

BOARD OF EDUCATION

Borough of Manasquan

The Regular Open Business Meeting and Public Hearing on the 2013-2014 School District Budget was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey on Tuesday, March 26, 2013.

Mrs. LaSala called the meeting to order at 6:00 p.m.

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.

Call to Order

2. Pledge of Allegiance

Mrs. LaSala requested that everyone join in the Pledge of Allegiance.

Pledge of Allegiance

3. Roll Call

<i>Julia Barnes (Brielle)- absent</i>	<i>Michele Degnan-Spang (SLH)- absent</i>	<i>Tom Pellegrino</i>
<i>Thomas Bauer</i>	<i>Linda DiPalma - absent</i>	<i>Michael Shelton</i>
<i>Jack Campbell</i>	<i>Mark Furey (Belmar)</i>	<i>Katherine Verdi</i>
<i>Kenneth Clayton</i>	<i>Michelle LaSala, President</i>	<i>Patricia Walsh</i>

Roll Call

Also Present: Robert Mahon, Superintendent of Schools, Margaret M. Hom, Business Administrator/Board Secretary, Mr. McOmber, Board Attorney

Mrs. LaSala reported that Mrs. DiPalma is unable to attend due to a previous commitment.

Mrs. LaSala read the Mission Statement and Statement to the Public.

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.

Mission Statement

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.

Statement to the Public

Mrs. Verdi asked that the minutes reflect that Mrs. Degnan-Spang is now present.

Motion was made by Mr. Campbell, seconded by Mrs. Verdi, and carried by roll call vote that the Board approve the following Item #6. (MEB/SDR)

*Ayes (10), Nays (0), Absent (2) Mrs. Barnes and Mrs. DiPalma
Abstain (2) Mrs. Verdi & Mrs. Walsh on March 5, 2013 minutes*

Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of Tuesday, February 26, 2013 and the Special Action Meeting of Tuesday, March 5, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussion and acting on a matter in closed session no longer exists.

Minutes

7. Reports**8. Superintendent's Report & Information Items**Superintendent
Report

Mr. Mahon introduced Monica Murphy who provided information on the Can Sculpture fund raising activity she is involved in at the high school. Ms. Murphy asked for donations of specific canned foods and monetary donations so she could purchase the canned food items. She said drop off locations were at the high school, elementary school and also Spring Lake Heights Elementary School. Mrs. LaSala said any monetary donations could be dropped off at the Board Office.

Mr. Mahon shared a letter he received from the National Academy Foundation. He reported that the Manasquan High School's Academy of Finance has earned the model status established by the foundation. Mr. Mahon extended his congratulations to the high school and the staff, in particular the students participating in the Academy of Finance on a job well done.

*Motion was made by Mrs. Walsh, seconded by Mr. Clayton, and carried by roll call vote that the board approve the Superintendent's Report as listed in **Item #8**. (MEB/SDR)
Ayes (10), Nays (0), Absent (2) – Mrs. Barnes and Mrs. DiPalma*

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

- **Monica Murphy – Can Sculpture**
- **National Academy Foundation Recognition**
- **Enrollment Report for February 2013 - District Total – 1,612**

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	78	4
5 th	70	3
6 th	62	3
7 th	90	4
8 th	77	4
Pre-schl. Hand.	5	1
MD	4	
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	67	55	241
Lake Como	7	14	16	10	47
Manasquan	77	60	76	60	273
Sea Girt	7	8	7	9	31
Spring	12	11	16	20	59

Lake					
Spring					
Lake					
Heights	34	35	29	25	123
Employee	1	0	0	0	1
Parent	0	1	1	1	3
Paid					
MD	1	0	0	0	1
LLD	4	5	0	0	9
Sub-totals	227	233	240	208	908

Superintendent
Report
(continued)

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	1	3	2	1	7
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	8	6	15	17	46
HS TOTALS	235	239	255	225	954

• 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	654.621 618.318
Feb 2012	93.04	981.19	918.22	Feb 2012	95.704	680.813	653.

MINUTES – MARCH 26, 2013

Feb 2013	92.6	934.5	872.58		Feb 2013	92.91	657.444	75 611. 222
Mar 2012 Mar 2013	93.24	975.98	915.37		Mar 2012 Mar 2013	95.539	682.682	654. 227

Superintendent
Report
(continued)

High School Tardy	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1	124	183	143	195	192	162				
2	43	66	41	71	88	77				
3	13	27	10	30	45	29				
4	1	18	5	18	24	19				
5	4	11	2	1	15	5				
6	2	10	3	2	5	6				
7	2	1		1	3	3				
8	0	0			2	2				
9	2	0			2	2				
10	0	0			1	0				
11	0	0			0	1				
12	1	0			0	0				
13					0	0				
14					0	0				
15					1	0				
16										
17										
18										
19										
20										
TOTAL										

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

MINUTES – MARCH 26, 2013

STUDENTS	192	316	204	318	378	306				
TOTAL TARDIES	329	590	303	523	784	606				

Superintendent
Report
(continued)

[illegible]

MINUTES – MARCH 26, 2013

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

Superintendent
Report
(continued)

<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				
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				
March				
March				
April				
April				
April				
May				
May				
May				
June				
June				
June				

Superintendent
Report
(continued)

- HIB Report

MHS	Date	Student Victim ID	Student Accused ID	Determination	Discipline/ Remediation
Case #5	2/25/2013	14888	14889	Not HIB	

Committee
Reports

9. Board Committee Reports

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

Mrs. LaSala presented the Community Relations committee report in place of Mrs. DiPalma. A copy of the report will be included in the formal minutes.

Community
Relations

Mrs. Verdi reported that the March 19th Curriculum and Instruction committee meeting was cancelled and Mr. Mahon did not have anything to share with the committee at that time. Mrs. Verdi commented that the Finance Committee met on the 22nd with the principals and she is pleased to announce that Mrs. Graziano made it a priority to initiate the curriculum for K-5. She reported that the next meeting is scheduled for April 16th.

Curriculum &
Instruction

Mr. Bauer presented two Facility and Grounds reports – October 8, 2012 that was never read into the record and the other report from February 26, 2013. Copies of both reports will be included in the formal minutes.

Facility &
Grounds

Mrs. Walsh asked for the outcome of the discussion on the DEP deadline. Mr. Bauer explained the nature of the DEP approval and the approaching deadline of the permit. He pointed out that if the plan is not implemented prior to the time limitation the approval will be lost. Mrs. Walsh recommended that it be investigated to seek an extension of the permit.

Motion was made by Mrs. Walsh, seconded by Mr. Shelton, and carried by roll call vote that the Board be instructed to investigate and/or apply for an extension of the DEP wetlands permit. (MEB/SDR) Ayes (10), Nays (0), Absent (2) – Mrs. Barnes & Mrs. DiPalma

Motion to
Extend DEP
Wetlands
Permit

Mr. Shelton presented a brief report from his notes of the Finance Committee meetings of February 26 and several other meetings held for budget discussion at which time there were reviews from the department heads. Other topics of discussion were FEMA claims, the effect of the budget on taxpayers that will be reported tonight, the Disaster Relief Loan and the financing side of the wiring project at the elementary school, the status of the grant proposal with the Department of Education and budget development. He said that the minutes of the meetings will be put together and made available for the next Board meeting.

Finance
Committee

Personnel Committee – Mrs. Walsh reported there was no meeting held.

Personnel

Mrs. Walsh presented the Superintendent's Search committee report. A copy of the report will be included in the formal minutes.

Superintendent
Search

Mrs. LaSala reported that the Policy, Safety and Nutrition committee report will be presented under Old/New Business since Mrs. Barnes is not present at this time.

Policy, Safety
& Nutrition

Mrs. LaSala reported that at this time the Budget Presentation would take place immediately followed by Public Comment on the Budget and Agenda Items.

10. Presentations

- Budget Presentation for the Public

Budget
Presentation

Mr. Shelton provided a comprehensive report and slide presentation of the 2013-2014 school district budget. Mr. Shelton thanked everyone for attending the meeting. He apologized for the scheduling conflicts and other issues that necessitated the cancellation of last week's budget meeting. Mr. Shelton said that a copy of the presentation would be published on the district's website. He pointed out that the enrollment number initially reported was incorrect due to a posting error and the number was inflated by 300 students. He said that this number has now been corrected in the budget and republished on the website. He reported that the error did not have any effect on the expenditures, appropriations or revenue used for budget development.

Let the minutes reflect that Mrs. Barnes is now present at 6:55 p.m.

Mr. Shelton continued with the budget report and slide presentation. He reiterated that the complete budget presentation will be posted on the district's website. Mr. Shelton ended the slide presentation and said that the Board and administration will continue to review the categorical spending and closely monitor the revenues as well as the expenditures.

Mrs. LaSala opened the floor for questions from the Board.

Board
Comment
On Budget

Mr. Pellegrino questioned if the elimination of the guidance counselor and physical education position versus hiring a security officer was enrollment driven. Mr. Mahon explained that the physical education position was definitely enrollment driven and based on some of the averages of counselor to counselees it was not unreasonable to eliminate one guidance counselor position. He further explained how decisions are made with regard to these cuts but did point out that enrollment was a major factor with many of the determinations.

Mrs. Walsh asked Mr. Mahon if he was satisfied that this budget would meet the academic needs of the students. Mr. Mahon answered in the affirmative.

11. 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.

Public
Comment
Budget

Mrs. LaSala asked for clarity that initial questions be related to the budget presentation and other agenda items questions would follow.

Mr. Winterstella, 436 Cedar Avenue, Manasquan, complimented the Finance Committee, the Board and administration on what he sees as one of the best discussions of a budget. He asked if there were any anticipated retirements in the budget. Mr. Mahon replied that there were no retirements. His question on the anticipation of FEMA or CDL funds being in the budget was answered as a 'no'. He complimented the Board on that because he could not understand how a school board or municipality could take a long term loan to pay current expenses under either the public finance laws or the school board laws. He encouraged the Board even with the Governor's order not to take advantage of that loan.

