

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
August 22, 2023
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 being held on Tuesday, August 22, 2023, 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	Michael Moran (Spring Lake)
Donna Bossone	Terence Hoverter	Thomas Pellegrino
Martin Burns	Joseph Loffredo	Alexis Pollock
James Carey (Spring Lake Heights)	Joseph Milancewich (Brielle)	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 July 18, 2023. 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

9. Presentations

- Security Updates – Presented by Tim Clayton, School Security Coordinator
- Construction Update - Presented by Robert Notley, New Road Construction Management
- Spring 2023 New Jersey Graduation Proficiency Assessment Results (NJGPA) – Presented by Rick Coppola
- AP Testing Results – Presented by Rick Coppola
- Spring 2023 ACCESS/ELL ACCESS Results – Presented by Megan Manetta

10. Principals’ and Directors’ Reports - No Reports for the Month

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. In order to ensure all members of the public who wish to participate are afforded a timely and orderly opportunity to do so, the Board may not answer questions posed by those making comments. The Board may address questions posed during this period once all members of the public wishing to speak have done so. 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 August 22, 2023 Agenda (*Denotes Action Item on This Agenda)

- Education, Curriculum & Technology
- Personnel– To be Discussed in Executive Session*
- Policy
 - Policies/Regulations for Amendment *
 - P & R 1642.01 – Sick Leave
 - P & R 2419 – School Threat Assessment Teams (M)
 - Policies/Regulations for Abolishment *
 - P & R 3432 – Sick Leave (Teaching Staff)
 - P & R 4432 – Sick Leave (Support Staff)
- Finance
- Buildings & Grounds/Facilities
 - ESIP Construction
 - MHS Theater Renovation – MHS Alumni Foundation

14. Superintendent’s Report & Information Items

- **Enrollment– Document A (N/A)
No Report for the Month**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Reports, Suspensions & Tardy Reports– Document B**
 - **High School:**
 - **July 27th – Fire Drill**
 - **Elementary School:**
 - **July 19th – Round Table Security Meeting**
 - **July 25th – Fire Drill**
- **HIB Monthly Report – Document C (N/A)**
 - **High School: No Report for the Month**
 - **Elementary School: No Report for the Month**
- **HIB Report – Student Safety Data System Report: 2022-2023 School Year – Document C-2**
- **MES Code of Conduct**
- **MHS Code of Conduct**
- **Board of Education Goals 2023-2024**
- **Manasquan School District Goals 2023-2024**
- **Report of the Assistant Superintendent**

Recommend approval and acceptance of the Superintendent’s Report.

MANASQUAN

General Items

- 15. Recommend** approval of the acceptance of the following Tuition Free Student of Staff Members, in accordance with the MEA/MBOE Negotiated Agreement, in the Manasquan Elementary School, for the 2023-2024 school year:
- S.B. (Student ID# TBD) – Grade 8
 - M.B. (Student ID# TBD) – Grade 5
 - C.B. (Student ID# TBD) – Grade 8

- 16. Recommend** approval of the 2023-2024 Warrior Clubhouse Handbook and Tuition rates, as per **Document 1.**

- 17. Recommend** approval of the 2023-2024 Manasquan Elementary School Code of Conduct, as per **Document 2.**

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
September 12-14, 2023	Nancy Knitter	Virtual	Wilson Reading Course	Yes	Registration - \$650.00
September 12-14, 2023	Marissa Painchaud	Virtual	Wilson Reading Course	No	Registration - \$650.00

September 11-15, 2023	Justine Rotante	Virtual	Orton Gillingham Course	Yes	Registration - \$1500.00
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Student Action

Field Trips

19. **Recommend** approval of the field trips listed below: **None for the Month**

Placement of Students on Home Instruction

20. **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: **None for the Month**

Placement of Students Out of District

21. **Recommend** approval of the 2023-2024 Extended School Year Placements and 2022-2023 September – June Placements list that reflects available tuition costs. (Transportation costs to be determined once routes are established). (No Report for the month)

Financials

22. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **JULY 2023** as per **Document 3.**

MANASQUAN/SENDING DISTRICTS

General Items

Secretary’s Report/Financials

23. **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 **JULY 2023** 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 **JULY 31, 2023** 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 **JULY 31, 2023** as per **Document D.** (The Treasurer of School Moneys Report for the months of **JULY 2023** 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 **JULY 31, 2023**, 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 **2023-2024 budget for JULY and AUGUST** as recommended by the Superintendent of Schools, as per **Document D.**

Purchase Orders for the month of **JULY 2023** be approved, as per **Document E**.

