

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMBINED COMMITTEE OF THE WHOLE MEETING &
REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Charles Raffetto Media Center
April 28, 2020
6:00 P.M.

AGENDA

1. Call to Order

2. 48- Hour Notice

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.

3. Pledge of Allegiance

4. Roll Call

Bruce Bolderman	Mark Furey (Belmar)	Joseph Loffredo
Donna Bossone	Terence Hoverter	Thomas Pellegrino
Martin Burns	Dennis Ingolia (Brielle)	Alexis Pollock
Eugene Cattani	Todd Leonhardt (Sea Girt)	Alfred Sorino

5. 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 community.

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 placed on the agenda at the next Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and the Closed Executive Session of March 18, 2020. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

8. Student Board Representative Report - No Report for the Month

9. Presentations

- **Public Hearing on the 2020-2021 School District Budget** – Presented by Dr. Frank Kasyan, Superintendent of Schools, Dr. Pete Crawley, School Business Administrator
- **NJSLA-Science Spring 2019 Score Report** – Created by Mr. Richard Coppola, Director of Curriculum & Instruction, Presented by Dr. Frank Kasyan, Superintendent of Schools

10. Principals' Reports – No Reports for the Month

- Elementary School – Colleen Graziano
- High School – Robert Goodall

11. Public Forum on Agenda Items

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.

12. Public Forum

13. Discussion Items April 28, 2020 Agenda

- **Education, Curriculum & Technology**
 - History of Virtual Learning from March 18 to April 28
 - Assessing Learning Gaps
 - Summer Enrichment Proposals

- **Personnel– To be Discussed in Executive Session- Agenda Items***

- **Policy- Agenda Items***
Policies/Regulations – 2nd Reading*
 - P 0152: Board Officers
 - P 1581: Victim of Domestic or Sexual Violence Leave
 - R: 1581: Domestic Violence (New)
 - P 2422: Health and Physical Education
 - P 3421.13: Postnatal Accommodations (New)
 - P 4421.13: Postnatal Accommodations (New)
 - P 5330: Administration of Medication
 - R 5330: Administration of Medication
 - P 7243: Supervision of Construction
 - P 8210: School Year
 - P 8220: School Day
 - R 8220: School Closings
 - P 8462: Reporting Potentially Missing or Abused Children
 - R 7510 – Use of School Facilities/Fields

- **Finance**

- **Buildings & Grounds/Facilities**
 - HVAC & Facilities Update

14. Superintendent's Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment – 1,487**
 - **High School – 953**
 - **Elementary School –534**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B**
 - **Fire Drill Reports:**
 - **High School: No Report for the Month – Remote Learning COVID-19**
 - **Alternative School: No Report for the Month – Remote Learning COVID-19**
 - **Elementary School: No Report for the Month – Remote Learning COVID-19**
- **HIB Monthly Report – Document C**
 - **High School: No Report for the Month**
 - **Elementary School: No Report for the Month**
- **Report of the Assistant Superintendent**
- **Report of the Director of Curriculum and Instruction – No Report for the Month**
- **Report of the Director of School Counseling Services – No Report for the Month**

Recommend approval and acceptance of the Superintendent's Report.

MANASQUAN
General Items

15. **Recommend** approval of the Resolution determining to enter into a textbook/non-consumable instructional material equipment lease purchase financing for acquisition of a Math Curriculum, in an amount not exceeding \$90,000, and authorizing the advertisement for lease bids if necessary, delegating the award of the bid and authorizing the execution of the lease and related documents and authorizing other actions necessary to complete the transaction, as per **Document 1.**
16. **Recommend** approval of the adoption of the Theatre Arts curricula for Grades K-8 as per **Document 2:**

Professional Days

17. **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:
No Report for the Month

Student Action

Field Trips

18. **Recommend** approval of the field trips listed below: **No Report for the Month**

Placement of Students on Home Instruction

19. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: **No Report for the Month**

Placement of Students Out of District

20. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2019-2020 school year, as per **Document 3.**

Financials

21. **Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **March, 2020** as per **Document 4.**

MANASQUAN/SENDING DISTRICTS

General Items

22. **Secretary's Report/Financials**

Recommend acceptance of the following **Financial Reports, High School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) and (Capital Expense).**

The Business Administrator/Board Secretary certifies that as of **MARCH 31, 2020** 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. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **MARCH 31, 2020** 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 **MARCH 31, 2020** per **Document D.** (The Treasurer of School Moneys Report for the month of **MARCH 2020** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, 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 **MARCH 29, 2020**, 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 **2019-2020 budgets for MARCH and APRIL** as recommended by the Superintendent of Schools, as per **Document D.**

Purchase Orders for the month of **APRIL 2020** be approved, as per **Document E.**

Recommend acceptance of the **Cafeteria Report – Document E.**

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$2,028,969.29** for the month of **APRIL, 2020** be approved. Record of checks (**#46281** through **#46286**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$32,864.31** for the month of **APRIL, 2020** be approved. Record of checks (**#1086** through **#1090**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **MARCH, 2020** at **\$2,753,373.38** and checks (**#46134** through **#46280**) and (**Capital Expense**) for **MARCH, 2020** at **\$370,624.61** and checks (**#1077** through **1085** and **#1376** through **#1377**).

