

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

Manasquan Borough  
Manasquan High School Auditorium  
November 21, 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 October 17, 2013, Special Meeting of October 29, 2013, Special Action Meeting and Closed Executive Session of November 4, 2013 and. 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 for October – Amy Conover – Senior, Eric Dzenis – Junior, Madeline Monaco – Sophomore, Madison Harkness - Freshman**
- **Elementary Student of the Month for October – Jenna Stanley**
- **High School Teacher of the Month – September - Sharon Hawryluk**
- **High School Teacher of the Month – October – Craig Murin**
- **NJASK Perfect Scores**

**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 2nd Reading of Revised Manasquan Board of Education Bylaw #0166 – Executive Session.
- 13. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Policy #5600 - Pupil Discipline/Code of Conduct as per **Document D.**
- 14. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Regulation #5600 - Pupil Discipline/Code of Conduct as per **Document E.**
- 15. Recommend** approval of disposal of the following surplus cafeteria tables at MES:
- 14 Sico model TBB10 tables 10' in length
  - 3 Sico model TBC12 12' in length
- 16. Recommend** approval to donate the following surplus instructional materials to Point Pleasant Borough School District:
- “ESL K-6 Treasure Chest” (From the Macmillan McGraw-Hill 2007 “*Treasures*” Program)
- 17. Recommend** approval for Amanda Choma to provide behavioral support to a student on an as needed basis for the 2013-2014 SY @ \$40.00 an hour, not to exceed 6 hours per week.
- 18. Recommend** approval of the appointment of Maureen Kelly, as an independent contractor/psychologist at a rate of \$300.00 a day for 2 days a week for the 2013-2014 SY.

19. **Recommend** approval of the following Meeting Schedule of the Manasquan Board of Education. All meetings will take place at 7:00 P.M. in the Manasquan High School Auditorium unless otherwise noted:

**January 9, 2014 – Annual Reorganization Meeting**

**January 23, 2014, February 20, 2014, March 20, 2014, April 24, 2014, May 22, 2014, June 19, 2014**

20. **Recommend** approval of a Joint Transportation Agreement arranged through the Salem County Cooperative Transportation Program with the Salem County Special Services School District for the 2013-2014 School Year as follows:

Route#Y908- Brookfield Academy in Cherry Hill, NJ (Delaware City Bus Co.) 1 student @ \$75.14 Per diem (13,525.20 annually)

**Personnel**

21. **Recommend** approval of the request for **Teresa Savage** to work as a Part Time School Psychologist – 2 days a week - for the 2013-2014 SY beginning November 1, 2013 at Step 5D pro-rated 37.5%, \$8,400.00 through February 28, 2014. (Previously approved on a full time basis at Step 5D - \$56,000.00)

22. **Recommend** approval of the updated steps and salaries of the following faculty and staff:

**Theresa Innarella** - Step 4D - \$53,500.00 - employee obtained Masters + 30 since prior approval on October 17, 2013

**Cynthia Kirk** - Step 15B - \$85,900.00 + \$500.00 longevity - employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step

**Ryan Lewis** - Step 1 - \$34,165.00 + \$2,847.00 night bonus - employee previously approved on October 17, 2013 at correct salary but incorrect night bonus

**Paraprofessionals\***

**Sandra Collins** (Instructional) - Step 4 - \$19.88/hour – 7 hours

**Pamela Craig** (Instructional) - Step 4 - \$19.88/hour – 7 hours

**Erica DeWitte** (Clerical) - Step 1 - \$18.23/hour – 4 hours

**Nancy LeBlanc** (Instructional) - Step 4 - \$19.88/hour – 7 hours

**Elizabeth McLaughlin** (Instructional) - Step 4 - \$19.88/hour – 7 hours

**Patricia Triggiano** (Instructional) - Step 4 - \$19.88/hour – 7 hours

**Kimberly Verlangieri** (Clerical) - Step 2 - \$18.53/hour – 4 hours

**Madonna White** (Clerical) - Step 4 - \$19.88/hour – 6.50 hours

\*The updated hourly rates reflect no change in the approved 2013-2014 total salaries

23. **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>
1 <sup>st</sup> Friday of each month during the 2013-2014 SY	Nancy Sanders	Location changes monthly	Sending Districts Counselors meetings	No	None
November 21, 2013	Nancy Sanders	Avon Elementary	Affirmative Action Officer Training	No	\$30 registration \$3.10 mileage

