

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
March 25, 2014
7:00 P.M.

AGENDA

1. Call to Order

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.

2. Pledge of Allegiance

3. Roll Call

Donna Bossone
Jack Campbell
Kenneth Clayton
Linda DiPalma

Michael Forrester (SLH)
Mark Furey (Belmar)
Heather Garrett-Muly
Thomas Pellegrino

Alfred Sorino
Tedd Vitale (Brielle)
James Walsh
Patricia Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

5. 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 referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of February 25, 2014 and the Special Action and Executive Session of March 13, 2014. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

7. Presentations

- **High School Students of the Month for January** – Annie McLaughlin – Senior, John Moriarty – Junior, Brian Lembo – Sophomore, Lucia Donadio – Freshman
- **High School Teacher of the Month for January** – Paul Battaglia
- **Elementary Student of the Month for January** – Lucy Brennan
- **High School Students of the Month for February** – Joseph Murphy – Senior, Anna

- Steenland – Junior, Molly Keenan – Sophomore, Ally Kaden – Freshman
- High School Teacher of the Month for February – Brian Lee
- Elementary Student of the Month for February – Cassidy R. Turnbach
- Elementary Girls' Basketball Team
- High School Boys' Basketball Team
- High School Girls' Bowling Team
- High School Girls' Basketball Team

8. Superintendent's Report & Information Items

Recommend approval of the acceptance of the Superintendent's Reports as listed below:

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**

9. Student Board Representative Report – Joyce Pegler

10. Board Committee Reports

11. Public Comment on Agenda

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. 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.

MANASQUAN

General Items

- 12. Recommend** approval of the 2nd Reading of Policy #5300 Automated External Defibrillators (AEDS) as per **Document D.**
- 13. Recommend** approval of the 2nd Reading of Regulation #5300 Automated External Defibrillators (AEDS) as per **Document E.**
- 14. Recommend** approval to suspend the Manasquan Board of Education Policy #5536 – Random Student Drug and Alcohol Testing for the remainder of the 2013-2014 school year.
- 15. Recommend** approval of the revised date for the 8th Grade Graduation/Promotion; **Friday, June 20, 2014.**
- 16. Recommend** approval to purchase of one (1) 2015 Ford F350 truck in the amount of \$32563.00 from Cherry Hill Ford, 250 Haddonfield Berlin Road, Cherry Hill, N.J. 08034 under N.J. State Contract # A83558 with 2013-14 FEMA CDL Funds.
- 17. Recommend** approval of the submission of the grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund in the total

entitlement amount of \$5657.95 for the period July1, 2014-June 30, 2015. These funds will be used to offset the purchase of 14 wireless radios for our custodians and supplement the recently purchased two way radio system upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.

18. **Recommend** approval of the payment of the insurance deductibles in the amount of \$5000 per case, for legal services provided by Methfessel & Werbel for legal representation in two (2) Due process Hearing Requests (Matter ID#:77849 and 78967)

Personnel

19. **Recommend** approval to accept the resignation of **Nancy Barrett**, TCH.ES.ELEM.01.02, Elementary School Teacher, for the purpose of retirement effective June 30, 2014.
20. **Recommend** approval to accept the resignation of **Barbara Clarke**, TCH.ES.ELEM.05.06, Elementary School Teacher, for the purpose of retirement effective July 1, 2014.
21. **Recommend** approval to accept the resignation of **Mary VanWickle**, TCH.ES.ELEM.KD.20, Elementary School Teacher, for the purpose of retirement effective July 1, 2014.
22. **Recommend** approval of the following **voluntary transfer** for the **2013-2014 SY**:
Kindle Kuriscak – from Special Education Teacher to Basic Skills Teacher
23. **Recommend** approval for **Kirt Wahl** to receive a stipend of \$28.50/hour for 4 hours for Digital Storytelling on January 29, 2014.
24. **Recommend** approval of the following teachers to chaperone the 8th Grade Class Trip, May 27 and 28, 2014 at a stipend of \$225.00 each per night:
Rich Kirk **Laurie Cosgrove** **Tom Russoniello** **John Menafra**
Brian McCann **Heather Saake** **Kristine Gianna** **Gina Sommese**
Kimberly Craig
25. **Recommend** approval to amend the salary for **Teresa Savage**, School Psychologist, from \$21,865.00 to \$29,153.00 – Step 6D. (Previously approved on January 28, 2014)
26. **Recommend** approval of the following mentor assignments for the 2013-2014 SY:
- | <u>Provisional Teacher</u> | <u>Mentor</u> | <u>Subject</u> | <u>Weeks</u> |
|----------------------------|---------------|----------------|--------------|
| Stephanie Kenny | Lisa Kukoda | Social Studies | 20 |
27. **Recommend** approval of the following stipends for mentor assignments for the 2013-2014 SY: *monies will be payroll deducted from mentees in order to pay mentors – all mentors will be paid in the June 2014 payroll.*
- Alternate Route**
Stephanie Kenny Lisa Kukoda \$550.00 + \$450.00 pro-rated (20 weeks)
28. **Recommend** approval for TCH.ES.ELEM.01.22 (4103) to take an unpaid Family Medical Leave of Absence beginning February 26, 2014 through June 24, 2014 (or sooner).

