

MANASQUAN SCHOOL DISTRICT
BOARD OF EDUCATION REORGANIZATION MEETING

Manasquan Borough
New Jersey
January 3, 2018

Manasquan High School
Charles Raffetto Media Center
6:00 p.m.

Reorganization Agenda

1. Call to Order (by Lynn Coates, School Business Administrator/Board Secretary)

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and 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. Oath of Office

- Bruce Bolderman
- Eugene Cattani
- Linda DiPalma
- Terence Hoverter

4. Roll Call

5. Results of Election: November 7, 2017

A. Board of Education Candidates

(3) 3-year full terms	Eugene Cattani	1176 votes
	Terence Hoverter	1135 votes
	Bruce Bolderman	101 votes (write-in) 57 votes (bulk write-in)
(1) 1-year unexpired term	Linda DiPalma	1172 votes 42 votes (bulk write-in)

Eugene Cattani, Terence Hoverter and Bruce Bolderman were elected as members of the Manasquan Board of Education – Three Year Full Term and Linda DiPalma was elected as a member of the Manasquan Board of Education – One Year Unexpired Term

2018 Manasquan Board of Education

Board Members

Bruce Bolderman
Donna Bossone
Eugene Cattani
Linda DiPalma
Terence Hoverter
Joseph Loffredo
Thomas Pellegrino
Alfred Sorino
Colin Warren

Term of Office

January 2018 – December 2020
January 2016 – December 2018
January 2018 – December 2020
January 2018 – December 2018
January 2018 – December 2020
January 2017 – December 2019
January 2016 – December 2018
January 2017 – December 2019
January 2017 – December 2019

MANASQUAN/SENDING DISTRICT MOTIONS

6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 3, 2018 and ending at the next organization meeting of the Board of Education.
7. To nominate and elect a **Vice-President** of the Manasquan Board of Education for the period beginning January 3, 2018 and ending at the next organization meeting of the Board of Education.

8. Mission Statement

Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with the community.

9. 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 placed on the agenda at the next Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is 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.

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. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. 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/SENDING DISTRICT MOTIONS (continued)

11. **Resolution:** to authorize the days, times and place of Board meetings and advertisement thereof, pursuant to the Open Public Meetings Law, C.231, P.L. 1975, in accordance with *Document A*.
12. **Resolution:** to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education.

13. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per *Document B*.
14. **Resolution:** to designate *The Coast Star* and *The Asbury Park Press* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
15. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per *Document C*.
16. **Resolution:** to appoint the following persons to positions specified for the period beginning January 4, 2018 and ending at the next organization meeting of the Manasquan Board of Education:

- Public Agency Compliance Officer (P.A.C.O): Lynn Coates
- Right to Know Officer: Matthew Hudson
- District Purchasing Agent & State Contract Purchasing Agent
Purchasing Agent – *Document F(1) & F(2)* Lynn Coates
- Custodian of Government Records & Public
Access to Records: Tara Hudson
- Custodian of Personnel Records: Jesse Place
- Treasurer of School Moneys: Patricia A. Christopher - \$4,500
- AHERA Coordinator & Asbestos Management
Officers to work with Environmental
Connection: Matthew Hudson
- District Vehicle Coordinator: Lynn Coates
- Indoor Air Quality designated district persons
to work with Michael McGuiness of RK
Occupational & Environmental Analysis Inc. Matthew Hudson
- Bloodborne Pathogens designated district
persons: Cheryl Bontales
Gina Melillo
- PEOSHA designated district person: Lynn Coates
- Americans With Disabilities designated
district person: Lesley Kenney
- Child Nutrition/Wellness designated
district person: District Level: Lynn Coates
Building Level: Rick Coppola or designee – MHS
Colleen Graziano or designee – MES
- District Homeless Liaison: Lesley Kenney
- Compliance Officer/Committee Coordinator under
Under P.L. 94-142 Sec. 504 NJ Rehabilitation
Act 1973: Rick Coppola – MHS
Colleen Graziano – MES
- Basic Skills Instruction Person & Representative: Richard Kirk – MES
Donald Bramley – MHS
- Affirmative Action Officer/Gender Equality Officer
Officer/Title IX Justin Roach
- Affirmative Action Officer for Contracts: Lynn Coates
- Chemical Hygiene Officer: Craig Murin
- Safety & Health designated district persons: Lynn Coates or designee
- IPM Coordinator: Matthew Hudson
- SEMI Coordinator: Margaret Polak
- IDEA Coordinator: Margaret Polak
Justin Roach