Mr. Wahl, Co-President of the Manasquan Education Association, referred to the contemplated omissions that were noted and asked if everyone on this slide was going to be cut. Mr. Mahon replied that these positions were not present in the budget. He did point out that because of factors that could affect revenue on a positive side they are open for possible reconsideration. Mr. Shelton confirmed that the budget number would be adopted tonight as is. Mr. Wahl questioned the term contemplated omissions and said that some staff members have already been told that their positions have been dropped or decreased and some have not been told anything at all.

Mrs. LaSala clarified that the Board was adopting the budget number tonight but the allocations within that number can change.

Mr. Wahl referred to the SRO and suggested looking into a substation in the high school where the officer is on duty and paid by the Manasquan Police Department while housed in the high school. Mrs. LaSala said that this has been discussed with the police department and their being short-staffed would make this difficult to undertake.

Mrs. Garrett-Muly, 28 Elizabeth Avenue, Manasquan, referred to the budget breakdown that she obtained through an OPRA request. She questioned cuts to bilingual and asked if the cut was due to less need for bilingual. Mr. Mahon clarified these cuts as a result of lack of need. She also asked for clarification on extracurricular and sports in the budget. Mr. Shelton replied that reductions were in place and those areas would have less money to work with next year. Mr. Mahon commented on the possible cuts in the sports budget and said that Mr. Kornegay would rather keep the programs that are in place and just spend less money within the sports. Mr. Mahon clarified that all sports and extracurricular will still be present in both buildings with a smaller budget.

Mr. Mahon explained the process involved in building and developing a budget after receiving input from the various department chairpersons and building administrators.

Mrs. Garrett-Muly expressed concern with class size and she is sure that Mrs. Graziano asked for more teachers.

Mr. Mahon said that the determinations that eventually evolve into the document that is being presented to the Board tonight was put together by Mrs. Hom and himself. He pointed out that the bottom line is not fluid but there will be opportunities to revisit this but in no way is there a guarantee that the list of eliminated positions will be reinstated but the possibility is out there.

Mr. Shelton addressed her question on where the SRO would be housed and said that it would be a district role.

Mrs. Garrett-Muly implored the Board to understand what is going on in the schools and with education. She is looking for the Board to keep the teachers and programs in order to educate our students and if there is money to be shifted keep the staff and programs.

Mrs. Walsh pointed out that education integrity was the top priority in every decision that was made in building the budget. She said that as taxpayers we should be proud to have a budget that stays within the CAP, a budget that does not increase the levy but still maintains the educational integrity of the Manasquan School District.

Mrs. Brown, 123 McLean Avenue, Manasquan read a statement in which she pointed out that the parents and public were told that various opportunities would be given to hear the proposed budget. She said that there had only been one time arranged for the public to hear the proposed budget and that was cancelled last week and now we have one hour tonight. She feels that that the information provided was minimal for the taxpayers and especially the parents of school children since the cuts were not specifically discussed or described. She said she did not receive a reply to an e-mail she sent to Mrs. LaSala asking for another meeting or for the vote to be pushed back and instead she received a six page letter from Mr. Shelton. She said that one hour is not enough time to understand the very complex budget and that is why the public should have been afforded the opportunity to listen to the presentation and then take home related documents to be able to carefully analyze and come back with any findings or questions. She said that it is critical that the taxpayers have the visibility into seeing how their money is being managed. She commented that last year when the budget was being created a major factor was the decrease in enrollment and we see this again this year. She asked specifically between this year and last year what actions has the Board taken to discover why there is a decrease and trend in enrollment and what plans do you have to increase the enrollment.

Mrs. LaSala commented that there was no control in having to cancel the March 21st meeting since there was no way to know that the Governor was coming. She did apologize and explained her reason for not being able to respond to Mrs. Brown's e-mail and did ask Mr. Shelton to address some of the responses that day. Mrs. LaSala said that the Board has made many efforts to look into the decrease in enrollment.

Mr. Shelton commented that tonight's agenda is recommending that the Board approve to contract with a company to conduct a demographic study. He said that budget discussions are always going on with groups of people and the Board is under no legal obligation to conduct meetings and the advertised budget is made available to the public. He said in the past there was a need to sell the budget and then the vote was taken away from the public. He further commented that the budget was not going up.

Mrs. Brown commended the Board on the budget not going up and said that this was a great thing. Mrs. Brown commented on her initial reaction to the budget she received as having an increase in the enrollment and affected the way she looked at the budget. She said that is why she was asking for extra meetings because she did not understand the \$2,000 decrease in per pupil spending.

Mrs. LaSala said that in the past when the public voted on the budget it was a necessity to reach out to groups. She said that now it was her concern that everyone on the Board was informed on what they are voting on and that she is still concerned with all others.

Mrs. Brown commented that a one hour opportunity before the vote seems like the Board does not care what the public think. She said that the public's comments may have an impact on how a member of the Board votes. She said that the cuts make sense and that is your decision, but some of the cuts could have an impact on a parent that is not present and did not have the information prior to the vote and those comments could have affected the vote.

Mrs. LaSala again pointed out that the Board was adopting the number and things within that number can change.

Mr. Mahon replied to Mrs. Brown's comments on the loss in enrollment and said that administratively this has been discussed all year long. He said that there is a competitive market with the vocational schools six academies that are very attractive to students. He said that there is also a declining enrollment in a number of the sending districts.

Mrs. Brown said that her concern is with the Board's focus being on facilities, technology and security and she is sure those high schools are not drawing the students because they have better facilities, maybe better technology. She said they are going there for better programs.

Public
Comment
Budget

Mr. Mahon complimented the outstanding academy in the high school that has received quite a bit of recognition.

Mr. Shelton commented that his committee meeting minutes put out on January 24th and those minutes did say that the district's initiatives are curriculum, technology and facilities. At the minutes on January 29th the same minutes that are out say that the priorities are curriculum related initiatives, security and student safety measures, technological initiatives and facilities. He said that the district administrators were asked what they need and if they can make it work and run the school and staff the classrooms. He said that the budget being adopted is a responsible budget.

Mrs. Garrett-Muly commented that the district has fantastic teachers and do a wonderful job with all of the cuts.

Mrs. LaSala pointed out that curriculum is first and foremost and is on all of our minutes.

Mr. Coppola, Manasquan High School Principal, spoke on the declining enrollment. He spoke on a comprehensive plan that he submitted to Mr. Mahon and the Board of Education in terms of what the high school is doing to get more students to come. He said they increased visits to the sending districts and targeting the 7th graders and talking to Superintendents. He said the climate is a lot more competitive and that in order to get the students the district has to provide a quality education and that is what we do. He pointed out two national level recognitions received this year for academic excellence and academic programs.

Jenna Maes, 27 Gertrude Place, Manasquan, NJ, said that her first concern is class size and hopes the budget allocates funds to keep class size down.

Mrs. Donna Ruggerio, 439 Long Avenue, Manasquan, questioned if large class size affects test scores. Mr. Mahon said that data does not show anything negative about the impact of class size on test scores. He said that the district tries to remain in the most reasonable mode in terms of putting classes together and should it reach a point where it is felt to have an impact on the students ability to perform it will be addressed. He said the Board totally agrees with this responsibility. Mrs. Ruggerio also commented that she has more confidence with this Board than she has ever had with any other Board in this district to make cuts where necessary and take it down to business without personal agendas.

At this time Mrs. LaSala opened the floor to questions relating to agenda items.

Public
Comment
Agenda Items

Mr. Wahl, 2220 Taylor Avenue, Point Pleasant, questioned Motion #17 to contract an outside company to hire a superintendent. He feels that \$9500 is a little steep knowing that we have an intelligent Board and an intelligent staff and great administrators that could form a panel in an effort to save money. Mrs. LaSala commented that the Board did give this a thought but being that this is a most important decision to pick an educational leader for the district this will ensure that we will have success with this process. She said that staff, parents and the Board will be in the process for the development of the criteria but with confidence she feels that this is the best money spent.

Mr. Shelton commented on past experience and feels that this is the way to go.

Mrs. LaSala said that the search firm brings the candidates in and the final selection is a whole board process.

Mrs. Walsh pointed out that one of the things the search committee looked at very long and hard was the track record of the company recommended to hire.

Mr. Wahl questioned Motion #40 to approve the hiring of a company to perform a demographic study. He asked if this process was a necessity and could be delayed with everything going on after Hurricane Sandy and being down on money and losing twelve faculty members.

Mr. Mahon addressed his comments and said that the concerns expressed with the enrollment patterns makes this timely and possibly overdue and this will provide good data to access the staffing needs. He said this will give the district a way to plan and know what the future holds in terms of enrollment.

Mr. Wahl questioned Motion #41 and asked what the overall purpose or goal is for hiring a financial consultant firm. Mr. Shelton commented that this firm has experience in completing the FEMA work and that the Board wants to make sure the funds that the district raises or takes from the taxpayers are used in the most suitable way. He also commented on the importance of the demographic study and said that it is needed sooner rather than later.

Mrs. Barnes, Brielle Representative, commented on the situation at Brielle and how ten years ago Brielle had a referendum and a new building that could hold the capacity of 800 students and right now they are in the 600's. She said that their demographic study shows that in four years they will be down to 425. She said that there is a need for a strategic plan along with the demographic plan in order to look at the staffing, finances, facilities and budget.

Mr. Wahl asked for clarity on the \$20,000 just being used for the FEMA loan program or if this is an audit. Mr. Shelton clarified that it is a financial consultant at a cost not to exceed \$20,000. He said that the cost would not be known until the process starts and it is not an audit. Mr. Wahl questioned the changes to the agenda wording from audit to not an audit. Mr. Mahon said that he was responsible for the incorrect wording in the initial posting of the agenda. Mr. Wahl pointed out that the total cost of the demographer and the financial consultant could be a staff member's job being saved.