29. **Recommend** approval of the appointment of **Kali Mura**, TLR.ES.LTRT.01.10, Elementary School Teacher, long term replacement, beginning March 26, 2014 through June 24, 2014 (or sooner) at Step 1B \$47,500.00 – pro-rated.

Athletics

30. **Recommend** approval of the following non-paid volunteer coach for the 2013-2014 SY:

Marie Cooper - Tennis Coach

31. **Recommend** approval of the following Baseball and Softball schedules for the 2014 season as per **Document F**.

32. **Professional Days**

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>
March 12, 2014	Alissa Boyne	Jackson Memorial	To test an out-of-district student	No	\$13.64 mileage
March 26, 2014	Jill Wells	Sea Girt School	PLC for OT's	No	None
April 3, 2014	Erin Saponara	Georgian Court Univ.	30 th Annual Good Ideas Conference	No	\$8.28 mileage
April 4, 2014	Lorissa Voorhees	Bridgewater	NJ Learning Consultants Spring Conference	No	\$175 registration \$35.34 mileage
April 10, 2014	Cathy Taft Oriana Kopec	Spring Lake Heights Elementary	4 th Grade District Wide Spelling Bee	Yes - ½ Day	None
May 1, 2014	Alyse Leybovich Elyse Boyes	Red Bank Elementary	Observing High Quality Program Model	Yes - 2	None
May 1 & 2, 2014	Alissa Boyne Joan Akins	Long Branch	NJ Speech & Hearing Convention	No	None
May 23, 2014	Christin Walsh	Shadowbrook, Shrewsbury	Governor's Teacher Recognition	No	None
May 28 & 29, 2014	Karen Crawley	New Brunswick	NJTESOL/NJBE Spring Conference	Yes	\$259 registration

Student Action

33. **Field Trips**

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 Fund</u>
March 25, 2014	Andrea Trischitta	Mentor Class	McCloones, Long Branch	"Poetry Slam"	Yes - 2	None	Students

34. **Placement of Students on Home Instruction**

No placements at this time.

Secretary's Report

35. **Recommend acceptance** of the following **Financial Reports, Elementary School Central**

Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)
as noted in **A, B, C and D:**

- A) Secretary's Financial & Investment Report as per **Document G**
- B) Elementary School Central Funds Report as per **Document H**
- C) Purchase Orders as per **Document I**
- D) Cafeteria Report – **Document J**
- E) Bills and Confirmation of Bills (Current Expense)

- A) The Business Administrator/Board Secretary certifies that as of **February 28, 2014** 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 **\$2,005,757.00** 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. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **February 28, 2014** 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, 2014** per **Document G**. (The Treasurer of School Moneys Report for the month of **February 2014** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6:20-2A.10(e), 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, 2014** 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 **2013-2014 budgets** for **February and March** as recommended by the Superintendent of Schools, as per **Document G**.

- B) **Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **February 28, 2014** as per **Document H**.
- C) **Purchase Orders** for the month of **March 2014** be approved, as per **Document I**.
- D) **Recommend acceptance** of the **Cafeteria Report** as per **Document J**.
- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,540,070.04** for the month of **March 2014** be approved. Records of, checks (**#34182- #34281**) and distributions are on file in the Business Office.
- F) **Confirmation of Bills (Current Expense)** for **February 2014** at **\$1,890,265.30** and checks (**#34084- #34181**).

MANASQUAN/SENDING DISTRICTS

General Items

36. **Recommend** approval of the appointment of **Dr. Frank Kasyan** as Superintendent of Schools for a contract period beginning July 1, 2014 through June 30, 2017 at a salary of \$157,500.00. Contract approved by Joseph Passiment, Executive County Superintendent of Schools and is on file in the Superintendent's Office.
37. **Recommend** approval of the revised date for the High School Graduation; **Monday, June 23, 2014.**
38. **Recommend** approval of the following off-site facilities to be used for practices during inclement weather at no cost to the district:
- **Spring Meadow Golf Course**
39. **Recommend** approval of the revised Athletic Director's Job Description as per **Document 1.**
40. **Recommend** approval of the advertisement and solicitation of Requests for Proposals for the District's 2014-2015 Food Service Management.