- ESEA Coordinator: Justin Roach
 - ESL Coordinator Donald Bramley
 - Anti-Bullying Coordinator Donald Bramley
 - Anti-Bullying Specialist Amy Young – MES
 - Anti-Bullying Specialist Richard Read – MHS
 - School Safety Specialist Dr. Frank Kasyan*
 - School Safety Officer Tim Clayton
- *Rate of compensation subject to negotiation.

17. Resolution: To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, an Architect, an Engineer, Attorneys, a Bond Counsel, a Financial Advisor, a Medical Waste Service, Insurance Agents, and Physical and Occupational Therapists; and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting, unless otherwise noted. All contracts will be reviewed by the board solicitor prior to execution.

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2017-2018 audit)
- Jersey Shore Sports Medicine, Dr. Rice, as School Physician, \$7,500.
- Garrison Architects, Architects of Special Projects, as per fee schedule, when needed.
- Edwards Engineering, P.E., Engineers of Special Projects, as per fee schedule, when needed.
- Kenny, Gross & Kovats, LLP, School Board Attorney, \$145.00 per hour.
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule.
- Phoenix Advisors, LLC, Financial Advisor, as per fee schedule, when needed, from 1/1/18 to 6/30/18.
- Sterecycle, Inc., Medical Waste Transporter, on an as needed basis.
- Boynton & Boynton, Property/Liability Insurance Agent of Record.
- Brown & Brown Benefit Advisors, Medical Benefits Agent of Record, from 1/1/18 to 6/30/18.
- AA Physical Therapy at a rate of \$85.00 per hour.

18. Resolution: To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor and Cooperative Bidding Services and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting:

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600 per inspection and the cost of \$65 per hour for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, at a rate agreed upon before projects are undertaken for IAQ services.
- Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, at a rate agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.

- Allison Pest Control, designated Integrated Pest Management contractors, at a rate agreed upon before projects are undertaken for IPM.
- Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services.
- Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.

- 19. Resolution:** To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s: AXA Equitable; Mass Mutual with Wells Fargo Advisors; Lincoln Investment Planning and C & A Financial Group/Wealth Management Strategies until the next organization meeting of the Board of Education.
- 20. Resolution:** To designate Bank Depositories in accordance with *Document D* until the next organization meeting of the Board of Education.
- 21. 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 D* until the next organization meeting of the Board of Education.
- 22. Resolution:** To re-adopt the existing By-Laws of the Board and Policies and Regulations of the Manasquan Policy Manual including all subsequent revisions to date until the next reorganization meeting of the Board of Education.
- 23. Resolution:** To approve the Standard Operating Procedure Manual/Internal Control Manual and the Purchasing Manual, as on file in the Board Office until the next organization meeting of the Board of Education.
- 24. Resolution:** To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per *Document E* until the next organization meeting of the Board of Education.
- 25. Resolution:** To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with *Document F(1)* until the next organization meeting of the Board of Education.
- 26. Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) and purchasing consortiums and cooperatives (e.g. Ed Data, MRESC, HRESC) until the next organization meeting of the Board of Education, as per *Document F(2)*.
- 27. Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
- 28. Resolution:** To authorize the Superintendent and the Business Administrator/Board Secretary to implement the budget pursuant to local and state policies until the next organization meeting of the Board of Education.
- 29. Resolution:** To authorize the Business Administrator/Board Secretary to pay bills prior to Board of Education approval until the next organization meeting of the Board of Education.
- 30. Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.

42. **Recommend** approval of an agreement with Wall Township School District for the purpose of Manasquan Board of Education sending students to the Wall School District's ROTC program.

43. **Old Business / New Business**

44. **Public Forum**

45. **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 in 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 _____ 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 or 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.

46. **Adjournment**

Motion to Adjourn