

**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  
October 16, 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. Roll Call**

Bruce Bolderman	Mark Furey (Belmar)	Thomas Pellegrino
Donna Bossone	Terence Hoverter	Alfred Sorino
Eugene Cattani	Joseph Loffredo	
Tedd Vitale (Brielle)	Stephen LaValva (Brielle)	Joseph Milancewich (Brielle)
Linda DiPalma	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 September 18, 2018 and the Regular Public Meeting and Closed Executive Session of September 25, 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.

**7. Student Board Representative Report**

- **Oath of Office**
  - **Finn Cuozzo**
  - **Kennedy Miller**
  - **Casey Campbell**

## 8. Presentations

- High School Students of the Month for September – Stephen Speicher, Senior – Rachel Wall, Junior – Ryan McCarthy, Sophomore – Liam Kelly, Freshman
- High School Teacher of the Month for September– Amy Edwards
- Elementary School Student of the Month for September – Jack Butler
- Elementary School Teacher of the Month for September – Marc Reid
- Elks Elementary School Student of the Month for September- Lessly Sanchez-Sorto
- Elks Teenager of the Month for September- Anders Scala
- Academy of Engineering STEAM Tank Challenge Presentation and Recognition
- PARCC Presentation – Presented by Barbara Kerensky and Justin Roach

## 9. Discussion Items October 16, 2018 Agenda

- Education, Curriculum & Technology
  - Homework and Assessments Policy
  - Length of Lunch Lines
- Personnel– To be Discussed in Executive Session- Agenda Items\*
- Policy - Agenda Items\*
  - Policy for 2<sup>nd</sup> Reading
    - P8561 – Procurement Procedures for School Nutrition Programs
- Finance - Agenda Items\*
  - 2019-2020 Budget Plan of Action
- Buildings & Grounds/Facilities
  - Lower Turf Field
  - Science Hall Dedication Proposal

## 10. Superintendent’s Report & Information Items

- Enrollment– Document A
  - **Total Enrollment– 1,511**
    - **High School – 968**
    - **Elementary School – 543**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B
  - Fire Drill Reports
    - **High School:**
      - **September 14th – Lockdown**
      - **September 18<sup>th</sup> – Fire Drill**

- **Elementary School:**
  - **September 14<sup>th</sup> – Lockdown**
  - **September 28<sup>th</sup> – Fire Drill**
- **HIB Monthly Report – Document C**
  - **High School:**
    - Three Incidents – 3 Not HIB**
  - **Elementary School: No Report for the Month**
- **High School Calendar Change**
  - **November 19<sup>th</sup> – Early Dismissal Day (Parent/Teacher Conferences)**
  - **November 20<sup>th</sup> – Early Dismissal Day (Parent/Teacher Conferences)**
- **2019-2020 High School Girls Volleyball Team Request**
- **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.

**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 of the 2018-2019 transportation contracts and agreements for Manasquan resident students, as per **Document 1**.
- 13. **Recommend** approval of the creation of a central fund account for the Road Runners Club.
- 14. **Recommend** approval of the following pay application (*pending attorney review*):
  - Pay Application #4 from CM3, for Access Control System at Manasquan Elementary School, in the amount of \$3,830.40.

**15. Recommend** approval of an emergency contract with ServPro to remediate storm related water damage to the Elementary School, in the amount of \$4,610.67. Purchases of services in response to an emergency can be made without regard to public quote/bidding pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1. A reimbursement from a submitted insurance claim has been received and covered most of the cost.

**16. Recommend** approval of the acceptance of a gift card donation in the amount of \$500.00 from Ocean First Bank from the school's application for a Model Classroom Grant – funds to be used to purchase materials for the Media Center/Stem Lab.

**Professional Days**

**17. 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>
October 8, 2018	Alissa Boyne Nicole Destefano	Spring Lake	PLC Sending District Workshop	No	Mileage-\$1.67
October 15,16, 2018	Justin Roach	Toms River	Professional Development Academy	No	Registration
October 26, 2018	Heather Saake Elizabeth Mclaughlin	New Brunswick	Visually Impaired Learning Workshop	Yes-2	Mileage-\$12.34

**Student Action**

**Field Trips**

**18. 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 14, 2019	Catherine Taft Desiree Faul Taylor Ames Tara MacGlashan Pamela Kelly Nurse (TBD)	Grade 4	Trenton	New Jersey Government and Historical Sites	Yes-1	2 Buses - \$331 each	Student Funds
May 15, 2019	Brian McCann Samantha Hagel Teresa Reichy Jamie McMullen Meghan Dullea Gerald Brown Amelia Gliddon Nurse (TBD)	Grade 5	Camden	Aquarium Science Ecosystem Tour	Yes-1	2 Buses - \$331 each	Student Funds
June 2019 (Date-TBD)	Catherine Taft Taylor Ames Pamela Kelly	Grade 4	Bailey Reed House	Manasquan History	No	None	None
June 2019 (Date-TBD)	Catherine Taft Desiree Faul	Grade 4	Bailey Reed House	Manasquan History	No	None	None
June 2019 (Date-TBD)	Catherine Taft Tara MacGlashan	Grade 4	Bailey Reed House	Manasquan History	No	None	None
June 2019 (Date-TBD)	Catherine Taft	Grade 4	Bailey Reed House	Manasquan History	No	None	None

