

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 7, 2025
6:00 P.M.

AGENDA

1. **Call to Order** (by Dr. Peter 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**

- Jaime Malone
- Alexis Pollock
- Anthony Carnahan (Spring Lake Heights)
- Paraskevi Cavanagh (Lake Como)

4. **Roll Call**

5. **Results of Election: November 5, 2024**

A. Board of Education Candidates

(3) 3-year full terms

Donna Bossone

2,471 votes

Jaime Malone

2,217 votes

Alexis Pollock

2,072 votes

89 votes (write-in)

Donna Bossone, Jaime Malone, and Alexis Pollock were elected as members of the Manasquan Board of Education to Three Year Full Terms.

2025 Manasquan Board of Education

Board Members

Bruce Bolderman

Donna Bossone

Eugene Cattani

William Dibble

Joseph Loffredo

Jaime Malone

Thomas Pellegrino

M. Alexis Pollock

Alfred Sorino

Term of Office

January 2024 – December 2026

January 2025 – December 2027

January 2024 – December 2026

January 2024 – December 2026

January 2023 – December 2025

January 2025 – December 2027

January 2023 – December 2025

January 2025 – December 2027

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 7, 2025 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 7, 2025 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

- **High School Students of the Month**
 - **Freshman – Ayelen Guzman Martinez**
 - **Sophomore – Amelia Bramley**
 - **Junior – Delia Gilmore**
 - **Senior – Jessica MacKown**
 - **High School Teacher of the Month – Chryseis McHugh**
 - **MES Girls Cross Country Team**
 - **MES Girls Soccer Team**
 - **MHS Gymnastics Team**
 - **MHS Field Hockey Team**
- *Five Minute Break*
- **Robert A. Hulsart, Jr. of Robert A. Hulsart and Company – 2023-2024 Audit Presentation**

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
- **Curriculum Instruction and Technology**
 - QSAC Instruction & Program Equivalency Waiver
- **Facilities**
 - Construction Update

14. 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 December 17, 2024. 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.

MANASQUAN

Professional Days

15. **Recommend** approval of the **attendance** of staff members at conferences/workshops, as per **Document 1**.

Student Action

Field Trips

16. **Recommend** approval of the field trips, as per **Document 2**.

MANASQUAN/SENDING DISTRICT

17. **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$2,253,865.71** for the month of **JANUARY, 2025** be approved. Record of checks (**#56489** through **#56527**), and distributions are on file in the Business Office;

Confirmation of **Bills (Current Expense)** for **DECEMBER, 2024** at **\$3,197,450.02** and checks (**#56199** through **#56488**);

Purchase orders for the month of **December 2024** be approved, as per **Document A**

18. **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.**
19. **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.
20. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per **Document C.**
21. **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.
22. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per **Document D.**
23. **Resolution:** to appoint the following persons to positions specified for the period beginning January 7, 2025 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 Monies: 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 McGuinness of RK
Occupational & Environmental Analysis Inc.: Matthew Hudson
- Bloodborne Pathogens designated district
persons: Jill Lebret
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: Matthew Kukoda or designee – MHS
Jaelyn 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: Matthew Kukoda – MHS
Jaelyn Puleio – MES PK-4

- Basic Skills Instruction Person & Representative: Megan Manetta – MES 5-8
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
- ML Coordinator: Megan Manetta
- Anti-Bullying Coordinator: Craig Murin
- Anti-Bullying Specialist: Leigh Busco - MHS & MES
- School Safety Specialist: Tim Clayton

24. 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 7, 2025 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 (2024-2025 audit), January 2025 – June 30, 2025.
- 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)
- Kenney, Gross & Kovats, LLP, School Board Attorney, \$150.00 per hour.
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule, January 2025 – June 2025.
- 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 2025 – June 30, 2025.
- 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

25. 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 7, 2025 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.
- 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.
- Omnia Partners National Purchasing Cooperative
- Hunterdon County ESC Purchasing Cooperative
- County of Bergen Cooperative Pricing System

- 26. 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.
- 27. 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.
- 28. Resolution:** To designate Bank Depositories in accordance with **Document E** until the next organization meeting of the Board of Education.
- 29. 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.
- 30. 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.
- 31. 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.
- 32. 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.

45. **Resolution:** To approve the Manasquan School District Chart of Accounts, as per **Document I**, until the next organization meeting of the Board of Education.
46. **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.
47. **Recommend** approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.
48. **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.
49. **Recommend** approval of the color Navy Blue, HEX #000080 – Blue 128, as Manasquan School District’s official color, as per **Document L**.
50. **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).
51. **Recommend** approval to solicit bids for asbestos abatement at the Manasquan High School and Manasquan Elementary School.
52. **Recommend** approval of the New Jersey Department of Education Equivalency Application requesting the District be permitted to use the weighted quality performance indicators set forth at proposed Appendix A, Instruction and Program (I&P), Indicators 1 through 7 and existing indicators 8-16 to satisfy the I&P portion of the NJQSAC 2024-25 monitoring and evaluation process as per **Document M**.
53. **Recommend** approval of the 3-year pricing agreement with Instructure, Inc. for Canvas LMS Cloud subscription for the 2025-2026, 2026-2027, and 2027-2028 school years in the amounts per school year listed below. This purchase does not have an applicable state contract and qualifies as exempt under N.J.S.A. 18A:18A-5(19).
 - 2025-2026: \$13,584.00
 - 2026-2027: \$14,096.00
 - 2027-2028: \$14,512.00
54. **Recommend** approval of the 2023-2024 Audit and ACFR Report of the Financial Records of the Manasquan School District as prepared by Robert A. Hulsart, Jr. of Robert A. Hulsart and Company.
55. **Recommend** approval of the Corrective Action Plan addressing excess fund balance in the food service fund identified in the 2023-2024 audit as per **Document N**.

Professional Days

56. **Recommend** approval of the **attendance** of staff members at conferences/workshops, as per **Document O**.

Student Action

Field Trips

57. **Recommend** approval of the field trips, as per **Document P**.

Placement of Students on Home Instruction

58. 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:

#9556891897	Grade 11	January 29, 2025 – February 28, 2025 (Medical)
#2944567268	Grade 9	January 13, 2025 – February 13, 2025 (Medical)
#4124804659	Grade 9	January 3, 2025 – February 3, 2025 (Medical)
#3389516081	Grade 10	January 3, 2025 – February 3, 2025 (Medical)
#7625201955	Grade 12	January 16, 2025 – February 16, 2025 (Medical)
#5006731490	Grade 12	December 11, 2024 – January 11, 2025 (Medical)
#5261941848	Grade 10	December 17, 2024 – January 17, 2025 (Medical)

Personnel

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

60. Old Business / New Business

61. Adjournment

Motion to Adjourn