

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Media Center
June 17, 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 Bosson
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 May 27, 2014. Closed Executive 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 May** –
- **Retirees**

8.

A) Discussion Items for June 24, 2014 Agenda

B) Reports

- Education, Curriculum & Technology – Agenda Items*
 - Calendar revision 2014-2015*
 - Waiver application/observations*
 - Ocean First Grants – Elementary and High Schools *
 - Guidance Intern*
 - Full Day Integrated Preschool/Discussion
- Athletics/Community – to be discussed in Executive Session
 - Assistant Football Coach
 - Assistant Girls' Soccer Coach
 - Volunteer Assistant Girls' Soccer Coach
 - Volunteer Assistant Boys' Soccer Coach
 - Elementary School Coaches
- Personnel – to be discussed in Executive Session
 - Longevity Stipends
 - Stipend Positions
 - Summer Positions
 - Leaves of Absence
 - Curriculum Writing
 - Custodian
 - Summer Computer Maintenance
- Policy – Agenda Items*
 - 1st Reading
 - 7522 – School District Provided Technology Devices to Staff Members*
 - 7523 – School District Provided Technology Devices to Pupils*
 - 2nd Reading
 - 0143 – Board Member Election and Appointment*
 - 1581 – Victim of Domestic or Sexual Violence Leave*
 - 3230 – Outside Activities*
 - 4230 – Outside Activities*
 - 6511 – Direct Deposit*
- Finance – Agenda Items*
 - Approval of 2014 Safety Grant*
 - Purchase of new cheerleading and field hockey uniforms*
 - Broker Services Agreement with Brown & Brown Benefit Advisors, Inc.*
 - Recommend deposits to capital and tuition reserves*
 - Ice Hockey Contract
 - FEMA – CDL update/Discussion
- Buildings & Grounds – Agenda Items*
 - Support of borough's 2014 Safe Routes to School Program Application*
 - Softball Field Issue / Discussion on solution options (Executive Session)
 - Tennis court resurfacing / Discussion
 - NJ Cares – work completed / Discussion
 - ROD Grants / Discussion

9. 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**

10. Student Board Representative Report – Joyce Pegler

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. 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. MANASQUAN

General Items

- A) **Recommend** approval of the 2nd Reading of the following policies as per **Document:**
- **0143** – Board Member Election and Appointment
 - **1581** – Victim of Domestic or Sexual Violence Leave
 - **3230** – Outside Activities
 - **4230** – Outside Activities
 - **6511** – Direct Deposit
- B) **Recommend** approval of the 1st Reading of the following policies as per **Document:**
- **7522** – School District Provided Technology Devices to Staff Members
 - **7523** – School District Provided Technology Devices to Pupils
- C) **Recommend** approval to apply for the Ocean First Foundation Model Classroom Grant for the 2014-2015 SY.
- D) **Recommend** approval to apply for funds for the 2014 FY for the IDEA allocation in the amounts of \$7,149.00 for the Preschool Grant and \$302,984.00 for the Basic Grant (\$293,242.00 public share and \$9,742.00 non-public share).
- E) **Recommend** approval to carry over IDEA Basic Grant funds from the 2012-2013 SY in the amount of \$216.00.
- F) **Recommend** approval to purchase 8 Dell Optiplex desktop computers for Manasquan Elementary School from Dell Computer at a total cost of \$6903.28, NJ State Contract #70256-WSCA/NASPO. (2014-2015 Budget Year)
- G) **Recommend** approval of the mandatory direct deposit for all contracted employees with the exception of substitutes, coaches and extra-curricular stipends in accordance with Policy #6511 – Direct Deposit.
- H) **Recommend** approval to renew the agreements with the Middlesex Regional Educational Services Commission for the following services for the 2014-2015 SY: Nonpublic

School Individuals with Disabilities Education Act – B Initiative; Nonpublic School Technology Initiative Program; Nonpublic Nursing Services; Nonpublic Public Law 1977 Chapters 192-193; and the Cooperative Pricing System.