There were no additional comments on the agenda from the public.

Prior to voting on the budget Mrs. LaSala thanked Mr. Mahon and Mrs. Hom for meeting with the Board on numerous occasions to put the budget together. Many last minute and pre-planned meetings were held and they were accessible and she thanked them for their time and input. She also thanked the school administrators for taking the time to share their input in developing the budget and advising how this budget would affect their specific areas. Mrs. LaSala said for public record that if she or anyone else is sitting here it is a process that you should want to have all of the time and it is valuable from the board's side and the administrators' side. She also thanked the committee members for the amount of hours they spent putting into the budget. Lastly she commented that Mr. Shelton has been invaluable in the process and the Board, the students, the staff and certainly all the stakeholders should be very grateful that we have his volunteer services.

MANASQUAN

General Items

Mrs. LaSala asked for a motion to approve the adoption of the final 2013-2014 School District Budget.

Motion made by Mrs. Walsh, seconded by Mr. Campbell, and carried by roll call vote that the Board approve Item

#12. (MEB) Ayes (8), Nays (0), Absent (1) Mrs. DiPalma

12. Recommend approval of the adoption of the final 2013-2014 School District Budget as listed, and the advertised budget as per Document A.

Adoption of the
2013-2014
School District
Budget

**Adjustment
Enrollment**

RESOLVED that the Manasquan Board of Education includes in the final budget the adjustment for enrollment in the amount of \$ 0.00. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

*Adoption of the
2013-2014
School District
Budget
(continued)*

**Adjustment
Health Benefits**

RESOLVED that the Manasquan Board of Education includes in the final budget the adjustment for increases costs of health benefits in the amount of \$ 0.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

**Adjustment
PERS Pension**

RESOLVED that the Manasquan Board of Education includes in the final budget the adjustment for deferral of the PERS pension cost and the additional interest incurred in the amount of \$ 0.00. The district intends to utilize this adjustment for the purpose of paying the additional interest charges.

**Adjustment
Responsibility Transferred**

RESOLVED that the Manasquan Board of Education includes in the final budget the adjustment for increase (decrease) of costs associated with the transfer of responsibilities in the amount of \$ 0.00. The district intends to utilize this adjustment for increase (decrease) for the costs.

**Adjustment
Banked Cap**

RESOLVED that the Manasquan Board of Education includes in the final budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$ 0.00 for the purposes of n/a. The district intends to complete said purposes by June 2014.

**Capital Reserve Account Withdrawal
(N/A)**

RESOLVED that the Manasquan Board of Education requests the approval a capital reserve withdrawal in the amount of \$ 0.00. The district intends to utilize these funds for the n/a at the n/a School.

**Capital Reserve Account Deposit
(N/A)**

RESOLVED that the Manasquan Board of Education requests the approval a capital reserve deposit in the amount of \$ 0.00. The district intends to utilize these funds for the n/a at the n/a School.

**Travel and Related Expense Reimbursement
2013-2014**

WHEREAS, the Manasquan Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$ 50,000.00 for all staff and board members.

**Adoption of Final Budget
2013-2014**

BE IT RESOLVED that the **Final Budget** be approved for the **2013-2014 School Year** using the 2013-2014 state aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2013-14 Total Expenditures	22,597,482	342,370	1,051,535	23,991,387
Less: Anticipated Revenues	<u>9,941,531</u>	<u>342,370</u>	<u>1,035</u>	<u>10,284,936</u>
Taxes to be Raised	<u>12,655,951</u>	<u>0</u>	<u>1,050,500</u>	<u>13,706,451</u>

Mrs. LaSala asked to group together the following Manasquan Motions #13 through #32.

Prior to the vote Mr. Campbell referred to #28, the resignation of the nurse and asked if the high school nurse would be servicing both schools. Mr. Mahon said that there is currently a nurse in each building and this nurse was hired for services that are no longer required and she has been assisting with screenings in both building.

*Motion was made by Mrs. Verdi, seconded by Mrs. Walsh, and carried by roll call vote that the Board approve Motions #13 through #32. (MEB) Ayes (8), Nays (0), Absent (1) Mrs. DiPalma
#29 only – Ayes (7), Nays (0), Abstain (1) Mrs. Verdi, Absent (1) Mrs. DiPalma*

*Adoption of the
2013-2014
School District
Budget
(continued)*

*Manasquan
Motions #13
through #32*

*M. Kelley
Independent
contractor/
Psychologist*

*2013-14
Extraordinary
Aid submission*

13. Recommend approval of the appointment of Maureen Kelley, as an independent contractor/psychologist at a rate of \$300.00 a day during the months of January and February 2013, not to exceed 20 days.

14. Recommend approval to submit the 2012-2013 application for Extraordinary Aid in the amount of \$253,900.00

15. Recommend **approval** to renew the agreement with Middlesex Regional Educational Services Commission for nonpublic services for the 2013-2014 SY, as per agreement on file in the Board Office.

MRESC 2013-2014 nonpublic services

16. Recommend **approval** to accept a parent donation of \$200.00 for the Elementary School Band.

Donation to E.S. Band

17. Recommend **approval** for **Leadership Advantage** to conduct the search for the next **Superintendent** of the **Manasquan School District (at a cost of \$9,500.00)**.

Leadership Advantage Supt. Search

18. Recommend **approval** of the payment of the insurance deductible for legal services provided by Methfessel & Werbel, Esqs., in an amount not to exceed \$5,000.00 (Matter ID: 76563)

Insurance Deductible

19. Recommend **approval** for the **Manasquan Board of Education** to **reject** the **bids** for the **Manasquan Elementary School Data Wiring Project**. The 1st and 2nd lowest bids did not meet all requirements of the specifications. The 4th bid exceeded the estimated budget. The specifications will be revised.

Rejection of Bids – E.S. Data Wiring Project

The bid results are listed below:

Coastal Communications Group 6820C North Crescent Blvd. Pennsauken, NJ 08110	\$131,734.00
--	--------------

Kane Communications 572 Whitehead Road Trenton, NJ 08619	\$137,259.00
--	--------------

New Jersey Business Systems 7C Marien Drive Robbinsville, NJ 08691	\$162,000.00
--	--------------

RFP Solutions Inc. 10-F Greenwood Avenue Woodbury, NJ 08096	\$157,936.92
---	--------------

20. Recommend **approval** to re-advertise for bids for the Manasquan Elementary School Data Wiring Project.

Re-advertise Data Wiring Bids

21. Recommend **approval** of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for elementary student #281437 as part of a Child Study Team Evaluation.

Dr. Worth Psychiatrist #281437

22. Recommend **approval** of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for elementary student #18248 as part of a Child Study Team Evaluation.

Dr. Worth Psychiatrist #18248

23. Recommend **approval** to reimburse Belmar Elementary School for substitute for days in which Special Education Student (#18248) is assigned to in-school suspension at a cost of \$90.00 a day not to exceed \$3,600.000 (40 days), effective 3/28/2013 to 6/24/2013.

Substitute reimbursement to Belmar BOE

24. Recommend **approval** of the 2nd **reading** of **new and revised Manasquan Board of Education Bylaws and Policies** as listed below, available at the Board of Education Office:

Bylaws and Policies – 2nd Reading New & Revised

BYLAWS

0132 Executive Authority (Revised)

POLICIES

2415 No Child Left Behind Programs (Revised)

2468 Independent Educational Evaluations (New)

- 3230 Outside Activities (Revised)
- 3281 Inappropriate Staff Conduct (Revised)
- 4230 Outside Activities (Revised)
- 4281 Inappropriate Staff Conduct (Revised)
- 6113 E-Rate (New)
- 6163 Advertising on School Property (New)
- 6480 Purchase of Food Supplies (Revised)
- 8505 School Nutrition (Revised)

Bylaws and
Policies – 2nd
Reading
New & Revised
(continued)

25. Recommend **approval** of Xanadu Behavior Therapy, Inc., to conduct Functional Behavioral Assessment, at a rate of \$125. 00 per hour (for 4 hours), not to exceed \$500.00, for elementary student #18248 as part of a Child Study Team Evaluation.

Xanadu
Behavior
Therapy Inc.

Personnel

E.S. Personnel

26. Recommend **approval** to **rescind** the **appointment** of **Maureen Kelley, Elementary School Psychologist**, for the month of **January 2013** for **20 days** at a rate of **\$300.00 a day**. (*hired as an independent contractor*)

M. Kelly –
appointment
rescinded

27. **Unpaid Leave of Absence**

Unpaid Leave
of Absence

Recommend **approval** of an **unpaid leave of absence** for:

TCH.ES.ELEM.01.02 (4081) to begin **May 17, 2013** through **May 22, 2013**.

28. **Resignation**

Resignation
M. Ciufu

Recommend **approval** to **accept** the **resignation** of **Margaret Ciufu, NRS.ES.NURS.FL.04, Elementary School Nurse**, effective **March 29, 2013**.

29. **Volunteers**

Volunteers

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

Assistant Baseball Coach **Douglas Wells**

30. **Professional Days**

Professional
Days E.S.

