

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

Manasquan Borough
Manasquan High School Charles Raffetto Media Center
January 4, 2024
6:00 P.M.

AGENDA

1. Call to Order (by Pete Crawley, 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, Jr.
- William Dibble
- Joseph Milancewich (Brielle)
- Brendan O'Reilly (Sea Girt)

4. Roll Call

5. Results of Election: November 7, 2023

A. Board of Education Candidates

(3) 3-year full terms

Bruce Bolderman	1356 votes
Eugene Cattani, Jr.	1354 votes
William Dibble	1333 votes
	73 votes (write-in)

Bruce Bolderman, Eugene Cattani, Jr., and William Dibble were elected as members of the Manasquan Board of Education to Three Year Full Terms.

2024 Manasquan Board of Education

Board Members

Bruce Bolderman
Donna Bossone
Martin J. Burns
Eugene Cattani
William Dibble
Joseph Loffredo
Thomas Pellegrino
M. Alexis Pollock
Alfred Sorino

Term of Office

January 2024 – December 2026
January 2022 – December 2024
January 2022 – December 2024
January 2024 – December 2026
January 2024 – December 2026
January 2023 – December 2025
January 2023 – December 2025
January 2022 – December 2024
January 2023 – December 2025

MANASQUAN/SENDING DISTRICT

6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 4, 2024 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 4, 2024 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 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.

10. **Presentations**

- **Esports Arena Showcase**
- **MHS Fishing Club – 2023 Surf Fishing State Champions**
- **2022-2023 Audit Presentation** – Presented by Robert Hulsart, Jr. of Robert A. Hulsart & Company

11. **Public Comment 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. Committee of the Whole

- New Jersey School Board Association Delegate and Alternate Delegate.

MANASQUAN/SENDING DISTRICT

14. **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$323,520.82** for the month of **JANUARY, 2024** be approved. Record of checks (**#54633** through **#54674**), and distributions are on file in the Business Office;

Confirmation of **Bills (Current Expense)** for **DECEMBER, 2023** at **\$3,241,066.47** and checks (**#54500** through **#54632**);

Purchase orders for the month of **December 2023** be approved, as per **Document A**

15. **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 B.**
16. **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.
17. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per **Document C.**
18. **Resolution:** to designate *The Coast Star*, *The Asbury Park Press* and *The Star Ledger* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
19. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per **Document D.**
20. **Resolution:** to appoint the following persons to positions specified for the period beginning January 4, 2024 and ending at the next organization meeting of the Manasquan Board of Education:
- Public Agency Compliance Officer (P.A.C.O): Pete Crawley
 - Right to Know Officer: Matthew Hudson
 - District Purchasing Agent & State Contract Purchasing Agent
Purchasing Agent Pete Crawley
 - 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: Pete Crawley
 - Indoor Air Quality designated district persons
to work with Michael McGuiness of RK
Occupational & Environmental Analysis Inc.: Matthew Hudson

- Bloodborne Pathogens designated district persons: Elena Blewitt
Tricia Cassidy
- PEOSHA designated district person: Pete Crawley
Matthew Hudson
- Americans With Disabilities designated district person: Lesley Kenney
- Child Nutrition/Wellness designated district person: District Level: Pete Crawley
Building Level: Rob Goodall or designee – MHS
Jaclyn Puleio or designee – MES PK-4
Megan Manetta or designee – MES 5-8
- District Homeless Liaison: Lesley Kenney
- Compliance Officer/Committee Coordinator under Under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973: Rob Goodall – MHS
Jaclyn Puleio – MES PK-4
Megan Manetta – MES 5-8
- Basic Skills Instruction Person & Representative: Jaclyn Puleio – MES PK-4
Megan Manetta – MES 5-8
Craig Murin – MHS
- Affirmative Action Officer/Gender Equality Officer Officer/Title IX: Donald Bramley
- Affirmative Action Officer for Contracts: Pete Crawley
- Chemical Hygiene Officer: Craig Murin
- Safety & Health designated district persons: Pete Crawley or designee
- IPM Coordinator: Matthew Hudson
- SEMI Coordinator: Cindy Cimino
- IDEA Coordinator: Cindy Cimino
- ESEA Coordinator: Rick Coppola
- ESL Coordinator: Megan Manetta
- Anti-Bullying Coordinator: Craig Murin
- Anti-Bullying Specialist: Harmony Schwier - MES
- Anti-Bullying Specialist: Leigh Busco – MHS
- School Safety Specialist: Tim Clayton

21. Resolution: To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, Architect, Attorneys, a Bond Counsel, a Financial Advisor, a Medical Waste Service, Insurance Agents, Construction Management Company, 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 for a period beginning on January 4, 2024 until the next reorganization meeting of the Manasquan Board of Education unless otherwise noted: All contracts will be reviewed by the board solicitor prior to execution.

