

**MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION**  
**COMMITTEE OF THE WHOLE MEETING**

Manasquan Borough  
Manasquan High School Media Center  
April 11, 2017  
6:00 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	Heather Garrett-Muly	Thomas Pellegrino
Eugene Cattani	Terence Hoverter	Alfred Sorino
Linda DiPalma	Joseph Loffredo	Tedd Vitale (Brielle)
Mark Furey (Belmar)	Anne McGarry (SLH)	Colin Warren

**4. 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 community.

**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 placed on the agenda at the next Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is 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 Committee of the Whole and Closed Executive Session of March 13, 2017, the Regular Public Meetings of March 21, 2017 and the Special Action Meeting and Closed Executive Session of March 30, 2017. 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.

**7. Student Board Representative Report**

**8. Presentations**

- **District Therapy Dog - Charlie**
- **Poetry Slam**
  - **1<sup>st</sup> Place – Brigid McCarthy**

- **Save the Elephant Project** – McKenzie Ramire
- **Referendum VOIP Phone and Paging System** – Presented by Jesse Place, Director of Technology and Human Resources
- **New Road Construction, Project Update** – Presented by Robert Notley
- **PARCC Scores** – Presented by Barbara Kerensky, Director of Curriculum and Instruction

9. **Committee of the Whole**  
**Discussion Items for the Agenda**

- **Education, Curriculum & Technology**
- **Personnel– To be Discussed in Executive Session- Agenda Items\***
- **Policy– Agenda Items \***  
**Policies for 2nd Reading**
  - R2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

**Policies/Regulations for Revision**

- Bylaw 0000.02 – Introduction
- P245.06 – Unsafe School Choice Option
- P2464 – Gifted and Talented Students
- P2622 – Student Assessment
- P3160 – Physical Examination
- R3160 – Physical Examination
- P4160 – Physical Examination
- R4160 – Physical Examination
- P5116 – Education of Homeless Children
- R5116 – Education of Homeless Children
- P5460 – High School Graduation

**Policies for 1<sup>st</sup> Reading**

- P7446 – School Security Program
- P8350 – Records Retention

**Policies to be Abolished**

- P2320 – Independent Study Programs
- P5465 – Early Graduation

- **Legal**
- **Finance**
  - Referendum Bond Sales
- **Buildings & Grounds/Facilities– Agenda Items\***
  - Safety Grant\*
  - Water Testing Schedule

## **10. Superintendent's Report & Information Items**

- *Non-Public Transportation*

***Recommend approval and acceptance of the Superintendent's Report.***

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

## **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. 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.

## **MANASQUAN**

### **General Items**

- 12. Recommend approval to authorize soliciting bids for the Referendum Project – Package #2: Package #2 includes the Elementary School Fire Alarm Replacement with anticipated substantial completion date of August 25, 2017. The front end of the specifications have been reviewed by the board solicitor. The bid specifications/plans will be reviewed by New Road Construction prior to release. The bid opening will occur on May 16, 2017 at 1:00 p.m.***
- 13. Recommend approval that there exists a need for the Professional Services to be provided by Trane Building Services for Manasquan Elementary School Phase 2 – Field Analysis and Troubleshooting of HVAC Systems and associated control system. Trane will execute a detailed field analysis of both HVAC systems and control. Funds are available for such purpose and this service is of such a nature that it cannot be bid. Phase 2 Total Price \$39,755.00 less the applied Phase 1 price discount of \$5,157.00 – Phase 2 Final Price \$34,598.00. The proposal has been reviewed and approved by the board attorney.***
- 14. Recommend approval of Change Order #5 for ACM Removal of 64 Windows by SLS Construction, LLC, at Manasquan Elementary School, in the lump sum price of \$20,110.00. Change order cost to district is \$10,110 using an additional \$10,000 allowance funds from contract for a total of \$20,110. The change order has been reviewed and approved by the board attorney.***
- 15. Recommend approval of the temporary transportation for Student ID# 223273 to Manasquan Elementary School from Ocean's Harbor House, Toms River, NJ, effective 4/3/17 – end date TBD. Route contracted through MOESC with St. Mark School Bus Company, at the per diem rate of \$191.10.***

## **Adoption of 2017-2018 Budget**

- 16. Recommend approval of the adoption of the final 2017-2018 School District budget as listed below and as per the advertised budget – Document \_\_\_\_:**

