

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

Manasquan Borough  
Manasquan High School Gymnasium  
November 17, 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 Ingoglia (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 Closed Executive Session of October 13, 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**

- **High School ABA Program** – Presentation by Margaret Polak and Kelly Balon

## **10. Principals' Reports**

- Lower Elementary School (PK-4) – Colleen Graziano
- Upper Elementary School (5-8) – Megan Manetta
- 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 November 17, 2020 Agenda**

- **Education, Curriculum & Technology**
  
- **Personnel– To be Discussed in Executive Session- Agenda Items\***
  
- **Policy**
  
- **Policies -1<sup>st</sup> Reading- Agenda Items \***
  - **P 1620** - Administrative Employment Contracts (M)
  - **P 2431**- Athletic Competition (M)
  - **R 2431.1** - Emergency Procedures for Sports and Other Athletic Activity (M)
  - **P 2451** - Adult High School (M)
  - **P 2464**- Gifted and Talented Students (M)
  - **P & R 5330.05** - Seizure Action Plan (M) (New)
  - **P 6440** - Cooperative Purchasing (M)
  - **P & R 6470.01** - Electronic Funds Transfer and Claimant Certification (M) (New)
  - **P & R 7440** - School District Security (M)
  - **P 7450** - Property Inventory (M)
  - **P & R 7510** - Use of School Facilities (M)
  - **P 8420** - Emergency and Crisis Situations (M)
  - **P 8561** - Procurement Procedures for School Nutrition Programs (M)
  - **P 1648** - Restart and Recovery Plan (M)
  - **P 1648.02** – Remote Learning Options for Families (M) (New)
  - **P 1648.03** – Restart and Recovery Plan – Full-Time Remote Students (M) (New)
  - **Bylaw 0164.6** – Remote Public Board Meeting During a Declared Emergency (M) (New)
  - **P 6153** - Tuition Program Policy for Non-Resident/Non-Sending District Regular Education Students
  
- **Finance**
  - Options for Purchasing Solar Energy

- **Buildings & Grounds/Facilities**
  - HVAC/Fire Alarm Project

## **14. Superintendent's Report & Information Items**

### **Manasquan Board of Education Goals 2020-2021**

- **Goal 1: Equity/Diversity**

The Board of Education will create an ad hoc committee to review the findings of a district wide equity committee. The Board will also actively monitor the findings of this committee by reviewing district committee PowerPoint presentations and board meeting presentations by the committee.

The Board of Education will review the research of the committee, the principals and Director of Curriculum and Instruction, to identify the need to consider the inclusion of diversity in the curriculum, as well as reports of disproportionality focusing on student -level factors and the root cause analysis.

- **Goal 2: Student Achievement**

This goal will be focused on the collection of data and its aggregation to identify the needs of the Elementary School as we move towards fulfilling the requirements for Blue Ribbon nomination.

In order to be eligible for nomination, a school must meet several criteria based on the performance of its students on state assessments in reading (or English language arts) and mathematics or a composite of performance on these assessments with other measures of student performance (e.g., student growth on state assessments, performance on state assessments in other subjects).

The Board of Education in an effort to increase rigor relevance in the Elementary School will begin the process of fulfilling the requirements to achieve National Blue Ribbon Recognition. The federally funded [National Blue Ribbon Schools Program](#) celebrates school excellence, turnaround stories, and closing student achievement gaps. A committee will be developed consisting of Mrs. Graziano, Principal, Mrs. Manetta, Principal and Mr. Coppola , Director of Curriculum and Instruction who will provide the Board with a project report in the Spring detailing the aggregation of data collected towards the achievement of fulfilling requirements for nomination status within the following nomination performance award areas:

- Exemplary High Performing
- Exemplary Achievement Gap

Each year, the New Jersey Department of Education nominates public schools that meet the [eligibility requirements](#) provided by the U.S. Department of Education. Nominated schools are then invited to apply by the U.S. Department of Education.

- **Goal 3: High School Applied Behavior Analysis (ABA) Program**

The Board of Education recognizes the benefits of educating our students, regardless of need, in our school district, as opposed to paying tuition to other institutions. Not only are these placements costly, they also remove students from their communities and opportunities to integrate with the regular education students and programs to the maximum extent possible. In an effort to provide the least restrictive environment for our students with the highest needs, the district will begin the development of an Applied Behavior Analysis (ABA) program with an aim to retain district students whose needs would be met by this approach as well as attract students from local districts who would benefit from same. The goal of the program will be to have a minimum of three students involved in the program for extended school year programming beginning in July 2021.

