

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan Elementary School Cafeteria
August 22, 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. Board Member Oath

4. 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

5. 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.

6. 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.

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Special Action Meeting of Tuesday, July 10, 2013 and the Regular Open Business Meeting and Closed Executive Session of August 1, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exists.

8. Superintendent's Report & Information Items

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

9. Board Committee Reports

10. 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

11. **Recommend** approval to create a new teaching position in the Elementary School for the 2013-2014 SY:
 - Elementary School Teacher
12. **Recommend** approval to accept 1 staff member's child in Grade 8. The annual tuition will be \$6,650 in accordance with the contract provisions.
13. **Recommend** approval for application of 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.
14. **Recommend** approval of the establishment of a Central Fund Account, Class of 2022, in the Elementary School Central Fund.
15. **Recommend** approval that the following prices be charged to students and adults for lunches and milk for the 2013-2014 SY:

Paid Type Lunch for Students:	\$2.50 (K-4) \$2.75 (5-8) \$3.00 (HS)
Paid Lunch for Adults:	\$3.50
Reduced Type A Lunch for Students:	\$.40
A la cart milk per half-pint for Students:	\$.45
A la cart milk per half-pint for Adults:	\$.50

Personnel

16. **Recommend** approval for **Laurie Cosgrove** to work 2 days in August at **\$30.00 per day for 4 hours per day**.
17. **Recommend** approval for **Andrea Trischitta** to teach an additional class, **Digital Storytelling**, at a rate of **\$5,130.00** for the **2013-2014 SY**.
18. **Recommend** approval of the **appointment** of **Tara Mathis**, **TLR.ES.LTRT.FL.09, Elementary School Special Education Teacher – long term replacement**, beginning **September 9, 2013** through **December 13, 2013** at **Step 1B – pro-rated - final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)**
19. **Recommend** approval of the appointment of **Erin Saponaro** as the **Elementary School Anti-Bullying Specialist** for the **2013-2014 SY**.

20. **Recommend** approval of the appointment of **Heather Saake, PARA.ES.AIDE.NA.04** as a Paraprofessional to work 8:30 – 3:00 – 6.5 hours per day – at Step 3 - \$18.62 per hour for the 2013-2014 SY.

21. **Recommend** approval of the placement of the following student teachers:

Kali Mura – September 3, 2013 to December 13, 2013 – Georgian Court University – Elementary & Special Education

Elizabeth Walling – September 3, 2013 to December 13, 2013 – Georgian Court University – Elementary Education

22. **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>
September 12, 2013	Nancy Sanders	TBD	Governor’s Council on Alcoholism and Drug Abuse	No	TBD
2013-2014 School Year	Teresa Savage	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00
2013-2014 School Year	Lorissa Voorhees	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00

23. **Field Trips**

No **field trips** to approve at this time.

Secretary’s Report

24. **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 A**
- B) Elementary School Central Funds Report as per **Document B**
- C) Purchase Orders as per **Document C**
- D) Cafeteria Report – **No report for the month of August**
- E) Bills and Confirmation of Bills (Current Expense)

A) The Business Administrator/Board Secretary certifies that as of **July 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 **July 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 **July 31, 2013** per **Document A**. (The Treasurer of

School Moneys Report for the month of **June 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 **July 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 **July and August** as recommended by the Superintendent of Schools, as per **Document A**.

- B) Recommend acceptance of the Elementary School Central Funds Report** for the month ending **July 31, 2013** as per **Document B**.
- C) Purchase Orders** for the month of **August 2013** be approved, as per **Document C**.
- D) Recommend acceptance of the Cafeteria Report: No report for the month of August**
- E) Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$824,898.14** for the month of **August 2013** be approved. Records of, checks (**#33104 through #33231**) and distributions are on file in the Business Office.
- F) Confirmation of Bills (Current Expense) for July 2013** at **\$2,672,930.05** and checks (**#33025 through #33103**).