**BE IT RESOLVED** that the final budget be approved for the 2017-2018 school year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-2018 Total Expenditures	<u>\$25,248,813</u>	<u>\$344,395</u>	<u>\$667,100</u>	<u>\$26,260,308</u>
Less: Anticipated Revenues	<u>\$10,598,123</u>	<u>\$344,395</u>	<u>\$0</u>	<u>\$10,942,518</u>
Taxes to be Raised	<u>\$14,650,690</u>	<u>\$0</u>	<u>\$667,100</u>	<u>\$15,317,790</u>

**17. 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 **March 31, 2017** 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. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **January 31, 2017** 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, 2017** per Document. (The Treasurer of School Moneys Report for the month of **March 2017** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, 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, 2017** 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 **2016-2017 budgets** for **March and April** as recommended by the Superintendent of Schools, as per Document.

**Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31, 2017** as per Document.

**Purchase Orders** for the month of **April 2017** be approved, as per Document.

**Recommend acceptance** of the **Cafeteria Report** – Document.

**Be It Resolved:** that the **Bills (Current Expense)** in the amount of \$ for the month of **April 2017** be approved. Records of checks (#through #) and distributions are on file in the Business Office.

**Confirmation of Bills (Current Expense)** for **March 2017** at \$ and checks (#through #).

**18. Recommend** approval of Michele Havens, Behavioral Therapist, to provide BCBA transition services 4 hours a month at \$125.00 per hour, not to exceed \$1,000.00, for student #22271.

**19. Recommend** approval of the second reading and adoption of the following policies, as per **Document** :

- R2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

**20. Recommend** approval of the following revised policies, as per **Document** :

- Bylaw 0000.02 – Introduction
- P245.06 – Unsafe School Choice Option
- P2464 – Gifted and Talented Students
- P2622 – Student Assessment
- P3160 – Physical Examination
- R3160 – Physical Examination
- P4160 – Physical Examination
- R4160 – Physical Examination
- P5116 – Education of Homeless Children
- R5116 – Education of Homeless Children
- P5460 – High School Graduation

**21. Recommend** approval of the first reading of the following policies, as per **Document** :

- P7446 – School Security Program
- P8350 – Records Retention

**22. Recommend** approval of the acceptance to abolish the following policies, as per **Document**

- P2320 – Independent Study Programs (Abolished)
- P5465 – Early Graduation (Abolished)

**23. Recommend** approval of the continuation of acceptance of one (1) student ID# 293220 at the Manasquan Elementary School – Grade 1, as a “Tuition Free: Child of a Staff Member” for the 2017-2018 school year, in accordance with the MEA Negotiated Agreement:

**24. Recommend acceptance of the following grants awarded by the Manasquan Elementary School Education Foundation, in the total grand award of \$29,305.49:**

- Amy Young – Mindful Schools K-8 - \$8,700
- Marie Lauffer – Keyboard Lab Expansion - \$5,946.92
- Andrea Trischitta & Liz Walling – Classroom of the 21<sup>st</sup> Century - \$3,495.30
- Christin Walsh & Brianna Snel – Mobile Device Cart - \$1,700
- Luke Akins – Adapted P.E. TV System - \$1,673
- Eric Clark – Guitar Class Expansion - \$1,383.50
- Ann Marie LaMorticella – National Immigration Museum at Ellis Island Field Trip - \$1,311
- Mark Levy & Kirt Wahl – Physical Computing/Additional Raspberry PI Hardware \$1,266.78
- Gina Melillo – Fall Health Fair - \$1,000
- Jen Dyer & Sarah Demicco – Life Skills & Daily Living Class - \$1,000
- Christine Rice – ESL Safari Off Road Education Field Trip - \$1,000
- Cathy Taft – Lenape Legends Presentation - \$529.00
- Andrea Trischitta – Final Cut – Next Generation Movies Software - \$299.99

## **Personnel**

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25. **Recommend** approval of the Elementary School personnel as per **Document** .