- **Enrollment– Document A**
  - **Total Enrollment – 1,534**
    - **High School – 1,002**
    - **Elementary School – 532**
  
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Reports, Suspensions & Tardy Reports– Document B**
  - **High School:**
    - **October 5<sup>th</sup> and 28<sup>th</sup> – Fire Drill**
    - **October 27<sup>th</sup> and 28<sup>th</sup> – Evacuation Drill**
  
  - **Alternative School:**
    - **October 28<sup>th</sup> – Evacuation Drill**
    - **October 28<sup>th</sup> – Fire Drill**
  
  - **Elementary School:**
    - **October 6<sup>th</sup> – Fire Drill**
    - **October 19<sup>th</sup> – Shelter in Place Drill**
  
- **HIB Monthly Report – Document C-1**
  - **High School: One Incident – 1 Confirmed HIB**
  - **Elementary School: No Report for the Month**
  
- **HIB New Jersey Department of Education School Self-Assessment Report – Document C-2**
  
- **HIB Report – Student Safety Data System Report: 2019-2020 School Year – Document C-3**
  
- **Report of the Assistant Superintendent**
  
- **Report of the Director of Curriculum and Instruction**
  
- **Report of the Director of School Counseling Services**

**Recommend** approval and acceptance of the Superintendent’s Report.

**MANASQUAN**

**General Items**

15. **Recommend** approval of the acceptance of the COVID 19 Emergency School Nutrition Fund grant, in the amount of \$1,000, from GENYOUth, to be used for equipment for serving food or beverages and sanitation equipment at the Manasquan Elementary School, as noted in the grant application.
  
16. **Recommend** approval of the Lease with Option to Purchase Agreement with Ricoh USA, Inc., for a Ricoh MP4055SPG Digital Copier with accessories, in the monthly payment amount of \$175.53 (attorney reviewed and approved).

**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:
- |             |         |   |
|-------------|---------|---|
| #7625201955 | Grade 8 | November 5, 2020 – December 5, 2020 (Medical) |
| #8674782460 | Grade 8 | October 9, 2020 – October 30, 2020 (Medical)  |

**Placement of Students Out of District**

20. **Recommend** approval of the revised 2020-2021 External Placement list that reflects tuition costs and transportation cost, as per **Document 1.**
21. **Recommend** approval of the 2020-2021 transportation contracts and agreements arranged through M-OESC for Manasquan resident students, as per **Document 2.**

**Financials**

22. **Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **October, 2020** as per **Document 3.**

**MANASQUAN/SENDING DISTRICTS**

**General Items**

23. **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 **OCTOBER, 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;** that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$3,372,389.00** 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. 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 **OCTOBER 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 **OCTOBER 31, 2020** per **Document D.** (The Treasurer of School Moneys Report for the month of **OCTOBER, 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 **OCTOBER 31, 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 **2020-2021 budgets for OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D.**

**Purchase Orders** for the months of **NOVEMBER 2020** be approved, as per **Document E.**

Recommend acceptance of the **Cafeteria Report – Document F**

**(C) Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,650,717.03** for the month of **NOVEMBER, 2020** be approved. Record of checks (**#47262** through **#47310**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$0.00** for the month of **NOVEMBER, 2020** be approved. Record of checks (**#through #**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2020** at **\$2,863,529.95** and checks (**#47044** through **#47261**) and **(Capital Expense)** for **OCTOBER, 2020** at **\$403,098.16** and checks (**#1167** through **1177**).

