

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Media Center
March 13, 2017
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	Heather Garrett-Muly	Thomas Pellegrino
Eugene Cattani	Terence Hoverter	Alfred Sorino
Linda DiPalma	Joseph Loffredo	Tedd Vitale (Brielle)
Mark Furey (Belmar)	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 February 21, 2017 and the Regular Public Meetings and Closed Executive Session of February 28, 2017.

7. Student Board Representative Report

8. Presentations

- **Boys' Bowling Team**
- **Bowlers, Perfect Game** – Kyle Bauter, Austin Devereux, Sarah Smith

9. Committee of the Whole

Discussion Items for the Agenda

- Education, Curriculum & Technology
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy– Agenda Items *
 - Polices for revision*:**
 - P & R 2460 - Special Education – **Option**
 - R 2460.1 - Special Education - Location, Identification, and Referral – **Option**
 - R 2460.8 - Special Education - Free and Appropriate Public Education – **Option**
 - R 2460.9 - Special Education - Transition From Early Intervention Programs to Preschool Programs
 - P 2467 - Surrogate Parents and Foster Parents
 - P2422 – Health and Physical Education
 - Polices for first reading*:**
 - R 2460.15 - Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
- Legal
- Finance – Agenda Items *
 - Update on proposed 2017-2018 budget*
 - Update on temporary financing – Manasquan Bank – short term notes –Interest rate of .85% per annum payable at maturity (March 9, 2017 –September 9, 2017) ~ Certificate of Determination Award (See Attached)
- Buildings & Grounds/Facilities
 - Update on Elementary School Window Project

10. Superintendent’s Report & Information Items

- Enrollment– Document
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document
- HIB Monthly Report - Document

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

Adoption of Tentative 2017-2018 Budget

12. Recommend approval to submit the tentative 2017-2018 school district budget to the County Office of Education for review and approval as follows:

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 school year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-2018 Total Expenditures	<u>\$25,248,813</u>	<u>\$344,395</u>	<u>\$667,100</u>	<u>\$26,260,308</u>
Less: Anticipated Revenues	<u>\$10,598,123</u>	<u>\$344,395</u>	<u>\$0</u>	<u>\$10,942,518</u>
Taxes to be Raised	<u>\$14,650,690</u>	<u>\$0</u>	<u>\$667,100</u>	<u>\$15,317,790</u>

And to advertise said tentative budget in THE COAST STAR in accordance with the form required by the State Department of Education and according to law;

BE IT FURTHER RESOLVED, that a public hearing be held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, April 25, 2017 at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 school year.

Capital Reserve Account Withdrawal

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve withdrawal in the amount of **\$2,361**. The district intends to utilize these funds for a portion track resurfacing at the Manasquan High School.

Capital Reserve Account Deposit

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of **\$50**. This represents anticipated interest for the 2017-2018 school year.

***Adjustment
Health Benefits***

RESOLVED that the Manasquan Board of Education includes in the proposed budget the adjustment for increases in the costs of health benefits in the amount of **\$186,421**. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

Travel and Related Expense Reimbursement 2017-2018

WHEREAS, the Manasquan Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel

that promotes the delivery of instruction or furthers the efficient operation of the school district;
and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-state county meetings, Department or Association sponsored events or in-state professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Manasquan Board of Education established \$43,029 as the maximum travel amount for the current school year and has expended \$24,177 as of this date; now

THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2, to a maximum expenditure of \$47,267 for all staff and board members for the 2017-2018 school year.

BE IT FURHER RESOLVED that the Manasquan Board of Education approved the following 2017-2018 Tuition Rates:

Manasquan High School 9 - 12	<u>\$14,458</u>	
Pre-School A.M.	<u>\$1,028</u>	(2.25 hours 39%)
Pre-School P.M.	<u>\$1,607</u>	(3.50 hours 61%)
Kindergarten	<u>\$15,444</u>	
Grades 1 – 5	<u>\$15,132</u>	
Grades 6 – 8	<u>\$15,123</u>	
L/LD	<u>\$21,368</u>	
PSH – PT	<u>\$4,913</u>	
PSH – FT	<u>\$9,825</u>	
MD	<u>\$60,404</u>	
Parent Paid K-8	<u>\$7,000</u>	
Parent Paid 9-12	<u>\$7,000</u>	

13. Recommend approval to authorize soliciting bids for the Referendum Project – Package #1:

The front end of the specifications will be reviewed by the board solicitor.