March 22, 2019	Catherine Kappy Cynthia Kirk Carmen Rodriguez Justine Rotante	Grade 1	Sea Girt	Tour of Barlow's Garden Center	Yes-1	None	Student Funds
December 14, 2018	Catherine Kappy Cynthia Kirk Carmen Rodriguez Justine Rotante Nurse (TBD)	Grade 1	Algonquin Theater	Attend a Live Performance	Yes-1	None	Student Funds
December 14, 2018	Catherine Taft Desiree Faul Taylor Ames Tara MacGlashan Pamela Kelly	Grade 4	Algonquin Theater	Attend a Live Performance	No	None	Student Funds

**Placement of Students on Home Instruction**

19. **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**

20. **Recommend** approval of the revised 2018-19 External Placement list that reflects tuition costs and transportation costs, as per **Document 2.**

**Financials**

21. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **September, 2018** as per **Document 3.**

**MANASQUAN/SENDING DISTRICTS**

**General Items**

22. **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 **SEPTEMBER 30, 2018** 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 **\$2,557,093.00** 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 **SEPTEMBER 30, 2018** 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 **SEPTEMBER 30, 2018** per **Document D.** (The Treasurer of School Moneys Report for the month of **SEPTEMBER 2018** 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 **SEPTEMBER 30, 2018**, 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 **2018-2019 budgets** for **SEPTEMBER and OCTOBER** as recommended by the Superintendent of Schools, as per **Document D**.

**Purchase Orders** for the month of **OCTOBER 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 **\$1,430,598.99** for the month of **OCTOBER, 2018** be approved. Record of checks (**#43156** through **#43253**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$78,591.35** for the month of **OCTOBER, 2018** be approved. Record of checks (**#1274** through **#1278**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **SEPTEMBER, 2018** at **\$2,944,444.96** and checks (**#42911** through **#43155**) and **(Capital Expense)** for **SEPTEMBER, 2018** at **\$1,284,200.07** and checks (**#1237** through **#1273**).

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **SEPTEMBER, 2018** as per **Document G**.

23. **Recommend** approval of the second reading and adoption of the following policy, as per **Document H**:
  - P8561 – Procurement Procedures for School Nutrition Programs
24. **Recommend** approval of Dr. Worth to conduct psychiatric assessment of special education student # 5959903931 at a rate of \$550.00 per assessment/report.
25. **Recommend** approval of the creation of a Central Fund account for “Class of 2019”.
26. **Recommend** approval of the creation of a Central Fund account for “Athletic Leadership Club”.
27. **Recommend** approval of the acceptance of a gift card donation in the amount of \$500.00 from Ocean First Bank from the school's application for a Model Classroom Grant- funds to be used for educational supplies.
28. **Recommend** approval of the Plan of Action for the 2019-2020 School District Budget, as per **Document I**.
29. **Recommend** approval of the Facility Rental Agreement with the Atlantic Club for the 2018-2019 Manasquan High School Swim Team practices and swim meets, in the amount of \$15,710, as per **Document J**. (No increase in rental cost from 2018-2019)
30. **Recommend** approval of the following pay applications (*pending attorney review*):
  - Pay Application #3 – Shorelands Construction, Inc. – Alternative Education Building Renovations, in the amount of \$73,052.63.

- Pay Application #4 (Final) – Shorelands Construction, Inc. – Alternative Education Building Renovations, in the amount of \$7,033.60.
- Pay Application #3 – The LandTek Group, Inc. – MHS Lower Field Athletic Facility Improvement Project, in the amount of \$371,860.02.

**31. Recommend** approval of an emergency contract with ServPro to remediate storm related water damage to the high school lower level and board office basement and weight room, in the amount of \$10,483.36. Purchases of services in response to an emergency can be made without regard to public quote/bidding pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1. A reimbursement from a submitted insurance claim has been received and covered most of the cost.

**32. Recommend** approval of the 2018-2019 Manasquan Board of Education Goals and Manasquan District Goals.

**33. Recommend** approval of the sixty (60) month, fair market value lease agreement with Ricoh USA, Inc. for seven (7) new Ricoh Multi-Functional Copiers/Printers/Scanners and Print Management Solution to replace existing copiers in the High School Copy Room (2), High School Principal’s Office (1); High School Media Center (1), Elementary School Main Office (1), Elementary School Pod B (1), and BOE Superintendent’s Office (1), at a monthly cost of \$2,798.07. (NJ State Contract #40467) This agreement includes service and supplies (excluding paper) and will result in an approximate \$550 monthly savings to the district, as per **Document K.** (*pending review and approval of board attorney*).

