

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
November 15, 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 October 18, 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

- **High School Students of the Month for October** – Abigail McHugh, Senior – Brian Rogers, Junior – James Conte, Sophomore – Matthew Driscoll, Freshman

- **High School Teacher of the Month for October**– Paul Battaglia
- **Elementary School Student of the Month for October** – Jillian Spalt
- **Elementary School Teacher of the Month for October** – Kimberly Ward
- **Elks Elementary School Student of the Month for October** – Shelby Lopez
- **Elks Teenager of the Month for October** – Jenna Stanley
- **Elks Teenager of the Month for September** –Abigail McHugh
- **Elementary School Girls’ Cross Country Team**
- **Elementary School Boys’ Cross Country Team**
- **Future Ready NJ Grant Results and Digital Learning Assessments** – Presented by Jesse Place, Director of Technology and Human Resources and Lisa Kukoda, Technology Integration Coach
- **Academy of Public Safety Presentation** – Presented by Barbara Kerensky, Director of Curriculum and Instruction and Timothy Clayton, School Safety Coordinator

9. Discussion Items for November 15, 2016 Agenda

- **Education, Curriculum & Technology**
 - Proposed Academy of Public Safety
 - HS Media Center Renovation
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy– Agenda Items ***
 - 2017 Board Meeting Schedule*
- **Finance– Agenda Items ***
Ad Hoc Finance Committee Members:
 - Donna Bossone
 - Gene Cattani
 - Heather Garrett-Muly
 - Tedd Vitale
 - Tom Pellegrino
 - 2017-2018 Budget Process
 - 2015-2016 Audit
 - Banking Request for Proposals*
- **Buildings & Grounds/Facilities– Agenda Items ***
 - Comprehensive Maintenance Plan Report, M-1 and Facilities Checklist*

10. Superintendent’s Report & Information Items

Recommend approval of the following Future Ready Schools District pledge developed by the U.S. Department of Education:

I, **Dr. Frank Kasyan**, Superintendent of the **Manasquan School District**, do hereby affirm the commitment of this district to work with students, educators, families, and members of our community to become Future Ready by engaging in a wide range of activities such as:

Fostering and Leading a Culture of Digital Learning Within Our Schools.

Future Ready Schools district leadership teams work collaboratively to transform teaching and learning using the power of technology to help drive continuous improvement. We work together to protect student privacy and to teach students to become responsible, engaged, and contributing digital citizens.

Helping Schools and Families Transition to High-speed Connectivity.

Future Ready Schools districts conduct comprehensive diagnostic assessments of the district's technology infrastructure and develop a sustainable plan to ensure broadband classroom connectivity and wireless access. Future Ready Schools districts work with community partners to leverage local, state, and federal resources to support home Internet access outside of traditional school hours.

Empowering Educators through Professional Learning Opportunities.

Future Ready Schools districts strive to provide everyone with access to personalized learning opportunities and instructional experts that give teachers and leaders the individual support they need, when they need it. Future Ready Schools districts provide tools to help teachers effectively leverage learning data to make better instructional decisions.

Accelerating Progress Toward Universal Access for All Students to Quality Devices.

Future Ready Schools districts work with necessary stakeholders to ensure that all students and educators across the district have regular access to devices for learning. Future Ready Schools districts develop tools to support a robust infrastructure for managing and optimizing safe and effective use of technology, so students have opportunities to be active learners, creating and sharing content, not just consuming it.

Providing Access to Quality Digital Content.

Future Ready Schools districts align, curate, create, and consistently improve digital materials and apps used in the support of learning. Future Ready Schools districts use carefully selected high quality digital content that is aligned to college and career ready standards as an essential part of daily teaching and learning. Teachers are able to share, discover, and adapt openly-licensed materials and teaching plans.

Offering Digital Tools to Help Students And Families #ReachHigher.

Future Ready Schools districts make digital resources available that help access expanded college, career, and citizenship opportunities. Future Ready Schools districts promote ways to leverage technology to expand equity through digital activities such as completion of the FAFSA online, virtual counseling services, college scholarship search tools, and online advising access, all of which help to return America to the nation in the world with the highest college completion rate by 2020.

Mentoring Other Districts and Helping Them Transition to Digital Learning.

Future Ready Schools districts work to design, implement, and share their technology plans. Future Ready Schools districts join regional summits, participate in an online Connected Superintendents community of practice, and publish their Future Ready Schools technology plan at a site such as www.MyDistrict.org/FutureReady.

- Enrollment– **Document A**
 - Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
 - HIB New Jersey Department of Education School Self-Assessment Report - **Document C**
- 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 **October 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,692,111.50** 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 **October 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 **October 31, 2016** per **Document D**. (The Treasurer of School Moneys Report for the month of **October 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 **October 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 budgets for October and November** as recommended by the Superintendent of Schools, as per **Document D**.