December 6, 2013	Tom Russoniello	Eatontown	Strategies and techniques for PARCC preparation	Yes	\$149 registration \$8.06 mileage
December 12, 2013	Erin Saponara	Monroe Township	Legal One: Counseling the Bully	No	\$75 registration \$20.21 mileage
December 9, 2013	Alissa Fleming	West Orange	Northeast Conference for School Based SLPs	No	\$229 registration \$36.58 mileage
January 29, 2014	Lorissa Voorhees	Millstone	LDTCC Consortium	No	\$14.88 mileage

#### 24. **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>
November 15, 2013	Erin Saponara	8 <sup>th</sup> Grade Peer Leaders	First Presbyterian Church, Manasquan	Students will be trained by high school peer leaders	No	None	None
April 29, 2014	Desiree Faul	4 <sup>th</sup> Grade	Trenton	To enhance the study of NJ	No	\$480 transportation	
April 25, 2014	Robert Markovitch	7 <sup>th</sup> Grade	Six Flags Great Adventure, Jackson	Physics, Math and Science Day	No	None	Students
May 9, 2014	Katie Kappy	1 <sup>st</sup> Grade	Planetarium	To enhance science curriculum	No	None	Students
May 27, 2014	Mary VanWickle	Kindergarten	Algonquin Theater	To attend a theater production	No	None	Students

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

No placements at this time.

#### **Secretary's Report**

#### 26. 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 F**
- B) Elementary School Central Funds Report as per **Document G**
- C) Purchase Orders as per **Document H**
- D) Cafeteria Report – **Document I**
- E) Bills and Confirmation of Bills (Current Expense)

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

**Be It Resolved:** Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **October 31, 2013** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

**Recommend acceptance** of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **October 31, 2013** per **Document F**. (The Treasurer of School Moneys Report for the month of **October 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 **October 31, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets** for **October and November** as recommended by the Superintendent of Schools, as per **Document F**.

**B) Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **October 31, 2013** as per **Document G**.

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

**D) Recommend acceptance** of the **Cafeteria Report** as per **Document I**.

**E) Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,555,150.84** for the month of **November 2013** be approved. Records of, checks (**#33644- #337333**) and distributions are on file in the Business Office.

**F) Confirmation of Bills (Current Expense)** for **October 2013** at **\$2,072,412.11** and checks (**#33487- #33643**).

### MANASQUAN/SENDING DISTRICTS

#### General Items

- 27. Recommend** acceptance of funds in the amount of \$220.10 from the purchase of HS obsolete textbooks by Follett Educational Services.
- 28. Recommend** acceptance of a donation in the amount of \$2,746.00 from the MHS Girls' Basketball Team for the purchase of Women's Home and Away Uniforms.
- 29. Recommend** approval to purchase the additional service of **PUBLICACCESSOnline** in the amount of \$395.00 to work in conjunction with the district's online Strauss Esmay service. This represents an addendum to the DistrictOnline Contract-**PUBLICACCESSOnline** with Strauss Esmay Associates, LLP, Toms River, NJ.
- 30. Recommend** approval of Dr. Pamela Puryear to provide Special Ed. Services to student #172093 as per recommendation of sending district, 2 x 30 min. per wk., from 9/9/13 to 11/11/13, @ \$35.00 per hour. (Sea Girt responsible for payment)

#### Personnel

- 31. Recommend** approval for **Lisa Gallo** to work as a Part Time Payroll Clerk, a minimum of 2 days a week, at a daily rate of \$173.91 beginning December 2, 2013.
- 32. Recommend** approval of the appointment of **John Driscoll** for the following positions for the 2013-2014 SY on an as needed basis:

**Detention Proctor** – Tuesday/Wednesday/Thursday – 2:30 P.M. - 4:30 P.M. - \$31.00/hour

**Saturday Detention Proctor** – 8:00 A.M. to 12:00 P.M. - \$31.00/hour

**33. Recommend approval of the updated steps and salaries of the following faculty and staff:**

**Lou Certo** - Step 8D - \$65,000.00 - employee previously approved on October 17, 2013 at correct step but incorrect dollar amount