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>
March 12, 2013	Nancy Sanders	FEA, Monroe Township	School Crisis, Emergency and Safety Planning	No	\$147 registration \$20.27 mileage
April 12, 2013	Margaret Polak Robert Kehoe	Eatontown	County meeting with Dr. McCluskey as the guest speaker	No	\$7.13 mileage
April 19, 2013	Margaret Polak	Piscataway	Best Practices in Transition Planning	No	\$26.50 mileage
April 30, 2013	Lorissa Voorhees Susan VanNote	Monmouth Regional High School	LDTC meeting	No	\$9.61 each mileage
May 29	Karen Crawley	New Brunswick	NJ TESOL/NJBE	Yes	\$259 registration

& 30, 2013			2013 Spring Conference		
May 29 & 30, 2013	Erin Saponara	Richard Stockton College	NJ Anti-Bullying Conference	No	\$199 registration \$72.17 mileage

Professional
Days E.S.**Student Action**Student Action
Field Trips
E.S.**31. 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>
April 17, 2013	Colleen Graziano	6 th Grade	Medieval Times	To see a historical production of the ceremonies of medieval times.	Yes - 8	None	Students

Secretary's Report

- 32. 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:**

Financial
Reports & Bills

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

- A) The Business Administrator/Board Secretary certifies that as of **February 28, 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.

Secretary's
Certification

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,109,325.16** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

District Taxes

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 **February 28, 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.

Acceptance of
the Secretary's
Certification

Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending February 28, 2013 per Document B. (The Treasurer of School Moneys Report for the month of **February 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Secretary's
Financial &
Investment
Report –
Document B

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 **February 28, 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

Budget
Certification
Document B

of the **2012-2013 budgets for February and March** as recommended by the Superintendent of Schools, as per **Document B**.

Budget
Certification
Document B

B) Recommend acceptance of the Elementary School Central Funds Report for the month ending February 28, 2013 as per Document C.

E.S. Central
Funds
Document C

C) Purchase Orders for the month of March 2013 be approved, as per Document D.

Purchase
Orders – Doc. D

D) Recommend acceptance of the Cafeteria Report for the month ending February 28, 2013 as per Document E.

Cafeteria
Report

E) Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,510,566.37** for the month of **March 2013** be approved. Records of, checks (**#32420 - #32496**) and distributions are on file in the Business Office.

Bills

F) Confirmation of Bills (Current Expense) for February 2013 at \$2,005,711.21 and checks (#32295-#32419).

Confirmation
of Bills

MANASQUAN/SENDING DISTRICTS

General Items

Mrs. LaSala asked to group together Manasquan/Sending District Items #33 through #38.

Prior to the vote Mr. Bauer referred to #37 and asked if the Wall High School track has been used in the past. Mr. Mahon answered affirmatively.

Manasquan/
Sending
District
Motions #33
through #38

*Motion was made by Mrs. Walsh, seconded by Mr. Clayton, and carried by roll call vote that the Board approve Motions #33 through #38. (MEB/SDR)
Ayes (11), Nays (0), Absent (1) Mrs. DiPalma*

33. Resolved: that the Manasquan Board of Education recognizes the Teacher of the Year recipients **Marc Reid, Elementary School** and **Eric Wasnesky, High School**, and further recommend approval to award said recipients \$250.00 each to match the \$250.00 given to each teacher from the PTO's to be spent on an additional piece of equipment or material selected by them for classroom use.

Teacher of the
Year Recipients

34. Recommend approval to advertise for bids for the 2013 – 2014 SY Printing Services.

Advertise Bids
Printing Svcs.

35. Recommend approval of the open lunch program for seniors qualifying beginning April 8, 2013 through June 14, 2013 (based on grade point average).

Open Lunch
Program

36. Recommend approval of the following off-site facilities to be used for practice in inclement weather at no cost to the district:

Off-Site
facilities for
Sports
Practices

Baseball – The Sports Center, 2512 Tilton Corner Road, Wall, NJ

Softball – Wall Pop Warner Indoor Facility, 1906 Baileys Corner Road, Wall, NJ

Boys/Girls Lacrosse – Good Sports, Highway 138, Wall, NJ

Boys Tennis – The Atlantic Club, 1904 Atlantic Avenue, Manasquan, NJ

37. Recommend approval of the following off-site facility to be used for practice during the 2012-13 Spring Track season for the High School Girl's and Boy's Track Team at no cost to the district:

Off-Site facility
Wall H.S. Track

Wall High School Track Facility

38. Recommend **approval** of the proposed **date changes** to the **end of the third marking period** and in the **mid-term testing schedule**. The dates are to be amended as follows:

Mid-Term
Schedule

End of the 3rd Marking Period – Monday, April 15

Mid Term Schedule 2013

Tuesday, April 16th

Block 5 Exam 7:38 a.m. – 9:38 a.m.

Passing 9:38 a.m. – 9:53 a.m.

Block 3 Exam 9:53 a.m. – 11:53 a.m.

Passing 11:53 a.m. – 12:08 p.m.

Block 4 Exam 12:08 p.m. – 2:08 p.m.

Wednesday, April 17th

Block 2 Exam 7:38 a.m. – 9:38 a.m.

Passing 9:38 a.m. – 9:53 a.m.

Block 1 Exam 9:53 a.m. – 11:53 a.m.

Passing 11:53 a.m. – 12:08 p.m.

Make-Ups 12:08 p.m. – 2:08 p.m.

Motion was made by Mr. Shelton, seconded by Mr. Clayton, and carried by roll call vote that the Board TABLE Item #39 for further review of the contract.

Ayes (11), Nays (0), Absent (1) Mrs. DiPalma

A discussion took place on the existing contract and the Board requested that further review take place prior to approval.

TABLED
Addendum to
Food Service
Management
Company

39. 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.

Mrs. LaSala asked to group together Manasquan/Sending District Items #40 through #50.

MINUTES – MARCH 26, 2013

*Motion was made by Mr. Shelton, seconded by Mr. Campbell, and carried by roll call vote that the Board approve **Items #40 through #50.** (MEB/SDR)
Ayes (11), Nays (0), Abstain #41 (1) Mrs. Walsh, Abstain #43 (2) Mr. Clayton and Mr. Pellegrino,
Absent (1) Mrs. DiPalma*

Manasquan/
Sending
District
Motions #40
through #50

40. Recommend **approval** for Whitehall Associates, Inc. to perform a demographic study at an amount not to exceed \$7,000.00. This fee includes one meeting, a draft and 5 copies of the final report. If additional meetings are required the fee will be \$175.00 per hour, which would be in addition to the \$7,000.00.

Whitehall
Associates, Inc.
Demographic
Study

41. Recommend **approval** of **Holman/Frenia, Allison, P.C.** as financial consultants, at a cost not to exceed \$20,000, to identify areas of potential savings for the Manasquan School District and to provide assistance in the preparation of the FEMA's Community Disaster Loan Program.

Holman/Frenia
Allison, P.C.
Financial
Consultants

Personnel

H.S. Personnel

42. Coaching Resignations

Coaching
Resignation

Recommend **approval** of the following **resignation**:

Weight Room Coordinator

Richard Griffith as of March 1, 2013

43. Coaching Appointments

Coaching
Appointments

Recommend **approval** of the following **coaching assignments** for the **2012-2013 SY**: **final stipend to be determined when contract negotiations are finalized*

Assistant Baseball Coach

Richard Griffith at Step 4 - \$3,300.00

Assistant Girl's Lacrosse Coach

Ryan McGrath at Step 1 - \$2,400.00

Weightlifting Coach

Peter Gibbs at a pro-rated stipend of \$8,000.00

Stipend
Position

44. Stipend Position

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

Site Manager

Justin Roach at a stipend of \$90.00 per event on an as needed basis

Substitutes

45. Substitutes

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

Kerry Brand – Teacher

Margaret Ciufu - Nurse

H.S.
Professional
Days

46. 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>
2012 – 2013 School Year	Kevin Hyland	To be reimbursed .31 a mile for mileage related to job duties			Not to exceed \$200.00
	Claire Kozic, Sue Tellone,				

MINUTES – MARCH 26, 2013

March 15 & May 9, 2013	Eric Wasnesky, Lauren Gilbert, Rick Coppola	UMDNJ	Teacher and advisor meetings	Yes – 2	None
March 22, 2013	Michael Shelton	Trenton	School leadership during a crisis	No	\$27.12 mileage
April 10, 2013	Sandi Freeman	Neptune	Non-public transportation meeting	No	\$4.27 mileage
April 11, 2013	Jesse Place	Somerset	Government Technology Education Conference	No	\$75.00 registration \$26.91 mileage
April 17, 2013	Oriana Kopec	St. Catharine's School	Pronouncer at district Spelling Bee	Yes – ½ day	None
April 19, 2013	Oriana Kopec	Ocean Twsp. High School	Speak to faculty about moving to block scheduling	Yes- ½ day	None
April 19, 2013	Margaret Hom Bernie Bigley	Piscataway	Co-op vendor expo and workshop	No	\$24.10 each mileage
April 19, 2013	Rick Coppola	NJ State Bar Foundation, New Brunswick	Law related education conference	No	None
April 22, 2013	Craig Murin	Rider University	NJ Math Supervisor Conference	No	\$100 registration \$29.70 mileage
April 25, 2013	Kristen Zdanowicz	Univ. of Pennsylvania	Penn Relays	Yes	None
April 26, 2013	Michelle LaSala Michael Shelton	Hamilton Township	NJSBA Workshop Crisis Communication	No	\$50 each registration
April 30, 2013	Meika Laszlo	Monmouth Regional High School	LDTC meeting	No	\$9.61 mileage
May 14, 2013	Sandi Freeman	Mt. Laurel	NJASBO Administrative Secretaries Workshop	No	\$37.44 mileage
June 5, 6, 7, 2013	Margaret Hom	Atlantic City	NJASBO Annual Conference	No	\$150 registration \$218.82 mileage
TBD	Dotti Gerlach Anthony DiFeo	Tindall Park, Middletown	Boys' Tennis Monmouth County Tournament	No	\$28.21 each mileage
TBD	Claire Kozic	UMDNJ, Scotch Plains	To pilot a Nutrition class across the Lifespan class	Yes	None

H.S.
Professional
Days
(continued)

