

# MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough  
Manasquan Elementary School Cafeteria  
October 17, 2013  
7:00 P.M.

## AGENDA

### 1. Call to Order

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

### 2. Pledge of Allegiance

### 3. Roll Call

Julia Barnes (Brielle)	Linda DiPalma	Michael Shelton
Thomas Bauer	Mark Furey (Belmar)	Katherine Verdi
Jack Campbell	Michael Forrester (SLH)	James Walsh
Kenneth Clayton	Thomas Pellegrino	Patricia Walsh

### 4. Mission Statement

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

### 5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

### 6. Acceptance of Minutes

**Recommend** acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of September 19, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

### 7. Superintendent's Report & Information Items

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

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**

### 8. Presentations

- **High School Students of the Month – Christina Di Ubaldi – Senior, Alanna Verdi – Junior, Hannah Pringle – Sophomore, Emily Magrini - Freshman**
- **Elementary School Student of the Month – Gregory Love**
- **Finance Presentation**

**9. Student Board Representative Report – Joyce Pegler**

**10. Board Committee Reports**

**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.

**MANASQUAN**

**General Items**

- 12. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Bylaw #0166 – Executive Session as per **Document D.**
- 13. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Bylaw #0167 – Public Participation in Board Meetings as per **Document E.**
- 14. Recommend** approval of the 2nd Reading of Revised Manasquan Board of Education Policies: **POLICY #5533** – Pupil Smoking; **POLICY #7434** – Smoking in School Buildings and on School Grounds.
- 15. Recommend** approval to rescind Policy and Regulation #2438 – Student in Good Standing.
- 16. Recommend** approval of the adoption of the Manasquan School District’s Goals for the 2013-2014 SY as per **Document F.**
- 17. Recommend** approval of the adoption of the Manasquan Board of Education Goals for the 2013-2014 SY as per **Document G.**
- 18. Recommend** approval of the QSAC Statement of Assurance for the 2013-2014 SY as per **Document H.**
- 19. Recommend** approval of student #22271 to attend the Alpha School, Jackson, New Jersey, for 2013/2014 SY, (which includes 1:1 aide: \$23,851.80, \$48,675.43)) not to exceed \$72,527.23. 1 hour per week of BCBA Support to be provided by Dr. Michele Havens @ an hourly rate of \$125.00, not to exceed \$7,000.00.
- 20. Recommend** approval of **Nilda Collazo**, to conduct Bilingual Speech & Language Evaluation not to exceed \$550.00, **Monica Peter**, to conduct Bilingual Psychological Evaluation not to exceed \$495.00, **Ana Pires** to conduct Bilingual Social History Evaluation not to exceed \$450.00, and **Vivette Peacock** to conduct a Bilingual Learning Evaluation not to exceed \$400.00 for elementary student #191819 as part of a Child Study Team evaluation.

21. **Recommend** approval to accept funds for 2014 FY for the IDEA allocation in the amounts of \$217,097.00 for the Basic Grant (\$206,058 for public; \$11,039.00 Non-Public Share), and \$6,342.00 for the Preschool Grant.
22. **Recommend** approval of Michael O’Boyle of AAA Physical Therapy to provide physical therapy services for the 2013-2014 SY at a rate of \$80.00 per hour for up to 1 hour per week, not to exceed \$2,880.00.
23. **Recommend** approval of Barbara O’Boyle of AAA Physical Therapy to provide physical therapy services for the 2013-2014 SY at a rate of \$80.00 per hour for up to 15 hours per week, not to exceed \$45,600.00.
24. **Recommend** approval that the Manasquan Board of Education, through contract with the Middlesex Regional Educational Services commission, authorizes the administrative personnel of the Commission to conference, discuss and solicit input in the development of the nursing services contract document for the 2013-2014 school year which provides nursing services to the following non-public schools located in the Manasquan School District: St. Denis Elementary School
25. Resolution: to appoint the following persons to positions specified for the period beginning October 17, 2013 and ending at the next organization meeting of the Manasquan Board of Education:
- Public Agency Compliance Officer (P.A.C.O): **Dominic Carrea**
  - Right to Know Officer: **Dominic Carrea**
  - District Purchasing Agent & State Contract Purchasing Agent  
Purchasing Agent **Dominic Carrea**
  - Custodian of Government Records & Public  
Access to Records: **Dominic Carrea**
  - AHERA Coordinator & Asbestos Management  
Officers to work with Environmental Connection: **Dominic Carrea &  
Bernard F. Bigley III**
  - Indoor Air Quality designated district persons  
to work with Michael McGuinness of RK **Dominic Carrea &  
Bernard F. Bigley III**
  - PEOSHA designated district person: **Dominic Carrea**
  - Americans With Disabilities designated  
district person: **Dominic Carrea**
  - Child Nutrition/Wellness designated  
district person: **Dominic Carrea**
  - Affirmative Action Officer for Contracts: **Dominic Carrea**
  - Safety & Health designated district persons: **Dominic Carrea &  
Bernard F. Bigley III**