**Laura Harper** - Step 3M - \$20,200.00 pro-rated 40% - employee previously approved on October 17, 2013 at incorrect pro-rated amount

**Harry Harvey** - Step 11M - \$75,130.00 - employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step

**Carolyn Treney** - Step 7B - \$57,000.00 - employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step

**Paraprofessionals\***

**Wendy Bigley** (Clerical) - Step 4 - \$19.88/hour – 7 hours

**Dorothy Gerlach** (Clerical) - Step 4 - \$19.88/hour – 7 hours

**Donya Manovill** (Instructional) - Step 4 - \$19.88/hour – 7 hours

\*The updated hourly rates reflect no change in the approved 2013-2014 total salaries

**34. Recommend approval of the appointment of Elizabeth Walling, PLR.HS.LTRP.01.01, as an Instructional Paraprofessional, long term replacement, beginning December 9, 2013 (or sooner) through February 20, 2014 at Step 1 - \$18.23/hour for 7 hours each day. (Pending criminal history approval)**

**Athletics**

**35. Recommend approval of the following non-paid volunteer(s) for the 2013-2014 SY:**

**Michael Crann** - Assistant Wrestling Coach

**John Menafra** - Assistant Wrestling Coach

**David Hallion** - Assistant Boys Basketball Coach

**Jackie Bauer** - Assistant Swim Coach - (pending criminal history background check and substitute certification)

**36. 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 25, 2013 and March 14, 2014	Lauren Gilbert	Rutgers Univ., Scotch Plains	Teacher meetings	Yes	None
November 13, 2013	Barbara Kerensky	Monroe	PARCC Workshop	No	\$149 registration
December 6, 2013	Jesse Place	Eatontown	NJDOE Presentation on STEM	No	\$149 registration \$6.88 mileage
December 6, 2013	Margaret Polak Robert Kehoe	New Road School, Lakewood	Treatment of common childhood psychiatric disorders	No	\$6.93 mileage

December 16, 2013	Jesse Place	Hamilton	PARCC Technology Readiness Regional meeting	No	\$21.89 mileage
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**Student Action**

**37. 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>
October 26, 2013	Lisa Crowning	Academic Team	Monsignor Donovan High School	To participate in a National History Bowl	No	\$300 transportation	None
November 15, 2013	Jill Santucci	Peer Leaders	First Presbyterian Church, Manasquan	MHS peer leaders will train 7 <sup>th</sup> & 8 <sup>th</sup> grade peer leaders	Yes	None	None
November 27, 2013	Alan Abraham	Band	Mallard Park	Annual Bonfire Parade Performance	No	\$200 transportation	None
December 4 & 11, 2013	Lisa Crowning	Academic Team	Biotech High School	To compete in an academic tournament	No	\$300 transportation each trip	None
January 9, February 20, March 13, April 10, 2014	James Freda	Science	Jackson Liberty High School	NJ Science League tests in Chemistry & Physics	No	\$450 transportation	None
February 22 & 23, 2014	James Fagen	Model UN	Seton Hall Univ.	Model UN Conference	No	\$600 transportation each day	School Acct.
March 2, 2014	Alan Abraham	Band	Belmar	St. Patrick Day Parade	No	\$472 transportation	None
March 8, 2014	Alan Abraham	Band	Seaside Heights	St. Patrick Day Parade	No	\$472 transportation	None
March 11 & 12, 2014	James Fagen	Model UN	St. Peter's Univ.	Model UN Conference	No	\$600 transportation each day	School Acct.
May 24, 2013	Alan Abraham	Band	Bradley Beach	Memorial Day Parade	No	\$400 transportation	None

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

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

#1660	Spring Lake Heights	Grade 12	October 17, 2013 – November 17, 2013 (Medical)
#151072	Brielle	Grade 11	October 14, 2013 – TBD (Medical)
#161540	Brielle	Grade 10	November 13, 2013 – TBD (Medical)
#171998	Belmar	Grade 9	November 19, 2013 - TBD (Medical)

**39. Placement of Students Out of District**

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#132074	11/11/2013	Collier High School	\$51,332.40 (prorated) Belmar responsible for tuition

**40. Financials**

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

**41. Public Forum**

**42. Old Business/New Business**

**43. 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].

**44. Adjournment**

Motion to Adjourn