- I) **Recommend** approval of the following Central Office Staff Members to perform clerical responsibilities at Public Board of Education Meetings for the 2014-2015 SY at a stipend of \$30.00/ hour:

Sandra Freeman

Andrea Mahon

- J) **Recommend** approval of the School Age Child Care (SACC) Program under the auspices of the Monmouth-Ocean Educational Services Commission for the 2014-2015 school year, as per Document ____.

- K) **Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Capital Reserve at year end not to exceed \$400,000.

- L) **Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Tuition Reserve not to exceed \$100,000.

- M) **Recommend** approval of the Broker Services Agreement with Brown & Brown Benefit Advisors, Inc., for the 2014-2015 school year. This agreement was reviewed and approved by the Board Attorney. The reappointment of Brown & Brown Benefit Advisors, Inc., as the Health Insurance Broker of Record at a fixed flat commission fee of \$50,000, was previously approved by the Board on April 29, 2014.

- N) **Recommend** approval of the following resolution in support of the Borough of Manasquan's SRTS Grant Application:

WHEREAS, the Borough Council of the Borough of Manasquan is submitting an application to the New Jersey Department of Transportation Fiscal Year 2014 Safe Routes to School (SRTS) program for the Pedestrian Sidewalk Improvements project; and

WHEREAS, the Borough is proposing to make sidewalk, curb, ADA accessibility and crosswalk improvements along walking routes to school that are in need of repair and attention; and

WHEREAS, the proposed project will result in a safer walking and biking environment for students of Manasquan Elementary School, which is expected to positively impact the health of students and decrease air pollution in the community; and

WHEREAS, the Superintendent and the Manasquan Board of Education fully support all initiatives to encourage students, particularly those of Manasquan Elementary School, to walk and bike to school; and

NOW, THEREFORE, BE IT RESOLVED, the Superintendent and the Manasquan Board of Education fully support the Borough's project and grant application identified as SRS-2014-Pedestrian Sidewalk Improvements-00130 to the New Jersey Department of Transportation.

- O) **Resolution:** to appoint the following persons to positions specified for the period beginning July 1, 2014 and ending at the next organization meeting of the Manasquan Board of Education:

- Public Agency Compliance Officer (P.A.C.O):

Lynn Coates

- Right to Know Officer:

Lynn Coates

- District Purchasing Agent & State Contract Purchasing Agent
Purchasing Agent – **Documents** ___ & ___ Lynn Coates
- Custodian of Government Records & Public
Access to Records: Lynn Coates
Personnel Records: Frank Kasyan
- AHERA Coordinator & Asbestos Management
Officers to work with Environmental Connection: Lynn Coates &
Bernard F. Bigley III
- Indoor Air Quality designated district persons to work with
Michael McGuinness of RK Occupational & Environment Lynn Coates &
Analysis Inc.: Bernard F. Bigley III
- PEOSHA designated district person: Lynn Coates
- Americans With Disabilities designated district person: Lynn Coates
- Child Nutrition/Wellness designated district person: Lynn Coates
- Treasurer of School Monies: Joanne S. Madden
\$4,500 2013-14SY
\$4,500 2014-15SY
- Affirmative Action Officer for Contracts: Lynn Coates
- Safety & Health designated district persons: Lynn Coates &
Bernard F. Bigley III

P) Resolution: To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor 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 until the next reorganization meeting:

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600.00 per inspection and the cost of \$65.00 per hour for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
- HMC Inc., 1214 Rue Avenue, Point Pleasant, NJ, to provide identified Worker and Community Right to Know Act and Hazard Communication Standard services at all applicable locations for the Manasquan Board of Education for the 2014-2015 SY, in the amount of \$3,250.00.
- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, at a rate agreed upon before projects are undertaken for IAQ services.
- Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, at a rate agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.
- Allison Pest Control, designated Integrated Pest Management contractors, at a rate agreed upon before projects are undertaken for IPM.
- Educational Data Services, Inc., cooperative bidding service, at a rate of \$3,290.00.
- Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services.
- Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.
- E-Rate Partners, E-Rate consulting services, at a rate of \$2,600.00.
- Hytec Telephone – Partner Program \$10,788.00.
- Strauss Esmay Associates, LLP, School Policy & Regulation Consultants \$4,435.00.

