

# **MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING**

Manasquan Borough  
Manasquan High School Auditorium  
April 29, 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 of March 25, 2014 and the Special Action Meeting of March 27, 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**

- **Elementary Student of the Month for March – Max Kristiansen**
- **Basketball Coaches – Lisa Kukoda and Andrew Bilodeau**

**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**

- Discussion - Board of the Whole/Monthly Committees

**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** to rescind approval of Dr. Sandra Fields-Kuhn, Audiologist, to conduct a CAP Evaluation for elementary school student #23946, not to exceed \$450.00 for purposes of CST evaluation.

**13. Recommend** approval of Donna Merchant, from N.J. Hearing Health Center, to conduct a Central Auditory Processing Evaluation (CAP), for elementary school student #23946, not to exceed \$600.00, for purpose of CST evaluation.

**14. Recommend** approval of the appointment of Holman/Frenia/Allison, PC, as Public School Accountant, at an annual rate of \$23,000 (2013-2014 Audit).

**15. Recommend** approval of the re-appointment of Brown & Brown Benefit Advisors, as the District's Health Insurance Broker of Record for the 2014-2015 School Year, at a fixed flat commission fee of \$50,000 for all lines of coverage.

**16. Recommend** approval to dispose of the 1988 Ford Pickup truck with 160K miles. The truck is in need of major repair and is un-drivable.

**Personnel**

**17. Recommend** approval for **GULES.GUID.FL.02 (4595)**, to take a paid medical leave of absence beginning May 12, 2014 through June 5, 2014 and a Family Medical Leave of Absence beginning June 6, 2014 through November 10, 2014, returning November 11, 2014.

**18. Recommend** approval of the appointment of **Stacey Ramirez**, TCH.ES.SPED.FL.23, Special Education Teacher at Step 1B - \$47,500.00 to begin once approved through criminal history

through June 30, 2014.

19. **Recommend** approval of the appointment of **Elizabeth Walling**, PARA.ES.AIDE.NA.06 as a Paraprofessional for 7 hours per day at Step 1 - \$18.23/hour beginning April 30, 2014 through June 23, 2014.

20. **Recommend** approval of a Child Care Leave of Absence, extension for TCH.MS.MATH.08.04 (4468), to return June 2, 2014. (Previously approved to return May 16, 2014)

21. **Recommend** approval for Ryan Lewis to receive a pro-rated boiler license stipend of \$450.00.

22. **Recommend approval** of the following salaries for staff members paid in **2013-2014 SY** as per the grants listed:

	<u>Grant Title</u>	<u>Salary Paid by Grant</u>	<u>% of Salary Paid by Grant</u>	<u>Total Salary</u>
Kindle Kuriscak	NCLB, Title I, Part A	\$14,250.00	27.45%	\$51,906.00
Lisa Marshall	NCLB, Title II, Part A	\$18,533.00	37.06%	\$50,000.00

23. **Professional Days**  
No professional days at this time.

**Student Action**

24. **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>
June 18, 2014	Laura Wahl	7 <sup>th</sup> & 8 <sup>th</sup> Grade	Manasquan Beach	Community Service – Participating in beach clean-up	No	None	None
May 9, 2014	Andrea Trischitta	7 <sup>th</sup> & 8 <sup>th</sup> Grade English	Sea Girt Elementary	National Poetry Month	Yes	None	None

25. **Placement of Students on Home Instruction**  
No placements at this time.

**Secretary’s Report**

26. **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 D**
- B) Elementary School Central Funds Report as per **Document E**
- C) Purchase Orders as per **Document F**
- D) Cafeteria Report – **Document G**
- E) Bills and Confirmation of Bills (Current Expense)

A) The Business Administrator/Board Secretary certifies that as of **March 31, 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:** 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 **March 31, 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 **March 31, 2014** per **Document D**. (The Treasurer of School Moneys Report for the month of **March 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 **March 31, 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 **March and April** as recommended by the Superintendent of Schools, as per **Document D**.

