
Steven Schwartz  
Clifford Valentine  
Judith White

## **12. 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**

13. Recommend **approval** of the School Safety Officer job description as per **Document A**
14. Recommend **approval** of the Memorandum of Agreement between the Manasquan Education Association and the Manasquan Board of Education pending approval of the salary guides.
15. Recommend **approval** accept Project Serve Grant in the amount of \$63,655.00 to assist the district in recovery from the impact of Hurricane Sandy.
16. Recommend **approval** of Dr. Sandra Kuhn, to conduct a CAP Evaluation, at a rate not to exceed \$450.00 for elementary school student #2007 as part of a Child Study Team Evaluation.
17. Recommend **approval** of Maureen Kelley to work 5 days at a rate of \$300.00 per day (not to exceed \$1,500.00) to complete Psychological Evaluations (MES) for the Child Study Team for the 2012-2013 SY.
18. Recommend **approval** of \_\_\_\_\_ as the Manasquan School Districts Architect of Record as recommended by the Buildings and Grounds Committee.
19. Recommend **approval** to advertise for the sale of computer equipment as specified in **Document B**. The Board further **approves** that any unsold items will be deemed obsolete and marked for disposal.

20. Recommend approval of the 2013-2014 **Manasquan** School District Tax Levy Payment Schedule as shown below:

<b>TOTAL SCHOOL TAX LEVY FOR 2013-14</b>				<b>\$13,706,451.00</b>
<b>FOR GENERAL FUND</b>				<b>\$12,655,951.00</b>
<b>FOR DEBT SERVICE</b>				<b>\$1,050,500.00</b>
				<b>\$13,706,451.00</b>
<b>DATE OF REQUEST</b>	<b>DATE DUE</b>	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>TOTAL DUE</b>
5/28/2013	7/1/2013		\$525,250.00	\$525,250.00
5/28/2013	7/9/2013	\$2,109,325.20		\$2,109,325.20
7/23/2013	8/27/2013	\$2,109,325.16		\$2,109,325.16
10/21/2013	11/5/2013	\$2,109,325.16		\$2,109,325.16
12/17/2013	1/2/2014	\$2,109,325.16	\$525,250.00	\$2,634,575.16
1/21/2014	2/18/2014	\$2,109,325.16		\$2,109,325.16
3/25/2014	4/15/2014	\$2,109,325.16		\$2,109,325.16
<b>TOTAL:</b>		<b>\$12,655,951.00</b>	<b>\$1,050,500.00</b>	<b>\$13,706,451.00</b>

### Personnel

#### 21. Stipend Position

Recommend approval of the following teachers to chaperone the 8<sup>th</sup> Grade Class Trip, May 28 and 29, 2013 at a stipend of \$225.00 each per night: *final stipend to be determined when contract negotiations are finalized*

Rich Kirk  
Allyse Leybovich

Laurie Cosgrove  
Marie Lauffer

Gina Sommesse  
Tom Russoniello

Brian McCann  
Kristine Gianna

22. Recommend approval to *rescind* the following extracurricular appointment for the 2012-2013 SY:

Lisa Kukoda - Project Awakening Advisor at a stipend of \$935.00

### Non-Certified Personnel

23. Recommend approval of the following Custodians for the 2013-2014 SY – beginning July 1, 2013 through June 30, 2013 through June 30, 2014:

DEASE	MARY	CUS.ES.CUST.NA.07
HAYDEN	HARRY	CUS.ES.CUST.NA.11
LEWIS	RYAN	CUS.ES.CUST.NA.02
SOMMERS	JOSEPH	CUS.ES.CUST.NA.04
ZUNA	CARLOS	CUS.ES.CUST.NA.06

24. Recommend **approval** to increase the hours for Nancy LeBlanc from **22.5 hours per week** to **30 hours per week** for the remainder of the **2012-2013 SY effective May 8, 2013**.