Student Action

Student Action

H.S. Field Trips

47. Field TripsRecommend **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>
March 15, 2013 *notification from the Schroth School regarding this event was received after the last BOE meeting.	Jill Santucci	Peer Leaders	Schroth School	Students will volunteer to assist students with disabilities in a soccer game led by Christine Rampone	Yes - 1	\$300 transportation	None
March 27, 2013	Jason Bryant	AP World History	Green Planet Coffee House	Students will present Age of Revolution papers	No	None	None
April 26, 2013	Claire Kozić	UMDNJ	The Bodies	To explore students' knowledge of the human body	Yes -5	\$1,800 transportation	Students
March 21, 2013	John Driscoll	Academy of Finance	Lakewood Blue Claws	To listen in on a presentation from the staff	Yes - 3	None	Academy of Finance
May 2, 2013	John Driscoll	Academy of Finance	Six Flags Great Adventure	Business and Marketing Education Day	Yes - 4	None	Academy of Finance
May 16, 2013 *previously approved to go on May 9, 2013	Pamela Grandinetti	Special Education	Intrepid Museum, New York City	To experience firsthand the historical significance of the N.A.S.A. space shuttle	Yes - 2	\$525 transportation	
May 16, 2013	Meredith Morris	Catering	Branches Catering	Career exploration	Yes	\$236 transportation	School Account
May 27, 2013	Alan Abraham	Marching Band	Manasquan	Memorial Day Parade	No	None	None

48. Placement of Students on Home Instruction

Home Instruction

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

Team:

#161805	Neptune	Grade 9	Beginning 2/5/13	(Medical)
#161969	Belmar	Grade 9	Beginning 3/1/13	(Medical)
#1660	Manasquan	Grade 11	Beginning 3/7/13	(Medical)
#161640	Belmar	Grade 9	Beginning 3/14/13	(Medical)

#14752	Brielle	Grade 11	Beginning 3/25/13	(Medical)
# 151184	Spring Lake Hts.	Grade 10	Beginning 3/25/13	(Medical)

Home
Instruction
(continued)

Out of District
Placements

49. Placement of Students Out of District

No placements to approve at this time

Financials

H.S. Central
Funds – Doc. 1

50. Recommend acceptance of the following **High School Central Funds Report** for the month ending **March 31, 2013 as per Document 1**.

Old Business &
New Business

Student
Representative
Report

Mrs. LaSala asked Mr. J.D. Kuper, Student Representative, to give his report. Mr. Kuper reported that high school musical "Return to the Forbidden Planet" was performed this past weekend and was a big hit. He commended Mr. Weisert on this performance. He also reported on Epilepsy Day programs and activities in the high school to raise funds for epilepsy. He reported that Monica Murphy, a senior, is holding her 3rd annual can sculpture in April. He said that the Junior and Senior proms were coming up and A.P. tests would take place in early May. He commended the A.P teachers for an amazing job done as teachers, role models and leaders.

Mrs. LaSala asked Mrs. Barnes if she had a Policy Report to present. She did not have a report to present and the committee will meet on Wednesday.

Policy
Committee
(no report)

Mr. Campbell asked J.D. Kuper for the dates of the proms. He said the Senior Prom is the last day of May and he was not sure on the Junior Prom and both proms are held at the Waterview Pavilion.

Public Forum

52. Public Forum

Mrs. LaSala opened the second public forum. No one addressed the Board.

Mrs. LaSala reported there would not be a need to enter into Closed Executive Session and asked for a motion to adjourn.

Sunshine Law
Resolution
(no Closed
Session
required)

53. 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.

Sunshine
Resolution
(continued)

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 _____ 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].

54. Adjournment

Adjournment

Motion was made by Mr. Shelton, seconded by Mr. Campbell, and carried by voice vote that the Board approve to adjourn the meeting.

Ayes (11), Nays (0), Absent (1) Mrs. DiPalma

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary

MANASQUAN BOARD OF EDUCATION

REPORT OF BOARD COMMITTEE

NAME OF COMMITTEE: Community Relations

NAME OF THE CHAIRPERSON: Linda DiPalma

DATE AND TIME OF MEETING: March 14, 2013 at 9:00 a.m.

LENGTH OF MEETING AND LOCATION: 1 Hour in the BOE Conference Room

BOARD MEMBERS ATTENDING: Linda DiPalma, Michelle LaSala

ADMINISTRATORS ATTENDING: Robert Mahon-Superintendent

SUBJECTS DISCUSSED:

1. Use of survey monkey for an updated drug and alcohol survey
2. Make the district administrators aware that survey monkey is available tool
3. Board of Education newsletter
4. Sending district community initiative
5. District website enhancements

CONCLUSIONS REACHED:

1. Mr. Mahon will speak with building administrators and counsellors to make the necessary arrangements for an updated drug and alcohol survey. The committee recommends one survey be geared to the students and one to the parents.
2. Mr. Mahon will advise the appropriate district staff that they may use survey monkey pending approval from the Superintendent.
3. The committee will begin the process of drafting a board of education newsletter. The committee will look at newsletters from area districts for ideas. It was the committee's recommendation that the newsletter be compiled quarterly and posted on the district website. Mrs. LaSala volunteered to bring information and examples back to the committee for consideration and discussion.
4. The committee discussed how we can better connect with our sending district communities. The committee recommended that Mr. Mahon reach out to the Superintendents from each of our sending districts for ideas and suggestions on what we can do to establish stronger relationships. The objective is to create and promote more community involvement from our sending districts which comprise approximately 75% of our high school enrollment.
5. The committee discussed posting a department supervisor directory link on the district website for parent questions. The committee discussed making the website more user friendly. The committee also discussed engaging students in the effort to enhance our website with the idea being that this could be incorporated into a classroom activity. Mr. Mahon will reach out to the appropriate faculty and follow up with the committee at our next meeting.

*Report prepared by Linda DiPalma

MANASQUAN BOARD OF EDUCATION

REPORT OF BOARD COMMITTEE

NAME OF THE COMMITTEE: Buildings and Grounds - Ad-Hoc

NAME OF THE CHAIRPERSON: Tom Bauer

DATE/HOUR OF MEETING: October 8, 2012 at 3:00 p.m.

LENGTH AND LOCATION: 1 hour in the Manasquan Board Office

BOARD MEMBERS ATTENDING: Michelle LaSala (ex-officio/Board President), Tom Bauer-Chairperson, Mike Shelton (sitting in for Katherine Verdi/absent)

ADMINISTRATORS ATTENDING: Robert Mahon-Superintendent, Peg - Business Administrator, Bernie Bigley-Supervisor.

SUBJECTS DISCUSSED:

1. An update on the high school roof project was given to the committee by Mrs. Hom. Mrs. Hom indicated that the roofer is near completion of his punch list and we will be ready for final inspections any day. The final inspection is a necessary requirement for the roof warranty which is 15 years.
2. An update on the MES boiler project was given to the committee by Mrs. Hom. Final details are being worked out and that project should also be ready for final inspections in the near future.
3. A discussion of concerns regarding the MES Beautification project was raised by committee members. The committee members asked administration what the process is for considering and accepting gifts that may become part of the permanent landscape thereby requiring upkeep and on-going costs to the district. The committee agreed that all efforts of parent groups are appreciated and should be encouraged. However, the committee discussed that there should be a process in place to insure that there is oversight to make sure the district can provide the resources to maintain what is placed on our grounds and that what is being suggested be approved for safety. The wood fence in the back of the elementary school was cited as an example. A recent walk through indicated that it is not compliant with fire safety standards.
4. A discussion of future district projects for both the high school and elementary school took place with a list provided to the committee by administration.

CONCLUSIONS/RECOMMENDATIONS REACHED:

1. The committee agrees that there needs to be oversight and approval of any donations or gifts given to the district by parent groups that involve district resources for maintenance. It was agreed that too often, there is miscommunication. The committee recommended that the policy committee be instructed to look at what policies may already be in place that may address this issue. The committee also recommended that the administration have an internal discussion as to the chain of command in the approval process for accepting donations from parent groups.

2. Following a review of the Future Projects list, it was the committee's recommendation that we work on a 2 to 3 year timeframe in trying to address these items. It was also recommended by the committee that the list also be presented to the finance committee as the district budget will be the determining factor in what we will be able to address. The committee also asked the administration to "prioritize" the list.

NEXT MEETING: The committee chair advised that he will contact the committee with a future meeting date dependent upon need.

NOTES FROM BUILDINGS AND GROUNDS 2/26/13

DISCUSSION POINTS:

1. School Security Status
2. Warrior Athletic Fields
3. MES Wiring Project
4. Drinking Water
5. MES Fire Alarm Issue
6. Ground Maintenance-Updates and Outstanding Items
7. RFP for Grounds Landscaping and Maintenance
8. MHS Residential Neighbor Privacy Request

DISCUSSION NOTES:

1. The committee discussed the proposed budget amount to upgrade the doors and locks at MHS that are currently in need of upgrade to be compliant by today's safety standards. The current proposed budget includes approximately \$109,000 toward the total project, which is approximately \$500,000. The committee discussed options as to which doors to address first. The committee was informed of the status of current security camera locations and the proposed locations as per security input from the MPD. Entry control issues were discussed including suggested improvements and renovations to improve security.
2. The committee discussed issues related to upgrading the Warrior Athletic Fields, the approaching DEP deadline and what the implications of that deadline passing would have on any proposed project. Proposals from AstroTurf were distributed along with potential lease / purchase options. The proposals did not include baseball upgrade. The committee discussed the on-going dilemma of how to fund such a project without Manasquan taxpayer having to absorb the total cost. All agreed we need to seek assistance from the state and county levels to address equitable funding.
3. The purpose and benefits of the proposed MES wiring project were discussed. The administration addressed what immediate and anticipated benefits the project would bring to the school. A discussion of the bid amount ensued. The committee questioned the need for the project at this time. The administration was clear that there are immediate problems that this project would rectify.
4. Results from drinking water tests were shared with the committee. The committee recommended the water in our buildings be tested due to town water problems and odor issues coming from the faucet in the BOE office building. The results were within the normal ranges indicating no cause for concern that the drinking water is unsafe. A copy of the results are on file with the business office of the district. The BOE office hot water issue was discussed. Replacing and/or adding a booster was considered.
5. On February 22, 2013 a fire alarm was activated at the elementary school. The committee briefly discussed the protection of the boxes. The evacuation route of the students from the building to their temporary destination was detailed.
6. The following grounds items were covered: the shrubs in front of the MES elementary school were recommended to be removed, the ivy and vines covering the MES scoreboard and fencing were to be removed, surfacing solutions for the

MES picnic tables and bike racks were considered, the MHS fence at North Main is in need of repair due to residents picking it up from the bottom to seek entry to school grounds when the gates are locked, debris behind and around the industrial arts building should be removed and properly discarded.

