

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
September 27, 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

- Presentation created by Jillian Spalt and Ileigh Duffy from Mrs. Trischitta's class

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 August 16, 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

- **Oath of Office**
 - **Christopher Driscoll**
 - **Maura Farragher**
 - **Madison Dettlinger**
 - **Karly Grogan**

8. **Presentations**

- **Security Presentation** – Presented by Timothy Clayton, School Safety Coordinator
- **Recognition of the Manasquan Elementary School PTO**

9. **Superintendent’s Report & Information Items**

Recommend approval of the following resolution to designate October 17th through October 31st as “School Violence Awareness Week/Red Ribbon Weeks”

WHEREAS, the Manasquan Board of Education values the health and safety of all of our students, and;

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides, and;

WHEREAS, it is the goal of School Violence Awareness Week/Red Ribbon Weeks and the Manasquan School District to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establishes an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug and alcohol use, and;

WHEREAS, the School Violence Awareness Week/Red Ribbon Weeks Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs and alcohol or the illegal use of drugs and alcohol, and;

WHEREAS, the Manasquan School District shall plan activities in conjunction with Red Ribbon Week Campaign which supports awareness, education and promoting a healthy lifestyle for the students and families of the Manasquan School District.

NOW, THEREFORE, BE IT RESOLVED, that Manasquan Board of Education does hereby proclaim October 23rd to 31st 2016 as “Red Ribbon Week.”

- **School Violence Awareness Week** – Since 2003, schools and districts have been observing School Violence Awareness Week during the week beginning with the third Monday in October, which is October 17-21, 2016, as required by N.J.S.A. 18A:36-5.1. To help school districts, charter schools and approved private schools for students with disabilities comply with the requirements for School Violence Awareness Week, the New Jersey Department of Education (NJDOE) has provided guidance that is available online at: <http://www.nj.gov/education/students/safety/sandp/climate>
- **Week of Respect** – Additionally, the *Anti-Bullying Bill of Rights Act (P.L.2010, c122)* requires that the week beginning with the first Monday in October (October 3-7 in 2016) of each year be designated as a “Week of Respect” in New Jersey. School districts and charter schools (but not approved private schools for students with disabilities), in order to recognize the importance of character education, are required to observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation or bullying (HIB). Several resources were provided by the New Jersey Department of Education (NJDOE).

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports–
No report for the month
- HIB Report – **Document B**

Recommend approval and acceptance of the Superintendent’s Report.

10. 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

11. 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 **August 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: Pursuant to N.J.A.C. 6A:23A-16.10 (c) the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary’s** certification as of **August 31, 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 **August 31, 2016** per **Document C**. (The Treasurer of School Moneys Report for the month of **August 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 **August 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 **August and September** as recommended by the Superintendent of Schools, as per **Document C**.

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

Purchase Orders for the month of **September 2016** be approved, as per **Document E.**

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,756,152.87** for the month of **September 2016** be approved. Records of checks (**#38802** through **#39016**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **August 2016** at **\$1,417,408.52** and checks (**#38681** through **#38801**).

12. **Recommend** approval of the 2016-2017 transportation contracts and agreements for Manasquan resident students, as per **Document F.** (Contract amounts will be available after final coordinated routes are established by M-OESC).
13. **Recommend** approval of the “Revised” Manasquan Board of Education Meetings schedule that reflects the cancellation of the October 11, 2016 Committee of the Whole Meeting and combining both the C.O.W. and Regular Public Meeting on October 18, 2016, as per **Document G.**
14. **Recommend** approval of the acceptance of (1) parent-paid tuition student (ID# 303260 M.W.) at the Manasquan Elementary School Integrated Preschool Program (Afternoon Session) for the 2016-2017 school year, at the yearly tuition rate of \$2,001.
15. **Recommend** acceptance of a donation in the amount of \$16,000 from the Manasquan Elementary School PTO to be used towards the purchase of an elementary school gymnasium projection system.
16. **Recommend** approval of the purchase of a projection system for the elementary school gymnasium from CDW-G, in the amount of \$33,969.47, to be funded through a \$16,000 donation from the Manasquan Elementary School PTO and \$17,969.47 in district’s funds. (The projection system is part of the ESCNJ (MRESC) Cooperative bid for technology supplies and services)
17. **Recommend** to rescind the approval of the following student teacher placement for the Fall 2016 Semester: (*previously approved July 19, 2016*)
 - Amanda Prevosti Georgian Court University English, Grade 5-8 (Trischitta)
18. **Recommend** approval of the following student teacher placement for the Fall 2016 Semester:
 - Sarah Jane King Georgian Court University Special Education (Marvel and Dyer)
 - Megan Rogers West Chester University Speech Therapy (J. Akins)
(December 19, 2016 to January 20, 2017)
19. **Recommend** approval of the creation of a central fund account for the Kindergarten Class of 2025.
20. **Recommend** approval of student #202920 to participate in the after school social skills program for three days a week at the Alpha School for the 16/17SY at a rate of \$30.00 per session (yearly total of 100 sessions), not to exceed \$3,000.00.
21. **Recommend** approval of the second reading and adoption of the following policies, as per **Document H:**