**B) Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31, 2014** as per **Document E**.

**C) Purchase Orders** for the month of **April 2014** be approved, as per **Document F**.

**D) Recommend acceptance** of the **Cafeteria Report** as per **Document G**.

**E) Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,800,906.11** for the month of **April 2014** be approved. Records of, checks (**#34338- #34419**) and distributions are on file in the Business Office.

**F) Confirmation of Bills (Current Expense)** for **March 2014** at **\$2,397,040.78** and checks (**#34182- #34337**).

### MANASQUAN/SENDING DISTRICTS

#### General Items

**27. Recommend** approval of the revised Business Administrator/Board Secretary Job Description as per **Document 1**.

**28. Resolved:** that the Manasquan Board of Education recognizes the Teacher of the Year recipients, **Christin Walsh, Elementary School** and **Susan Villano, High School**, and further recommend approval to award said recipients \$250.00 each to match the \$250.00 given to each teacher from the PTO's to be spent on an additional piece of equipment or material selected by them for classroom use.

**29. Recommend** approval of the contract, in the amount of \$22,500, with the All Star Tennis Court Co., to repair and repaint the tennis courts at Manasquan High School. The cost of this work will be shared equally with the Borough of Manasquan. This was the lowest of three quotes solicited/received for this work.

**30. Recommend** approval of the following off-site facility (Wall Track Facility) to be used for practices during the 2013-2014 Spring Track season at no cost to the district.

#### Personnel

**31. Recommend** approval to accept the resignation of Kelly Jarmon, (GUI.HS.COUN.FL.04) High

School Guidance Counselor, effective June 30, 2014.

32. **Recommend** approval to increase the daily rate of pay for substitute nurses to \$150.00.

33. **Recommend** approval of the following home instructor providers:

<b>Home Instructor</b>	<b>Student #</b>	<b>Subject</b>	<b>Rate</b>	<b>Time Period</b>
Anne Shea	2071	World History	\$30.00/hour	3/24 – 6/23/2014
Anne Shea	2071	Lab Integrated Science	\$30.00/hour	3/24 – 6/23/2014
Pam Puryear	2071	Algebra Concepts	\$30.00/hour	3/24 – 6/23/2014
Jane Wassmer	151268	Spanish IV	\$30.00/hour	3/25 – 6/19/2014
Gail Condon	151268	English III	\$30.00/hour	3/25 – 6/19-2014
Paula Gilligan	151268	Algebra II	\$30.00/hour	3/25 – 6/19/2014

34. **Recommend** approval of the following teachers to teach Biology Remediation May 1 through May 19, 2014 at a stipend of \$57.00 each per day:

**Lisa Crowning** - Block 3

**Eric Wasnesky** - Block 4

35. **Recommend** approval for **Tom Glenn** to cover Study Hall May 1 through May 19, 2014 at a stipend of \$28.50 per day:

36. **Recommend** approval for **Bob Waldeyer** to cover In School Suspension on an as needed basis at a stipend of \$28.50 per day.

37. **Recommend** approval of the following teachers to chaperone the Junior Prom, May 2, 2014 at a stipend of \$28.50/hour for 5 hours each:

**Ryan Basaman**

**Toni Capodanno**

**Lisa Crowning**

**Kurt Fenchel**

**Dave Hallion**

**Jason Minutoli**

**Alicia Narucki**

**Matthew Voskian**

**Bob Waldeyer**

**Dana Warncke**

38. **Recommend** approval to rescind the following substitute for the 2013-2014 SY effective immediately:

**Todd Wagenbach** - Teacher

**Athletics**

39. **Recommend** approval of the attached list of coaching appointments for the 2014-2015 SY as per **Document 2.**

40. **Professional Days**

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

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Cost</u></b>
March 29, 2014	Linda DiPalma	Plainsboro	Leadership Conference for School Board Presidents and Vice Presidents	No	\$175 registration
TBD	Dotti Gerlach	Tindall Park, Middletown	Monmouth County Boys Tennis Tournament	No	\$28.20 mileage