MANASQUAN/SENDING DISTRICTS

General Items

- 25. Recommend** approval of the New Jersey Department of Education School Self-Assessment Report.
- 26. Recommend** approval to create a new stipend position in the High School for the 2013-2014 SY:
 - **Academy of Health Careers Director**
- 27. Recommend** approval for the Manasquan Baseball Teams to utilize the Wall Municipal Complex Baseball Fields for the 2014 Season in the amount of \$2,000.00
- 28. Recommend** approval of FVHD Architects for professional services rendered in connection with Interior Door Replacement at Manasquan High School in the amount of \$36,000 plus reimbursable. This project is currently on hold awaiting the awarding of the ROD grants in December.
- 29. Recommend** approval of the Right of Entry Agreement for the Monmouth County Mosquito Control Commission in order for them to clean Watson's Creek.
- 30. Recommend** approval of the following amendments to the MATRIXNEWORLD Contract:

Amendment #1 DOE Submission	\$3,000.00
Amendment #1 Revisions & Project Coordination	<u>\$4,500.00</u>
	\$7,500.00
- 31. Recommend** approval of Professional Services/Support & License with Systems 3000 – ID Number 450S-B3-20UL effective 7/1/2013 to 6/30/2014 (Financial Accounting/Human Resources/Payroll).
- 32. Recommend** that the Manasquan Board of Education approve an agreement for the use of Sea Girt Armory for the Athletic/Sports Programs for the 2013-2014 school year in the amount of \$6,026.27.

- 33. Recommend** approval of a rental agreement with State Fair for bleachers. This agreement will be executed only if necessary and pending project approval. This agreement will not exceed \$26,175.00 for 1300 seats for 5 games. These bleachers will be set up and taken down before and after each game if State Fair needs them in another location.
- 34. Recommend** approval of a copier lease for 3 Pro 8100 EX7EX machines with Ricoh image.change. at a rate of \$1,675.53 per month. This is a fair market value lease under the State Contract #51465. The lease includes pooled copies of 225,000 copies per month. All excess copies will be charges at a rate of .004 per copy. The Equitrac Software will not exceed \$150.00 per month. This lease includes all service and supplies except paper and staples and will last 5 years.
- 35. Recommend** approval of Nickerson Corporation to remove the grandstand on the football field under Bid No. MRESC 12/13-58 at a cost of \$25,975.00. The scrap rights for the materials being disposed of belong to the Board of Education. All scrap vendors quoted will provide dumpsters free of charge and will pay the district the going rate for the scrap (pending project approval).
- 36. Recommend** approval to dispose of the following items. These items are past their useful life and unable to be repaired or refurbished:

<u>Manufacturer</u>	<u>ID</u>	<u>ID NUMBER</u>	<u>SERIAL NUMBER</u>
Panasonic	VCR	AGDS555P	B7TC00026
Sony	VCR	EV-52000	Not available
Tascam	CD Player	CD160	0308431
American Audio	CD Player	MCD110	30959528
American Audio	CD Player	MCD110	19952348
Tascam	CD Player	CDA700	0170041
Sharp	VCR	VCA543U	512729099
Panasonic	VCR	AG1340P	D2TB00107
HP	Printer	M1522NF	CNG8B605NH

- 37. Recommend** approval to advertise for the sale of computer equipment as specified in **Document 1**. The Board further approves that any unsold items will be deemed obsolete and marked for disposal.

- 38. Recommend** approval of the following transportation contracts arranged through M-OESC for the 2013-2014 Extended School Year:

Route J607 – Alpha School, Jackson (Central Bus) 1 student	\$4,706.10
Route 0519 – Children’s Center of Monmouth County, Neptune (Kinderglide) 1 student	\$1,783.86
Route 8501 – CPC Adolescent, Morganville (Unlimited) 1 student	\$4,068.00
Route J516 – Manasquan Pre School, Manasquan (Hartnett Bus Co.) 3 students	\$1,793.70
Route J530 – Lewis School, Princeton (Briggs) 1 student	\$2,661.90

Route J587 – Rugby School, Wall (Semantov) 2 students	<u>\$3,628.80</u>
Total ESY Costs:	\$18,642.36

39. **Recommend** approval of the following pay rates for non-staff at school sponsored events for the 2013-2014 SY:

**Ticket Sellers - \$55.00 Ticket Takers - \$50.00 Security - \$50.00 Clock Operators - \$45.00
Public Address Announcer for Varsity Football and Varsity Basketball Games - \$50.00**

40. **Recommend** approval of the agreement with All American Gymnastics for use of their facility for the Manasquan High School Gymnastics practice sessions for the 2013-2014 school year, in the amount of \$60.00 per hour for approximately 30 hours, not to exceed \$1,800.00. In the event of participation in Shore Conference or State Tournament recommend approval of additional hours, not to exceed 10 hours.

