

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
December 20, 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. Oath of Allegiance

- Anne McGarry, Spring Lake Heights Board Representative

4. Roll Call

Donna Bossone
Martin Burns
Eugene Cattani
Linda DiPalma

Mark Furey (Belmar)
Heather Garrett-Muly
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 November 15, 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.

8. Student Board Representative Report

9. Presentations

- Holiday Chorus Presentation – Presented by members of the High School Chorus
- Elementary School Girls' Soccer Team
- Gifted and Talented Program Presentation – Presented by Barbara Kerensky and Colleen Graziano
- High School Students of the Month for November – Allison Johnson, Senior – Gabrielle Popovitch, Junior – Jalen Tyler, Sophomore – Daphne Nesnay, Freshman
- High School Teacher of the Month for November – Jason Bryant
- Elementary School Student of the Month for November– Kate Capodanno
- Elementary School Teacher of the Month for November– Elizabeth Walling
- Elks Elementary School Student of the Month for November– Luis Morales
- Elks Teenager of the Month for November– Caroline Carter
- 2015-2016 School Year Presentation – Presented by Robert A. Hulsart, Jr. of Robert A. Hulsart and Company

10. Discussion Items for December 20, 2016 Agenda

- Education, Curriculum & Technology- Agenda Items*
 - Student and Exchange Visitor Program
 - StarLab
 - Therapy Dog*
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy– Agenda Items *
 - P 5530 Substance Abuse
- Finance– Agenda Items*
 - Update of 2015-2016 Audit
- Buildings & Grounds/Facilities

11. Superintendent's Report & Information Items

- Enrollment– Document A
- Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B
- HIB Monthly Report - Document C

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. 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 **November 30, 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)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **November 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 **November 30, 2016** per **Document D**. (The Treasurer of School Moneys Report for the month of **November 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 **November 30, 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 **November and December** as recommended by the Superintendent of Schools, as per **Document D**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **November 30, 2016** as per **Document E**.

Purchase Orders for the month of **December 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 **\$1,436,746.73** for the month of **December 2016** be approved. Records of checks (**#39407** through **#39505**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **November 2016** at **\$2,343,271.33** and checks (**#39274** through **#39406**).

14. **Recommend** approval of the Superintendent’s 2016-2017 Quantitative Merit Goal focused on the establishment of a Student Advisory Council.
15. **Recommend** approval to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2016, as presented by Robert A. Hulsart, Jr., of Robert A. Hulsart and Company, as per **Document H.**
16. **Recommend** acceptance of the Final 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 I.**
17. **Recommend** approval of Change Order #3 from SLS Construction LLC, providing a 15-day extension to the contract time to provide confirmation of security hardware selection by school and architect for the Security Vestibule at the elementary school at no increase to the contract amount.
18. **Recommend** approval of Dr. Greco, Neuropsychology Rehabilitation Services, LifeSpan, to observe/provide recommendations regarding student #211808 in a school setting in January 2017, for \$150 per hour for 3 hours, not to exceed \$450.00.
19. **Recommend** approval to carry over IDEA funds from the 16/17 SY in the amounts of \$7,287.00 in Pre-School Grant and \$44,917.00 in Basic Grant.
20. **Recommend** approval to amend current 2017 SY IDEA Grant to incorporate carry over funds in the amount of \$7,287.00 in Pre-School and \$44,917.00 in the Basic Grant.
21. **Recommend** approval of Dr. Joan Bruno, Communication Technology Resources, to complete an Augmentative and Alternative Communication Evaluation for student #313172, not to exceed \$700.00.
22. **Recommend** approval of the following revised policy, as per **Document J:**
 - P5530 Substance Abuse Policy

Professional Days

23. **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>
March 1, 2017	Valerie Vayas Christin Walsh Kindle Kuriscak	Trenton – TCNJ	Dyslexia Screening Workshop	Yes-1	\$75.00 each person \$29.95 mileage
January 26, 2017	Kathleen Stonaker	Millstone	LDTC Workshop	No	Mileage-\$8.00
January 17, 2017	Jaimee McMullen Robert Markovitch Desiree Faul Oriana Kopec	Monroe	STEM Workshop	Yes-4	Mileage-\$19.46 each Registration-\$149.00 each
January 13, 2017	Colleen Graziano	Monroe	Formative Assessment Workshop	No	Mileage-\$19.22 Registration-\$149.00

Student Action

Field Trips

24. **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>
January 11, 2017	Oriana Kopec Heather Saake	Student Council	Trenton - TCNJ	Winter Conference	Yes-2	Bus - \$353.00	Student Funds

Placement of Students on Home Instruction

25. **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

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

MANASQUAN/SENDING DISTRICTS

General Items

27. **Recommend** acceptance of the Final 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.**

28. **Recommend** approval of the purchase of Manasquan High School gymnasium LED light fixtures from Cooper Electric, in the amount of \$9,444 (minus \$3,600 from BPU incentives with a net cost to the board of \$5,844). The installation of fixtures will be through a donation from the Manasquan High School Endowment and Alumni Foundation. The work will be provided by Schwier Electric, LLC.

29. **Recommend** approval of the purchase of a therapy dog in the amount of \$3,000.00, and the creation an account for the maintenance of the therapy dog.

30. **Recommend** approval of the **Facility Use Agreement** with the Manasquan First Aid Squad and the Manasquan School District for the **2017-2022** lease term at a monthly cost of \$500 per month (\$5,000 per school year), as per **Document 2.**

31. **Recommend** approval of the acceptance of a \$500.00 donation from the American Association of Chemistry Teachers for the Manasquan High School Science Department.

