

**MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION**  
**COMBINED COMMITTEE OF THE WHOLE MEETING &**  
**REGULAR PUBLIC BOARD OF EDUCATION MEETING**

Manasquan Borough  
Manasquan High School Charles Raffetto Media Center  
January 23, 2018  
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. Oath of Office:**

- Terence Hoverter

**4. Roll Call**

Bruce Bolderman  
Donna Bossone  
Eugene Cattani  
Linda DiPalma

Mark Furey (Belmar)  
Terence Hoverter  
Joseph Loffredo  
Anne McGarry (SLH)

Thomas Pellegrino  
Alfred Sorino  
Tedd Vitale (Brielle)  
Colin Warren

**5. 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.

**6. 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.

**7. 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 12, 2017 and the Reorganization Meeting of January 3, 2018. 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.

## 8. Student Board Representative Report

## 9. Presentations

- High School Students of the Month for December– Norah Dolan, Senior – Devin Norton, Junior – Hayley Petrosini, Sophomore – Connor Walsh, Freshman
- High School Teachers of the Month for December– Jason Bryant, James Fagen
- Elementary School Student of the Month for December– Erin Driscoll
- Elementary School Teacher of the Month for December– Carrie Eastmond
- Elks Elementary School Student of the Month for December- Dorothy Loffredo
- New Road Construction Project Update – Presented by Robert Notley

## 10. Discussion Items January 23, 2018 Agenda

- Education, Curriculum & Technology- Agenda Items\*
  - 2018-2019 School Year Calendar\*
- Personnel– To be Discussed in Executive Session- Agenda Items\*
- Policy- Agenda Items\*
- Finance- Agenda Items\*
  - 2018-2019 Budget Update
- Buildings & Grounds/Facilities- Agenda Items\*
  - Early January Snow Event
  - Request from Monmouth County Planning Board
  - Turf Field Update
  - Alternate School Rebid Update

## 11. Superintendent’s Report & Information Items

- Enrollment– Document A
  - **Total Enrollment – 1,526**
    - High School – 940
    - Elementary School – 586
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B
  - Fire Drill Reports
    - **High School:**
      - December 7<sup>th</sup> (Fire Drill)
      - December 20<sup>th</sup> (Shelter in Place)
    - **Elementary School:**
      - December 13<sup>th</sup> (Lockdown)
      - December 19<sup>th</sup> (Fire Drill)
- HIB Monthly Report – Document C

- **High School:**
    - **One Incident – 1 Confirmed HIB**
  - **Elementary School:**
    - **No Report for the Month**
- **Report of the Director of Curriculum and Instruction**
  - **Report of the Director of Technology and Human Resources**
  - **Report of the Director of School Counseling Services**

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

**12. 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**

**13. **Recommend** approval of the following student teacher placements for the Spring 2018 Semester, January 29, 2018 through May 11, 2018:**

- Julie Temple                      Georgian Court University                      Elementary–Grade 4 (P. Kelly and T. Ames)
- Jacqueline Coulahan              Georgian Court University                      Elementary–Grade3(D. Romano and J. Woytowicz)

**14. **Recommend** approval of psychiatric evaluation for student # 232127 with Dr. Richard Worth at a rate of \$550.00 as part of the Child Study Team re-evaluation process.**

**15. **Recommend** approval of the final Pay Application #4 from Premier Security & Electronics, Inc., for the Manasquan Elementary School Fire Alarm System Replacement, in the amount of \$28,813.88. (pending attorney review)**

**16. **Recommend** approval of the following Request for Obsolete Equipment Disposal:**

- Classroom Supplies and Equipment – **Document 1.**

**17. **Recommend** approval of Changed Order #1 – Premier Security & Electronics, Inc. for the Manasquan Elementary School Fire Alarm System Project, as follows: Change Order #1 shall be a credit in the amount of \$22,322.00 for the unused allowance, as per **Document 2.****

18. **Recommend** approval of bilingual evaluations of student # 333641, Nilda Colazzo for a speech and language evaluation at a rate of \$575.00 and Monica Peter for a psychological evaluation at a rate of \$495.00 as part of a new referral to the Child Study Team.