26. Resolution: To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:

**Rena LaPrete, Interim Superintendent, for all available funds**  
**Dominic Carrea, Interim Business Administrator, for all available funds**

27. Resolution: To designate Bank Depositories in accordance with **Document I** until the next organization meeting of the Board of Education.
28. Resolution: To designate the persons authorized to sign checks, make transfers and make withdrawals as well as holders of petty cash funds in accordance with **Document I** until the next

organization meeting of the Board of Education.

29. Resolution: To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing agent, in accordance with **Document J** until the next organization meeting of the Board of Education.
30. Recommend approval of carryover funds from the FY13 NCLB Grant to the FY14 NCLB grant in the amount of \$1,308.00.
31. Recommend acknowledgement of the work donated by Jersey Cares on October 12, 2013 to our Elementary School.
32. Recommend approval of the Comprehensive Maintenance Plan Report, Facilities Checklists and the M-1 as per **Document K**.
33. Recommend approval of the Transportation Contracts and Agreements for the 2013-2014 school year as per **Document L**.

#### **Personnel**

34. **Recommend** approval for TCH.ES.SPED.RR.16 (4215) to amend her return date to December 2, 2013. (Previously approved to return December 16, 2013)
35. **Recommend** approval of the appointment of **Danielle Romano**, TLR.ES.LTRT.02.01, as an Elementary School Special Education Teacher – long term replacement – beginning October 28, 2013 (or sooner) through February 21, 2014 at Step 1B, \$47,500.00 – pro-rated – final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)
36. **Recommend** approval of the appointment of **Allyson Boucher**, TLR.ES.LTRT.05.06, as a Middle School Mathematics Teacher – long term replacement – beginning October 29, 2013 (or sooner) through April 3, 2014 at Step 1B, \$47,500.00 – pro-rated - final salary to be determined when contract negotiations are finalized.
37. **Recommend** approval for **Joseph Battista** to teach an additional class – Band Instruction – for the 2013-2014 SY at a stipend of \$5,130.00.
38. **Recommend** approval for **Laurie Cosgrove** to be compensated for attending Orientation Programs on August 28, 2013 at a rate of \$50.00 an hour for 5 hours.
39. **Recommend** approval for the following teachers to provide behavioral support to a student on an as needed basis for the 2013-2014 SY at \$40.00 an hour, not to exceed 6 hours per week:  
**Brian McCann**                      **Heather Saake**                      **Robert Kehoe**
40. **Recommend approval to accept the resignation of Tara Mathis, Special Education Teacher, long term replacement, effective October 25, 2013.**
41. **Recommend approval of the bargaining unit salaries for the 2012-2013 and 2013-2014 school years as per Document M-1 & M-2.**
42. **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>
October 8, 2013	Brian McCann	Lakewood	Required IEP meeting – scheduled after last board meeting	No	\$10.73 mileage
October 28, 2013	Colleen Graziano	Neptune High School	PARCC, CCS w/Tracey Severns	No	None
November 18, 2013	Jill Wells Joan Akins	Long Branch	Workshop for Occupational & Speech Therapists	No	\$169 each registration
November 19, 2013	Lorissa Voorhees Margaret Polak	New Providence	Workshop – Learners with Dyslexia and other Reading Difficulties	No	\$45 each registration \$38.44 mileage
November 21, 2013	Susan Lord VanNote	Trenton	Key concepts for making inclusion work	No	\$50 registration \$26.22 mileage
December 2, 2013	Lorissa Voorhees	Millstone School	LDTCC Consortium	No	\$14.88 mileage

#### 43. Field Trips

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

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
December 11, 2013	Marie Lauffer	Chorus	Algonquin Theater	The Newark Boys Chorus concert	No	None	Students
March 10, 2014	Laura Wahl	6 <sup>th</sup> Grade	Algonquin Theater	Performance aligns with social studies curriculum	No	None	Students
May 2, 2014	Donna Mead	2 <sup>nd</sup> Grade	Green Meadows Farm	To enhance science curriculum	No	No	Students
May 27-28, 2014	Rich Kirk	8 <sup>th</sup> Grade Class Trip	Valley Forge, Lancaster, Gettysburg, PA	To visit historical locations related to Civil War and Revolutionary War	Yes - 8	\$4,975 Transp.	Class Account
May 30, 2014	Joe Battista	Senior Band	Dorney Park	To participate in the band festival	Yes - 4	\$1,245 Transp.	

