

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Auditorium
September 19, 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 August 22, 2013, Special Action Meeting, August 29, 2013 and Special Action Meeting, September 3, 2013.

7. Superintendent's Report & Information Items

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

- Enrollment – Document A

8. Presentations

- Tenured Teachers
- New Faculty and Staff

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 create a new teaching position in the Elementary School for the 2013-2014 SY:

- Special Education Teacher – TCH.ES.SPED.RR.24

13. Recommend to re-approve the annual Manasquan Board of Education Policy #2415.04, Title I – District-Wide Parental Involvement.

14. Recommend approval of the 1st Reading of Revised Manasquan Board of Education Policies as per **Document B1 & B2: POLICY #5533** – Pupil Smoking; **POLICY #7434** – Smoking in School Buildings and on School Grounds.

15. Recommend that the Board approve the Special Education Settlement Agreement for student number 2444 Case Number 2014-20078 in the amount of \$2,300.00.

16. Recommend approval for the Elementary School to have two delayed openings on **October 24, 2013** and **February 20, 2014** for staff development (**the school day will begin at 9:55 A.M. both days**).

17. Recommend approval for application of funds for **2014 FY** for the **NCLB** allocation in the amount of **\$122,144.00** (Title 1 \$90,638.00, Title IIA Manasquan \$22,796.00 and St. Denis \$471.00, Title III \$8,239.00).

18. Recommend approval to eliminate a paraprofessional position at the Elementary School for the 2013-2014 SY:

- Instructional Paraprofessional - PARA.ES.AIDE.NA.04

Personnel

19. Recommend approval to **amend** the salary of **Tara Mathis, TLR.ES.LTRT.FL.09, Elementary School Special Education Teacher** – **long term replacement from Step 1B to Step 1M** – **\$49,500.00 pro-rated** - *final salary to be determined when contract negotiations are finalized*

20. **Recommend** approval of a transfer of Donya Manovill from Elementary School Paraprofessional to High School Paraprofessional.
21. **Recommend** approval to accept the resignation of Sheri Trainor, PARA.ES.AIDE.NA.10, Elementary School Paraprofessional, effective September 21, 2013.
22. **Recommend** approval of the following mentor assignments for the 2013-2014 SY:

<u>Provisional Teacher</u>	<u>Mentor</u>	<u>Subject</u>	<u>Weeks</u>
John Menafra	Kristine Yellovich	Social Studies	30
Tara Mathis (Pending)	Valerie DeAntonio	Special Education	30

23. **Recommend** approval of the following stipends for mentor assignments for the 2013-2014 SY: *monies will be payroll deducted from mentees in order to pay mentors – all mentors will be paid in the June 2014 payroll.*

Traditional Route

John Menafra	Kristine Yellovich	\$550.00 (30 weeks)
Tara Mathis (Pending)	Valerie DeAntonio	\$550.00 (30 weeks)

24. **Recommend** approval to rescind the appointment of Heather Saake, *PARA.ES.AIDE.NA.04*, as an Special Education/Instructional Paraprofessional for the 2013-2014 SY.
25. **Recommend** approval of the appointment of Heather Saake, *TCH.ES.SPED.RR.24*, as an **Elementary School Special Education Teacher for the 2013-2014 SY beginning September 20, 2013 at Step 1B \$47,500.00 – pro-rated - final salary to be determined when contract negotiations are finalized**
26. **Recommend** approval of the appointment of Erica DeWitte, *PARA.ES.AIDE.NA.10*, as a **Clerical Paraprofessional**, for 4 hours per day for the 2013-2014 SY at Step 1 - \$17.50/hour - *final salary to be determined when contract negotiations are finalized (Pending criminal history approval)*

27. **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 3, 4, 5, 2013	Teri Trumpbour	New Brunswick	Art Educators Conference	Yes	None
November 21 & 22, 2013	Jill Wells	Framingham, Massachusetts	Therapies in the Schools Conference	No	None
October 24, 2013	Lorissa Voorhees	Millstone	LDTTC Consortium	No	\$14.88 mileage

28. **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 22, 2013	Kristine Gianna	3 rd Grade	Jenkinson's Aquarium	To enhance ecosystem unit	No	None	Students
October 22, 2013	Mary VanWickle	Kindergarten	Wemrock Orchards, Freehold	To participate in fall activities	No	None	Students

Placement of Students on Home Instruction

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

7894826061 Manasquan Grade 5 beginning September 12, 2013 – end date TBD
(Medical)

Secretary's Report

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

A) The Business Administrator/Board Secretary certifies that as of **August 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 **August 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 **August 31, 2013** per **Document C**. (The Treasurer of School Moneys Report for the month of **August 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 **August 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 **August and September** as recommended by the Superintendent of Schools, as per **Document C**.

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

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

- D) Recommend acceptance of the Cafeteria Report: No report for the month of September
- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,132,446.11** for the month of **September 2013** be approved. Records of, checks (#33298 - #33392) and distributions are on file in the Business Office.
- F) **Confirmation of Bills (Current Expense)** for **August 2013** at **\$1,126,676.08** and checks (#33104 - #33297).

MANASQUAN/SENDING DISTRICTS

General Items

31. **Recommend** approval to create the following account for the 2013-2014 SY:
- MHS /Rutgers Health Careers Academy
32. **Recommend** approval of the contract agreement with Sport Safe Testing Service, Inc. to provide a random drug testing program for the 2013-2014 SY, not to exceed \$30,000.00.
33. **Recommend** approval for the High School to have two delayed openings on **October 24, 2013** and **February 20, 2014** for staff development (**the school day will begin at 10:30 A.M. both days**).
34. **Recommend** approval of the agreement with the Alliance for Competitive Energy Services (ACES) for Natural Gas and Electric services. This agreement shall be valid through May 2018.
35. **Recommend** that the Board rescind approval of the agreement with All American Gymnastics for use of their facility for the Manasquan High School gymnastics practice session for the 2013-2014 school year as approved on August 22, 2013 due to lack of participation.
36. **Recommend** approval of a contract with Stronge and Associates for a one-day teachers training – Student Growth Objectives at a cost of \$4,600.00
37. **Recommend** approval of the Tentative Budget Calendar for 2014-2015 as per **Document 1**.

