

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Auditorium
December 19, 2013
6:00 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	Michael Forrester (SLH)	Katherine Verdi
Jack Campbell	Mark Furey (Belmar)	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 Special Meeting and Closed Executive Session of November 11, 2013, Regular Open Business Meeting of November 21, 2013 and the Regular Open Business Meeting of December 3, 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. Presentations

Presentation by Robert A. Hulsart - Audit and CAFR Report for FY ended June 30, 2013.

8. 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**
- Mid-Year HIB Report – January 2013 through June 2013
- Mid-Year Electronic, Violence and Vandalism Reporting System (EVVRS) – January 2013 through June 2013

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** to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2013 as presented by Robert A. Hulsart of Robert A. Hulsart and Company as per **Document**.
- 13. Recommend approval** of the 2nd Reading of Revised Manasquan Board of Education Policy #5600 - Pupil Discipline/Code of Conduct as per **Document**.
- 14. Recommend approval** of the 2nd Reading of Revised Manasquan Board of Education Regulation #5600 - Pupil Discipline/Code of Conduct as per **Document**.
- 15. Recommend approval** of Dr. Sandra Fields-Kuhn, Audiologist, to conduct a CAP Evaluation for elementary school student #23946, not to exceed \$450.00 for purposes of CST evaluation.
- 16. Recommend approval** of FRA-Tech Connection, Shrewsbury to conduct Assistive Technology Evaluation for elementary school student #2442, not to exceed \$480.00 for purposes of CST evaluation.
- 17. Recommend approval** of Dr. Zaidi, Psychiatrist, to conduct Psychiatric Evaluation at a rate of \$450.00 for elementary school student #252126 as part of a Child Study Team Evaluation.
- 18. Recommend approval** of Monica Peters, to conduct a Bilingual Psychological Evaluation at a

rate of \$495.00, and Nilda Collazo, to conduct a Bilingual Speech/Language Evaluation at a rate of \$550.00 for pre-school student #071310 as part of a Child Study Team Evaluation.

19. **Recommend approval** of Sharon Watt, speech therapist from Sea Girt, to continue to work with student #172093 in the high school after school twice a week at the expense of her sending district BOE for the 13-14SY.
20. Recommend approval to purchase a Promethean ActivBoard with projector, connections, and installation for Elementary School Art Room from CDW-G in the amount of \$4,425.89 through the MRESC Technology Supplies cooperative purchase contract, Bid Number 13/14-04, NJ State Approved Co-Op # 65MCESCCPS. Full cost to be reimbursed by the Manasquan Elementary School PTO.
21. Recommend approval of the appointment of the firm of Holman/Frenia/Allison, PC, Freehold, NJ, as the Board Auditors for the 2014-2015 school year audit, in the amount of \$23,000.

Personnel

22. **Recommend approval** of the following teacher appointments for lunchroom supervision for the 2013-2014 SY at \$28.50/hour:

Oriana Kopec – 2 periods per week

Lisa Marshall – 5 periods per week

23. **Recommend approval** of the request for **TCH.MS.SSTU.06.02 (4126)**, to take a **paid medical leave of absence** beginning **February 26, 2014** through **March 21, 2014** and a **Family Medical Leave of Absence** beginning **March 24, 2014** through **May 30, 2014**, returning **June 2, 2014**.
24. **Recommend approval** of the elementary school secretarial and custodial bargaining unit salaries for the 2013-2014 school year, as per Document __

25. 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>
January 10-18, 2014	Nancy Sanders	St. Petersburg, Florida	Training Methods for Teaching Diversity in the Counseling & Classroom for Elementary Students	No	\$625 registration – to be paid for by employee
January 29, 2014	Brianna O’Hara & Jillian Berra	Edison	Seminar on PARCC/NJASK	Yes – 2	\$135 each registration \$24.80 mileage
March 6, 2014 (previously approved 11/21/13 – date has been changed)	Erin Saponara	Monroe Township	Legal One: Counseling the Bully	No	\$75 registration \$20.21 mileage

26. Field Trips

No field trips to approve at this time.

27. Placement of Students on Home Instruction

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

#252126	Grade 1	November 25, 2013 – TBD (Pending Evaluation)
#181434	Grade 8	November 6, 2013 - November 12, 2013 (Hospitalization)

Secretary's Report

28. 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**
- B) Elementary School Central Funds Report as per **Document**
- C) Purchase Orders as per **Document**
- D) Cafeteria Report – **Document**
- E) Bills and Confirmation of Bills (Current Expense)

A) The Business Administrator/Board Secretary certifies that as of **November 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,531,007.00** 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 **November 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 **November 30, 2013** per **Document**. (The Treasurer of School Moneys Report for the month of **November 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 **November 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 **November and December** as recommended by the Superintendent of Schools, as per **Document**.

B) Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **November 30, 2013** as per **Document**.

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

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

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

F) **Confirmation of Bills (Current Expense)** for **November 2013** at \$ and checks (#- #).

MANASQUAN/SENDING DISTRICTS

General Items

29. **Recommend approval** of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2013-2014** School Year dated **September 9, 2013** (on file at the Board of Education office).
30. **Recommend approval** to apply for the NJ Library Makerspaces Grant for the 2013-2014 SY.
31. **Recommend approval** to accept the donation of a wrestling mat from the Manasquan Recreation Commission.
32. **Recommend approval** to accept a quote for security system upgrades in the amount of \$11,581.92 for a two-way radio system as submitted by PMC Associates, Hazlet, NJ under State Contract #83926
33. **Recommend approval** to accept the Demographic Study dated December 7, 2013 as prepared and submitted by Whitehall Associates, Inc. The enrollment projections are through the 2018-2019 school year.
34. **Recommend approval** to purchase new wireless access points, wireless controller virtual appliance, and support subscription in the amount of \$35,862.71 and network hardware to support upgraded wireless access points in the amount of \$4,080.48 from CDW-G through the MRESC Technology Supplies cooperative purchase contract, Bid Number 13/14-04, NJ State Approved Co-Op # 65MCESCCPS.
35. **Recommend approval** of the renewal of the agreement with Teachscape, Inc. to provide Danielson Framework training and teacher evaluation platform through June 30, 2013 in the amount of \$6,327.84.
36. **Recommend approval** of a quote to purchase four (4) Automatic External Defibrillators (AED), from Team Life, Inc., Colts Neck, NJ, at a total cost of \$5,700 (\$1,425 each).

Personnel

37. **Recommend approval** of the following Central Office Staff Members to perform clerical responsibilities at Public Board of Education Meetings for the 2013-2014 SY at a stipend of \$30.00/hour:

Sandra Freeman Andrea Mahon
38. **Recommend approval** of the high school secretarial and custodial bargaining unit salaries for the 2013-2014 school year, as per Document ____

Athletics

39. Recommend approval of the following extracurricular/coaching appointments for the 2013-2014 SY:

- Maria Eldridge** - French/Spanish Honor Society Advisor at a stipend of \$2,125.00
- Robert Hoffman** - Boys' Varsity Lacrosse Coach at Step 4 - \$4,100.00
- Justin Roach** - Site Manager - \$90.00 per event on an as needed basis
- Rod Ravaioli** - Site Manager - \$90.00 per event on an as needed basis

40. Recommend approval of the following non-paid volunteer coach for the 2013-2014 SY:

- Stephen Acropolis** - Assistant Ice Hockey Coach (pending criminal history approval and substitute certification)

41. 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>
January 10-12, 2014	Donna Bossone, Alfred Sorino, Heather Muly	Princeton	New Board Member Orientation	No	\$33.24 each mileage
January 10-12, 2014	Kevin Hyland	Mashantucket, Connecticut	Eastern Athletic Trainers Association Annual Meeting	Yes	\$130 registration \$124 mileage \$374 accommodations
January 15, 2014	Sandi Freeman	Hamilton	Training on Contracting with Food Management Co.	No	\$22.00 mileage
January 17, 2014	Meika Laszlo Sue VanNote	Wall Township Library	Develop units for life skills class	Yes	None
January 23, 2014	Sean McCarthy	Monroe	District Test Coordinator Training	No	\$20.17 mileage
January 30 & 31, 2014	Jesse Place	Atlantic City	NJASA Techspo	No	\$385 registration \$43.65 mileage \$99 accommodations

Student Action

42. Field Trips

No field trips to report at this time.

43. Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: No students to approve at this time.

44. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#070795	11/25/2013	Willowglen Academy, Newtown, NJ	\$37,282.99 (prorated) (SLH responsible for tuition)

45. Financials

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

46. Public Forum

47. Old Business/New Business

48. Executive Sessions

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the “Act”) provides that the Manasquan Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date at _____, Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE BE IT RESOLVED by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

- ___ 1. Confidential Matters per Statute on Court Order
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- ___ 8. Personnel Matters
- ___ 9. Imposition of Penalties Upon an Individual

ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

49. Adjournment

Motion to Adjourn