#### 44. Placement of Students on Home Instruction

No placements at this time.

#### Secretary's Report

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

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

- A) The Business Administrator/Board Secretary certifies that as of **September 30, 2013** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,005,757.00** 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.

**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 **September 30, 2013** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

**Recommend acceptance** of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **September 30, 2013** per **Document N**. (The Treasurer of School Moneys Report for the month of **September 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **September 30, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets for September and October** as recommended by the Superintendent of Schools, as per **Document N**.

- B) **Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **September 30, 2013** as per **Document O**.
- C) **Purchase Orders** for the month of **October 2013** be approved, as per **Document P**.
- D) **Recommend acceptance** of the **Cafeteria Report** as per **Document Q**.
- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,351,696.07** for the month of **October 2013** be approved. Records of, checks (**#33487- #33608**) and distributions are on file in the Business Office.
- F) **Confirmation of Bills (Current Expense)** for **September 2013** at **\$1,935,481.40** and checks (**#33486 - #33298**).

## **MANASQUAN/SENDING DISTRICTS**

### **General Items**

46. **Recommend** approval to change the November Board of Education Meeting from November 14, 2013 to November 21, 2013.
47. **Recommend** approval of the contract between the Manasquan Board of Education and Mr. Dominic Carrea as Interim Business Administrator to begin October 21, 2013. Mr. Carrea's contract has been approved by the Executive County Superintendent of Schools, Mr. Joseph Passiment.
48. **Resolution: To appoint the following persons to positions specified for the period beginning October 17, 2013 and ending at the next organization meeting of the Manasquan Board of Education: Interim Business Administrator/Board Secretary: Dominic Carrea**

49. Recommend approval of a contract with Howell Ice World for the 2013-2014 school year in the amount of \$26,100.
50. Recommend approval a contract with the Atlantic Club for the 2013-2014 school year in the amount of \$15,750.00.

51. Recommend approval of the following items to be purchased from CDWG by Middlesex Regional Education Services Commission for St. Denis under the N.J. Nonpublic School Technology Initiative Program:

3	MD199LL/A	Apple TV	\$99.00 ea.	\$297.00
3	MC8387N/8	HOM 1 Cable	\$19.00 ea.	\$ 57.00
3	H4752ZM/A	Digital Speakers	\$59.95 ea.	<u>\$179.85</u>
		<b>Total:</b>		<b>\$533.85</b>
1	2648924	HP OJ6600EA10 Printer		\$ 97.76
3	2536223	PromActiview 322 Visual Presenter		<u>\$2,231.94</u>
		<b>Total:</b>		<b>\$2,329.70</b>

**Personnel**

52. Recommend approval for Marianne Caci to teach an additional class for the Fall Semester – AP Studio Art – at a stipend of \$5,130.00. (Previously approved to teach the class for the Spring Semester)
53. Recommend approval to accept the resignation of Lisa Gallo, SEC.BO.PYRL.NA.15, Payroll Clerk, effective November 1, 2013.
54. Recommend approval of the following substitutes/home instructors for the 2013-2014 SY:  
Lisa Gallo - Secretary  
Jane Wassmer - Home Instructor
55. Recommend approval of the bargaining unit salaries for the 2012-2013 and 2013-2014 school years as per Document 1-1 & 1-2.

**Athletics**

56. Recommend approval to accept the resignation of Tony Nemati as the Varsity Ice Hockey Coach for the 2013-2014 school year.
57. Recommend approval of the following non-paid volunteer(s) for the 2013-2014 SY:  
Luke Sinkhorn - Girls' Assistant Basketball Coach

58. **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>
2013 – 2014 SY	Carol Kooklin, Lauren Pappa, Kristin Radzinsky, Barbara Kerensky	Webinar Series	ACTFL Webinars	No	\$75 registration
September 21 & 22, 2013	Rod Ravaioli	Tindall Park, Middletown	Monmouth County Tournament	No	\$29.94 mileage