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

- 24. Recommend** approval of the first reading of the following policies, as per **Document H:**
- **P 1620** - Administrative Employment Contracts (M)
  - **P 2431** - Athletic Competition (M)
  - **R 2431.1** - Emergency Procedures for Sports and Other Athletic Activity (M)
  - **P 2451** - Adult High School (M)
  - **P 2464** - Gifted and Talented Students (M)
  - **P & R 5330.05** - Seizure Action Plan (M) (New)
  - **P 6440** - Cooperative Purchasing (M)
  - **P & R 6470.01** - Electronic Funds Transfer and Claimant Certification (M) (New)
  - **P & R 7440** - School District Security (M)
  - **P 7450** - Property Inventory (M)
  - **P & R 7510** - Use of School Facilities (M)
  - **P 8420** - Emergency and Crisis Situations (M)
  - **P 8561** - Procurement Procedures for School Nutrition Programs (M)
  - **P 1648** - Restart and Recovery Plan (M)
  - **P 1648.02** – Remote Learning Options for Families (M) (New)
  - **P 1648.03** – Restart and Recovery Plan – Full-Time Remote Students (M) (New)
  - **Bylaw 0164.6** – Remote Public Board Meeting During a Declared Emergency (M) (New)
  - **P 6153** – Tuition Program Policy for Non-Resident/Non-Sending District Regular Education Students
- 25. Recommend** approval of the 2021 Board of Education meeting dates, as per **Document I**.
- 26. Recommend** approval of the Design Change Order Request #2 from Tokarski Millemann Architects, LLC, to provide revised construction documents related to the Manasquan High School multi-purpose indoor facility, in the amount of \$15,000, as per **Document J**.
- 27. Recommend** approval of Contract Amendment #1 with Suburban Consulting Engineers, to provide additional services related to the Manasquan High School indoor multi-purpose indoor facility, in the amount of \$11,200, as per **Document K**.
- 28. Recommend** approval of Pay Application #5, from Nickerson Corporation, for the Manasquan High School gymnasium renovations project, in the amount of \$203,826.80 (attorney reviewed and approved).
- 29. Recommend** approval of the acceptance of the donation of a new wrestling mat for the Manasquan High School Varsity Wrestling Team, in the value of \$12,913, from the Manasquan Wrestling Club.

30. **Recommend** approval of the acceptance of the donation, in the amount of \$75,000 from the Manasquan Bank, for the purchase of new scoreboards in the Manasquan High School gymnasium.
31. **Recommend** approval of the Hudl Return to Play Agreement, in the year one annual fee of \$7,650.00, as per **Document L** (attorney reviewed and approved).
32. **Recommend** approval of the submission of the School Security Grant application, in the amount of \$90,569.
33. **Recommend** approval of the acceptance of a check, in the amount of \$6,927.01, for the New Jersey School Insurance Group Safety Award Grant, to be used to partially fund the salaries of the district security guards.
34. **Recommend** approval to accept the donation of tools and materials for the woodshop department in the amount of \$35,000, from Mr. Nick Paslawsky, resident of Manasquan.
35. **Recommend** approval to accept the donation of four (4) trees to be planted on the district school grounds, in the amount of \$1,300, from Manasquan Shade Tree Commission.
36. **Recommend** approval of the Finance/Ownership contract with KS State Bank, for the lease/purchase of one (1) Toro Pro Core 864 Aerator, at the annual payment of \$6,316.96 over a five (5) year period, as per **Document M**.
37. **Recommend** approval to abolish following job description:
- Elementary School Athletic Coordinator
38. **Recommend** approval of the adoption of following job description, as per **Document N**:
- District Athletic Event Coordinator

**Professional Days**

39. **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Cost</u></b>
November 17, 2020	Matthew Hudson	Virtual Webinar	NJSBGA Continuing Education – Intro to UVC Disinfection	No	No Cost to District
November 19, 2020	Matthew Hudson	Virtual Webinar	EPA’s Indoor Air Quality in K-12 Schools: Addressing the Concept of Layered Risk Amidst COVID-19	No	No Cost to District
November 18, 2020	Kevin Hyland	Virtual Training	Wrestling Ultrasound certification	Yes	\$70.00

**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:

#2349108472

Grade 9

October 14, 2020 – November 13, 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
- X 4. Collective Bargaining (MEA Grievance)
- \_\_\_ 5. Acquisition of Real Property or Investment of Fund
- X 6. Public Safety Procedures (School Safety and Security Plan)
- \_\_\_ 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.**

44. **Roll Call**

**MANASQUAN**

**Personnel**

45. **Recommend** approval of the Elementary School personnel as per **Document 4.**

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

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

47. **Recommend** approval of the School Safety and Security Plan updated as of October 12, 2020.

48. **Adjournment**

Motion to Adjourn