

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
March 16, 2021
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	Eugene Cattani	Anne McGarry (Spring Lake Heights)
Donna Bossone	Terence Hoverter	Thomas Pellegrino
Martin Burns	Dennis Ingoglia (Brielle)	Alexis Pollock
Michele Cartaya (Lake Como)	Joseph Loffredo	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 February 23, 2021. 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

- **Teacher of the Year**
 - Thomas Glenn – High School
- **High School Teacher of the Month** – Amy Edwards
- **Elementary School Teacher of the Month** – Andrea Trischitta
- **High School Students of the Month** – Cassidy Petrone, Senior – Mairead Martin, Junior – Edward Gunnell, Sophomore – Kane Chapman, Freshman
- **Elementary School Student of the Month** – Shane Hagerman
- **National Elks Essay Contest Winners**
 - Alexandra Attardo
 - Molly McCarthy
 - Will Pettit
- **MHS Bowlers – Advancing to the Shore Conference Tournament**
 - Matthew Rose – Bowled a 290 Game
 - Christopher Newman

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 March 16, 2021 Agenda (*Denotes Action Item on This Agenda)

- **Education, Curriculum & Technology**
- **Personnel– To be Discussed in Executive Session***
- **Policy**
- **Policies for Adoption - 2nd Reading ***
 - P 0164.6 – Remote Public Board Meetings During A Declared Emergency (M)
 - P 1643 – Family Leave (M)
 - R 7425 – Lead Testing of Water in Schools (M)

- **Policies for Amendment – 1st Reading ***
 - P 9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
- **Policies for Amendment – 2nd Reading ***
 - P 0145 – Board Member Resignation and Removal (M)
 - R 1642 – Earned Sick Leave Law (M)
 - P & R 5330.01 – Administration of Medical Cannabis (M)
 - P 7425 – Lead Testing of Water in Schools (M)
 - P 2415 – Every Student Succeeds Act (M)
 - P 2415.02 – Title I – Fiscal Responsibilities (M)
 - P 2415.05 – Student Surveys, Analysis, and/or Evaluations (M)
 - P & R 2415.20 – Every Student Succeeds Act Complaints (M)
 - P 4125 – Employment of Support Staff Members (M)
 - P 6360 – Political Contributions (M)
 - P 8330 – Student Records (M)
 - P 9713 – Recruitment by Special Interest Groups (M)
- **Policies for Repeal – 2nd Reading ***
 - P 3431.1 – Family Leave (M)
 - P 4431.1 – Family Leave (M)
 - P 3431.3 – New Jersey’s Family Leave Insurance Program
 - P 4431.3 – New Jersey’s Family Leave Insurance Program
 - P & R 7430 – School Safety (M)
 - P 2415.01 – Academic Standards, Academic Assessments, and Accountability (M)
 - P 2415.03 – Highly Qualified Teachers (M)
- **Finance**
 - 2021-2022 Budget Update
- **Buildings & Grounds/Facilities**
 - Projects proposed to be included in the 2021-2022 budget
 - Fieldhouse process and timeline
 - HVAC Project Closeout

14. Superintendent’s Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment – 1,524**
 - **High School – 995**
 - **Elementary School – 529**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Reports, Suspensions & Tardy Reports– Document B**
 - **High School:**
 - **February 4th and 5th – Fire Drill**
 - **February 25th and 26th – Lockdown Drill**
 - **Alternative School:**
 - **February 4th – Fire Drill**
 - **February 25th and 26th – Lockdown Drill**
 - **Elementary School:**
 - **February 17th – Fire Drill**
 - **February 22nd – Lockdown Drill**

- **HIB Monthly Report – Document C**
 - **High School: One Incident – 1 Not HIB**
 - **Elementary School: No Report for the Month**
- **HIB Report – Student Safety Data System Report– September 1, 2020 through December 31, 2020 – Document C-1**
- **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 – None for the Month

Professional Days

15. **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:
None for the Month

Student Action

Field Trips

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

Placement of Students on Home Instruction

17. **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** **March 19, 2021 – April 19, 2021 (Medical)**

Placement of Students Out of District

18. **Recommend** approval of the revised 2020-2021 External Placement list that reflects tuition costs and transportation cost. (**No Report**)

Financials

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending February, 2021 as per **Document 1.**

MANASQUAN/SENDING DISTRICTS

General Items

20. **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 **FEBRUARY, 2021** 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, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,660,399.50** 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 **FEBRUARY 28, 2021** 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 **FEBRUARY 28, 2021** as per **Document D**. (The Treasurer of School Moneys Report for the month of **FEBRUARY, 2021** 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 **FEBRUARY 28, 2021**, 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 FEBRUARY and MARCH** as recommended by the Superintendent of Schools, as per **Document D**.