October 2, 2013 & November 6, 2013	Barbara Kerensky	Belmar Elementary	Monmouth County Curriculum Consortium	No	None
October 3, December 12, 2013, March 27, May 8, 2014	Rick Coppola	Monmouth University	Principals' Academy	No	\$350 registration \$44.64 mileage
October 5, 6, 12, 13, 18, 2013	Rod Ravaioli	Mercer County Park, West Windsor	State Tournament	No	\$124.90 mileage
October 10, 2013	Justin Roach	Javits Center, New York City	NY Comic Con – connecting with Common Core Standards	Yes	None
October 23 & 24, 2013	Jack Campbell Tom Pellegrino	Atlantic City	NJSBA Workshop	No	\$44 each mileage \$97 each accom. \$99 each m/i
October 24, 2013	Susan VanNote	Millstone Middle School	LDTC Consortium	No	None
October 24, 2013	Robert Kehoe	Brookdale Community College	Information workshop for CST members	No	\$11.47 mileage
October 28, 2013	Barbara Kerensky	Neptune High School	PARCC, CCS w/Tracey Severns	No	None
October 28, 2013	Sharon Hawryluk	Monmouth Regional High School	Workshop for Teachers of Psychology	Yes	None
November 1, 2013	Jesse Place, Frank Scott, Jamie Egan	Piscataway	2013 Tech Symposium	No	\$27 mileage
November 14, 2013	Lisa Crowning	New York City	Socratic Seminar Introductory Workshop	Yes	\$215 registration \$41 mileage
November 21, 2013	Jill Moore	Princeton University	Down Syndrome Conference	Yes	\$50 registration \$32.55 mileage
December 6, 2013	Jason Bryant James Fagen	Princeton	NH Council for History Education	Yes	\$75 each registration \$13.33 each mileage
December 6, 2013	Dina Elms Lauren Gilbert	Hofstra University	School Counselor meeting	No	\$50.39 mileage
December 12, 2013	Jesse Place	Ocean Township High School	Monmouth Science Supervisor Meeting	No	\$6.63 mileage
April 14 -16, 2014	Bernie Bigley	Atlantic City	NJ School Buildings & Grounds Expo	No	\$100 registration \$45 mileage

## Student Action

### 59. Field Trips

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

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
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October 26, 2013	Lisa Crowning	Academic Team	Monsignor Donovan High School	To participate in a National History Bowl	No	\$300 transportation	None
October 28, 2013	Jamie Onorato	Yearbook	Rutgers Univ.	Attend a Fall Conference of the Garden State Scholastic Press Assoc.	Yes	\$375 transportation	School Account
November 16, 2013	Martin Januario	French Club	Princeton University	Guided tour of art museum and campus	No	No	None
November 18 & 25, 2013	Lisa Crowning	Academic Team	Monsignor Donovan High School	World Volkswagen Academic Challenge	Yes	\$350 each trip/ transportation	
January 28, February 4, February 11, 2014	Lisa Crowning	Academic Team	Bridgewater/ Raritan	To participate in Academic Bowl	No	\$300 each trip/ transportation	None

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

**Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

<b>#1660</b>	<b>Manasquan</b>	<b>September 30, 2013 – November 15, 2013</b>	<b>Medical</b>
<b>#151240</b>	<b>Manasquan</b>	<b>September 23, 2013 – TBD</b>	<b>Medical</b>
<b>#132074</b>	<b>Belmar</b>	<b>October 7, 2013 – TBD</b>	<b>Medical</b>

**61. Placement of Students Out of District**

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
<b>#2256</b>	<b>10/10/2013</b>	<b>Collier High School</b>	<b>\$44,202.90 (pro-rated)</b>
<b>#13318</b>	<b>9/16/2013</b>	<b>KIVA High School</b>	<b>\$10,200.00</b>

**62. Financials**

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

**63. Public Forum**

**64. Old Business/New Business**

**65. Sunshine Law Resolutions**

The Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows for the exclusion of the public from that portion of a public meeting when certain matters which might endanger the public interest or risk the deprivation of individual rights are discussed; and

The Board of Education wishes to discuss the following matters in a non-public closed meeting with the resulting discussion being made public when proper conclusion has been reached and there is no longer a need for confidentiality:

1. \_\_\_ Matters rendered expressly confidential by state or federal law or a rule of court.
2. \_\_\_ Matters in which the release of information would impair a right to receive funds from the United States Government
3. \_\_\_ Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting.
4. \_\_\_ Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA Association.

5. \_\_\_ Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
6. \_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
7. \_\_\_ Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.
8. \_\_\_ Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting.
9. \_\_\_ Any deliberations that may result in the imposition of a civil penalty or suspension.
10. \_\_\_ Any appointment of a public official.

**NOW, THEREFORE, BE IT RESOLVED**, the Manasquan Board of Education will hold a closed executive session immediately. It is anticipated that the closed session will not last longer than \_\_\_\_\_ 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].

## **66. Adjournment**

Motion to Adjourn