**Professional Days**

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

<b>Date</b>	<b>Name</b>	<b>Destination</b>	<b>Purpose</b>	<b>Sub</b>	<b>Cost</b>
January 17, 2018	Christin Walsh	Spring Lake or Avon ES	District Literacy Collaboration	No	None
January 24, 2018	Christin Walsh	Spring Lake or Avon ES	District Literacy Collaboration	No	None
January 10, 2018	Jaimee McMullen	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 10, 2018	Amelia Gliddon	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 17, 2018	Lauren Maslihan	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 10, 2018	Kindle Kuriscak	Spring Lake or Avon ES	District Literacy Collaboration	No	None
January 24, 2018	Cynthia Kirk	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 17, 2018	Lauren Buss	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 24, 2018	Alyse Leybovich	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 17, 2018	Michele Sayre	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 24, 2018	Sandra Jo Hill	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 10, 2018	Brianna Snel	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 10, 2018	Annette Hurley	Spring Lake or Avon ES	District Literacy Collaboration	No	None
January 17, 2018	Cheryl Femenella	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 17, 2018	Catherine Taft	Spring Lake or Avon ES	District Literacy Collaboration	Yes	None
January 25, 2018	Gina Melillo	Freehold	Medical Emergency Training	Yes	Registration-\$295
January 22-26, 2018	Sheri Bruns	Eatontown	Orton Gillingham Training	Yes	None
March 21-25, 2018	Teresa Trumpbour	Seattle	NAEA National Convention	Yes	None
January 16, 2018	Andrea Trischitta	Newark	Litigation	Yes	Tolls-\$6.50 Parking-\$10.00 Meals-\$10.49 Mileage - \$34.84
May 31, 2018 June 1, 2018	Christine Rice	New Brunswick	NJTESOL	Yes	Mileage- \$11.47 Registration-\$279.00
February 9, 2018	Christine Rice	Wall	MC3 ESL Articulation	Yes	None
January 26-29, 2018	Amy Young	Long Branch	Mental Health Training	No	None
February 7, 2018	Alissa Boyne Nicole DeStefano	Brielle	PLC Sending District Meeting	No	Mileage - \$ .99

May 3, 2018	Alissa Boyne Nicole DeStefano	Spring Lake Heights	PLC Sending District Meeting	No	Mileage - \$1.30
June 2018 Date-TBD	Valerie Vayas	Freehold	Wilson Training Workshop	Yes	Registration-\$345.00
March 22-23,2018	Nicole DeStefano	Plainsboro	Visualizing and Verbalizing Workshop	No	Mileage-\$51.33 Registration-\$749.00

**Student Action**

**Field Trips**

20. **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 1, 2018	Eric Clark Marie Lauffer	Band and Chorus	Allentown Symphony Dorney Park	Music Festival	Yes-8	Bus- \$340.00	Student Funds
May 22, 2018	Alyse Leybovich 3 Teachers (TBD) 3 Paras (TBD)	Kindergarten	Algonquin Theater	Experience Theater Production	No	None	Student Funds
January 2018 (TBD) May 2018 (TBD)	Christine Rice	ESL	Manasquan Town Locations	Explore Town	No	None	None
February 21, 2018 February 27, 2018	Eric Clark	Music-Band	Brielle Elementary School	Sending District Band Rehearsals	Yes	Bus- \$295.00 per date	None

**Placement of Students on Home Instruction**

21. **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: **None at this time**

**Placement of Students Out of District**

22. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2017-2018 school year, as per **Document 3**.

**Financials**

23. **Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **December 31, 2017** as per **Document 4**.

**MANASQUAN/SENDING DISTRICTS**

**General Items**

24. **Secretary's Report/Financials**

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

The Business Administrator/Board Secretary certifies that as of **DECEMBER 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;** that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,449,781.00** 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. 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 **DECEMBER 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 **DECEMBER 31, 2017** per **Document D**. (The Treasurer of School Moneys Report for the month of **DECEMBER 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 **DECEMBER 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 **2017-2018 budgets** for **DECEMBER and JANUARY** as recommended by the Superintendent of Schools, as per **Document D**.

**Purchase Orders** for the month of **JANUARY 2018** be approved, as per **Document E**.

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

**(C) Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,187,058.52** for the month of **JANUARY, 2018** be approved. Record of checks (**#41634** through **#41709**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$11,547.90** for the month of **JANUARY, 2018** be approved. Record of checks (**#1126** through **#1130**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **DECEMBER, 2017** at **\$1,484,465.21** and checks (**#441471** through **#41633**) and **(Capital Expense)** for **DECEMBER, 2017** at **\$5,010.48** and checks (**#1114** through **#1125**).

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

25. **Recommend** approval of the resolution opposing the Department of Agriculture's proposal to eliminate a procurement model (Cost Reimbursement) for Food Services Management services, as per **Document H**. Retaining this model provides the district most flexibility.
26. **Recommend** approval of placement of student # 2334 in the TEACH program effective upon admission. Placement is funded through the NJ Dept. of Children and Families.
27. **Recommend** approval of the **2018-2019 School Year Calendar** as per **Document I**.
28. **Recommend** approval of the following Request for Obsolete Equipment Disposal:
  - Weight Room Equipment – **Document J(1)**
  - Band Room Material – **Document J(2)**