Recommend **acceptance** of the **Cafeteria Report - Document F (N/A) – No Report for the Month**

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,170,362.95** for the month of **AUGUST, 2023** be approved. Record of checks (**#53742** through **#53840**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **JULY, 2023** at **\$2,836,485.13** and checks (**#53653** through **#53741**).

Recommend **acceptance** of the following **High School Central Funds Report** for the month ending **JULY 2023** as per **Document G**.

24. Be it resolved by the Manasquan Board of Education that the Board **suspends the operation of Bylaw 0131** requiring two readings to adopt policies and regulations and **adopts the following policies and regulations** as per **Document H** with one reading to become effective immediately. As required by Bylaw 0131, this emergency adoption shall terminate at the next meeting of the Board unless further acted upon by the Board in accordance with Bylaw 0131:
 - P & R 1642.01 – Sick Leave
 - P & R 2419 – School Threat Assessment Teams (M)
(Revisions/markups in Policy 2419 represent changes from the Board’s first reading approved July 18, 2023.)
25. **Recommend** approval of the **abolishment** of the following policies and regulations:
 - P & R 3432 – Sick Leave (Teaching Staff)
 - P & R 4432 – Sick Leave (Support Staff)
26. **Recommend** approval of the agreement between Manasquan School District and E-rate Partners, LLC for E-rate Services for Funding Year 2024 and 2025, as per **Document I**.
27. **Recommend** approval of the acceptance of the following donations from the Manasquan High School Endowment:
 - \$4,860.00 for theater upgrades
 - Piano (valued at \$6,500.00)
28. **Recommend** approval of the renewal of the New Jersey Schools Insurance Group, Monmouth Ocean County Shared Services Insurance Fund Indemnity and Trust Agreement, for the period of July 1, 2023 through July 1, 2026, as per **Document J**.
29. **Recommend** approval of Pay Application #2 from Northeast Roof Maintenance, for the Manasquan High School and Manasquan Elementary School Roof Project, in the amount of \$254,016.80 (attorney reviewed and approved).
30. **Recommend** approval of the 2023-2024 agreement for Participation in Cooperative Pricing System with the County of Bergen, as per **Document K**.
31. **Recommend** approval of the Canva for Education Subscription Service Agreement retroactively signed on August 2, 2023, as per **Document L** (attorney reviewed and approved).