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

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

- o P1510 Rights of Person with Handicaps or Disabilities/Policy on Non-Discrimination (M)

23. **Recommend** approval of the following job descriptions, as per **Document J:**

- Event Staff

24. **Recommend** approval to dispose of obsolete items, as per **Document K:**

- Textbooks –Outdated

Professional Days

25. **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 17, 2016	Joan Akins	Toms River	Neurodevelopmental Workshop	No	None
December 14, 2016	Richard Kirk	Monroe	Neuroscience Workshop	No	Mileage - \$20.02 Registration - \$149.00
2016-2017 School Year	Nancy Sanders	Freehold	Monthly Coalition (TLC) Meetings	No	None
October 18, 2016	Gina Melillo	Somerset	Annual School Health Conference	Yes	Registration -\$175.00
October 9-11, 2016	Teresa Trumpbour	Long Branch	AENJ Conference	Yes	None
October 26, 2016	Christin Walsh Elyse Boyes Cynthia Kirk Carmen Rodriguez Donna Mead Jessica Woytowicz Kristine Sliwoski Kindle Kuriscak	Sea Girt Elementary	Writing and Collaboration Meeting	Yes-3 full day subs	Title II Grant Funds
October 4, 2016	Sandra Hill Alyse Leybovich Elyse Boyes Cynthia Kirk Catherine Kappy Kali Mura Carmen Rodriguez Danielle Romano Valerie Deantonio Christin Walsh Kindle Kuriscak	MES	Basic Skills Narrative Writing	Yes-9	Title II Grant Funds
October 6, 2016	Lauren Buss Michele Sayre Donna Mead Heather Saake Lauren Gawron Cheryl Femenella Kristine Sliwoski Jessica Woytowicz Kate Marvel Christin Walsh Kindle Kuriscak	MES	Basic Skills Narrative Writing	Yes-9	Title II Grant Funds

October 13, 2016	Jill Wells	Spring Lake	PLC Meeting	No	None
October 10, 2016	Alissa Boyne Joan Akins	Brielle	PLC Meeting	No	Mileage - \$.93

Student Action

Field Trips

26. **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>
October 19, 2016	Alyse Leybovich Elyse Boyes Sandra Hill Gina Melillo	Kindergarten	Wemrock Orchards	Fall Activities	Yes-1	None	Student Funds
October 11, 2016	Oriana Kopec Heather Saake	Student Council	Trenton	Student Council Conference	Yes-2	Bus - \$353	Student Funds

Placement of Students on Home Instruction

27. **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

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

MANASQUAN/SENDING DISTRICTS

General Items

29. **Recommend** approval of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2016-2017** School Year (on file at the Board of Education office).

30. **Recommend** approval of the **Curriculum list** for the **2016-2017** School Year as per **Document 1.**

31. **Recommend** approval of the following student teacher placement for the Fall 2016 Semester:

- Danielle Everett Georgian Court University Art (Trenay)

32. **Recommend** approval of the following pay rates for non-staff at school sponsored events for the 2016-2017 SY:

Ticket Sellers - \$55.00 Ticket Takers - \$50.00 Security - \$50.00
Clock Operators - \$45.00 Public Address Announcer for Varsity Games - \$50.00

33. **Recommend** approval of the Hockey Ice Rental Contract with Jersey Shore Arena, 1215 Wyckoff Road, Farmingdale, NJ, in the amount of \$18,093.75, for the 2016-2017 school year, as per **Document 2.**

34. **Recommend** approval of the acceptance of the donation of twenty (20) Calculus AP Math books valued at \$2,900.00 from Cengage Learning to Manasquan High School.