29. **Recommend** approval of the contract with Steve Barkley in the amount of \$2,500 which is the Manasquan School District's portion of the \$5,000 contract fee. The remaining \$2,500 is the responsibility of the Brick Township School District.
30. **Recommend** approval of the Memorandum of Agreement with Brookdale Community College for Manasquan School District to implement the Manasquan High School Early College Program for the 2018-2019 school year. (pending board attorney review)
31. **Recommend** approval of the following Pay Application:
- Kappa Construction Corp. – Pay Application #4 \$371,763.00 (pending attorney review)
32. **Recommend** approval of the following Change Order #2, from Kappa Construction Corp.
- Increase in the amount of \$40,175.52, as per **Document K**.
33. **Recommend** approval of Colleen Reilly, an Occupational Therapy assistant student at Thomas Jefferson University, to complete her first Level II (full 8 week placement-300 hours from April 2, 2018 to May 25, 2018 under the supervision of Jill Wells, district OT.
34. **Recommend** approval of the re-submission of the 2017-2018 ESEA Grant (formerly NCLB Grant) application on January 11, 2018 with amendments to Title IA, Title II, and Title IV.
35. **Recommend** approval of the Superintendent's 2017-2018 Quantitative Merit Goal focused on grade-level appropriate computer science lessons based on code.org curriculum.
36. **Recommend** approval of the agreement between Hani J. Khella, M.D. and the Manasquan School District to provide medical review officer services to support the voluntary random drug testing "BE PROUD" program at the Manasquan High School, as per **Document L**. (pending attorney review)
37. **Recommend** approval of the following job descriptions, as per **Document M**:
- Director of Technology and Human Resources
  - Director of School Counseling Services
  - Director of Curriculum and Instruction
38. **Recommend** approval of the submission of the following grant applications:
- Steelcase Active Learning Center Grant
  - American Honda Foundations Education Grant
39. **Recommend** approval of the following mileage reimbursement for the 2017-2018 school year:

<u>Name</u>	<u>Purpose</u>	<u>Rate</u>	<u>Not to exceed</u>
Matthew Hudson	Regular District Business	.31 cents/mile	\$300.00

**Professional Days**

40. **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>
February 6, 2018	Lynn Coates	Hamilton	FSMC Contract Training	No	Mileage - \$22.32
February 6, 2018	Sandra Freeman	Hamilton	FSMC Contract Training	No	Mileage - \$22.32

February 8, 2018	James Fagen	Holmdel	Music of Vietnam Era	No	Mileage-\$14.13 Registration-\$25.00
January 4, 2018 January 12, 2018	Sharon Keller-Kaas	Brookdale Community College	Adjunct Training	Yes	None
March 6, 2018	Jesse Place Lesley Kenney	Monroe	NJDOE PARCC Training	No	Mileage-\$19.10
May 31, 2018 June 1, 2018	Nancy Knitter	New Brunswick	NJ TESOL Conference	Yes	Registration-\$279.00
February 9, 2018	Nancy Knitter	Wall	Articulation	Yes	None
March 13-16, 2018	Peter Cahill	Atlantic City	Athletic Director Convention	No	Mileage-\$45.45 Registration-\$375.00 Hotel-\$273.00
January 16, 2018	Amy Edwards	Trenton	Future Ready Schools Leadership Task	Yes	None
February 8, 2018	Jesse Place	Monroe	Student Records and Public Records Workshop	No	Mileage-\$19.22 Registration-\$75.00
January 31, 2018	Justin Roach	Hamilton Township	Community Grant Program Meeting	No	None
February 9, 2018	Margaret Polak 2 CST Staff (TBD)	Tinton Falls	IEP/Special Education Training	No	Mileage-\$9.61 for each person
March 9, 2018	Dennis Van Pelt	Princeton	East Asia Program	Yes	Mileage-\$15.59
January 27, 2018	Rosa Russo	Webinar	Italian Teaching Strategies	Yes	Registration-\$25.00
January 24, 2018	Lesley Kenney	Piscataway	College Access and Affordability Workshop	No	Mileage-\$19.84
February 22, 2018	Barbara Kerensky	Trenton	Communications Workshop	No	None
March 21, 2018	Barbara Kerensky	Trenton	Strategic Planning Workshop	No	None
April 18, 2018	Barbara Kerensky	Trenton	Equity in Education	No	None
January 31, 2018	Claire Kozic	Hamilton	NJHCN Grant Program	Yes	Mileage - \$18.66

### **Student Action**

#### **Field Trips**

**41. 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>
March/April 2018 (Date – TBD)	Claire Kozic Eric Wasnesky Kevin Hyland Nurse, if needed	Academy of Health Careers	NJ Sharing Network Campus – New Providence	Organ and Tissue Donation Process	Yes - 3	Bus - \$300.00	None

#### **Placement of Students on Home Instruction**

**42. 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:

**#182416      Grade 12      January 8, 2018 - February 8, 2018 (Medical)**

**#182560      Grade 11      January 3, 2018 - March 1, 2018 (Medical)**



#182531	Grade 12	January 3, 2018 - February 19, 2018 (Medical)
#213360	Grade 9	January 8, 2018 - January 26, 2018 (Medical)
#182428	Grade 12	December 1, 2017 - June 20, 2018 Revised (Medical)
#2115	Grade 11	January 30, 2018 - June 20, 2018 (Medical)

**43. Old Business/New Business**

**44. Public Forum**

**45. 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:

- X   1. Confidential Matters per Statute or Court Order (Student Matter)
- 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
- X   7. Litigation or Contract Matters or Att./Client (Discussion of Rebid of Alternate School Renovations)
- X   8. Personnel Matters (Hiring, Resignation, Leave of Absence, Performance)
- 9. Imposition of Penalties Upon an Individual

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

**MANASQUAN**

**Personnel**

**46. Recommend** approval of the Elementary School personnel as per **Document 5.**

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

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

**48. Adjournment**

Motion to Adjourn