

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

Manasquan Borough
Manasquan High School Media Center
August 16, 2016
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
Martin Burns
Eugene Cattani
Linda DiPalma

Mark Furey (Belmar)
Erik Gardner (SLH)
Heather Garrett-Muly
Joseph Loffredo

Thomas Pellegrino
Alfred Sorino
Tedd Vitale (Brielle)
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 Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of July 19, 2016. 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

- Elks Essay Contest Winner – Daniel Hyland

9. Discussion Items for August 16, 2016 Agenda

- Education, Curriculum & Technology
- Personnel– To be Discussed in Executive Session- Agenda Items*
Staff Hiring Between Board Meetings*
 - Art Teacher – HS
 - Social Studies Teacher – HS
 - Treasurer of School Monies
 - ESY Summer Skills - ES
 - Clinical Social Worker
 - Co-Coordiators (2) – Warrior Clubhouse Child Care Program – ES
 - **Board Certified Behavior Analyst**
 - **Special Education Paraprofessional (2)**
- Policy – Agenda Items *
Revised Policies/Regulations for Approval:
 - P&R 5350 Student Suicide Prevention
Policies for 1st Reading:
 - P 8454 Management of Pediculosis (Option)
 - P 7481 Unmanned Aircraft Systems (UAS also known as DRONES) (Option)
Policies for 2nd Reading and Adoption:
 - P 5536 Voluntary Random Testing For Student Alcohol Or Other Drug Use
- Finance – Agenda Items *
 - Vestibule/Window Bid
- Buildings & Grounds
 - Department of Corrections Update
 - Project Update

10. Superintendent's Report & Information Items

- Enrollment– no report for the month
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– no report for the month
- HIB New Jersey Department of Education School Self-Assessment Report - Document A
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. 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 **July 31, 2016** 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 **\$2,358,936.00** 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 **June 30, 2016** 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 **July 31, 2016** per **Document B**. (The Treasurer of School Moneys Report for the month of **July 2016** 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 **July 31, 2016** 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 budget for July and August** as recommended by the Superintendent of Schools, as per **Document B**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **July 31, 2016** as per **Document C**.

Purchase Orders for the month of **August 2016** be approved, as per **Document D**.

Recommend acceptance of the **Cafeteria Report – No Report for the Month**.

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$928,208.31** for the month of **August 2016** be approved. Records of checks (**#38681** through **#38744**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **July 2016** at **\$1,169,348.12** and checks (**#38600** through **#38680**).

13. Recommend approval of the New Teacher Induction Program during the hours of 8:00a.m.-2:00p.m. on August 23,24,25, 2016 for all newly hired teachers.

25. **Recommend** approval of the following mileage:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to exceed</u>
Teresa Savage	16/17	.31 cents/mile	\$350.00

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

- P8454 Management of Pediculosis (Option)
- P7481 Unmanned Aircraft Systems (UAS also known as DRONES)(Option)

27. **Recommend** approval of the second reading and adoption of the following policy, as per **Document G**:

- P 5536 Voluntary Random Testing For Student Alcohol Or Other Drug Use

28. **Recommend** approval of the following revised policies, as per **Document H**.

- P&R 5350 Student Suicide Prevention

29. **Recommend** approval of the acceptance of one (1) tuition free student of a staff member in the kindergarten class at Manasquan Elementary School for the 2016-2017 school year, in accordance with the MEA/MBOE Negotiated Agreement. (MES # 293233)

Professional Days

30. **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>
-------------	-------------	--------------------	----------------	------------	-------------

None at this time

Student Action

Field Trips

31. **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>
-------------	-------------	----------------	--------------------	----------------	------------	--------------------------	-------------------

None at this time

Placement of Students on Home Instruction

32. **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

33. **Recommend** approval of the 2016-2017 out of district placement list, as recommended by the Child Study Team, as per **Document I**.

MANASQUAN/SENDING DISTRICTS

General Items

34. **Recommend** approval of the acceptance of one (1) student ID#172851 (A.K.) in the 12th grade at the Manasquan High School, as a parent-paid tuition student for the 2016-2017 school year, at the yearly tuition rate of \$13,698.

35. **Recommend** approval of the acceptance of one (1) student ID#171861 (C.V.), in the 12th grade at the Manasquan High School, as a Tuition Free: Child of a Staff Member, in accordance with the MEA Negotiated Agreement, for the 2016-2017 school year.