- Q) 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 ____** until the next organization meeting of the Board of Education.
- R) Resolution:** To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with **Document ____**, until the next organization meeting of the Board of Education.
- S) Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) until the next organization meeting of the Board of Education, as per **Document ____**.
- T) Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
- U) 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.
- V) 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.
- W) Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.
- X) Resolution:** To appoint the Superintendent as the Board's representative to the Monmouth-Ocean Educational Services Commission Representative Assembly until the next organization meeting of the Board of Education.
- Y) Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:
- Frank Kaysan, Superintendent, for all available funds
Lynn Coates, Business Administrator, for all available funds
Donald Bramley, High School Assistance Principal, for NCLB Grants
Margaret Polak, Supervisor of Special Services, for IDEA Grants
Rick Coppola, High School Principal, for Carl D. Perkins Grant.
- Z) 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.
- AA) Recommend approval of the 2014 extended school year list as per Document.**

BB) Recommend approval to accept two (2) Sea Girt students into the Manasquan Elementary Extended School Year; 1 – K-4 student at a tuition rate of \$455.00 and 1 – 5-8 student at a tuition rate of \$575.00.

Personnel

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>
June 6, 2014	Andrea Trischitta	Oceanport Middle School	Gifted & Talented Consortium	Yes	None

Student Action

Field Trips

No field trips to be approved at this time:

Placement of Students on Home Instruction

No placements at this time.

Secretary’s Report

Recommend **acceptance** of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)**.

The Business Administrator/Board Secretary certifies that as of **May 30, 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,602,067.70** 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 **May 30, 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 **May 30, 2014** per **Document**. (The Treasurer of School Moneys Report for the month of **May 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 **May 30, 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 May and June** as recommended by the Superintendent of Schools, as per **Document**.

Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **May 30, 2014** as per **Document** .

Purchase Orders for the month of **June 2014** be approved, as per **Document** .

Recommend **acceptance** of the **Cafeteria Report** as per **Document** .

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

Confirmation of Bills (Current Expense) for **May 2014** at \$ and checks (#- #).

13. Manasquan Agenda Approval

Be It Resolved that the agenda for the regular public board meeting on June 24, 2014 as may have been modified, is hereby approved.

14. MANASQUAN/SENDING DISTRICTS

General Items

- A) Recommend** approval of the revision of the 2014 – 2015 School Year Calendar as per **Document**.
- B) Recommend** approval of the Waiver Application to the Department of Education to modify the length and number of tenured observations for the 2014-2015 SY.
- C) Recommend** approval to apply for the Ocean First Foundation Model Classroom Grant for the 2014-2015 SY.
- D) Recommend** approval to accept from the Warrior Cheer Club in the amount of \$2,400.00 to purchase new cheerleading uniforms.
- E) Recommend** approval of a quotation dated 5/30/14 from Varsity Spirit Fashion, Memphis, TN, in the amount of \$5,348.50, for twenty-five (25) new cheerleading uniforms.
- F) Recommend** approval of a quotation dated 6/11/14 from Garden State Apparel, Sayreville, NJ, in the amount of \$4,987.50 for thirty-five (35) new field hockey uniforms.
- G) Recommend** approval of the contract renewal for printing services with Centurion Printing, 761 Lexington Avenue, Kenilworth, NJ, in accordance with N.J.S.A. 18A:18A-42 . The terms and pricing of the renewal will remain the same as those of the contract awarded on June 25, 2013. (Bid of June 13, 2013)
- H) Recommend** approval of the acceptance of the New Jersey Schools Insurance Group's MOCSSIF Sub fund 2014 Safety Grant, in the total entitlement amount of \$5,657.95. These funds will be used to offset the purchase of 14 wireless radios for the custodial staff 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.
- I) Recommend** approval of the Manasquan High School's membership in the New Jersey State Interscholastic Athletic Associations (NJSIAA) and the payment of \$2,150.00 in dues for the 2014-2015 school year. (Chapter 172, Laws 1979-N.J.S.A. 18A:11-3, et.

seq.)