**Professional Days**

26. **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>
April 28, 2017	Kathleen Stonaker	Monroe	Testing Accommodation Workshop	No	Mileage - \$20.00 Registration - \$150.00 (IDEA Funded)

**Student Action**

**Field Trips**

27. **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>
May 24, 2017	Oriana Kopec Heather Saake	Student Council	Jackson	Spring Conference	Yes-2	Bus Cost Pending	Student Funds
May 15, 2017	Robert Markovitch Andrew Manser Andrea Trischitta Jestine Jones	Grade 7	Franklin Institute	Interactive Science	Yes-9	Bus Cost Pending	None
June 16, 2017	Robert Markovitch Marc Reid Michelle McNelis Kristine Yellovich Kirt Wahl Andrea Trichitta Kim Ward Andrew Manser Jesting Jones Deborah Kehoe Patricia Reo Elizabeth Walling Kim Murin Laura Wahl Tom Russoniello Nancy LeBlanc Mark Levy	Grade 7/8	Manasquan Beach	Beach Sweep	Yes-3 1-Nurse	None	None
May 18, 2017	Ann Marie LaMorticella Elyse Wemple Teresa Reichy Jaimee McMullen	G&T Grade 5-8	Brielle	Academic Team Challenge	No	None	Student Funds

**Placement of Students on Home Instruction**

28. **Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time**

**Placement of Students Out of District**

29. **Recommend** approval of the revised 2016-2017 External Placement list, as per **Document A**.

**MANASQUAN/SENDING DISTRICTS**

**General Items**

30. **Recommend** approval to enter into a contract with CDWG under the ESCNJ Technology Supplies and Services Bid (State Approved Cooperative CO-OP# 65MCESCCPS/Bid# MRESC 15-16-11) for the purpose of procuring a Voice Over Internet Protocol (VOIP) Cisco Phone and Paging Unified Communications System as follows, pending attorney review of contract/scope of work:

<b>Product Category</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
<i>Product Total:</i>	\$260,410.67	Referendum Budget
<i>Professional Services Total:</i>	\$64,056.00	Referendum Budget
<i>Annual License/Support Total:</i>	\$12,725.61	General Budget

31. **Recommend** approval for CDWG under the ESCNJ Technology Supplies and Services Bid (State Approved Cooperative CO-OP# 65MCESCCPS/Bid # MRESC 15-16-11) to provide data wiring work in connection with the Voice Over Internet Protocol (VOIP) Unified Communications System in an amount not to exceed \$13,000.00, pending attorney review of contract/scope of work.

32. **Recommend** approval of the application and acceptance of the New Jersey School Insurance Group 2017 Safety Grant, in the amount of \$5,103.00. These funds will be used to purchase replacement locks for the district schools.

33. **Recommend** approval of the following student teacher observations with district speech therapists:

- Allison Walker                      University of Delaware                      Speech-Language Pathology  
May 23, 2017 through August 4, 2017 (40 Hours)

**Personnel**

34. **Recommend** approval of the High School personnel as per **Document**.

**Professional Days**

35. **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>
April 26, 2017	Courtney Larkin	Voorhees	Observations – Design Classes	Yes	Mileage - \$44.00

36. **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>
May 18, 2017	Leigh Busco	Manchester	Opiate Awareness Program	No	Registration - \$50.00
June 1, 2017	Amy Edwards	Wall	PowerSave Meeting	Yes	None
May 31, 2017 June 1, 2017	Nancy Knitter	New Brunswick	NJTESOL Conference	Yes	Registration- \$354.00
August 7-10, 2017	James Fagen	New Brunswick	AP Human Geography Workshop	No	Mileage - \$100.45 Registration - \$1025.00
May 5, 2017	Lynn Coates	Red Bank (Location Change)	MOCSIF Insurance Meeting	No	Mileage - \$11.66

**Student Action**

**Field Trips**

37. *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>
April 25, 2017	Leigh Busco	SAC	Freehold	Student Ambassadors –Heroin Prevention	No	Bus - \$275.00	None

**Student Action**

**Field Trips**

38. *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>
May 12, 2017	Amy Edwards Barbara Buckley Jason Bryant Teresa Trumpbour Nurse(TBD)	Academy of Engineering	Trenton	STEAM Tank Challenge	Yes-4 1 Nurse	Bus - \$375.00	None

**Placement of Students on Home Instruction**

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

- #192578      *Grade 9                      March 30, 2017 - To Be Determined (Medical)*
- #2115        *Grade 11                      March 24, 2017 - May 8, 2017 (Medical)*

**Financials**

40. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **March 31, 2017 as per Document .**

41. **Old Business/New Business**

42. **Public Forum**

43. **Executive Session**

**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 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 thirty (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
- X 8. Personnel Matters (Hiring, Retirement, Leave of Absence)
- \_\_\_ 9. Imposition of Penalties Upon an Individual

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

**44. Adjournment**

Motion to Adjourn