The bid specs/plans will be reviewed by New Road Construction prior to release.

Package #1 includes the Elementary School windows and the High School stair tower. Although the Elementary School HVAC work and phone upgrade (ES and HS) will be separate packages, it is all planned for this summer.

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

- P & R 2460 - Special Education – **Option**
- R 2460.1 - Special Education - Location, Identification, and Referral – **Option**
- R 2460.8 - Special Education - Free and Appropriate Public Education – **Option**
- R 2460.9 - Special Education - Transition From Early Intervention Programs to Preschool Programs
- P 2467 - Surrogate Parents and Foster Parents
- P2422 – Health and Physical Education

15. **Recommend** approval of the first reading of the following policies, as per **Document** :
- R 2460.15 - Special Education - In-Service Training Needs for Professional and Paraprofessional Staff

16. 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 **February 28, 2017** 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 **January 31, 2017** 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 **February 28, 2017** per **Document** . (The Treasurer of School Moneys Report for the month of **February 2017** 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 **February 28, 2017** 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 **February and March** as recommended by the Superintendent of Schools, as per **Document** .

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **February 28, 2017** as per **Document** .

Purchase Orders for the month of **March 2017** be approved, as per **Document** .

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of \$ for the month of **March 2017** be approved. Records of checks (#through #) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **February 2017** at \$ and checks (#through #).

Personnel

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

Professional Days

18. **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:

Date	Name	Destination	Purpose	Sub	Cost
April 27,2017	Colleen Graziano	Monroe	Dyslexia Workshop	No	Mileage - \$19.84 Registration - \$45.00

April 27, 2017	Margaret Polak	Monroe	Dyslexia Workshop	No	Registration - \$45.00
March 23, 2017	Thomas Russoniello	Monroe	Literacy Workshop	Yes	Mileage - \$19.84 Registration - \$149.00
March 27, 2017	Michele McNelis	Neptune	PARCC	Yes	Mileage - \$19.84 Registration - \$149.00
April 28, 2017	Cathy Taft Amy Young	Point Pleasant Beach	YOGA for children & adolescents	Yes-1	None
May 4, 2017	Amy Young	Toms River	Student Strategies	No	None
May 19, 2017	Amy Young	Georgian Court University	MCSCA Conference	No	None
June 9, 2017	Amy Young	Long Island, NY	Mindful Principals & Strategies	No	None
March 31, 2017	Theresa Innarella	Princeton	K-5 Handwriting Skills	Yes	Mileage - \$47.21 Registration - \$500.00 IDEA Funds
April 27-28, 2017	Alicia Boyne Joan Akins	Long Branch	NJ Yearly Speech Convention	No	Mileage- \$22.44 each Registration- \$250.00 each IDEA Funds
May 17, 2017	Teresa Savage	Point Pleasant	Effective Intervention	No	Registration - \$124.99 Materials- \$54.98 IDEA Funds
May 17, 2017	Justine Rotante Jill Wells	Point Pleasant	Effective Intervention	Yes-1	Registration - \$124.99 each IDEA Funds
March 30-31, 2017	Nancy Sanders	St. Petersburg, FL	Training in Action Workshop	No	None

Student Action
Field Trips

19. **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 10, 2017	Christine Rice Nancy Knitter	ESL	Jackson, NJ – Six Flags	Safari Off Road Education	Yes-2	None	Student Funds

Placement of Students on Home Instruction

20. **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

21. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2016-2017 school year. **No Report for the Month**

MANASQUAN/SENDING DISTRICTS

General Items

22. **Recommend** approval of the agreement between Manasquan School District and E-Rate Partners, LLC for E-rate Services for Funding Year 2017 Category 1, in the annual amount of \$1,400.00.