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

Purchase Orders for the month of **November 2016** be approved, as per **Document F.**

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,412,494.81** for the month of **November 2016** be approved. Records of checks (**#39274** through **#39350**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **October 2016** at **\$2,255,166.81** and checks (**#39090** through **#39273**).

13. **Recommend** approval of the 2017 Board of Education meeting dates as per **Document H.**
14. **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document I.**
15. **Recommend** approval of the Resolution providing for a Special School District Election to be held on January 24, 2017 for consideration of a bond proposal by the legally qualified voters of the Manasquan school district, as per **Document J,** with poll hours of 12:00 p.m. to 8:00 p.m.
16. **Recommend** acceptance of the Preliminary Eligible Cost Letter from the State of New Jersey Department of Education for State Project No. 2930-060-17-1000 – Manasquan Elementary School, as per **Document K.**
17. **Recommend** approval to solicit Request for Proposals for Banking Services, as per **Document L.**
18. **Recommend** approval to rescind the placement of Student ID #171908 at Class Academy, at the pro-rated tuition rate of \$5,920.00 previously approved on October 18, 2016.
19. **Recommend** approval of Change Order #1 from SLS Construction LLC, providing a 45 day extension to the contract time and no contract amount change to the district.
20. **Recommend** approval of the Superintendent’s 2016-2017 Quantitative Merit Goal focused on the establishment of an Instructional Council.
21. **Recommend** approval of the creation of Central Fund account for the following:
 - o Elementary School Health and Wellness
22. **Recommend** approval of the following student teacher placement for the Spring 2017 Semester:
 - Sarah Jane King Georgian Court University Grade 4 ICR (Snel)
January 30, 2017 through May 12, 2017
23. **Recommend** approval of Lingwei Chiou to provide services in Mandarin translation for parent IEP meetings, for student #313172 at a rate of \$60.00 per hour for ten (10) hours, not to exceed \$600.00.
24. **Recommend** approval of Michelle Havens, BCBA Therapist, to provide services 1 hour per week, 4 hours per month at an hourly rate of \$125.00 during September 2016 through December 2016, not to exceed \$2,000.00.

25. **Recommend** approval of Dr. Worth, Psychiatrist, to conduct Psychiatric Evaluation at a rate of \$500.00 for elementary school student #222153 as part of a Child Study Team Evaluation.

26. **Recommend** approval of the acceptance of the following Power Save grant award Mid-Year stipend check, in the amount of \$500 and End-of-Year Stipend check, in the amount of \$500, to be distributed to the following Power Save Advisor, as required program benchmarks are achieved.

- Carrie Eastmond

Professional Days

27. **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>
December 1, 2016	Jill Wells	Belmar	OT Collaboration Meeting	No	None
December 14, 2016	Kindle Kuriscak Desiree Faul Teresa Reichy Jaimee McMullen	Sea Girt School	Writing Workshop	Yes-3	Title II Grant Funded

Student Action

Field Trips

28. **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 2, 2017	Eric Clark Marie Lauffer TBD	Band/Chorus	Allentown, PA	Music Festival	Yes-9	2 Buses \$1395 each	Student Funds
May 22-23, 2017	Richard Kirk Kirt Wahl Laura Wahl Andrea Trischitta Michele McNelis Brian McCann Andrew Manser Elizabeth Walling Jennifer Sponzo Gina Melillo	Grade 8	Valley Forge Amish Country	Tour Historical Locations	Yes-10	2 Buses \$2450 each	Grade 8 Central Fund
May 23, 2017	Catherine Taft Desiree Faul Brianna Snel Linda Bradley Kristen Minutoli 1 Nurse - TBD	Grade 4	Trenton	Tour of Government Buildings and Historical Sights	Yes - 1	None	Student Funds
March 1, 2017	Kristine Sliwoski Lauren Gawron Kate Marvel Cheryl Femenella Jessica Woytowicz 1 Nurse - TBD	Grade 3	Liberty Science Center	Science Experience	Yes - 1	None	Student Funds
March 20, 2017	Donna Mead Lauren Buss Michele Sayre Heather Saake 1 Nurse - TBD	Grade 2	Algonquin Theater	Language Arts Related Show	Yes - 1	None	Student Funds
May 2017 To Be Determined	Catherine Taft	Grade 4	Brielle Elementary School	4 th Grade Spelling Bee	Yes-1	None	None

December 16, 2016	Catherine Taft Desiree Faul Brianna Snel Linda Bradley Kristen Minutoli 1 Nurse - TBD	Grade 4	Algonquin Theater	Visual Performing Arts Performance	Yes - 1	None	Student Funds
June 2017 To Be Determined	Catherine Taft Kristen Minutoli Brianna Snel	Grade 4 Social Studies	Bailey Reed House	Manasquan History	Yes-1	None	None