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2023-2024 audit).
- Orthopaedic Institute - Brielle Orthopaedics, a division of ORTHO NJ, Dr. G. Gonzalez, Dr. M. Melendez, Dr. W. Gallagher, Dr. T. Sargent, as School Physicians, in the amount of \$13,000.00 (inclusive of 300 physicals, over 300 billed at \$20 per unit) January 2024 – June 30, 2024.
- Kenney, Gross & Kovats, LLP, School Board Attorney, \$150.00 per hour.
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule.

- Phoenix Advisors, LLC, Financial Advisor, as per fee schedule, when needed.
- Sterecycle, Inc., Medical Waste Transporter, as per pick-up schedule.
- Boynton & Boynton, Property/Liability Insurance Agent of Record, January 2024 – June 30, 2024.
- Brown & Brown Benefit Advisors, Medical Benefits Agent of Record, at the annual commission rate of \$50,000.
- AA Physical Therapy at a rate of \$100 per hour.
- New Road Construction Management Company

22. Resolution: To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, a Right to Know and Hazard Communication Standard Program Services provider, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor, Construction Management Company, 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 from January 4, 2024 until the next reorganization meeting of the Manasquan Board of Education unless otherwise noted:

- Environmental Connection Inc., as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$800 per inspection and as per fee schedule for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
- Environmental Connection Inc., to provide comprehensive New Jersey Department of Health required Right to Know (RTK) and Hazard Communication Standard Program Services, as per proposal on file in the board office, in the total annual cost estimate of \$4,680.00.
- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, as per fee schedule. Rates for other services will be agreed upon before projects are undertaken for IAQ services.
- Corby Associates, Inc., Mr. Ryan Miller, designated person, as per fee schedule. Rates for other services will be agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.
- Safe Schools 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.
- New Road Construction Management, Mr. Rob Notley, designated person, as per fee schedule.

23. 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, C & A Financial Group/Wealth Management Strategies and Shore Point Advisors/Wealth Management until the next organization meeting of the Board of Education.

24. Resolution: To approve Aflac (American Family Life Assurance Company of Columbus) to offer voluntary employee paid supplemental insurance for all Manasquan school district employees until the next organization meeting of the Board of Education.

25. Resolution: To designate Bank Depositories in accordance with Document E until the next organization meeting of the Board of Education.

- 26. 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 E until the next organization meeting of the Board of Education.
- 27. 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.
- 28. 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.
- 29. Resolution:** To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per Document F until the next organization meeting of the Board of Education.
- 30. Resolution:** To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with Document G(1) until the next organization meeting of the Board of Education.
- 31. 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 G(2).
- 32. Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
- 33. 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.
- 34. 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.
- 35. Resolution:** To approve the Superintendent or designee to authorize line-item transfers until the next organization meeting of the Board of Education.
- 36. Resolution:** To approve the following persons as delegates to New Jersey School Boards Association:
_____, Delegate _____, Alternate Delegate
- 37. Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:
Frank Kasyan, Superintendent, for all available funds
Pete Crawley, School Business Administrator, for all available funds
Rick Coppola, Director of Curriculum and Instruction, for ESEA Grants, and Carl D. Perkins Grant
Cindy Cimino, Director of Special Services, for IDEA Grants
- 38. Resolution:** To designate the Superintendent and School Business Administrator/Board Secretary as the primary contact person(s) to the Board appointed attorneys and to authorize the Superintendent and School Business Administrator as the person(s) solely responsible to give the authority to other district

employees to contact the Board appointed attorneys with regard to warranted matters until the next organization meeting of the Board of Education.