41. **Recommend** approval of the Facility Rental Agreement with The Atlantic Club for use of the Atlantic Club Fieldhouse for the 2013-2014 Boys’ and Girls’ Varsity, Junior Varsity and Freshman soccer games for approximately 57 total number of games scheduled at \$100 per game, in the estimated total amount of \$5,700.00. The High School Boys’ and Girls’ Soccer Team Parent Groups will be responsible for payment of this expense and for the cost of the Athletic Trainer.

42. **Recommend** approval of Donna Merchant, from N.J. Hearing Health Center, to conduct a Central Auditory Processing Evaluation (CAP), for student #161680 not to exceed \$600.00. *(Avon responsible for cost of evaluation)*

43. **Recommend** approval to solicit Request for Proposals for a Health Benefits Broker.

Personnel

44. **Recommend** approval of the **appointment** of **Judy Hawkins**, *TLR.HS.LTRT.FL.08*, **High School English Teacher – long term replacement**, beginning **September 3, 2013** through **January 22, 2014** at **Step 1B – pro-rated - final salary to be determined when contract negotiations are finalized.** *(Pending criminal history approval)*

45. **Recommend** approval of the appointment of **Donald Bramley** as the **Anti-Bullying District Coordinator** for the **2013-2014 SY**.

46. **Recommend** approval of the appointment of **Leigh Busco** as the **High School Anti-Bullying Specialist** for the **2013-2014 SY**.

47. **Recommend** approval of **Debra Schanen**, **High School Guidance Secretary** as part of the MEA beginning September 1, 2013 at an annual salary of \$52,993.00 frozen.

48. **Recommend** approval of the appointment of **Timothy Clayton**, *SSO.DS.SAFE.FL.01*, **School Safety Officer**, for the **2013-2014 SY** at an annual salary of **\$50,000.00.** *(Pending criminal history approval)*

49. **Recommend** approval of the following teachers to teach additional classes for the 2013-2014 SY at a stipend of \$5,130.00 per semester:

<u>Chryseis Apostolou</u>	-	Biology Concepts	Spring Semester
<u>Andrew Bilodeau</u>	-	U.S. History II, ICR	Fall Semester

<u>Marianne Caci</u>	-	AP Studio Art	Spring Semester
<u>John Driscoll</u>	-	U.S. History II	Fall Semester
<u>David Hallion</u>	-	Algebra I	Spring Semester
<u>Martin Januario</u>	-	MES French	Fall Semester
<u>Meika Laszlo</u>	-	English IV, ICR	Spring Semester
<u>Jason Minutoli</u>	-	Algebra I	Spring Semester
<u>Meredith Morris</u>	-	Basic Foods	Fall and Spring Semester
<u>Pamela Puryear</u>	-	Lab Biology	Fall Semester
		Spanish I	Spring Semester

50. Recommend approval to rescind the following stipend positions for the 2013-2014 SY:

<u>Susan Tellone McCoy</u>	-	Class Advisor
<u>Jamie Mawn</u>	-	Co-Key Club Advisor

51. Recommend approval for the following stipend positions for the 2013-2014 SY:

<u>Marisa Marco</u>	-	Class Advisor	\$2,200.00
<u>Ryan Basaman</u>	-	Co-Key Club Advisor	\$2,925.00
<u>Claire Koziac</u>	-	Academy of Health Careers Director	\$5,350.00

52. Recommend approval of the following teachers to teach **HSPA Remediation September 9 through September 30, 2013** at a stipend of **\$57.00 per block**:

<u>Kris Buss</u> – Math	<u>Monica Fenlon</u> – Language Arts
<u>Amy Boss</u> - Math	