- 35. Recommend** approval of the monetary donation in the amount of \$5,117.00 from John V. Visceglia, for the purpose of purchasing video equipment for use by the Manasquan High School Football team.
- 36. Recommend** approval of the following out-of-district athletic event workers for the 2016-2017 school year:
- Mary Devereux – Ticket Seller/Ticket Taker
 - Vanessa Hyland - Ticket Seller/Ticket Taker
 - Thomas Mahon – Security/Score Keeper
 - Arthur Gordon – Announcer/Score Keeper
 - Suraya Kornegay – Ticket Seller/Ticket Taker
- 37. Recommend** approval of the creation of a central fund account for the Class of 2020.
- 38. Recommend** approval of the contract between the Manasquan Board of Education and Drew Minock in the amount of \$11,000 for the purpose of Keynote speaker and workshop presenter on October 10, 2016 and January 23, 2017, contract pending board attorney review.
- 39. Recommend** approval of a lease agreement with Atlantic Tomorrow’s Office for three (3) new multi-functional Copiers/Printers/Scanners to replace existing copiers at a monthly cost of \$379.78 plus a per-page cost of \$0.0048. State contract #40467.
- 40. Recommend** approval of the Emergency Management Operations Plan updated as of September 1, 2016.
- 41. Recommend** approval of the following student teacher placement for the 2016-2017 School Year:
- Carlyann Eggie Georgian Court University English (Fenlon)

Professional Days

- 42. 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>
2016-2017 School Year	Margaret Polak	Various Locations- To be reimbursed .31 a mile for mileage related to job duties	Monthly County Supervisor Meetings	No	Not to exceed \$600.00
2016-2017 School Year	Leigh Busco	Various Locations- To be reimbursed .31 a mile for mileage related to job duties	ASAP (SACS) Monthly Meetings	No	Not to exceed \$75.00

2016-2017 School Year	Elizabeth Rudder	Various Locations- To be reimbursed .31 a mile for mileage related to job duties	Social Work Meetings	No	Not to exceed \$500.00
November 4, 2016 March 3, 2017 May 5, 2017	Lynn Coates	Tinton Falls	MOCSSIF Insurance Meetings	No	Mileage - \$17.00
October 19, 2016	Jennifer Mura	Kenilworth	Psychiatry Workshop	Yes	None
October 4, 2016	Elizabeth Rudder	Robbinsville	At-Risk Youth Workshop	No	Mileage -\$22.32 Registration - \$40.00
October 24, 2016	Elizabeth Rudder	Monroe	Intervention Workshop	No	Mileage -\$19.96 Registration - \$125.00
October 24, 2016	Pamela Cosse	Monroe	Intervention Workshop	No	Mileage -\$19.96 Registration - \$125.00
May 9, 2017	Sandra Freeman	Mt. Laurel	NJASBO Program	No	Mileage - \$37.37
October 31, 2016 November 15, 2016 December 8, 2016 January 24, 2017 February 14, 2017 March 14, 2017 April 27, 2017	Lynn Coates	Mt. Laurel	NJASBO Workshops	No	Subscription
November 8, 2016	Carolyn Treney	Philadelphia	AP Workshop	Yes	Mileage - \$40.36 Registration – 275.00
October 7, 2016 – November 17, 2016	Claire Kozic	Online Course	Mindfulness Fundamentals Training	No	Registration - \$125.00
October 28, 2016	Bernard Bigley	Neptune	LEAD RRP Certification	No	None
October 26, 2016	Meredith Morris	Edison	FCS Curriculum Conference	Yes	Mileage - \$7.50 \$115.00
November 30, 2016	Chryseis McHugh	Branchburg	Starlab Training	Yes	Mileage - \$ 36.00 Registration - \$ 125.00
November 3-4, 2016	Paul Battaglia	California	Annual Math Conference	Yes	None
March 22, 2017	Chryseis McHugh Barbara Buckley Eric Wasnesky	Branchburg	NGSS Workshop	Yes-3	Mileage - \$36.00 each Registration – \$125.00each
November 17-19, 2016	Amy Edwards	Long Branch	NJASL Conference	Yes	Registration - \$150.00
October 21, 2016	Amy Edwards	Wayne	STEM Conference	Yes	Registration - \$125.00
October 20-21, 2016	Richard Coppola	Long Branch	NJPSA Conference	No	Registration - \$298.00
October 6, 2016	Dina Elms Lauren Duggan	Tinton Falls	Advisory Council Meeting	No	None
October 28, 2016	Jesse Place	Monroe	Student Record Confidentiality Workshop	No	Mileage - \$20.27 Registration - \$ 150.00
October 7, 2016 December 9, 2016 March 10, 2017	Jesse Place	Monroe	Affirmative Action Training	No	Mileage - \$60.82 Registration - \$450.00
October 18, 2016	Donald Bramley	Matawan	National Safe Schools Workshop	No	None
October 17, 2016	Margaret Polak Patricia Gallant	Princeton	SEMI Regional Meeting	No	Mileage - \$31.19
October 19, 2016	Lynn Coates Kimberly Read Sandra Freeman	Manahawkin	SEMI Regional Meeting	No	Mileage - \$25.36