7. The status of the RFP for grounds maintenance was discussed and updated.
8. The committee discussed possible solutions to provide property line screening along the athletic fields for homes that border school property as a result of a letter the district received that expressed privacy concerns.

CONCLUSIONS:

1. The need for an overall master security plan as it relates to physical improvements was suggested. It was determined that ground floor upgrades to the doors and locks would be the first priority since the project will need to be done in phases due to the lack of funding. Cameras at the front of MHS and the back of MES will be the next areas of installation. The committee discussed on-going issues with after school use of our facilities and the need to ensure that recreation use is inclusive of adult supervision.
2. A discussion of the overall plan for the athletic fields ensued. The proposals from AstroTurf were reviewed. Discussions will commence following establishment of budget.
3. The administration feels strongly that this project needs to go out to bid at this time. There seemed to be some confusion for the committee as to why the project cannot be delayed until after the new technology plan is put in place.
4. Test results showed no water issues.
5. The alarm boxes are secure. However, one or two may need to be repaired. The administration will address it.
6. Administration will follow through on the maintenance and grounds list.
7. Further research into solutions and related costs of implementation is required.

MANASQUAN BOARD OF EDUCATION

REPORT OF BOARD COMMITTEE

NAME OF COMMITTEE: Superintendent Search

NAME OF THE CHAIRPERSON: Pat Walsh

DATE/HOUR OF MEETING: March 7, 2013

LOCATION/LENGTH OF MEETING: Manasquan Board Office 1 Hour

BOARD MEMBERS ATTENDING: Pat Walsh, Julia Barnes, Jack Campbell, Mike Shelton, Michelle LaSala (ex-officio/President)

ADMINISTRATOR ATTENDING: Robert Mahon-Superintendent

SUBJECT DISCUSSED:

Selection of the Superintendent Search firm to be used by the board for the purpose of securing a highly qualified candidate for the position.

CONCLUSION REACHED:

The committee will recommend to the board of a whole use Leadership Advantage/Rich Maresca to lead the superintendent search for the district at a cost of \$9,500.00.

ON-GOING ISSUES STILL UNDER CONSIDERATION:

The committee discussed the need to have the board members begin thinking about strengths and qualities they will be looking for in a superintendent. Following board approval of the committee's recommendation, the board and stakeholders will need to work with the consultant in developing a criteria list.

RECOMMENDATION:

The committee recommends the board approve the motion to employ Leadership Advantage.

DATE AND TIME OF NEXT MEETING:

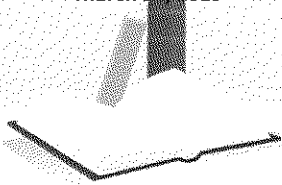
To be determined following direction from the search consultant.

*Report prepared by Pat Walsh

MANASQUAN SCHOOL DISTRICT

2013-2014 Budget Presentation

March 26, 2013



DISTRICT BACKGROUND & BASICS

Manasquan school district was established in 1931.

The district is comprised of approximately 230,000 square feet of instructional space in two primary buildings on roughly 15 acres.

Enrollment is currently 1612* of which 954 are in MHS and 658 are in the elementary school.

The district has approximately 205 staff members.

*All enrollment numbers are subject to verification

BUDGET PROCESS & ROLE OF THE BOARD

It is a primary responsibility of your Board of Education to develop, approve and adopt a responsible fiscal budget which provides for the necessary district obligations while ensuring financial & instructional viability.

The Board serves the interests of the students, staff communities and taxpayers – all stakeholder concerns are important.

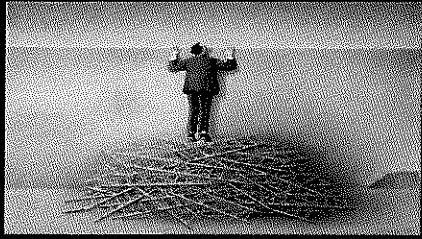
BUDGET PROCESS EXPECTATIONS

To provide a "stop gap" in this budget, and to minimize continued enrollment decreases – the committee asked for the following considerations in developing the budget:

1. Maximize utilization of instructors and space
2. 21st century learning tools
3. Expanded curriculum opportunities
4. Security enhancements (and requirements)
5. Facilities upgrades – indoors and out
6. Re-sizing of district resources
7. No disruption to the learning environment
8. Detailed budget-to-actual explanations
9. No additional burden to sending districts or taxpayers

RESOURCE UTILIZATION

It doesn't matter how many resources you have.



If you don't know how to use them,
it will never be enough.

INADVERTENT ENTRY

MEMORANDUM - MANU/DOAN 000417

NOTICE IS HEREBY GIVEN to the legal owner of the Massachusetts Agency of the County of Montserrat, the State of New Jersey, that a Public Hearing will be held on the High School Budget of the Massachusetts Board of Education, 100 Board Street, Montserrat, N.J. 08756, on Tuesday, March 26, 2013 at 7:00 p.m. for the purpose of conducting a public hearing on the following budget for the 2013-2014 school year.

Estimated Enrollments

ENROLLMENT CATEGORIES	October 14, 2011 Actual	October 15, 2012 Actual	October 15, 2013 Estimated
Pupils On Roll - Regular Full-Time	1,442	1,390	1,385
Pupils On Roll - Regular Shared-Time	74	13	11
Pupils On Roll - Special Full-Time	204	148	174
Pupils On Roll - Special Shared-Time	32	15	15
Subtotal - Pupils On Roll	1,692	1,526	1,585
Private School Placements	8	9	9
Pupils Sent to Other Districts Reg. Prog.	0	1	0
Pupils Sent to Other Districts Spec. Ed. Prog.	3	2	2
Pupils Reserved	718	657	661

This above information was published in error. It had no impact on revenue or expenditure calculations, nor on the total amount of the proposed budget.

CORRECTED ENROLLMENT PROJECTIONS:

MEMORANDUM - MANU/DOAN 000417

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Pupils Sent to Other Districts Spec. Ed. Prog.	3	2	2
Pupils Reserved	718	657	661

This is the corrected information that was re-posted.

WHAT THE BOARD DOES:

- ✓ Approve Administrative recommendations
- ✓ Review & adopt district policies for implementation
- ✓ Assist in the development of district goals
- ✓ Provide for community input
- ✓ Ensure financial transparency
- ✓ Source legislative enhancements & opportunities
- ✓ Protect the interests of the district
- ✓ Provide for a safe environment for students & staff
- ✓ Hire a district Superintendent
- ✓ Approve and adopt a district budget

WHAT ADMINISTRATION DOES:

- ✓ Advertise for and recommend staff
- ✓ Determine budgetary allocations
- ✓ Plan class sizes, scheduling & instructional needs
- ✓ Develop and recommend curriculums
- ✓ Determine space utilization of classrooms
- ✓ Carry out Board, district & mandated policies
- ✓ Recommend courses of action to Board
- ✓ Ensure staff compliance with directives
- ✓ Mentor & support the students and faculty

THE BOARD DOES NOT:

- ✓ Determine day-to-day operations of the schools
- ✓ Impose class sizes or staffing levels
- ✓ Decide school event & activity schedules
- ✓ Dictate allocations for field trips and expenditures

BUDGET STABILITY AND FISCAL RESOURCE ALLOCATION

"The board and administration will allocate our funding in a balanced approach in support of district goals to enhance the instructional environment for our students, taking into account educational needs, providing for the capital needs of the district and maintaining our district assets in the best means available."

HISTORICAL BUDGET ANALYSIS

School Year	ADE/Yr District Enrollment	Budget (11&12)	\$ Increase Over PY	% Increase Over PY
2000-01	1587.5	\$14,456,187		
2001-02	1664.5	\$15,096,190	\$640,103	4.43%
2002-03	1726.3	\$16,422,185	\$1,325,995	8.78%
2003-04	1726.5	\$17,117,055	\$694,870	4.23%
2004-05	1723.1	\$16,055,327	\$978,272	5.72%
2005-06	1720.6	\$21,735,425	\$3,640,098	20.12%
2006-07	1712.3	\$20,580,236	-\$1,155,189	-5.31%
2007-08	1702	\$22,247,680	\$1,667,444	8.10%
2008-09	1712.3	\$23,956,820	\$1,709,140	7.68%
2009-10	1698.6	\$22,782,320	-\$1,174,500	-4.90%
2010-11	1696.8	\$22,789,887	\$7,567	0.03%
2011-12	1666.1	\$25,885,320	\$3,095,433	13.58%
2012-13	1611	\$26,453,967	\$568,647	2.20%