Placement of Students on Home Instruction

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

#21104 Grade 8 November 7, 2016 – To Be Determined (Medical)

Placement of Students Out of District

30. Recommend approval of the revised External Placement list that reflects both transportation and tuition costs for the 2016-2017 school year, as per **Document M.**

MANASQUAN/SENDING DISTRICTS

General Items

31. Recommend acceptance of the Preliminary Eligible Cost Letter from the State of New Jersey Department of Education for State Project No. 2930-050-17-1000 – Manasquan High School, as per Document 1.

32. Recommend approval of Change Order #2 from SLS Construction LLC, providing a 61 day extension to the contract time and deleting door type H1 in the Manasquan High School 2016 New Security Vestibule and a credit amount to the district of \$9,326.00.

33. Recommend approval of the Payment Application #001R from SLS Construction LLC, in the amount of \$27,550.00, for the 2016 Exterior Window Replacement at Manasquan Elementary School and New Security Vestibule at Manasquan Elementary School and Manasquan High School, as per **Document 2.**

34. Recommend approval of an emergency contract with Central Boiler Repair Company, in the amount of \$10,250, to inspect, repair and test the high school boiler.

35. Recommend approval of the acceptance of the Power Save grant award stipend checks, in the amounts listed below, to be distributed to the following Power Save Advisors, as required program benchmarks are achieved.

Mid-Year Stipend of \$500

Amy Edwards \$166.67
Tom Glenn \$166.67
Eric Wasnesky \$166.66

End-of-Year Stipend of \$500

Amy Edwards \$166.67
Tom Glenn \$166.67
Eric Wasnesky \$166.66

36. Recommend approval to authorize the School Business Administrator to issue a purchase order to Natural Green Lawn Care, for remediation and replacement of 400 square feet of sod on the Manasquan High School Athletic Field, in the amount of \$2,825, Consortium #ESCNJ 16/17-23.

December 1, 2016	Jesse Place Frank Scott James Egan Kyle Froehlich	Iselin	Cisco VOIP Demonstration	No	Mileage - \$24.49 each Tolls - \$4.00 each
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Student Action
Field Trips

45. 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>
December 12, 2016	Jill Santucci Leigh Busco Lauren Duggan	Peer Leaders	First Presbyterian Church - Manasquan	Peer Leaders Teaching Lessons	Yes-1	None	None
December 7, 2016	Allyson Griffith Barbara Kerensky Dina Elms	Grades 11/12 Spanish	Museum of Modern Art & United Nations	Correlation to Class Lessons	Yes-1	None	Student Funds
December 7, 2016	Claire Kozic Amy Edwards Eric Wasnesky	Academy of Health Careers and Academy of Engineering	Rutgers SEBS	School of Biological Sciences Tour	Yes-3	Bus - \$300.00	None
March 13, 14, 2017	James Fagen To Be Determined	History	St. Peter's University	Model UN Conference Participation	Yes-2	Bus - \$700.00	None
November 18, 2016	Paul Battaglia Ryan Basaman	Squan-a-thon Committee	Hovnanian Children's Hospital	Exploration of Community Needs	Yes-2	Bus - \$300.00	None
December 6, 2016	Pamela Puryear Margaret Polak Brian Rostron Donya Manovill	Special Education Grades 9-12	Liberty Science Center	Hands On Science Experience	Yes-3	Bus - \$400.00	None
February 6, 2017 <i>(Date Revised)</i> November 14, 2016 December 5, 2016	John Driscoll 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

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

#202968 Grade 9 October 17, 2016 – January 20, 2017 (Medical)
#182261 Grade 11 October 10, 2016 – January 20, 2017 (Medical)
#2111 Grade 12 October 19, 2016 - January 20, 2017 (Medical)
#192605 Grade 10 November 3, 2016 - To Be Determined (Medical)
#192796 Grade 10 November 9, 2016 - January 20, 2017 (Medical)

Financials

47. Recommend acceptance of the following **High School Central Funds Report** for the month ending **October 31, 2016** as per **Document 4**.

48. Old Business/New Business

49. Public Forum

50. 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 forty-five (45) 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 (MEA Side Bar Agreement)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client Privilege
- 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

- 51. Recommend** approval of the Elementary School personnel as per **Document N.**

MANASQUAN/SENDING DISTRICTS

Personnel

- 52. Recommend** approval of the High School personnel as per **Document 5.**

- 53. Recommend approval of the sidebar agreement between the Manasquan Education Association and the Board of Education, as per Document 6.**

54. Adjournment

Motion to Adjourn