**Professional Days**

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

<b>Date</b>	<b>Name</b>	<b>Destination</b>	<b>Purpose</b>	<b>Sub</b>	<b>Cost</b>
July 30 & August 1, 2013	Colleen Graziano Margaret Polak	Foundation for Education Administration, Monroe	Preparing for Teacher and Principal Evaluation	No	\$280 each registration \$20.50 each mileage

**Student Action**

26. ES Field Trips

<b>Date</b>	<b>Name</b>	<b>Subject</b>	<b>Destination</b>	<b>Purpose</b>	<b>Sub</b>	<b>Other Board Costs</b>	<b>Other Fund</b>
June 10, 2013	Katie Kappy	1 <sup>st</sup> Grade	Algonquin Theater	To enhance literacy experience through a live performance	No	None	Students
May 30, 2013	Jestine Jones	7 <sup>th</sup> Grade Science	Belmar Elementary	Science Forensics Convention	Yes	\$175 transportation	

27. 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 **April 30, 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 **April 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 **April 31, 2013** per **Document C**. (The Treasurer of School Moneys Report for the month of **April 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 **April 30, 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 **April and May** 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 April 30, 2013 as per **Document D**.
- C) **Purchase Orders** for the month of **May 2013** be approved, as per **Document E**.
- D) Recommend **acceptance** of the **Cafeteria Report** for the month ending **April 30, 2013** as per **Document F**.
- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,417,878.87** for the month of **May 2013** be approved. Records of, checks (# 32682 - # 32752) and distributions are on file in the Business Office.
- F) **Confirmation of Bills (Current Expense)** for April 2013 at **\$ 2,057,325.52** and checks (#32547 - #32681)

### **MANASQUAN/SENDING DISTRICTS**

#### **General Items**

28. Recommend **approval** of the students for extended year treatment and/or placement as prescribed by the **Child Study Team** – as per **Document 1**.
29. Recommend **approval** of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for high school student #141275 (Belmar) as part of a Child Study Team Evaluation.
30. Recommend **approval** of Sea Girt Elementary School student #171043 to attend Social Skills Group, 1 time per week in the Manasquan High School Building for the remainder of the 2012-2013 SY.
31. Recommend **approval** for the Architect of Record to proceed with the High School Door and Security Project.
32. Recommend **approval** for the closure of the following (8) Scholarship Accounts held by the Manasquan Board of Education due to low balances and transfer the balances to the following (4) Scholarship Accounts held by the Manasquan Board of Education in order to award one last scholarship and close accounts:
- |                                   |                 |  |
|-----------------------------------|-----------------|--|
| Frederick Snyder Scholarship      | \$ 50.89        | (Usually a \$2,000 Award – No Direction in Criteria on Low Balance)      |
| Symanski Family Scholarship       | \$ 67.57        | (Usually a \$500 Award - No Direction in Criteria on Low Balance)        |
| Adam O'Donnell Scholarship        | \$ .62          | (Usually a \$1,000 Award – No Direction in Criteria on Low Balance)      |
| Academy of Technology Scholarship | \$214.36        | (Club Does Not Exist – No Direction)                                     |
| Cary McCormack Scholarship        | \$101.84        | (Usually a \$5,000 Award – No Direction in Criteria on Low Balance)      |
| Katie Ciallella Scholarship       | \$ .33          | (Usually a \$500 Award – No Direction in Criteria on Low Balance)        |
| George Bower Scholarship          | \$150.32        | (Usually a \$1,300 Award – No Direction in Criteria on Low Balance)      |
| Superintendent's Scholarship      | <u>\$ 1.54</u>  | (One – Time Scholarship – Interest Earned – No Direction on Low Balance) |
|                                   | \$587.47        |  |
| Walter Schlamp Scholarship        | \$ 55.37        | Will bring balance to \$250 – Award in 6/2013 and close account          |
| Carl Yard Scholarship             | \$407.21        | Will bring Balance to \$1,755 – Award in 6/2013 and close account        |
| William R. Eastmond Scholarship   | \$ 22.63        | Will bring Balance to \$250 – Award in 6/2013 and close account          |
| Meta Ayers Scholarship            | <u>\$102.44</u> | Will bring Balance to \$150 – Award in 6/2013 and close account          |
|                                   | \$587.65        | (.18 Difference will come from interest)                                 |
33. Recommend **approval** of Stronge & Associates Educational Consulting, LLC to conduct a One-day teachers training – Student Growth Objectives on October 14, 2013 at a cost of \$3,600.00.

## PERSONNEL

### Request for Leave of Absence

34. Recommend approval of the request for *TCH.HS.ENGL.FL.01*, (4395) to take a paid medical leave of absence beginning September 3, 2013 through October 14, 2013 and a Family Medical Leave of Absence beginning October 15, 2013 through January 22, 2014.

### Resignation

35. Recommend approval to accept the resignation of Caitlin Gillmet, *TCH.HS.ENGL.FL.06*, High School English Teacher, effective July 1, 2013.