Personnel

41. **Recommend** approval of the appointment of **Christopher Craig**, TCH.HS.SPED.RR.13, as a High School Special Education Teacher beginning April 22, 2014 through June 30, 2014 at Step 1M, \$49,500.00 – pro-rated.
42. **Recommend** approval for the following teachers to teach a window of the Alternative High School Assessment beginning January 13 through February 7, 2014 at a stipend of \$57.00 per block:
- Kris Buss – Math** **Amy Boss – Math** **Monica Fenlon – English**
43. **Recommend** approval for the following teacher to cover Study Hall beginning January 13 through February 7, 2014 at a stipend of \$28.50 per day:
- David Hallion**
44. **Recommend** approval of the following teachers for duty coverage beginning **January 28 through March 3, 2014** at a stipend of **\$28.50 per day:**
- Tom Glenn – Block 3A** **Lou Certo – Block 3C**
45. **Recommend** approval of the following substitutes for the 2013 – 2014 SY:
- Julianne Brzycki** - Paraprofessional & Secretary
- Karen Cavan** - Nurse
- Marie Cooper** - Teacher
- Katie Golding** - Teacher
- Michael Hackett** - Athletic Trainer
- Kevin Ludwig** - Teacher
- Veronica O'Connor** - Teacher
- Timothy Sullivan** - Teacher
46. **Recommend** approval of the following home instructor providers:

<u>Home Instructor</u>	<u>Student #</u>	<u>Subject</u>	<u>Rate</u>	<u>Time Period</u>
James Mawn	15114	English	\$30.00/hour	3/19 – 4/22/2014
Jerry Joyce	15114	US 1 Honors	\$30.00/hour	3/19 – 4/22/2014
Elvia Kenny	15144	Spanish	\$30.00/hour	3/19 – 4/22/2014

Athletics

47. **Recommend** approval of the following appointments for extracurricular/coaching positions for the 2013-2014 SY:

John Menafra - **Boys' Assistant Lacrosse Coach at Step 1 - \$2,400.00**

48. Recommend approval of the following non-paid volunteer coaches for the 2013-2014 SY:

Kaitlin McLaughlin - Assistant Track Coach Coach

Anastasia Michals - Girls' Assistant Lacrosse Coach (pending criminal history approval)

49. **Professional Days**

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>
March 26, 2014	Margaret Polak	Lacey Township	To learn about pending legislation requiring paras who work with autistic children	No	\$16.12 mileage
March 28, 2014	Jason Bryant	James Madison Univ., Virginia	Scholarship Committee	Yes	None
April 3, 2014	Dina Elms	Georgian Court Univ.	Monmouth County School Counselors Assoc. Annual Conference	No	None
April 3, 2014	Jesse Place	Piscataway	Broadband Seminar	No	\$26.78 mileage
April 4, 2014	Susan Lord VanNote	Bridgewater	NJ Learning Consultants Spring Conference	No	\$175 registration \$27.84 mileage
April 8, 2014	Kim Read	Mt. Laurel	Preparing for Annual Audit	No	\$50 registration \$37.37 mileage
April 8, May 28, June 18, June 26, 2014	Teresa Blasi	Eatontown	Systems 3000 Training	No	\$47.06 mileage
April 14, 16, 16, 2014	Bernie Bigley	Atlantic City	NJ School Buildings and Grounds Expo	No	\$100 registration \$45 mileage
May 8, 2014	Sandi Freeman	Mt. Laurel	NJASBO Administrative Assistant Workshop	No	\$50 registration \$37.37 mileage
May 23, 2014	Susan Villano	Shadowbrook, Shrewsbury	Governor's Teacher Recognition	No	None
May 28, 2014	Kim Read	Eatontown	Systems 3000 Training	No	\$9.80 mileage
June 12 – July 18, 2014	Jim Fagen	James Madison Univ.	Workshop on the American Constitution	Yes	None

Student Action

50. **Field Trips**

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 Fund</u>
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April 2014 date TBD	Claire Kozić	Health Careers Academy	Mutter Museum, Philadelphia	Museum of medical history	Yes - 3	\$1,000 transportation	Students
April 26, 2014	Martin Januario	French Club	Metropolitan Museum of Art, NYC	To visit the European Gallery of the museum	No	None	French Club
May 1, 2014	John Driscoll	Juniors & Seniors	Six Flags Great Adventure	Presentation on Digital Marketing	Yes - 3	\$510 transportation	None
May 13, 2014	John Driscoll	Academy of Finance	First Energy Park, Lakewood	Presentation on how the Blue Claws organization operates on a daily basis	Yes - 3	\$600 transportation	None
May 21, 2014	Jim Fagen	History	United Nations	To tour the United Nations	Yes - 2	\$400 transportation	Students
May 22, 2014	John Driscoll	Academy of Finance	Prudential Financial, Newark	To tour the trading area	Yes - 4	\$300 transportation	None

51. Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#172094	Grade 9	February 24, 2014 – TBD (Medical)
#1678	Grade 12	March 10, 2014 – June 23, 2014 (Medical)
#151114	Grade 11	March 19, 2014 – TBD (Injury)

52. Placement of Students Out of District

No placements at this time.

53. Financials

Recommend acceptance of the following **High School Central Funds Report** for the month ending **February 28, 2014 as per Document 2**.

54. Public Forum

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 at _____, 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 sixty (60) 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 on 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
- ___ 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. Public Forum

58. Adjournment

Motion to Adjourn