32. **Recommend** approval of the use of Little Dreamers Play Café and Learning Studio, Sea Girt, as an outside facility for cheerleading practice for the 2016-2017 school year, at no cost to the district.

33. **Recommend** approval of Waters and Sims Employment Services, Inc., Red Bank, to work with student #172906 effective December 20, 2016 through the remainder of the 16-17 school year, on instruction, training, support and job shadowing not to exceed \$7,420.00 (funded through IDEA Basic Carryover funds).

34. **Recommend** approval for Franklin Lakes School District to provide Home Instruction for student #1991 at a rate of \$50.48 (total of 50 hours), not to exceed \$2,524.00.

- 35. Recommend** approval of Bilingual Evaluations Services, Monica Peters to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, and Bilingual Speech, Nilda Collazo, to conduct a Bilingual Speech/Language Evaluation at a rate of \$575.00 for pre-school student #273264, as part of a Child Study Team Evaluation.
- 36. Recommend** approval for Family Resource Associates, Shrewsbury, to conduct an Assistive Technology Evaluation for student #2429 not to exceed \$600.00.
- 37. Recommend** approval of the appointment of Susan Fick, Special Education Teacher, to provide Wilson Level I reading instruction from July 1, 2016 through June 30, 2017, to student #192909 twice a week for 50 minutes at a rate of \$50.00 per session, (paid by Brielle).
- 38. Recommend** approval of Megan Rogers, Communications Disorder Student at West Chester University, to complete 6 hours of observation with District Speech Therapists during the month of January 2017.
- 39. Recommend** approval of the creation of Central Fund account for the following:
- o **Robotics Club**

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>
2016-2017 School Year	Dr. Frank Kasyan	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$2,500.00
2016-2017 School Year	Lynn Coates	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$1,000.00
2016-2017 School Year	Margaret Polak	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$600.00
2016-2017 School Year	Rick Coppola	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$200.00
January 26-27, 2017	Frank Kasyan Jesse Place Frank Scott	Atlantic City, NJ	NJASA Techspo	No	Registration- \$425.00 each Hotel - \$99.00 each M&IE - \$34.00 each Mileage – \$45.82 each Tolls – \$6.00 each Parking – \$10.00 each

January 26, 2017	Kyle Froehlich Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	Registration- \$275.00 each Mileage – \$45.82 each Tolls – \$6.00 each Parking – \$10.00 each
January 27, 2017	James Egan	Atlantic City, NJ	NJASA Techspo	No	Registration- \$275.00 Mileage – \$45.82 Tolls – \$6.00 Parking – \$10.00
December 7, 2016	Amy Edwards	NJIT, FDU and Stevens Institute of Technology	Academy of Engineering Articulation	Yes	Mileage-\$51.46 Tolls-\$13.65
January 17, 2017	Amy Edwards	NJNG – Wall, NJ	Power Save School Grant	Yes	None
November-December 2016	Claire Kozic	Online Certification	Mindful Educator Essentials	No	Registration - \$150.00
January 26, 2017	Susan Lord Van Note	Millstone	SLD and Dyslexia Workshop	No	None
January 12, 2017	Dr. Frank Kasyan	Piscataway	Developing Shared P12 Vision – Joining Hands Across Continuum	No	None
March 13-16, 2017	Peter Cahill	Atlantic City	Athletic Director Convention	No	Mileage-\$42.65 Hotel-\$273.00 Registration-\$375.00

School Business Days

41. Recommend approval of substitute coverage (1/2 day each attendee) for the following to attend in district NJHS Faculty Council Meetings on February 21, 2017 and March 21, 2017:

Heather Saake	Kimberly Ward
Andrew Manser	Carrie Eastmond
Teresa Reichey	AnnMarie LaMorticella

Student Action Field Trips

42. 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 2, 2016	Alan Abraham	Jazz Band	Manasquan	Tree Lighting	No	None	None
December 17, 2016	Alan Abraham David Buckle	Jazz Band	Manasquan Elks	Children's Holiday Event	No	None	None
May 24, 2017	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman Harry Harvey	Academy of Finance	Jackson – Six Flags Great Adventure	Business and Marketing Education Day	Yes-4	Bus - \$600.00	None
May 15, 2017	James Fagen Jason Bryant Thomas Russoniello Kristine Yellowich	History Club	Philadelphia	Museum of the Revolutionary War	Yes-4	Bus - \$700.00	Student Funds
January 27, 2017 (Tentative Date)	Amy Edwards Barbara Buckley	Academy of Engineering	Google Headquarters NYC	STEM Related Careers for Women	Yes-2	Bus-\$500.00	None

Placement of Students on Home Instruction

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

#192616	Grade 10	November 21, 2016 – June 21, 2017 (Medical)
#192783	Grade 10	November 18, 2016 – January 20, 2017 (Medical)
#1991	Grade 12	December 5, 2016 – June 20, 2017 (Medical)
#172906	Grade 12	December 5, 2016 – June 20, 2017 (Medical)
#182557	Grade 11	December 15, 2016 – June 20, 2017 (Medical)
#203131	Grade 9	November 23, 2016 – To Be Determined (Medical)

Financials

44. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **November 30, 2016** as per **Document 3**.

45. **Old Business/New Business**

46. **Public Forum**

47. **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
- 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 (**Legal Matter, Pending Litigation**)
- 8. Personnel Matters (Hiring, Leave of Absence, **Resignation**)
- 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

48. **Recommend** approval of the Elementary School personnel as per **Document L.**

MANASQUAN/SENDING DISTRICTS

Personnel

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

50. **Adjournment**

Motion to Adjourn