Purchase Orders for the months of **FEBRUARY 2021** 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 **\$779,150.23** for the month of **MARCH, 2021** be approved. Record of checks (**#47771** through **#47778**), 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 **MARCH, 2021** be approved. Record of checks (**#** through **#**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **FEBRUARY, 2021** at **\$2,526,031.29** and checks (**#47657** through **#47770**) and **(Capital Expense)** for **FEBRUARY, 2021** at **\$277,453.55** and checks (**#1205** through **1208**).

Recommend acceptance of the following **High School Central Funds Report** for the month ending **FEBRUARY 2021** as per **Document G**.

21. **Recommend** approval of the **adoption** of the following policies and regulations (second reading), as per **Document H**.
 - P 0164.6 – Remote Public Board Meetings During A Declared Emergency (M)
 - P 1643 – Family Leave (M)
 - R 7425 – Lead Testing of Water in Schools (M)
22. **Recommend** approval of the **amendment** of the following policies and regulations (first reading), as per **Document I**.
 - P 9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

23. Recommend approval of the **amendment** of the following policies and regulations (second reading), as per **Document J.**

- P 0145 – Board Member Resignation and Removal (M)
- R 1642 – Earned Sick Leave Law (M)
- P & R 5330.01 – Administration of Medical Cannabis (M)
- P 7425 – Lead Testing of Water in Schools (M)
- P 2415 – Every Student Succeeds Act (M)
- P 2415.02 – Title I – Fiscal Responsibilities (M)
- P 2415.05 – Student Surveys, Analysis, and/or Evaluations (M)
- P & R 2415.20 – Every Student Succeeds Act Complaints (M)
- P 4125 – Employment of Support Staff Members (M)
- P 6360 – Political Contributions (M)
- P 8330 – Student Records (M)
- P 9713 – Recruitment by Special Interest Groups (M)

24. Recommend approval of the **repeal** of the following policies and regulations (second reading), as per **Document K.**

- P 3431.1 – Family Leave (M)
- P 4431.1 – Family Leave (M)
- P 3431.3 – New Jersey’s Family Leave Insurance Program
- P 4431.3 – New Jersey’s Family Leave Insurance Program
- P & R 7430 – School Safety (M)
- P 2415.01 – Academic Standards, Academic Assessments, and Accountability (M)
- P 2415.03 – Highly Qualified Teachers (M)

Adoption of Tentative 2021-2022 Budget

25. Recommend approval to submit the tentative 2021-2022 school district budget to the County Office of Education for review and approval as follows:

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 school year using the 2021-2022 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative 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>
2021-2022 Total Expenditures	\$29,859,835	\$418,661	\$1,884,576	\$32,163,072
Less: Anticipated Revenues	\$13,578,190	\$418,661	\$ 434,057	\$14,430,908
Taxes to be Raised	\$16,281,645	\$ -0-	\$1,450,519	\$17,732,164

And to advertise said tentative budget in THE COAST STAR in accordance with the form required by the State Department of Education and according to law;

BE IT FURTHER RESOLVED, that a public hearing be held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, April 27, 2021, at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2021-2022 school year.

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of \$50.00. This represents anticipated interest for the 2021-2022 school year.

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of \$109,000 as follows:

- \$84,000 turf replacement
- \$25,000 sod replacement

Travel and Related Expense Reimbursement 2021-2022

WHEREAS, the Manasquan Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-state county meetings, Department or Association sponsored events or in-state professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Manasquan Board of Education established \$47,267 as the maximum travel amount for the current school year and has expended \$14,326.99 as of this date; now

THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2, to a maximum expenditure of \$47,267 for all staff and board members for the 2021-2022 school year.

BE IT FURHER RESOLVED that the Manasquan Board of Education approved the following **2021-2022** Tuition Rates:

Manasquan High School 9 - 12	\$ 17,018.00
Pre-School (3-year old program)	\$ 1,120.00
Pre-School (4-year old program)	\$ 1,740.00
Kindergarten	\$ 16,696.00
Grades 1 – 5	\$ 17,628.00
Grades 6 – 8	\$ 18,499.00
L/LD	\$ 20,434.00
PSH – PT	\$ 4,300.00
PSH – FT	\$ 8,550.00
MD	\$ 50,961.00
Parent Paid K-8	\$ 8,510.00
Parent Paid 9 – 12	\$ 8,510.00

26. Recommend approval of the following resolution related to the acceptance of bids and award of contract for the Multi-Purpose Facility at Manasquan High School:

WHEREAS, In accordance with Public Schools Contract Law, N.J.S.A. 18A:18A-1, et seq., the Manasquan Board of Education (hereinafter referred to as the "Board") advertised for bids for the construction of a Multi-Purpose Facility at Manasquan High School (hereinafter "the Project"), Bid No. 21-01; and

WHEREAS, on February 10, 2021, the Board received 23 bid responses for the Project; and

WHEREAS, such bids were subsequently reviewed by the Board's attorney, the District's architectural firm, and Business Administrator; and

WHEREAS, the purported lowest bid response, Catel, Inc., submitted multiple base bid values for the Project, in violation of the District's specifications/solicitation, was deemed a non-conforming submission and was and hereby is rejected as non-responsive; and