October 6, 2016 October 20, 2016 November 5, 2016 December 10, 2016	Rosa Russo	Webinar	Interactive Italian Webinars	No	Registration - \$100.00
October 31, 2016 November 15, 2016 November 30, 2016	Leigh Busco	Monroe	SAC School Law Certification	No	Mileage - \$60.26 Registration - \$400.00
October 27, 2016	Harry Harvey Sharon Kaas James Mawn Lisa Crowning Ryan Basaman Barbara Buckley	Jackson	AP Program Workshop	Yes-6	Registration - \$20.00 each
October 17, 2016 November 29, 20146 January 5, 2017	Richard Read	Monroe	NJ Leadership Academy Workshop	No	Mileage - \$62.12

Student Action

Field Trips

43. **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>
October 19, 2016	James Fagen Jason Bryant	History	New York City	Culture and Immigration	Yes-3	Bus - \$350	None
October 2016 – June 2017	Amy Edwards	Robotics Team	Various Locations	Team Competition	No	None	None
March 30, 2017	Meredith Morris	Grade 12	Brookdale	Fashion and Interior Design Careers	Yes-2	Bus - \$300.00	Student Funds
October 2016 – June 2017	Lisa Crowning	Academic Team	Various Locations	Academic Bowl Competition	Yes	Registration – To Be Determined Bus - \$275.00 each event	None
October 9, 2016	Alan Abraham	Marching Band	Seaside Heights	Columbus Day Parade	No	2 Buses - \$245.00 each	None
October 24, 2016 November 14, 2016 December 5, 2016	John Linda Hoeler	Grade 9	Monmouth University	Financial Literacy Seminars	Yes – 2 each trip	1 bus each trip - \$300.00 each	None

Placement of Students on Home Instruction

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

#2177 **Grade 11** **July 1, 2016 – January 20, 2017 (Medical)**
#182358 **Grade 11** **September 6, 2016 – January 20, 2017 (Medical)**
#192907 **Grade 10** **September 23, 2016-November 14, 2016 (Medical)**
#183168 **Grade 11** **September 23, 2016-November 23, 2016 (Medical)**

Financials

45. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **August 31, 2016** as per **Document 3**.

46. Old Business/New Business

47. Public Forum

48. 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 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 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 Privilege
- X 8. Personnel Matters (Hiring, Leave of Absence)
- ___ 9. Imposition of Penalties Upon an Individual

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

MANASQUAN

Personnel

- 49. Recommend** approval of the Elementary School personnel, as per **Document M.**

MANASQUAN/SENDING DISTRICTS

Personnel

- 50. Recommend** approval of the High School personnel as per **Document 4.**

51. Adjournment

Motion to Adjourn