- 32. Recommend** approval that the following *revised prices be charged to students and adults for lunches and milk for the 2023-2024 SY (previously approved on July 18, 2023):
- | | |
|---|------------------------------------|
| Paid Type A Lunch (Students) | \$3.75 (Gr. K-8) \$4.00 (Gr. 9-12) |
| Paid Lunch (Adults) | \$4.50 |
| *Paid Lunch (Adults – Wednesday Only) | \$2.00 |
| Reduced Type A Lunch (Students) | \$0.40 |
| A la cart milk per half-pint (Students) | \$0.75 |
| A la cart milk per half-pint (Adults) | \$0.75 |
- 33. Recommend** approval of the acceptance of the following Tuition Free Student of Staff Members, in accordance with the MEA/MBOE Negotiated Agreement, in the Manasquan High School, for the 2023-2024 school year:
 Student ID# 3292746383 – Grade 10
 Student ID# 9497627639 – Grade 9
- 34. Recommend** approval of the authorization for the School Business Administrator to execute a contract for the 2023-2024 school year with Selective Insurance for the Flood Insurance renewal, in the amount of \$6,296.00.
- 35. Recommend** approval of the Shared Services Agreement between the Brielle Board of Education and the Manasquan Board of Education for School Library Media Specialist Services, from September 1, 2023 to June 30, 2024, as per attached **Document M.**
- 36. Recommend** approval of the Shared Service Agreement for the services of a Board Certified Behavior Analyst (BCBA) between the Belmar Elementary School District Board of Education and the Manasquan School District Board of Education, in the annual rate of \$45,000 and \$48.44 per hour for any additional services, as per **Document N.**
- 37. Recommend** approval of the Curriculum List for the 2023-2024 School Year, as per **Document O.**
- 38. Recommend** approval of the District Teacher Mentoring Plan for the 2023-2024 school year, as per **Document P.**
- 39. Recommend** approval of the District Professional Development Plan for the 2023-2024 school year, as per **Document Q.**
- 40. Recommend** approval of the following employee evaluation rubrics for the 2023-2024 school year as per **Document R:**
- Manasquan Teacher Rubric
 - Manasquan Reflective Practice Teacher Rubric
 - Manasquan Educational and Related Services Personnel Evaluation Rubric
 - Multidimensional Principal Performance Rubric
 - Multidimensional Leadership Performance Rubric (for school leaders other than principals)
 - Manasquan Non-Certificated Personnel Evaluation
- 41. Recommend** approval of the Disposal of Obsolete Technology Equipment, as per **Document S.**
- 42. Recommend** approval of the 2023-2024 Manasquan High School Code of Conduct, as per **Document T.**
- 43. Recommend** approval of the Manasquan High School Alumni Foundation’s fundraising tiers as per **Document U.**

44. **Recommend** approval of the acceptance of the following donations to the Manasquan Schools Development Fund for the 2023/2024 banner fundraiser:

CM3	\$750
Coastal College Counseling	\$750
High Performance Foot & Ankle	\$750
Main Street Kitchen	\$750
Thrive Spine and Sports Rehab	\$750
Manasquan Bank	\$750
Brown & Brown	\$750

45. **Recommend** approval of the following 2023-2024 Manasquan Board of Education Goals:

Goal 1: Curriculum Program

The Manasquan Board of Education in collaboration with the Manasquan High School administrators, teachers and guidance staff, will launch the International Baccalaureate programme with the goal of offering courses beginning in the following school year. In 2023-2024, all staff will receive professional development in the project-based learning pedagogy called for in the program and will have developed a unified vision of what excellent instruction is and how it is delivered with the expectation that all high school students, whether in the program or not, will benefit from the high quality instructional strategies associated with it. The guidance staff will develop and inform the student body of program “pathways,” and opportunities during the Spring when students are preparing schedules for the following year.

Goal 2: MES Curriculum

The Manasquan Board of Education will facilitate Manasquan Elementary School providing professional development and PLC time to teaching staff dedicated to building resources, reflection on current best practices, and discussion about improving student engagement.

Goal 3: MHS Curriculum

The Manasquan Board of Education and administration will enhance and expand opportunities for practical skill development learners. This will be done by systematically introducing high school and middle school students and families to concepts surrounding various paths to successful careers. We will work to provide continued exposure to various trades and careers to students through guest speakers, site visits, and counseling experts.

Goal 4: Finance and Facilities

The Manasquan Board of Education and administration will facilitate the first portion of the construction related to the \$13.77 million bond referendum passed in January 2023. The Superintendent, School Business Administrator and other pertinent staff and professional consultants will prepare specifications, accept bids, create a final construction schedule, and administrate construction beginning in Winter or Spring of 2024.

Goal 5: Technology

The Manasquan Board of Education will analyze the current effectiveness and opportunities for improvement of the one-to-one student technology program through stakeholder (faculty and student) meetings facilitated by the Assistant Superintendent and building administrators culminating in a report on current use, strengths of the current program, and suggestions for improvement.

46. Recommend approval of the following 2023-2024 Manasquan School District Goals:

Goal 1: Curriculum Program

The Superintendent will develop a schedule with the International Baccalaureate Coordinator and Director of Curriculum and Instruction for administrators to meet to create “pathways” for students who wish to enter the International Baccalaureate Programme in 2024-2025 and present that schedule to the board. The Superintendent will ensure that a qualified candidate will be hired for the position of International Baccalaureate Coordinator and also ensure that application approval as an International Baccalaureate candidate school is achieved.