WHEREAS, the lowest responsive and responsible bid was submitted by H& S Construction and Mechanical Inc. Elizabeth, New Jersey, as follows:

Base Bid:\$4,634,000.
G1: \$46,000.
G2: \$160,000,
TOTAL :\$4,840,000. ; and

WHEREAS, the Board notes that H& S Construction and Mechanical Inc's submission for Alternate G2 presented a written numeric value which differed from the written value for G2. Specifically H&S set forth a numeric value of \$165,000; however, the written value was "...one hundred sixty thousand..."; however, this discrepancy/issue is addressed in the Board's specifications at page 1 of the bid form wherein the following language is found: "...*Show amount of BID in both words and figures; in case of discrepancy between words and figures shown, the amount in words will govern.* "; and

WHEREAS, the project is to be completed in accordance with an Agreement between the Board and the Borough of Manasquan (hereinafter the Borough) entitled *Shared Services Agreement Between the Borough of Manasquan, in the County of Monmouth, New Jersey and the Board of Education of the Borough of Manasquan in the County of Monmouth, New Jersey providing for construction of a Field House in the area of Manasquan High School Gymnasium and other Athletic Facilities Improvements and Paving for Joint use of the Parties* (hereinafter Agreement, incorporated by reference as if fully set forth herein); and

WHEREAS, in accordance with the Agreement, the Board will be the employing entity for the Project provided, however, the funding for the Project will be coordinated between the Board and the Borough, with the Borough enacting a bonding Ordinance, and the Board funding a down payment and remitting costs in accordance with the Agreement; and

WHEREAS, the bonding Ordinance and Agreement is expected to be effective March 26, 2021 and, based upon the Agreement and proposed bonding, there will be sufficient funds for the award of Contract for the Project;

NOW, THEREFORE, BE IT RESOLVED that the Manasquan Board of Education deems H & S Construction and Mechanical Inc. Elizabeth, New Jersey, the lowest responsible and responsive bidder in all material respects and hereby awards the Project Contract (subject to the Ordinance and Agreement going into effect) as follows:

Base Bid:\$4,634,000.
G1: \$46,000.
G2: \$160,000,
TOTAL AWARD:\$4,840,000.

BE IT FURTHER RESOLVED that the Manasquan Board of Education’s Administrative staff and Professionals take any and all action necessary to effectuate the purposes of the Board’s resolution in this matter.

27. **Recommend** approval of the agreement between the Manasquan Public School District and New Road Construction Management Co., for providing the services of a Construction Manager of Record for the construction of the multi-purpose facility at Manasquan High School, as per **Document L** (pending attorney review).
28. **Recommend** approval of the continuation of placement of Student ID# 4861462258, from a Brielle resident student to a Parent-Paid Tuition student, in Grade 9 at the Manasquan High School for the 2020-2021 school year, effective March 1, 2021, at the pro-rated tuition of \$3,323.20.
29. **Recommend** approval of the acceptance of the following Parent-Paid Tuition students for the 2021-2022 school year, at a yearly tuition rate to be determined. In accordance with District Policy 6153 – families enrolling multiple siblings will be charged the normal rate for one student and 50% of the normal rate for all other students. If there are different rates between siblings, the student with the highest tuition rate will be charged in full and the discount will apply to all others.

Manasquan High School –	Student ID to be determined (M.C.)	Grade 9
Manasquan High School –	Student ID to be determined (M.M.)	Grade 9
	Student ID to be determined (E.M.)	Grade 11 (50%)
Manasquan High School -	Student ID to be determined (C.T.)	Grade 9
	Student ID to be determined (A.T.)	Grade 11 (50%)
30. **Recommend** approval of the Category A internet service under the ESCNJ/NJDRLAP bid to Xtel Communications for the period of July 1, 2021 through June 30, 2024, at a monthly cost of \$1,702.00.
31. **Recommend** approval of the Request for Obsolete Equipment Disposal, as per **Document M**.

Professional Days

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

Student Action

Field Trips

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

Placement of Students on Home Instruction

34. **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:

#2686906059	Grade 11	March 1, 2021 – April 2, 2021 (Medical)
#2349108472	Grade 9	March 19, 2021 – April 19, 2021 (Medical)
#1191431075	Grade 11	March 6, 2021 – April 5, 2021 (Medical)
#8397499020	Grade 11	March 11, 2021 – April 10, 2021 (Medical)

35. **Old Business/New Business**

36. **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 (MEA Sidebar Agreement #04)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client
- 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.

37. Roll Call

MANASQUAN

Personnel

38. Recommend approval of the Elementary School personnel as per **Document 2.**

MANASQUAN/SENDING DISTRICTS

Personnel

39. Recommend approval of the High School personnel as per **Document N.**

40. Recommend approval of sidebar agreement #04 between the Manasquan Education Association and the Board of Education, as per **Document O.**

41. Adjournment

Motion to Adjourn