23. **Recommend** approval of Waters and Sims Employment Services, Inc., Red Bank, to continue to provide pre-vocational training and Intensive Job Preparation and Development work with student #172906 for 14 weeks, 9 hours per week, at a cost of \$53.00 per hour, not to exceed \$6678.00.

24. **Recommend** approval of the Payment Application #003 from SLS Construction LLC, in the amount of \$115,404.10 for the 2016 Exterior Window Replacement at Manasquan Elementary School and New Security Vestibule at Manasquan Elementary School and Manasquan High School.

Personnel

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

Professional Days

26. **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 4, 2017	Matthew Voskian	Atlantic City	Wrestling Championships	No	None
March 16, 2017	Lynn Coates	Tinton Falls	2017 MCIA Financing Program	No	None
March 21, 2017	Margaret Polak Patricia Gallant	West Windsor	SEMI Regional Meeting	No	Mileage - \$24.61

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>
March 23, 2017	Lynn Coates	Manahawkin	SEMI Regional Meeting	No	None
March 23, 2017	Brent Shibla	Monroe	Social Studies and Literacy Workshop	Yes	Registration - \$149.00
March 27, 2017	Marisa Marco	Monroe	Using PARCC Data for Teaching/Learning	Yes	Registration - \$149.00 Mileage - \$10.56
April 7, 2017	Matthew Hudson	Metuchen	Air Quality Training	No	None
March 24, 2017	Jesse Place Lisa Kukoda Frank Scott James Egan	Iselin	Microsoft Education Mini Conference	No	Mileage - \$23.99 each Tolls - \$4.00 each
June 25-28, 2017	Kyle Froehlich *	San Antonio, TX	International Society of Technology Education Conference	No	Registration: \$450 Hotel: \$747 M&IE: \$224 Airfare: \$438.60 Mileage to/from Airport: \$50.84 Airport Parking: \$44 Tolls: \$20

*** Previously BOE approved 1/31/2017 for James Egan. This will replace Mr. Egan with Mr. Froehlich for this conference.**

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>
March 27, 2017	Claire Kozić Amy Edwards Nurse (TBD)	Academy of Health Careers and Academy of Engineering	Schroth School	Therapists Observations	Yes-3	Bus - \$300.00	None
March 22, 2017	Maria Eldridge Nurse (TBD)	Spanish and French Honor Societies	Windows Culinary Education Center	Authentic French Cuisine	No	None	Student Club Funds
April 11, 2017	Maria Eldridge Nurse (TBD)	Spanish and French Honor Societies	Pinot's Palette – Wall, NJ	Monet Art	No	None	Student Club Funds
March 20, 2017	Leigh Busco Jill Santucci Peter Cahill Nurse (TBD)	Peer Leaders	Schroth School	Author and Peer Student Interaction	Yes-1	Bus - \$350.00	None
June 14-20, 2017	Kristen Buss Joseph LaCarrubba	Surf Team	California	NSSA Surfing Competition	Yes-1	None	None
June 14-20, 2017	Peter Cahill or Designee	Surf Team	California	NSSA Surfing Competition	No	<u>Not to Exceed:</u> Airfare-\$665.00 Hotel-972.00 M/I - \$384.00 Transport- \$150.00	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:

- #202968 Grade 9 January 24, 2017 - June 20, 2017 Extended (Medical)**
- #203131 Grade 9 February 27, 2017 - To Be Determined (Medical)**
- #182261 Grade 11 February 23, 2017 - June 20, 2017 (Medical)**
- #2417 Grade 9 March 9, 2017 - To Be Determined (Medical)**

Financials

30. Recommend acceptance of the following High School Central Funds Report for the month ending February 28, 2017 as per Document .

31. Old Business/New Business

32. Public Forum

33. 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 (MEA sidebar agreement)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client
- 8. Personnel Matters (Hiring, Retirement, 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

34. *Recommend approval of the March 13, 2017 Elementary School personnel, as per Document A.*

MANASQUAN/SENDING DISTRICTS

35. *Recommend approval of the sidebar agreement between the Manasquan Education Association and the Board of Education, as per Document I.*

36. **Adjournment**

Motion to Adjourn