Recommend acceptance of the following **High School Central Funds Report** for the month ending **MARCH 2020** as per **Document G.**

Adoption of 2020-2021 Budget

23. Recommend approval of the adoption of the final 2020-2021 School District budget as listed below and as per the advertised budget, as per **Document H:**

BE IT RESOLVED that the final budget be approved for the 2020-2021 school year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2020-2021 Total Expenditures	\$28,606,055	\$403,619	\$1,686,383	\$30,696,057
Less: Anticipated Revenues	\$12,643,658	\$403,619	\$ 262,404	\$13,309,681
Taxes to be Raised	\$15,962,397	\$ -0-	\$1,423,979	\$17,386,376

24. Recommend approval of the following Pay Applications from Thermal Piping, for the Manasquan High School Partial HVAC and Fire Alarm Replacement projects: (attorney reviewed and approved):

- Pay Application #3, in the amount of \$261,259.18
- Pay Application #4, in the amount of \$104,860.00

25. Recommend approval of the agreement between Tokarski & Millemann Architects LLC and the Manasquan Board of Education for the Design Services for the replacement of existing hardwood floors and bleachers in the existing gymnasium in the Manasquan High School and the construction of a new Athletic Field House – Manasquan High School, in the amount of \$117,175.00, as per **Document I.** (attorney reviewed and approved).

26. Recommend approval of the Consultant Services Agreement between Manasquan Board of Education and Brown & Brown Benefit Advisors, effective July 1, 2020, in the amount of \$50,000 (*pending attorney review and approval*).

27. Recommend approval of the rejection of bids received for the Steel Building – Bid Number 20-01, received on February 26, 2020, due to a substantial revision in the specifications for goods and services pursuant to 18A:18A-22.d.

28. Recommend approval of the acceptance of a Parent-Paid Tuition Student (C.S.) in the 9th grade at Manasquan High School, for the 2020-2021 school year, in the annual tuition rate of \$8,308.00

29. **Recommend** approval of mileage reimbursement to the following for daily lunch delivery to Manasquan School District students, in an amount not to exceed \$50 per person:
- | | |
|---------------|--------------|
| Tim Clayton | Jerry Murphy |
| Scott Clayton | Dan Langdon |
| Bill Pelly | |
30. **Recommend** approval of the School Business Administrator/Board Secretary’s 2019-2020 Merit Goals, as per **Document J.**
31. **Recommend** approval of the Resolution determining to finance acquisition and installation of Bleachers and Floor Tiles for the Manasquan High School Gymnasium by means of an Equipment Lease Purchase Financing, in an amount not exceeding \$700,000, authorizing an advertisement for bids if necessary, delegating the award of the bid, authorizing the execution of the lease and related documents and authorizing other actions necessary to complete the transaction, as per **Document K.**
32. **Recommend** approval of the proposal from HMC Inc., to provide Worker and Community Right to Know (RTK) and Hazard Communication Standard Services at the Manasquan School District including the required RTK Survey Online due July 15, 2020, as per **Document L.**
33. **Be It Resolved** that upon the recommendation of the Superintendent of Schools, the Manasquan Board of Education approves the application of an ‘other capital project’ to the NJDOE Office of School Facilities for all necessary approvals as follows:
1. Multipurpose facility at Manasquan High School - (State Project Number 2930-050-20-1000)
34. **Be It Resolved:** that upon the recommendation of the Superintendent of Schools, the Manasquan Board of Education approves the amendment to the District’s Long Range Facilities Plan (LRFP) to include the following:
1. Multipurpose facility at Manasquan High School - (State Project Number 2930-050-20-1000)
35. **Recommend** approval of the second reading and adoption of the following policies and regulations, as per **Document M:**
- P 0152: Board Officers
 - P 1581: Victim of Domestic or Sexual Violence Leave
 - R: 1581: Domestic Violence (New)
 - P 2422: Health and Physical Education
 - P 3421.13: Postnatal Accommodations (New)
 - P 4421.13: Postnatal Accommodations (New)
 - P 5330: Administration of Medication
 - R 5330: Administration of Medication
 - P 7243: Supervision of Construction
 - P 8210: School Year
 - P 8220: School Day
 - R 8220: School Closings
 - P 8462: Reporting Potentially Missing or Abused Children
 - R 7510 – Use of School Facilities/Fields
36. **Recommend** approval of the creation of ASL Club-American Sign Language for the 2019-2020 school year.

37. **Recommend** approval of the revised **2019-2020 School Year Calendar** as per **Document N.**

38. **Recommend** approval of the creation of a Central Fund account for “Italian Club” .

Professional Days

39. **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:
No Report for the Month

Student Action

Field Trips

40. **Recommend** approval of the field trips listed below: **No Report for the Month**

Placement of Students on Home Instruction

41. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

#5127196755	Grade 11	April 14, 2020 – May 13, 2020 (Medical)
#7065489565	Grade 9	March 20, 2020 – May 20, 2020 (Medical)

42. **Old Business/New Business**

43. **Executive Session**

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 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 thirty (30) 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
- X 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- ___ 9. Imposition of Penalties Upon an Individual

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

MANASQUAN

Personnel

44. **Recommend** approval of the Elementary School personnel as per **Document 5.**

MANASQUAN/SENDING DISTRICTS

Personnel

45. **Recommend** approval of the High School personnel as per **Document O.**

46. **Adjournment**

Motion to Adjourn