- 39. Resolution:** To approve the fee schedule for Requests for Public Records be set as follows: A copy of record(s) may be purchased by any persons upon payment of the fee provided by the amended legislation effective November 9, 2010 – \$0.05 per page for letter sized pages and smaller and \$0.07 per page for legal sized pages or larger. Electronic records are provided Free of Charge (i.e. records sent via e-mail or fax; and a charge for the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education.
- 40. Resolution:** To authorize the use of district vehicles by employees in accordance with the district vehicle use policy on file in the Central Administration office until the next organization meeting of the Board of Education.
- 41. Resolution:** To approve the Manasquan School District Organization Chart, as per **Document H** until the next organization meeting of the Board of Education.
- 42. Resolution:** To approve the Manasquan School District Chart of Accounts, as per **Document I**, until the next organization meeting of the Board of Education.
- 43. Resolution:** To adopt the New Jersey School Board “Code of Ethics” for school board members, in accordance with **Document J** and conduct the required discussion and training of the ethics laws in accordance with N.J.A.C. 6A:30 and 6:3 until the next organization meeting of the Board of Education.
- 44. Recommend** approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.
- 45. Recommend** approval of the Use of School Facilities/Fields Fee Schedule, in accordance with P&R7510, as per **Document K**, until the next organization meeting of the Board of Education.
- 46. Recommend** approval of the color Navy Blue, HEX #000080 – Blue 128, as Manasquan School District’s official color, as per **Document L**.
- 47. Recommend** approval of the use of the Inmate Labor Program offered by the Monmouth County Sheriff’s Office during days when school is not in session until the next organization meeting of the Board of Education (if available by the Department of Corrections).
- 48. Recommend** approval to solicit bids for asbestos abatement at the Manasquan High School and Manasquan Elementary School
- 49. Recommend** approval of the 2023-2024 School Contract with the State of New Jersey Commission for the Blind and Visually Impaired from 12/21/2023 to 6/30/2024 for SID# 2218351932 at the annual cost of \$1,317.00.
- 50. Recommend** approval of Change Order #003 from Northeast Roof Maintenance, for the Manasquan High School & Elementary School Renovations/Repairs, as per **Document M**.
- 51. Recommend** approval of the acceptance of a donation of labware and a scale valued at \$1,000 to the MHS STEM program from the Waters Company.
- 52. Recommend** approval of the following donations to the Manasquan Schools Development Fund:

Manasquan Bank	\$8,500
New Road Construction	\$1,000
Feigus Office Furniture	\$2,000
Orthopaedic Institute Brielle	\$1,000
Brown & Brown	\$1,000

53. 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 Alterations and Renovations to Manasquan High School and Manasquan Elementary School -Bid 24-02, TM project No. 2327, (hereinafter “the Project”), and;

WHEREAS, on November 30, 2023 the Board received four (4) bids for the above Project, as reflected on the attached bid tabulation sheet; and (Attachment A); and

WHEREAS, such bids were reviewed by the Board’s attorney, the architectural firm of Tokarski & Millemann LLC; and Business Administrator; and

WHEREAS, there are sufficient funds for the award of contract for the Project.

NOW, THEREFORE, BE IT RESOLVED that the Manasquan Board of Education deems the following contractor: H&S Construction and Mechanical, the lowest responsible and responsive bidder in all material respects, and hereby awards the contract for the work of the Project in the base bid amount of eight million dollars(\$8,000,000.00); and

BE IT FURTHER RESOLVED that no award shall be made for and Alternate work; and

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, as per **Document N.**

Professional Days

54. 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>
December 5-9, 2023	Carol Anderson	St. Pete Beach, Florida	IB Training Workshop	No	Registration - \$1,125.00 Hotel - \$800.00 Mileage - \$86.48 Airport Parking - \$190.67 Airfare - \$400.00 Airport Transit - \$170.00 Meals/Incidentals - \$310.50

55. Old Business / New Business

56. 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 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 Privilege
- ☒ 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- ☐ 9. Imposition of Penalties Upon an Individual

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

57. Roll Call

MANASQUAN
Personnel

58. Recommend approval of the Elementary School personnel, as per **Document 1.**

MANASQUAN/SENDING DISTRICTS
Personnel

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

60. Adjournment

Motion to Adjourn