- J) **Recommend** approval to purchase instructional and administrative software titles, subscriptions and renewals as per Document _____. These purchases do not have an applicable State Contract and the purchase qualifies as exempt per 18A:18A-5(19).
- K) **Recommend** approval to accept the 2013-2014 District Travel Expense Report in the amount of \$_____.
- L) **Recommend** approval of the list of cancelled checks for the General Account ES Central Fund, HS Central Fund and Salary Account, as per Document _____.
- M) **Recommend** approval to purchase 38 Dell Optiplex desktop computers for Manasquan High School from Dell Computer at a total cost of \$32,790.58, NJ State Contract #70256-WSCA/NASPO. (2014-2015 Budget Year)
- N) **Recommend** approval to participate in the Digital Readiness for Learning & Assessment Project (DRLAP) Broadband Purchasing Cooperative RFP process, administered by the Middlesex Regional Educational Services Commission (MRESC).
- O) **Recommend** approval for 2014-2015 technology supplies and services purchases from CDW-G through MRESC Bid #13/14-04 (Technology Supplies and Services Bid) and technology office supplies/toner from W.B. Mason through MRESC Bid #12/13-45 (Office Supply Bid). NJ State Approved Co-Op #65MCESCCPS.
- P) **Recommend** approval that the Manasquan School District enter into a one (1) year lease agreement with _____ in Wall for the 2014-2015 SY subject to board approval by the attorney to review the contract, rate to be determined.
- Q) **Recommend** approval of _____ as a Guidance Intern for the 2014-2015 SY.
- R) **Recommend** approval for the participation in the Monmouth County Arts High School and Middle School Program for the 2014-2015 SY at no cost to the district.

Personnel

Athletics

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
-------------	-------------	--------------------	----------------	------------	-------------

TBD	James Walsh	Jackson	Mandated Board Member Training	No	\$11.89 mileage
June 16, 2014	Ashley Campbell, Tom McGill, Jim Dowd, John Menafra, Rob Hoffman, Colin Eldrige	Robbinsville	Mandatory Coaching Course	No	\$75 each registration
2013-2014 SY	Kevin Hyland		To be reimbursed .31 per mile for job related duties		Not to exceed \$300.00
2013-2014 SY	Pam Cosse		To be reimbursed .31 per mile for job related duties		Not to exceed \$300.00
2013-2014 SY	Robert Kehoe		To be reimbursed .31 per mile for job related duties		Not to exceed \$300.00

Student Action

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 12 – 15, 2014	Kris Buss, Joseph LaCarrubba	Surf Team	Dana Point, California	Surf Team Competition	Yes	\$1,350 chaperone fees	Surf Team Parents Group Organization

Placement of Students on Home Instruction

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

#151180	Grade 11	May 27, 2014 – June 23, 2014 (Medical)
#151964	Grade 11	May 5, 2014 – May 15, 2014 (Suspension)
#1991	Grade 9	May 23, 2014 – TBD (Medical)
#171884	Grade 9	June 24, 2014 – July 30, 2014 (Medical)

Placement of Students Out of District

S) **Recommend** approval of the Child Study Team out of district placements for the 2014 extended school year as per **Document**.

T) **Recommend** approval of the Child Study Team out of district placements for the 2014-2015 SY as per **Document**.

Financials

Recommend acceptance of the following **High School Central Funds Report** for the month ending **May 30, 2014** as per **Document** .

15. Manasquan/Sending Districts Agenda Approval

Be It Resolved that the agenda for the regular public board meeting on **June 24, 2014** as may have been modified, is hereby approved.

16. Public Forum

17. Old Business/New Business

18. 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.

19. Public Forum

20. Adjournment

Motion to Adjourn