Personnel

38. **Recommend** approval of the request for PARA.HS.AIDE.NA.07 (4374) to take a paid medical leave of absence beginning December 9, 2013 through February 20, 2014 and a Family Leave of Absence beginning February 21, 2014 through March 3, 2014.
39. **Recommend** approval of the following mentor assignments for the 2013-2014 SY:

<u>Provisional Teacher</u>	<u>Mentor</u>	<u>Subject</u>	<u>Weeks</u>
Amy Edwards	Rick Coppola	School Media Specialist	34
Linda Hoeler	Robert Waldeyer	Business	30
Dana Warncke	Jill Santucci	Health & Physical Education	30
Judy Hawkins (Pending)	Meredith Heeter	English	30

40. **Recommend** approval of the following stipends for mentor assignments for the 2013-2014 SY: *monies will be payroll deducted from mentees in order to pay mentors – all mentors will be paid in the June 2014 payroll.*

Traditional Route

Linda Hoeler Robert Waldeyer \$550.00 (30 weeks)
Dana Warncke Jill Santucci \$550.00 (30 weeks)
Judy Hawkins (Pending) Meredith Heeter \$550.00 (30 weeks)

41. Recommend approval of the following substitute(s) for the 2013-2014 SY:

Marc Rodger - Custodian

Athletics

42. Recommend approval of the resignation of Kevin Preston as an Assistant Boys' Lacrosse Coach for the 2013-2014 school year.

43. Recommend approval of the following non paid volunteers for the 2013-2014 SY:

Andrew Cefalo – Assistant Football Coach

JD LaCarrubba – surf team

Orthopaedic Institute of Central Jersey

44. Recommend approval to rescind the remainder of the Gymnastics season along with the appointment of Megan Doherty as the Gymnastics Coach effective September 9, 2013. Ms. Doherty will be paid \$500.00 for services completed.

45. 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 21 & 22, 2013	Dotti Gerlach	Tindall Park, Middletown	Monmouth County Girls' Tennis Tournament	No	\$29.14 mileage
September 24, 2013	Don Bramley	East Brunswick	LEA Accountability for Federal Funds	No	None
October 5, 2013	Amy Edwards	Rider Univ., Lawrenceville	NJ Assoc. of School Librarians Conference	No	\$30.54 mileage
October 7, 2013	Kevin Hyland	Spring Lake Golf Club	Alexandra Tozzi Memorial Service Outing / Heroes Donate Life Program	Yes	None
October 21, 2013	James Fagen	New Brunswick	Mock Trial Workshop	Yes	\$22.32 mileage
October 25, 2013 and March 14, 2014	Claire Kozic, Eric Wasnesky, Kevin Hyland	Rutgers Univ., Scotch Plains	Teacher meetings	Yes	None
October 31, 2013	Leigh Busco	Strauss Esmay, Toms River	HIB Training	No	\$100 registration

November 14, 2013	Leigh Busco	Hamilton	Anti-Bullying Workshop	No	\$23.75 mileage
November 14 – 16, 2013	Amy Edwards	Hartford, Connecticut	AASL National Conference	Yes	\$108.87 mileage
November 20, 2013	Leigh Busco	Middlesex County Fire Academy, Sayreville	Conference: Drugs, Brains & Bullies: Understanding Today's Adolescents	No	\$40 registration \$10.45 mileage
December 5, 2013 and May 8, 2014	Claire Kozic, Rick Coppola, Lauren Gilbert	Rutgers Univ., Scotch Plains	Advisor meetings for Health Careers Academy	Yes	None
2013 – 2014 SY	Leigh Busco	Monmouth County Schools – each month meetings will be held at a different location	Monthly SAC meetings	No	\$295 registration \$110.73 total mileage for SY for monthly meetings
Dates TBD	Dotti Gerlach	Veteran's Park, Trenton	Girls' Tennis State Tournament	No	\$46.04 mileage
2013 – 2014 SY	Margaret Polak	Eatontown	Consortium of Special Education Supervisors	No	\$66.85 total mileage for SY for monthly meetings

Student Action

46. 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 9, 2013	Alan Abraham	Marching Band	Jackson Liberty High School	All Shore Marching Band Festival	No	\$588 transportation	None
October 12, 2013	Lisa Crowning	Academic Team	Stevens Institute of Technology	To compete in Academic Bowl	No	\$300 transportation	School/Club Account
October 13, 2013	Alan Abraham	Marching Band	Seaside Heights	To perform in the Columbus Day Parade	No	\$450 transportation	None
Date TBD	Claire Kozic	Health Careers Academy	Rutgers Univ., Scotch plains	Final Exams	Yes - 3	None	School Account

Placement of Students on Home Instruction

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

# 17272	Manasquan	Special Education-Ungraded	2013-2014 SY (Medical)
#2256	Brielle	Grade 9	beginning September 16, 2013 – end date TBD
#171884	Brielle	Grade 9	beginning September 12, 2013 end date TBD (Hospitalization)

48. Placement of Students Out of District

No placements at this time

Financials

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

50. Public Forum

51. Old Business/New Business

52. 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. X 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. X 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].

53. Adjournment

Motion to Adjourn