### 36. Non-Certificated Personnel

Recommend approval of the following custodians for the 2013-2014 SY – beginning July 1, 2013 through June 30, 2014:

ALECHKO	CATHLEEN	CUS.HS.CUST.NA.01
DICHIARA	SALVATORE	CUS.HS.CUST.NA.08
FADEN	STEVEN	CUS.HS.CUST.NA.09
GUZMAN	PASTOR	CUS.HS.CUST.NA.10
HUDSON	MATTHEW	CUS.HS.CUST.NA.12
LEES, JR	PHILIP	CUS.HS.CUST.NA.13
REHBEIN	DENNIS	CUS.HS.CUST.NA.14
REICHEY	THOMAS	CUS.HS.CUST.NA.15
TIMPANI	SANTINO	CUS.HS.CUST.NA.16
DEFORGE	KEVIN	CUS.DS.SUPV.NA.02
SCHNEBEL	CORY	CUS.DS.SUPV.NA.03

37. Recommend approval to hire Albert Ramirez for computer maintenance for the 2013-2014 SY for 30 hours each week at \$12.00/hour.

### 38. Stipend Position

Recommend approval of the following teachers to chaperone the Senior Ball, May 31, 2013 at a stipend of \$28.50/hour-5 hours each: *final stipend to be determined when contract negotiations are finalized*

<u>Amy Boss</u>	<u>John Driscoll</u>	<u>Dina Elms</u>	<u>Kurt Fenchel</u>	<u>Monica Fenlon</u>
<u>Meika Laszlo</u>	<u>Alicia Schwartz</u>	<u>Cliff Valentine</u>	<u>Matt Voskian</u>	<u>Bob Waldeyer</u>

### Substitutes

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

<u>Gracey Butts</u>	- Athletic Trainer
<u>William Capelli</u>	- Teacher
<u>James Dempsey</u>	- Custodian

### 40. 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>
May 14, 2013	Claire Kozic, Kris Buss, Rick Coppola, Pete Cahill, Don Bramley	Frogbridge Events, Millstone	To visit the location of the senior class trip	Yes – 2	None
May 24, 2013	Craig Murin	Avon School	Student Growth Objectives	Yes	None
May 28 & 29, 2013	Don Bramley, Rick Coppola, Sue Tellone	Richard Stockton College	NJ Anti-Bullying Conference	Yes -1	\$225/each registration* \$37.10 mileage (*Previously approved for \$199 registration)
June 1 & 2, 2013	Dotti Gerlach	Veteran's Park, Trenton	NJSIAA Boys' Tennis Tournament	No	\$46.04 mileage
June 12, 2013	Ron Kornegay Pete Cahill	Colts Neck High School	Athletic Director Workshop	No	\$10.25 mileage
June 24, 2013	Robert Mahon Peg Hom	Brookdale Community College	Strauss Esmay School Law Seminar	No	None
July 9 – July 13, 2013	John Driscoll	Orlando, Florida	Annual NAF Conference	No	\$595 registration \$380.24 accom. \$200 mileage & parking \$224 m/i
July 30, 2013 & August 1, 2013	Barbara Kerensky	Foundation for Educational Administration	Preparing for Teacher and Principal Evaluation	No	\$280 registration

### **Student Action**

#### **41. High School Field Trips**

<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 22, 2013	Claire Kozic	Student Council	Orchard Park	End of the year trip	Yes – 2	None	
May 29, 2013	Claire Kozic	UMDNJ	UMDNJ	To take end of the year exams	Yes – 4	\$590 transportation	
June 7, 2013	Claire Kozic	Student council	Frogbridge Events, Millstone	Senior Class Trip	Yes – 20 *paid for by donations	None	Students

#### **42. Placement of Students on Home Instruction**

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

1660	Manasquan	Grade 11	Beginning 5/8/13	(Medical)
14054	Manasquan	Grade 9	Beginning 5/20/13	(Medical)

## Secretary's Report

### **43. Placement of Students on Home Instruction**

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

#14841	Belmar	Grade 11	Beginning 5/2/13	(Medical)
#1526	Brielle	Grade 12	Beginning 5/6/13	(Medical)
#14721	SLH	Grade 11	Beginning 5/15/13	(Medical)