**Professional Days**

**34. 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>
October 23, 2018	Susan Lord	Bridgewater	Anxiety and Depression Workshop	No	Mileage-\$33.48
October 25, 2018	James Fagen	New Brunswick	Mock Trial Workshop	Yes	Mileage-\$13.64
November 30, 2018	James Fagen	Princeton	NJCHE History Conference	Yes	Registration-\$80.00 Mileage-\$15.50
December 2-4, 2018	Amy Edwards	Long Branch	2018 NJASL Annual Conference	Yes	Registration-\$175.00
May 7-10, 2019	Margaret Polak	San Diego, CA	2019 General and Special Education Conference	No	Airfare-\$396.40 Registration-\$499.00 Hotel-\$753.52 Meals/Incidentals-\$355.00
October 30, 2018	Chryseis McHugh	Lyndhurst	Decoding Cancer	Yes	Mileage-\$42.00 Registration-\$100.00
October 30, 2018	Katelyn Festa	Lyndhurst	Decoding Cancer	Yes	Mileage-\$42.00 Registration-\$100.00
October 16, 2018	Craig Murin	Ocean Township	Supervisor Meeting	No	None
November 30, 2018	Jason Bryant	Princeton	NJ Council for History Education	Yes	Registration-\$85.00
October 26, 2018	Claire Kozic	Middlesex County Vo-Tech	HOSA Advisor Meeting	Yes	Mileage - \$9.00
November 16, 2018 March 29, 2019 May 31, 2019	Lynn Coates	MOCSSIF Insurance Meetings	Location TBD	No	None

November 13, 2018	Barbara Kerensky Jesse Place	Galloway	Corrective Action Plans and Progressive Supervision	No	Registration-\$178.00 Mileage-\$36.33 each
-------------------	---------------------------------	----------	--	----	---

**Student Action**

**Field Trips**

**35. 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>
November 16, 2018	Kevin Hyland Claire Kozic	Sports Medicine	Rutgers University	Medical Lab	Yes-1	None	None
November 5, 2018	Amy Edwards	Grades 10- 12	Belmar	Monmouth Regional Sewerage Authority Tour	Yes-1	Bus- \$375.00	None
March 20, 2019 May 23, 2019	Amy Edwards Barbara Buckley Jason Bryant Nurse (TBD)	Academy of Engineering Grades 9-12	Rutgers, Busch Campus, Piscataway	Rutgers Engineering Career Day	Yes-3	Bus- \$400.00 each date	None
October 24, 2018 (Joint Trip with MES)	Nancy Knitter	ESL	Ellis Island	National Immigration Museum	Yes-1	None	MESEF Grant Funded
2018-2019 SY (1 time per week)	Margaret Polak Kelly Balon	Lifeskills	Community Environment Trips	Environmental Skill Development	No	None	None
October 30, 2018	Claire Kozic James Fagen Eric Wasnesky	Academy of Health Careers	New York City	Cultural and History Experience	Yes-3	Bus - \$400.00	None
January 3, 2019	Pamela Puryear Margaret Polak Nurse (TBD)	Lifeskills	ACME- Manasquan	Shopping Experience	Yes-1	None	None
February 22-24, 2019	James Fagen Jason Bryant Nurse (TBD)	Model UN	New York City	Model UN Conference	Yes-3	Bus - \$400.00	None
October 17, 2018 November 12, 2018 November 16, 2018 November 19, 2018 November 28, 2018 November 30, 2018 December 5, 2018 January 8, 2019 January 15, 2019 January 25, 2019 February 9, 2019 March 15, 2019 March 28, 2019 April 4, 2019 April 11, 2019	Lisa Crowning	Academic Team	Various Locations	Academic Team Competition	Yes - 1	Bus - \$300.00 Each Date	None
October 30, 2018	Jill Santucci Brian Rostron Kelley Katona Donya Manovill	Peer Leaders	Sea Girt	Tour of Barlow's Garden Center	Yes-2	None	None

**Placement of Students on Home Instruction**

**36. 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:

#5127196755	Grade 10	October 1, 2018 – November 1, 2018 (Medical)
#6393163643	Grade 11	October 1, 2018 – November 1, 2018 (Medical)
#4491790746	Grade 11	October 1, 2018 – November 1, 2018 (Medical)
#8543442409	Grade 11	October 17, 2018 – November 17, 2018 (Medical)

**37. Old Business/New Business**

**38. Public Forum**

**39. 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
- X 4. Collective Bargaining (Update on MEA Negotiations)
- \_\_\_ 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, Resignation, 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.**

**MANASQUAN**

**Personnel**

- 40. Recommend** approval of the Elementary School personnel as per **Document 4.**

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

- 41. Recommend** approval of the High School personnel as per **Document L.**

**42. Adjournment**

Motion to Adjourn