53. Recommend approval of the following teachers to cover **Study Hall and Cafeteria** for the **Fall Semester** beginning **September 4, 2013** through **January 22, 2014** at a stipend of \$28.50 per day:

<u>Carolyn Treney</u> – 3A Cafeteria	<u>Carol Kooklin</u> – 3B Cafeteria
<u>David Hallion</u> – 3B Study Hall	<u>Matt Voskian</u> – 3B Study Hall
<u>Bob Waldever</u> – 3C Cafeteria & ISS	<u>John Driscoll</u> – 4A Cafeteria
<u>Amy Boss</u> – 4A Cafeteria	<u>Kurt Fenchel</u> – 4C Cafeteria
<u>Ryan Basaman</u> – 4C Cafeteria	

54. Recommend approval of the daily pay rate per day for substitutes for the 2013-2014 school year:

<u>Teachers</u>	-	\$90.00
<u>Nurses</u>	-	\$100.00
<u>Paraprofessionals</u>	-	\$7.15/hour
<u>Secretaries</u>	-	\$9.00/hour
<u>Custodians</u>	-	\$11.00/hour
<u>Athletic Trainers</u>	-	As per fee schedule

55. Recommend approval of the following pay rates for staff at school sponsored events for the 2013-2014 SY:

<u>Ticket Sellers</u> - \$70.00	<u>Ticket Takers</u> - \$65.00	<u>Security</u> - \$65.00	<u>Clock Operators</u> - \$60.00
<u>Public Address Announcer for Varsity Football and Varsity Basketball Games</u> - \$65.00			

56. Recommend approval of the following substitutes/home instructors for the 2013-2014 SY:

<u>Linda Hanlon</u>	-	Secretary
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Thomas Wolfmuller - **Teacher**
Meika Laszlo - **Home Instructor**

57. **Recommend** approval of the placement of the following student teacher:

Mariah O'Boyle – **Fall Semester** – **Western Governors University** – **Biological Science K-12**

58. **Recommend** approval for the following custodians to receive a stipend of \$450.00 for the 2013-2014 SY for receiving a Black Sealer Boiler License effective July 1, 2013:

Kevin DeForge **Cory Schnebel**

Athletics

59. **Recommend** approval of the **resignation** of **Nicholas Schmidt** as the **Varsity Boys' Lacrosse Coach** for the **2013-2014** school year.

60. **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	Margaret Polak	Freehold	Monmouth County Assoc. of Directors of Special Education Monthly Meetings	No	\$11.66 per month
September 11, 2013	Sean McCarthy	Jamesburg	HSPA Training	No	\$22.32 mileage
September 12, 2013	Margaret Polak	West Windsor	Mandatory training for 2013-2014 SY APA	No	\$24.18 mileage
September 17, 2013	Ron Kornegay Pete Cahill	Robbinsville	Eligibility, Policies and Procedures	No	\$150 each registration \$22.24 mileage
September 19, 2013	Jason Minutoli	Teaneck	Basketball Clinic	Yes	\$150 registration \$21.17 mileage
October 22 – 24, 2013	Rena LaPrete, Margaret Hom, Board Members	Atlantic City	NJSBA Workshop	No	\$1,000 registration
2013-2014 School Year	Margaret Hom	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$600.00
2013-2014 School Year	Margaret Polak	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$600.00
2013-2014 School Year	Ron Kornegay	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$700.00
2013-2014 School Year	Rick Coppola	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$200.00

2013-2014 School Year	Sandi Freeman	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$100.00
2013-2014 School Year	Robert Kehoe	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00
2013-2014 School Year	Pam Cosse	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00
2013-2014 School Year	Susan VanNote	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$500.00

Student Action

61. Field Trips

No field trips to approve at this time.

62. Placement of Students on Home Instruction

No placements at this time.

63. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#121676	9/4/2013	Coastal Learning Center	\$47,780.37 – Belmar responsible for transportation & tuition
#151770	9/5/2013	Brookfield Academy	\$49,140.00 - Manasquan responsible for transportation & tuition

Financials

64. Recommend acceptance of the following High School Central Funds Report for the month ending July 31, 2013 as per Document 2.

65. Old Business/New Business

66. Public Forum

67. 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].

68. Adjournment

Motion to Adjourn