May 1, 2014	Rick Coppola, Jesse Place, Craig Murin, Lauren Pappa, Erin O'Connor	Hillsdale	Technology 1:1 Site Visit	Yes - 2	\$47.80 each mileage
May 2, 2014	Jesse Place Frank Scott	Piscataway	MRESC Vendor Expo 2014	No	\$26.78 each mileage
May 2, 2014	Alicia Narucki, Dina Elms, Lauren Gilbert	Sheraton, Eatontown	The Road to Naval and Marine Officer Commissioning	No	None
2013-2014 SY	Robert Kehoe	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00
May 7, 2014	Rick Coppola, Claire Kozic, Kevin Hyland	Jersey Shore Medical Center	To set up a mini medical program/relationship with the hospital	Yes - 2	None
May 13, 2014	Jesse Place	Piscataway	DRLAP Broadband Purchasing Seminar	No	\$26.78 mileage
May 16, 2014	Claire Kozic	High School	Blood Drive	Yes	None
May 21, 22, 23, 2014	Jesse Place	Atlantic City	NJASA Spring Conference	No	\$499 registration \$218 accommodations \$44.02 mileage
May 6, 2014	Jesse Place Frank Scott James Egan	New York City	Microsoft IT Camp	No	\$50.06 each (J. Place & F. Scott) \$49.69 (J. Egan)
May 22, 2014	Claire Kozic, Kevin Hyland, Erich Hoffman	High School	Academy of Health Careers Graduation Ceremony	Yes - 2	None
June 5, 2014	Rick Coppola, Claire Kozic, Eric Wasnesky, Kevin Hyland, Lauren Gilbert	Rutgers Univ.	Rutgers Recognition Ceremony	Yes - 3	None
June 5, 2014	Margaret Polak	Piscataway	Non Public IDEA Consultation	No	\$26.47 mileage
March 2014	Craig Murin	FEA, Monroe	PARCC Workshop	No	\$149 registration *previously approved for \$140 in February 2014

## **Student Action**

### **41. Field Trips**

**Recommend** approval of the field trips listed below:

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Subject</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Other Board Costs</u></b>	<b><u>Other Fund</u></b>
TBD – after April 29, 2014	Toni Capodanno	ESL	Jenkinson's Aquarium	To reinforce science curriculum	Yes	\$250 transportation	Field Trip Acct.
May 1, 2014	Jamie Onorato	Yearbook	Monsignor Donovan	To meet with Herff Jones representatives	Yes	\$350 transportation	School Acct.

May 2, 2014	Jill Santucci	Service Project	Neptune High School	Service project with incoming freshman from our sending districts	Yes	None	None
June 9, 2014	Jill Santucci	Peer Leaders	Shark River Park, Neptune	Teambuilding	Yes - 2	\$700 transportation	None
April 26, 2014	Alan Abraham	Marching Band	Manasquan Beach	To perform for a Wounded Warrior Trip	No	\$400 transportation	None

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

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

**#2071                    Grade 9                    March 24, 2014 – June 23, 2014**  
**#151268                Grade 11                    March 25, 2014 – June 19, 2014**

**43. Placement of Students Out of District**

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#252126	3/17/2014	Rugby School, Wall	\$21,788.65 (prorated) Manasquan responsible for tuition
#151177 (change in placement)	2/10/2014	<i>from</i> VISIONS – Middletown H.S. <i>to</i> Collier High School	\$51,332.40 (prorated) SLH responsible for tuition
#121197	3/5/2014	East Mountain School	\$56,734.20 (prorated) Manasquan responsible for tuition

**44. Financials**

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **March 31, 2014 as per Document 3**.

**45. Public Forum**

**46. Old Business/New Business**

**47. 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
- X 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.**

**48. Public Forum**

**49. Adjournment**

Motion to Adjourn