HISTORICAL TAX LEVY ANALYSIS

School Year	Local Tax Levy	\$ Increase In Tax Levy	% Increase In Tax Levy
2000-01	\$7,515,370		
2001-02	\$8,147,490	\$632,120	7.76%
2002-03	\$8,522,727	\$375,237	4.40%
2003-04	\$8,868,714	\$345,987	3.90%
2004-05	\$9,377,354	\$508,640	5.42%
2005-06	\$9,719,400	\$342,046	3.52%
2006-07	\$10,737,772	\$1,018,372	9.48%
2007-08	\$11,000,595	\$262,823	2.39%
2008-09	\$11,440,619	\$440,024	3.85%
2009-10	\$11,922,137	\$481,518	4.04%
2010-11	\$12,171,782	\$249,645	2.09%
2011-12	\$12,171,782	\$0	0.00%
2012-13	\$12,655,951	\$484,169	3.83%

FACTORS AFFECTING THIS BUDGET :

- ✓ Balance of current year budget
- ✓ Enrollment
- ✓ Ongoing negotiations process
- ✓ Contractual obligations
- ✓ Facilities issues – mechanicals, emergencies, etc.
- ✓ Vendors – price of services
- ✓ Funding changes
- ✓ Staff retirements
- ✓ Pending grant applications
- ✓ FEMA CDL Loan program – details pending
- ✓ State mandates

2013-2014 REVENUE PROJECTION

▪Balance Appropriated	\$	156,037
▪Tuition Reserve		125,500
▪Tax Levy		12,655,951
▪Tuition		8,836,064
▪Extraordinary Aid		200,000
▪Misc./Restricted Rev.		57,002
▪State Aid		<u>566,928</u>
Total		\$22,597,482

WHAT THIS BUDGET INCLUDES:

- ✓ No local tax levy increase
- ✓ Restored full-time LDTC
- ✓ No anticipated benefit increases
- ✓ District Security Officer
- ✓ Expanded RSDT program
- ✓ Technology enhancements
- ✓ Security-related upgrades
- ✓ Maintaining of all core programs
- ✓ Preserve extra-curriculars
- ✓ Savings on debt refinancing
- ✓ Teachscape Evaluation System
- ✓ Website improvements

WHAT THIS BUDGET INCLUDES:**ELEMENTARY**

- ✓ New K-5 language arts series
- ✓ New cafeteria tables
- ✓ Increased paraprofessional hours
(2 full time, 3 part time)
- ✓ MAPS Program

HIGH SCHOOL

- ✓ Restoration of PSAT testing
- ✓ Increased funding for AP testing

**TAX RATE COMPUTATION
NO LEVY INCREASE**

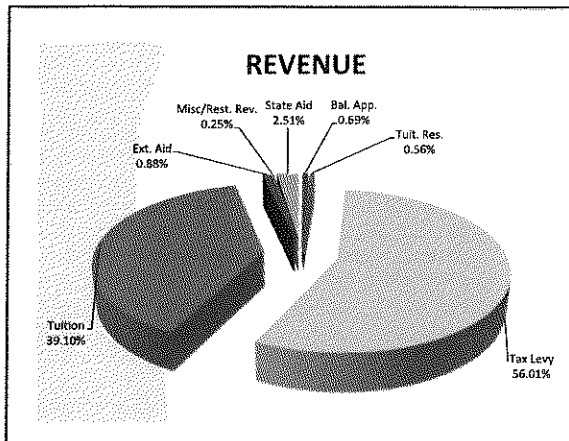
	2013	2012	2013	2012	2013	2012
County Tax	0.032	0.032	1571.88	0.041	1814.38	141.117
County Library	0.010	0.010	89.95	0.010	95.95	6.00
School District	0.9000	0.9000	4245.54	0.835	3805.51	440.03
Municipal	0.360	0.360	1719.44	0.347	1547.70	171.74
Municipal Open Space	0.005	0.005	23.67	0.005	23.67	0.00
County Health	0.007	0.007	33.34	0.007	33.34	0.00
County Open Space	0.019	0.019	93.95	0.021	99.41	5.46
Fire District 1	0.045	0.045	223.67	0.044	206.89	16.78
			7795.54		7027.01	768.53
Increase or	\$217.76	\$18.15	year	DIFF	\$227.75	5.12%
			month	TOT	5.12%	

TAX IMPACT – NO LEVY INCREASE

Your Assessed Home Value	2013-2014 9006 per \$100	2012-2013 8546 per \$100	Annual Tax Increase	Monthly School Tax Increase
\$300,000.00	\$2,701.80	\$2,563.80	\$138.00	\$11.50
\$350,000.00	\$3,152.10	\$2,991.10	\$161.00	\$13.42
\$400,000.00	\$3,602.40	\$3,418.40	\$184.00	\$15.33
\$450,000.00	\$4,052.70	\$3,845.70	\$207.00	\$17.25
\$500,000.00	\$4,503.00	\$4,273.00	\$230.00	\$19.17
\$550,000.00	\$4,953.30	\$4,700.30	\$253.00	\$21.08
\$600,000.00	\$5,403.60	\$5,127.60	\$276.00	\$23.00

COMPARISON OF REVENUES

	2012-13 Adj	2013-14 Prop	10/2/Dec	% Chg	% Tot
Balance Appropriated	349,844	156,037	(193,807)	-55.4 %	69 %
Maintenance Reserve	850,000	0	(850,000)	-100 %	0 %
Tuition Reserve	150,000	125,500	(24,500)	-16.4 %	56 %
Tax Levy	12,655,951	12,655,951	0	0 %	56.01 %
Tuition	9,125,136	8,836,064	(289,072)	-3.17 %	39.10 %
Extraordinary Aid	123,366	200,000	76,634	62.12 %	.88 %
Miscellaneous / Restricted	132,742	57,002	(75,740)	-57.06 %	.25 %
State Aid	566,928	566,928	0	0 %	2.51 %
Endowment	2,500,000	0	(2,500,000)	-100 %	0 %
Subtotal	26,453,967	22,597,482	(3,856,485)	-14.6 %	100 %
Endowment	(2,500,000)				
Roof Project (MR)	(850,000)				
Total	23,103,967	22,597,482	-506,485	-2.19 %	

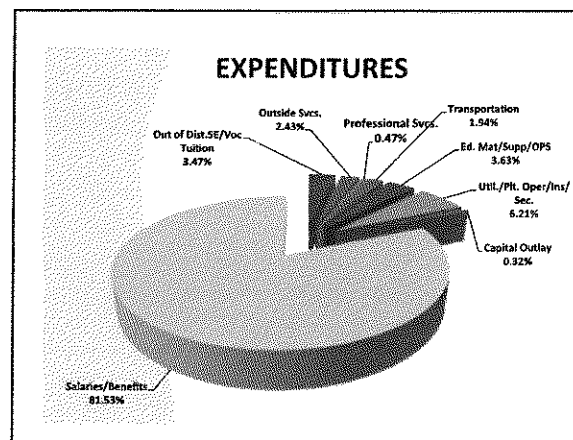


HISTORICAL SD TUITION ANALYSIS

School Year	Regular Rate Only SD Tuition	Annual Tuition \$ Increase	Annual Tuition % Increase	Reg./SE/RR Tuition Revenue
2000-01	\$9,050			\$5,996,679
2001-02	\$9,110	\$60	0.66%	\$5,950,284
2002-03	\$8,510	-\$600	-7.05%	\$6,688,977
2003-04	\$8,930	\$420	4.70%	\$6,862,091
2004-05	\$9,300	\$370	3.98%	\$7,389,472
2005-06	\$9,950	\$650	6.53%	\$8,056,927
2006-07	\$10,250	\$300	2.93%	\$8,225,653
2007-08	\$11,000	\$750	6.82%	\$9,032,585
2008-09	\$11,750	\$750	6.38%	\$9,004,914
2009-10	\$11,870	\$120	1.01%	\$11,922,137
2010-11	\$12,410	\$540	4.35%	\$10,132,677
2011-12	\$12,720	\$310	2.44%	\$9,939,945
2012-13	\$13,315	\$595	4.47%	\$9,125,136
2013-14	13,100	-\$215	-1.64%	\$8,836,064
			4.36%	(\$3,086,073)

COMPARISON OF EXPENDITURES

	2012-13 Adj	2013-14 Prop	Inc/Dec	% Cha	% Tot
Out of Dist. SE / Vocational	794,464	784,712	(9,751)	-1.23%	3.5%
OT/PT/Sp/1 to 1 Svcs	570,757	548,800	(21,957)	-3.85%	2.4%
Professional Services	121,420	106,500	(14,920)	-12.29%	5%
Transportation	417,741	439,456	21,715	5.20%	1.9%
Ed Materials & Supplies	882,943	820,147	(62,796)	-7.11%	3.6%
Utilities/PO/Ins./Sec.	2,180,739	1,402,923	(777,816)	-35.67%	6.2%
Salaries/Benefits	18,597,494	18,423,144	(174,350)	-0.94%	81.6%
Capital Outlay	2,888,409	71,800	(2,816,609)	-97.51%	3%
Subtotal	26,453,967	22,597,482	(3,856,485)	-14.58%	100%
Endowment	(2,500,000)				
Roof Project (MR)	(850,000)				
Total	23,103,967	22,597,482	-506,485	-2.19%	



USE OF PRIOR YEAR RESERVES

	2011-2012	Budgeted	Balance	Estimated	Balance	Balance
	Audit	2012-2013	After	Prior To	Budgeted	After
		Budget	Budget	Budget	2013-2014	2013-2014
Capital Reserve	4,628	2	4,630	4,630	2	4,632
Maintenance Reserve	850,000	-850,000	0	0	0	0
Emergency Reserve	50,000	0	50,000	50,000	0	50,000
Tuition Reserve	275,500	-150,000	125,500	125,500	-125,500	0
2012-13 Allocated Surplus	213,684	-213,684	0	0	0	0
2012 excess Surplus (Audit)	63,879	0	63,879	63,879	-63,879	0
2012 Year End Encumbrances	136,160	-136,160	0	0	0	0
State Recommended Fund Balance	<u>609,864</u>	<u>0</u>	<u>609,864</u>	<u>609,864</u>	<u>-92,158</u>	<u>517,706</u>
Total	2,203,715	-1,340,642	853,073	853,073	-281,535	572,338