## Financials

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

### **45. Old Business/New Business**

### **46. Public Forum**

### **47. 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].

**48. Adjournment**

Motion to Adjourn

# MANASQUAN PUBLIC SCHOOLS

**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:**

**EXTENDED SCHOOL YEAR PROGRAMS- 2013****MANASQUAN ELEMENTARY/ PRE-K:**

7/1 -7/31/2013 (Closed 7/4)

Monday to Thursday only

8:00 am to 10:00 am

261767	Speech 1 x 20 minutes individual, 1 x 20 minutes group
262071	Speech 1 x 20 minutes individual, 1 x 20 minutes group
211625	Speech 1 x 20 minutes individual, 1 x 20 minutes group

**GRADE K – 3:**

7/1 -7/31/2013 (Closed 7/4)

Monday to Thursday only

8:30 am to 11:30 am

281436	Speech 1 x 20 minutes individual PT 1 x 30 minutes per week OT 1 x 30 minutes per week individual
24937	Speech 1 x 30 minutes group, 1 x 30 individual (social skills) PT 1 x 30 minutes per week OT 2 x 30 minutes per week individual
281437	Speech 1 x 30 minutes group (social skills) OT 1 x 30 minutes per week individual
241368	PT 1 x 30 minutes per week OT 1 x 30 minutes per week group
23959	Speech 1 x 30 minutes group OT 1 x 30 minutes per week group
21208	Speech 1 x 30 minutes group
21090	Speech 1 x 30 minutes group
21089	Speech 1 x 30 minutes group
211410	
2285	Speech 1 x 30 minutes group
23950	Speech 1 x 30 minutes group
23558	Speech 1 x 30 minutes group

**GRADE 4 -8:**

7/1 -7/31/2013 (Closed 7/4)

Monday to Thursday only

8:30 am to 11:30 am

2395	Speech 1 x 30 minutes group
2408	Speech 1 x 30 minutes group
20011	Speech 1 x 30 minutes group OT 1 x 30 minutes per week group
20980	Speech 1 x 30 minutes group



23270	Speech 1 x 30 minutes group (Student starts @ 8:30 am to 11:30 noon- Mon. to Thurs.; Friday's rec. support 9-12 noon, 8/5 – 8/8, Mon. to Thurs. 8:30 am – 10:30 am Reading and Math only) PT 1 x 30 minutes per week OT 2 x 30 minutes per week individual & group
2334	Speech 1 x 30 minutes group
2442	Speech 1 x 30 minutes group OT 1 x 30 minutes per week group
2458	(See Sea Girt also)
2212	
2272	
1991	
2333	Speech 1 x 30 minutes group
2075	Speech 1 x 30 minutes group

**LLD:**

7/1 -7/31 /2013 (Closed 7/4)  
Monday to Thursday only  
9:00 am to 12:30 pm

22271	(Student starts @ 8:00 am to 12:30 Mon. to Thurs.; Behav. Support (Advance) 9 am to 12:00 noon on Fri.) Speech 1 x 30 minutes group, 1 x 30 minutes individ. (PARENT TRANSPORT) PT 1 x 30 minutes per week OT 2 x 30 minutes per week individ. & group	
191381 (Toms River)	Speech 1 x 30 minutes individ., 1 x 30 minute group OT 2 x 30 minutes per week individ. & group	(PARENT TRANSPORT)

**RELATED SERVICES ONLY:**

22249	Speech 1 x 30 minutes group
241304	Speech 1 x 30 minutes per week individual
2447	OT 1 x 30 minutes per week group
21240	OT 1 x 30 minutes per week group
251739	OT 1 x 30 minutes per week individual
241708	OT 1 x 30 minutes per week group
251727	Speech 1 x 30 minutes individual
2482	Speech 1 x 30 minutes group
23299	Speech 1 x 30 minutes group
21111	Speech 1 x 30 minutes individual
21240	PT 1 x 30 minutes per week