- 36. Recommend** approval of the 2016-2017 contract with All American Gymnastics, for the High School Gymnastics Team, in an amount not to exceed \$2,500, as per **Document 1.**
- 37. Recommend** approval of the agreement for the use of the Sea Girt Armory for the 2016-2017 Athletic/Sports Programs, in the amount of \$6,026.27, as per **Document 2.**
- 38. Recommend** approval of the schedule of Important Dates and Timeline Fall Semester, as per **Document 3.**
- 39. Recommend** approval to accept the long-term loan of ten (10) Singer sewing machines from the Brielle Board of Education.
- 40. Recommend** approval to dispose of obsolete items, as per **Document 4:**
- Student Handbooks – 2015-2016
 - Technology Equipment
- 41. Recommend approval of the following job description, as per Document 5:**
- Treasurer of School Moneys
- 42. Recommend** approval of the 2016-2017 Manasquan Board of Education Goals:
- PLANNING – Multi Year Goal
Goal: Support the district strategic plan.
- FINANCE: - Multi Year Goal
Goal: Develop a financial plan that looks at long-term and short-term needs for the Manasquan School District.
- BOARD PROCESS
Goal: Assist the administration with the discussion of a possible referendum through the development of a board ad-hoc referendum committee.
- STUDENT ACHIEVEMENT – Multi Year Goal
Goal: Continue to provide educators with opportunities to engage in collaboration focusing on instruction and student learning.
- CURRICULUM
Goal: Academic excellence, to increase the academic achievement of students enrolled in the middle school, grade 6 and 7, by creating a successful 1:1 digital learning environment.
- 43. Recommend** approval of the 2016-2017 Manasquan District Goals:
- Goal 1:** Enhance district communications to the school community through the use of newsletters, Honeywell broadcasts, district app and the school sign.
- Goal 2:** Build the capacity of teachers to effectively implement the 1:1 digital learning program.
- 44. Recommend** approval of the purchase of Commercial Toro Groundskeeper with attachments in the amount of \$25,909.60, NJ State Approved Co-Op #65MCESC15/16-08.
- 45. Recommend** approval of the acceptance of bids for the Manasquan Elementary School 2016 Partial Exterior Window Replacement & New Security Vestibule and the Manasquan High School 2016 New Security Vestibule and award of contract to SLS Construction LLC, 533 East Saddle River Road, Upper Saddle River, New Jersey, as per attached **Document 6.**

46. Recommend approval to authorize the School Business Administrator to execute a contract to SLS Construction LLC, 533 East Saddle River Road, Upper Saddle River, New Jersey, in the Base Bid amount of \$360,390.00 and the Alternate #1 amount of \$13,190.00 – Total Award Amount: \$373,580.00 (pending attorney review).

47. Recommend approval for the following mileage:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to exceed</u>
Susan Lord VanNote	15/16	.31 cents/mile	\$153.20
Susan Lord VanNote	16/17	.31 cents/mile	\$600.00
Pamela Cosse	16/17	.31 cents/mile	\$600.00
Robert Kehoe	16/17	.31 cents/mile	\$600.00
Kathleen Stonaker	16/17	.31 cents/mile	\$350.00
Kevin Hyland	16/17	.31 cents/mile	\$300.00
Pete Cahill	16/17	.31 cents/mile	\$1,100.00

Professional Days

48. 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 18, 2016	Timothy Clayton	Princeton, NJ	Secure School Workshop	No	\$23.25 Mileage \$209.00 Registration
September 29, 2016 October 20, 2016 November 17, 2016 December 15, 2016 January 25, 2017 February 23, 2017 March 16, 2017 April 27, 2017 May 18, 2017 June 8, 2017	Lynn Coates	<u>Various Locations:</u> Tinton Falls Red Bank Spring Lake Atlantic City	Monthly MCASBO Meetings	No	Mileage - \$50.94 (Tinton Falls – 8 Trips) Mileage - \$11.59 (Red Bank – 1 Trip)
August 29-31, 2016	Richard Read	Monroe Township	NJPSA Anti-Bullying Program	No	Mileage - \$63.24 Registration - \$450.00
September 20, 2016	Richard Read	Leaders to Leaders Orientation	Mentor Induction Program	No	Mileage - \$20.09
October 25,26,27, 2016	Donna Bossone	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$193.00 Meals/Incidentals - \$160.00
October 25,26,27, 2016	Fred Sorino	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$193.00 Meals/Incidentals - \$160.00
October 26,27, 2016	Eugene Cattani	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$101.00 Meals/Incidentals - \$96.00

October 25,26,27, 2016	Thomas Pellegrino	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$193.00 Meals/Incidentals - \$160.00
October 25,26,27, 2016	Frank Kasyan	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$193.00 Meals/Incidentals - \$160.00
September 19, 2016	Lynn Coates	Mt. Laurel, NJ	NJASBO Professional Development	No	Subscription Plan

Student Action
Field Trips

49. **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>
-------------	-------------	----------------	--------------------	----------------	------------	--------------------------	-------------------

None at this time

Placement of Students on Home Instruction

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

None at this time

Financials

51. **Recommend** acceptance of the following **High School Central Funds Report** for the month ending **July 31, 2016** as per **Document 7.**

52. **Old Business/New Business**

53. **Public Forum**

54. **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 June 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
- X 7. Litigation or Contract Matters or Att./Client Privilege
- X 8. Personnel Matters (Hiring, 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

- 55. Recommend** approval of the Elementary School personnel as per **Document J.**

MANASQUAN/SENDING DISTRICTS

Personnel

- 56. Recommend** approval of the High School personnel as per **Document 8** – *Volleyball Club Advisor stipend subject to further negotiations with the Manasquan Education Association.*

- 57. Adjournment**

Motion to Adjourn