CONTEMPLATED OMISSIONS:

- ✓ Industrial Arts program (HS)
- ✓ ¼ ESL (HS) and ½ Speech (ES)
- ✓ Physical Education staff member (HS)
- ✓ Guidance Counselor (HS)
- ✓ \$23k in clubs (\$17k HS & \$6k ES)
- ✓ \$47k HS – overall sports & roles
- ✓ 1.5 Secretaries in Board office
- ✓ Custodian (HS)
- ✓ Nurse (ES – resigned)
- ✓ Student Support Services (HS)
- ✓ Outside counseling vendor (HS)

REVENUE GENERATION & COST CONTAINMENT DISCUSSIONS:

- ✓ Cooperative advertising programs
- ✓ Pay-to-play (exploratory)
- ✓ Liquidated unnecessary assets
- ✓ Partnership programs
- ✓ Equitable capital funding arrangements
- ✓ Grant writing possibilities
- ✓ Consolidations & shared services
- ✓ Expanded recruitment efforts
- ✓ Findings of budget consultant

2013-2014 ANTICIPATED REVENUE – MAX CAP

•Balance Appropriated	\$	156,037
•Tuition Reserve		125,500
•Tax Levy	12,655,951	
•Additional 2%	253,119	
•Banked cap	224,927	
New Levy		13,133,997
•Tuition		8,836,064
•Extraordinary Aid		200,000
•Misc./Restricted Rev.		57,002
•State Aid		<u>566,928</u>
Total		\$23,075,528

SUMMARY & HEADCOUNT DISTRIBUTION

Category	MES	MHS	District-Wide	Undistributed	Total
	\$8,485,600	\$12,024,741	\$1,853,944	\$1,243,881	\$22,588,166

Category	ES	HS	Administration	Total
Staff				
Administrators	7.0	4.0	7.0	18.0
Superintendent/Director/Assistant Superintendent	0.3	4.4	7.0	11.7
Certified Staff (CST to District)	65.1	73.0	5.0	143.1
Technology	1.25	3.75	0.00	5.0
Secretaries/Paraprofessionals	3.0	7.0	4.2	14.2
Paraprofessionals	12.0	7.0	6.0	25.0
Custodial	6.2	6.7	0.0	12.9
Grounds	0.0	2.1	0.0	2.1
	91.1	100.5	12.2	203.8
	47%	49%	4%	

How many non-instructional roles?

INSTRUCTIONAL BREAKDOWN:

Category	Account	ES Salaries	HS Salaries	Salaries District-Wide Services	Sub-Total
K	11 110 100 101	147,530			147,530
1 to 5	11 120 100 101	1,471,665			1,471,665
6 to 8	11 130 100 101	5,017,626			5,017,626
9 to 12	11 140 100 101		3,855,715		3,855,715
Home Instruction	11 150 100 101			35,000	35,000
Attendance	11 000 211 100	12,515	19,850		32,365
Health Services Salaries	11 000 212 100	90,347	57,495		147,842
Sworn/Off/PT	11 000 214 100	170,040			170,040
In-Class Aides	11 000 217 100	317,995			317,995
Guidance	11 000 219 100	131,215	312,360		443,575
CST	11 000 219 104			217,140	217,140
Curriculum Development	11 000 321 104	2,000	2,000		4,000
Libraries	11 000 321 100	40,730	61,250		101,980
Technology	11 000 321 107	76,380	104,785		181,165
		8,529,840	4,498,555	817,140	13,845,535

SPECIAL EDUCATION / BASIC SKILLS BILINGUAL

Special Education/Basic Skills/Bilingual				
1/AD Salaries	11 204 100 101	28,280	269,195	297,475
ES LAD Salaries - Paraprofessionals	11 204 100 106	5,350	0	5,350
ES MLD Salaries	11 212 100 101	125,980		125,980
ES MLD Salaries - Paraprofessionals	11 212 100 106	50,600		50,600
ES RLL Salaries	11 213 100 101	871,095	324,380	1,195,475
ES RLL Salaries - Paraprofessionals	11 213 100 106	24,360		24,360
ES PSH Salaries	11 216 100 101	62,680		62,680
ES PSH Salaries - Paraprofessionals	11 216 100 106	13,625		13,625
ES SE Home Instruction	11 219 100 101		11,000	11,000
ES Basic Skills	11 230 100 101	5,940		5,940
ES Bilingual	11 240 100 101	81,610		81,610
		969,520	604,575	1,574,095

ADMINISTRATIVE / SUPERVISORY & SECRETARIAL

School Administration				
School Administrator	11 000 240 101	269,315	389,710	659,025
ES Department Chairpersons	11 000 240 101	8,470		8,470
Adaptive Director	11 000 240 104		143,685	143,685
		277,785	533,395	811,180
Supervisors				
Guidance Director	11 000 214 104		118,150	118,150
Supervisor of CST	11 000 219 104		126,400	126,400
Math Supervisor (Pro-rated)	11 000 221 102	63,660		63,660
District Technology Supervisor	11 000 221 102		87,355	87,355
English & World Language Supervisor	11 000 221 102		100,000	100,000
			276,805	276,805
Secretarial				
Secretarial and Clerical	11 000 240 105	129,665	221,110	350,775
HS Guidance Secretary	11 000 218 105	46,405		46,405
HS CST Secy	11 000 219 105		49,530	49,530
HS Supervisor/Secy (Pro-rated)	11 000 221 105	41,915		41,915
HS Trial Day/Staff Training Secy (Pro-rated)	11 000 223 105	4,570		4,570
		129,665	260,190	389,855

BOARD OFFICE

Business Office				
Business Administrator	11 000 251 100		156,345	156,345
Remaining Staff	11 000 251 100		179,390	179,390
				335,735
Superintendents Office				
Treasurer	11 000 230 100		4,500	4,500
Superintendent	11 000 230 100		145,000	145,000
Remaining Staff	11 000 230 100		44,865	44,865
Director District Security			50,000	50,000
				244,365

CUSTODIAL & GROUNDS

Custodial				
Custodial	11 000 262 100	291,840	364,360	656,200
ES Playground/Cafeteria Paraprofessionals	11 000 262 107	58,970	0	58,970
Grounds	11 000 263 100	75,415	84,635	120,050
		366,225	448,995	815,220

STIPENDS (ADDENDUM C) -- (PARTIAL)

Stipends (Total, Addendum C + others)				
Clubs	11 401 100 100	30,000	100,000	130,000
Sports	11 402 100 100	31,080	288,225	319,305
		61,080	388,225	449,305

DISTRICT BENEFITS DISTRIBUTION

Category	Account	ES Salaries	HS Salaries	District-Wide Services	Sub-Total	Undistributed Benefits
Personnel Services - Unallocated Employee Benefits						
Social Security	11 000 191 220					267,000
Other Retirement Contributions Regular	11 000 291 241					230,000
Unemployment	11 000 251 250					30,000
Workers' Compensation	11 000 241 260					147,150
Dental	11 000 241 270					167,740
Health Benefits (Medical)	11 000 231 270					2,376,698
Prescription	11 000 231 270					546,815
Tuition Reimbursement	11 000 231 280					30,000
Other Employee Benefits Buy Out of Benefits	11 000 231 280					200,022
Other Employee Benefits	11 000 231 280					222,512
						4,694,134
Subtotal of Salaries and Benefits:		5,362,915	7,245,570	1,162,525	13,769,010	4,694,134
Benefits Distribution by Staffing % (6,666,667)		7,084,860	2,280,528	279,248	0	4,694,134

OTHER EXPENDITURES

Category	ES	HS	District-Wide Services	Undistributed Costs	Total
Other Expenses					
Tuition				784,712	784,712
Transportation	16,000	265,370		158,086	439,456
Professional Technical/Educational	67,239	157,185	126,045	259,265	609,734
Contracted Services	86,350	295,673			382,023
Other Purchased Services	37,300	156,355	253,060		446,685
Supplies and Materials	275,550	386,650	10,000		652,210
Other Obj./Dues/Fees	6,370	17,878	24,950	41,800	90,098
Transfers for Officials	6,500	20,000			26,500
Equipment	15,000	15,000			30,000
	\$ 510,519	1,304,061	414,075	1,243,863	3,472,318

AVERAGE CLASS SIZES – MHS

Average Class Size	2010-2011	
	School	State
Grade 9	26.7	20.3
Grade 10	22.7	21.0
Grade 11	23.5	20.4
Grade 12	22.9	20.8
Total School	22.4	19.0

Students/Faculty Ratio		
Numbers of students per faculty member		
	School	State Average
2010-11	12.1	11.2
2009-10	11.9	10.9
2008-09	12.1	11.1

The major subject areas, (language arts, math, social studies, science and foreign lang.) average 20 – 25.

AVERAGE CLASS SIZES – MES

Average Class Size	School	State
Kindergarten	19.3	19.4
Grade 1	17.5	18.9
Grade 2	19.5	20.3
Grade 3	22.3	20.6
Grade 4	21.7	21.2
Grade 5	21.0	21.6
Grade 6	20.2	20.7
Grade 7	22.8	20.5
Grade 8	19.5	20.4
Total School	19.9	19.0

Students/Faculty Ratio		
Numbers of students per faculty member		
	School	State Average
2010-11	10.8	11.1
2009-10	10.6	10.6
2008-09	11.0	10.6

Current K-5 average based on 413 students / 21 staff is 19.6
Current 6-8 average based on 223 students / 10 staff is 22.3

GOING FORWARD:

- ✓ Intensive reviews of categorical spending
- ✓ Closely monitor expenditures & revenues
- ✓ Implement cost-savings measures
- ✓ Review recommendations
- ✓ Keep the public informed of progress