<u>STUDENT</u>	<u>PLACEMENT</u>	<u>DATES</u>	<u>TUITION</u>	<u>HOURS</u>
<b><u>MANASQUAN</u></b>				
16255	CPC High Point (Adolesc.)	7/8-8/9/13	\$	9:00am-2:30pm
161966	Rugby School	7/8-8/16/13	\$10,056.30	8:45am-2:15pm
17272	Home Programming – YCS Speech 1 x 30 minutes per week individual OT 1 x 30 minutes per week individ. PT 1 x 30 minutes per week	7/1-8/23/13 (6 wks)		
16256	Children's Center	7/01-8/23/13	\$10,637.25	9:00am-2:00pm (Closed 7/4)
181434	Rugby School	7/8-8/16/13	\$10,056.30	8:45 am- 2:15 pm
060798	Lewis School	6/24-7/19/13	\$4,500.00	8:00am-3:00pm (Closed 7/4)
2444	Cambridge School	6/24-7/19/13	\$2,850.00	8:45am-3:00pm (Closed 7/4) (Mon-Thurs) 8:45am-12 noon (Friday)
1961	Children's Home (Mt. Holly) (residential)	7/5-8/15/13	\$	8:00am – 1:00pm
191390	Bonnie Brae	7/8-8/8/13 (Mon-Thurs)	\$6,900.00	8:30am-1:30pm
<b><u>AVON</u></b>				
161502	Wall High School	7/8 – 8/1/13	\$	8:30am-12:30pm (Mon-Thurs)
<b><u>SEA GIRT</u></b>				
2458	MES ESY	7/1-7/31/13	\$	8:30 am – 11:30 am (Closed 7/4) (Mon. to Thurs. only)
	Speech-1x30 minutes per week group OT-1 x 30 minutes per week individ.			
181453	Bridge Academy (Tutoring session 6/24-7/25/13 \$1,001.40) (19, 1 hour sessions)	6/24-7/25/13	\$2,350.00	8:00am-12:30pm (Closed 7/4) 1:00pm – 2:00pm
161488	12 hrs. wk (Behavior Support/6 wks 12 hrs per week (Missing Pce. Parental Support Svcs.)			
1912	LifeWorks Program FRA-	7/8 – 8/16/13	\$4,920.00 \$	12:00 – 3:00 pm @ JSUMC
<b><u>BRIELLE</u></b>				
16605	Southern Regional H.S.	7/1 -8/12/13	\$	7:45am-1:00pm (Closed 7/4)
16604	Lehmann School (*plus Aide) Plus an air conditioned bus PT-1 x 60 minutes per week, at home	7/1-8/23/13	\$11,115.00	9:00am-2:30pm (Closed 7/4)

16607	Hawkswood School (1:1 Aide)	7/8-8/16/13	\$9,598.80 \$5,100.00	8:30am-2:00pm
181394	Pt. Pleasant Boro HS (w/OT, Speech, PT Svcs. and 1:1 Aide)	7/1-8/12/13	\$4,080.75	7:45am-11:45am (Closed 7/4) (Parent Transporting)
161547	Jackson (Elms E.S.)	7/1 - 8/13/13	\$	8:00am - 12:00pm (Closed 7/4 & 5)
181393	DDDC, Rutgers Univ.	6/24-8/9/13	\$20,200.00	9:15am-2:45pm (7/4 Closed, early closing 7/26)

## SPRING LAKE

## BELMAR

191391	Eden, Princeton	7/1-8/16/13	\$	9:00-5:00pm (Closed 7/4) (transportation needed from 7/1 to 8/3/13) (from 8/5/13 to 8/16/13 parent will transport student) (9 to 5 pm Mon. to Thurs. - 9 to 2:30 pm on Friday's)
151234	Wall High School	7/8-8/1/13	\$	8:30am-12:30pm (Mon. to Thursday)
191389	Harbor School	7/8 - 8/16/13	\$7,674.29	8:45 am-2:30pm (early dismiss. 1:00pm 1 <sup>st</sup> & last days)
161806	JET/Collier H.S.	7/8-8/16/13	\$4,800.00	8:30am-3:00pm
151232	JET/Collier H.S.	7/8 - 8/16/13	\$4,800.00	8:30am - 3:00pm
141275	JET/Collier H.S. Kateri Day Camp	7/8 - 8/16/13	\$4,800.00	8:30am -3:00pm

## SPRING LAKE HEIGHTS

13616	Camp Excel	7/1 - 8/9/13	\$4,600.00	8:30am-3:00pm (Closed 7/4) (parent transporting)
161803	Harbor School	7/8 - 8/16/13	\$7,674.29	8:45am-2:30pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last days)
13394	Hawkswood School	7/8-8/16/13	\$9,598.80	8:30am-2:00pm

## LAKE COMO

162043	Harbor School	7/8 - 8/16/13	\$7,674.29	8:45am-2:30pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last days)
15262	JET/Collier H.S.	7/8-8/16/13	\$4,800.00	8:30am-3:00pm

(Revised 05/14/2013)