Goal 2: MES Curriculum

The Superintendent will meet with the building principals of the upper and lower elementary school and develop a schedule focused on professional learning communities in the elementary school and their agendas.

Goal 3: MHS Curriculum

The Superintendent will meet with the building principal of the high school and the Director of School Counseling Services to discuss enhancing and expanding opportunities for practical skill development learners.

Goal 4: Finance and Facilities

The Superintendent will attend construction and pre-construction meetings with the architect of record and construction managers. The Superintendent, along with the School Business Administrator, will prepare specifications, accept bids, and create a final construction schedule.

Goal 5: Technology

The Superintendent will meet periodically with the Assistant Superintendent to aggregate the qualitative and quantitative data he has gained from his research.

Professional Days

47. 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 24 -26, 2023	Thomas Pellegrino	Atlantic City	NJSBA 2023 Workshop	No	Hotel \$212.00 M/IE - \$147.50 Mileage – \$67.68 Parking - \$75.00
October 23 - 24, 2023	Rick Coppola	Atlantic City	NJSBA 2023 Workshop	No	Hotel - \$106.00 M/IE - \$88.50 Mileage – \$67.68 Parking - \$50.00
September 12-14, 2023	Geniene Podos	Virtual	Wilson Reading Course	Yes	Registration - \$650.00
August 2, 2023	Tara Tholen-Lobel	Jamesburg	SchoolFi Financial System Training	No	Mileage - \$13.58
September 8, 2023 October 4, 6, 2023 December 8, 2023 January 12, 2024 February 9, 2024 March 8, 2024 April 12, 2024 May 10, 2024 June 5, 2024	Margaret Polak	Brookdale Community College	NJDOE Curriculum Workshops	No	Mileage - \$172.96 (Total for 10 dates)

October 24 – 25, 2023	Alexis Pollock	Atlantic City	NJSBA 2023 Workshop	No	Hotel - \$106.00 M/IE - \$88.50 Mileage – \$67.68 Parking - \$50.00
October 13, 2023	Kimberly Murin	New Brunswick	Facing the Future 2023 Conference	No	Mileage - \$34.59 Registration - \$215.00

**Student Action
Field Trips**

48. 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 Funds</u>
September 11, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Shoprite – Wall Township	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
September 18, 25, 2023 October 16, 23, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Shoprite – Belmar	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
October 2, 9, 30, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Shoprite – Manasquan Liberty Haven Farm - Howell	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
2023-2024 School Year (Multiple Dates)	Kelly Balon Elizabeth Walling Kim Murin CLI Job Coaches (TBD)	ABA Program	Shoprite – Manasquan Liberty Haven Farm – Howell	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
2023-2024 School Year (Multiple Dates)	Kelly Balon Elizabeth Walling Kim Murin CLI Job Coaches (TBD)	ABA Program	Planet Fitness, Wall Township	Community Based Instruction/PE	No	District Bus (\$55.00 per hour)	None
October 13, 2023 January 12, 2024	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Howell Lanes Bowling	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
October 27, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Brick Shopping Plaza	AFLS Community Based Instruction	No	District Bus (\$55.00 per hour)	None
September 15, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Jersey Shore Outlets	AFLS Community Based Instruction	No	District Bus (\$55.00 per hour)	None
December 8, 2023	Kelly Balon Elizabeth Walling Kristen Minutoli CLI Job Coaches (TBD)	ABA Program	Freehold Raceway Mall	AFLS Community Based Instruction	No	District Bus (\$55.00 per hour)	None

Placement of Students on Home Instruction

49. **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: **None for the month**

50. **Old Business/New Business**

51. **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, Leave of Absence, Resignation)
- ___ 9. Imposition of Penalties Upon an Individual

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

52. **Roll Call**

MANASQUAN

Personnel

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

MANASQUAN/SENDING DISTRICTS

Personnel

54. **Recommend** approval of the High School personnel as per **Document V.**

55. **Adjournment**

Motion to Adjourn.