

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

Manasquan Borough
Manasquan High School Media Center
May 2, 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 March 13, 2017, the Regular Public Meetings of March 21, 2017 and the Special Action Meeting and Closed Executive Session of March 30, 2017. 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 Special Child of the Year** – Sophia Romano
- **Elementary School Student of the Month for March** – Jack Hamilton
- **Elks Elementary School Student of the Month for March** – Aaron Van Trease

- **Elks High School Student of the Month for March** – Mary Grace Iorio
- **Elementary School Teacher of the Month for March** – Jenny Rostron
- **Support Staff Employee of the Year**
 - Mary Dease – Elementary School
 - Harry Hayden – Elementary School
 - LucyAnn Scerbo – High School
- **RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GIFT OF \$87,500 FROM THE CHARLES RAFFETTO ESTATE FOR IMPROVEMENTS TO DISTRICT FACILITIES**

WHEREAS, the Manasquan Board of Education, in accordance with District Policy 7230, is authorized to accept gifts on behalf of the District; and

WHEREAS, in accordance with the policy the Board of Education will make every effort to honor the intent of the donor in the use of the gift; and

WHEREAS, The Charles Raffetto Estate has offered a donation in the amount of \$87,500 to place improvements on District property specific to the upgrading and refurbishing of Manasquan High School's Media Center including but not limited to new furniture (hereinafter improvements); and

WHEREAS, it is anticipated that the dedication of the new Improvements will be on or about the opening of Manasquan High School for the 2017-18 Academic Year, at which time it would be appropriate to publicly acknowledge this donation by renaming the Media Center, The Charles Raffetto Media Center;

NOW, THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves, authorizes and accepts, with thanks and appreciation, the gift of Improvements from The Charles Raffetto Estate.

BE IT FURTHER RESOLVED the District professional staff take any and all action necessary to effectuate the purpose of this resolution.

- **Girls High School Basketball Team**
- **Public Hearing on the 2017-2018 Budget** – presented by Dr. Frank Kasyan – Superintendent of Schools, Mrs. Lynn Coates – School Business Administrator

9. Superintendent's Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment – 1,575**
 - High School – 947
 - Elementary School – 628
- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
 - **Fire Drill Reports**
 - **High School:**
 - March 10th (Lockdown)
 - March 21st (Fire Drill)

- **Elementary School:**
 - **March 1st (Evacuation Drill)**
 - **March 10th (Shelter in Place Drill)**
- **HIB Monthly Report – Document C**
 - **High School:**
 - **Two Incidents – 1 Not HIB, 1 Confirmed HIB**
 - **Elementary School:**
 - **Two Incidents – 2 Not HIB**
- **Water Testing Results and Asbestos Removal**

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

Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31, 2017** as per **Document E**.

Purchase Orders for the month of **April 2017** 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 **\$1,438,344.90** for the month of **April, 2017** be approved. Record of checks (**#39897 through #39977**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$29,067.51** for the month of **April, 2017** be approved. Record of checks (**#1007 through #1008**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **March, 2017** at **\$2,539,044.33** and checks (**#39897 through #40049**) and (**Capital Expense**) for **March, 2017** at **\$19,555.24** and checks (**#1001 through #1006**).

Adoption of 2017-2018 Budget

12. Recommend approval of the adoption of the final 2017-2018 School District budget as listed below and as per the advertised budget – **Document H**:

BE IT RESOLVED that the final 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 final 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>\$25,296,813</u>	<u>\$344,395</u>	<u>\$667,100</u>	<u>\$26,308,308</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>\$14,698,690</u>	<u>\$0</u>	<u>\$667,100</u>	<u>\$15,365,790</u>

13. RESOLVED that the Manasquan Board of Education includes in the 2017/2018 budget the adjustment for Banked Cap in the amount of \$75,579. (Original \$27,579 plus increase of \$48,000).

14. Recommend approval of Michele Havens, Behavioral Therapist, to provide BCBA transition services 4 hours a month at \$125.00 per hour, not to exceed \$1,000.00, for student #22271.

15. Recommend approval of the second reading and adoption of the following policies, as per **Document I**:

- R2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

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

- Bylaw 0000.02 – Introduction
- P245.06 – Unsafe School Choice Option
- P2464 – Gifted and Talented Students
- P2622 – Student Assessment
- P3160 – Physical Examination
- R3160 – Physical Examination
- P4160 – Physical Examination
- R4160 – Physical Examination
- P5116 – Education of Homeless Children
- R5116 – Education of Homeless Children
- P5460 – High School Graduation

17. Recommend approval of the first reading of the following policies, as per **Document K:**

- P7446 – School Security Program
- P8350 – Records Retention

18. Recommend approval of the acceptance to abolish the following policies, as per **Document L:**

- P2320 – Independent Study Programs (Abolished)
- P5465 – Early Graduation (Abolished)

19. Recommend approval of the continuation of acceptance of one (1) student ID# 293220 at the Manasquan Elementary School – Grade 1, as a “Tuition Free: Child of a Staff Member” for the 2017-2018 school year, in accordance with the MEA Negotiated Agreement:

20. Recommend acceptance of the following grants awarded by the Manasquan Elementary School Education Foundation, in the total grand award of \$29,305.49:

- Amy Young – Mindful Schools K-8 - \$8,700
- Marie Lauffer – Keyboard Lab Expansion - \$5,946.92
- Andrea Trischitta & Liz Walling – Classroom of the 21st Century - \$3,495.30
- Christin Walsh & Brianna Snel – Mobile Device Cart - \$1,700
- Luke Akins – Adapted P.E. TV System - \$1,673
- Eric Clark – Guitar Class Expansion - \$1,383.50
- Ann Marie LaMorticella – National Immigration Museum at Ellis Island Field Trip - \$1,311
- cvMark Levy & Kirt Wahl – Physical Computing/Additional Raspberry PI Hardware \$1,266.78
- Gina Melillo – Fall Health Fair - \$1,000
- Jen Dyer & Sarah Demicco – Life Skills & Daily Living Class - \$1,000
- Christine Rice – ESL Safari Off Road Education Field Trip - \$1,000
- Cathy Taft – Lenape Legends Presentation - \$529.00
- Andrea Trischitta – Final Cut – Next Generation Movies Software - \$299.99

21. Recommend approval of the following temporary transportation routes for Manasquan Resident Students in state placements:

<u>Route #/ Contractor</u>	<u>TO</u>	<u>From</u>	<u>Student</u>	<u>Start</u>	<u>End</u>	<u>Per Diem Rate</u>
#6834 St. Mark School Bus Co. MOESC	Manasquan E.S.	Toms River	#223273	4/3/17	4/28/17	\$191.10
	Manasquan H.S.	Toms River	#193261	4/12/17	TBD	
#6856 Jonah Transportation MOESC	Manasquan E.S.	Marlboro	#223273	5/2/17	TBD	\$220.50
#6842 Smart School Bus Co. MOESC	Manasquan E.S.	Wayside	#211625	4/24/17	TBD	\$252.00

22. **Recommend** approval that Green Brook Academy does not have to charge families for meals provided to Manasquan resident students attending their school and does not have to apply for reimbursement from the Child Nutrition Program for the 2016-2017 school year. *Rationale:* The Green Brook Academy is a private, for profit out of district school and as such is not eligible to participate in the Child Nutrition Program. The above recommendation is in accordance with N.J.A.C. 6A:23A-18.5 and will provide for our students to continue to receive nutritious meals at the Green Brook Academy as part of their program placement.
23. **Recommend** approval of the Cooperative Transportation Commencement Agreement with Monmouth-Ocean Educational Services Commission to provide route development for the Manasquan resident students for the 2017-2018 school year, as per **Document M.**
24. **Recommend** approval of the creation of Central Fund account for the following:
- o Athletic Club Account

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>
May 24, 25, 2017	Amy Young	Stockton University	Climate and Bullying Conference	No	Registration - \$225.00 Mileage – \$77.75
April 28, 2017	Kindle Kuriscak	Howell	Dyslexia Screening Workshop	No	None
May 15, 2017	Kindle Kuriscak	MES	Wilson FUNdations Program	Yes	Title II Grant Funded
May 26, 2017	Kindle Kuriscak	Online Course	Wilson FUNdations Training	No	Registration - \$400.00
May 15, 2017	Jessica Woytowicz	MES	Wilson FUNdations Training	Yes	Title II Grant Funded
May 15, 2017	Catherine Baier	MES	Wilson FUNdations Training	No	Title II Grant Funded
May 31, 2017	Brianna Snel	Sea Girt Elementary School	Sending District Writing Workshop	Yes	None
May 15, 2017	Cheryl Femenella	MES	Wilson FUNdations Training	Yes	Title II Grant Funded

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>
May 25, 2017	Robert Markovitch Andrew Manser Andrea Trischitta Jestine Jones	Grade 7	Franklin Institute	Interactive Science	Yes-9	Bus - \$2606 Warrior Clubhouse Funded	Student Funds

May 18, 2017	Ann Marie LaMorticella Elyse Wemple Teresa Reichy Jaimee McMullen	G&T Grade 5-8	Brielle	Academic Team Challenge	No	None	Student Funds
June 16, 2017	Robert Markovitch Marc Reid Michelle McNelis Kristine Yellowich Kirt Wahl Andrea Trichitta Kim Ward Andrew Manser Jesting Jones Deborah Kehoe Patricia Reo Elizabeth Walling Kim Murin Laura Wahl Tom Russoniello Nancy LeBlanc Mark Levy	Grade 7/8	Manasquan Beach	Beach Sweep	Yes-3 1-Nurse	None	None
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	Bus - \$2182 Warrior Clubhouse Funded	Student Funds
To Be Determined	Christine Rice	ESL	Manasquan Town	Community Interaction	No	None	None
May 24, 2017	Oriana Kopec Heather Saake	Student Council	Jackson	Award Ceremony	Yes-2	Bus -\$275	Student Funds
May 17, 2017	AnnMarie LaMorticella Rosa Russo Christina Virok	Grade 8 World Language	Ellis Island	Immigration Museum	Yes-3	Bus - \$700	MESEF Grant - \$1311

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 External Placement list, as per **Document N**.

MANASQUAN/SENDING DISTRICTS

General Items

29. **Recommend** approval of the application and acceptance of the New Jersey School Insurance Group 2017 Safety Grant, in the amount of \$5,103.00. These funds will be used to purchase replacement locks for the district schools.
30. **Recommend** approval of the proposals from Environmental Connection Inc., and AbateTech for the following professional environmental services:
- Pre-bid investigation for Asbestos Containing Materials and Mercury Vapor that may be impacted by the scheduled addition and renovations to the Manasquan High School, in the amount of \$4,705.00.

- Asbestos abatement and disposal at the Manasquan Alternative School crawlspace in accordance with N.J.A.C. 5:23-8, in the estimated costs of \$2,900.00 for Task 1 – Design of Plans and Specifications/Bid Administration and \$3,654.40 for Task 2 – Project Monitoring and Sampling during Asbestos Abatement. Total Task 1 and Task 2 Estimated cost: \$6,554.40.
- Asbestos Abatement service at the Manasquan Alternative School, provided by AbateTech, in the amount of \$12,800.00.

31. Recommend approval of the Request for Obsolete Equipment Disposal, as per **Document 1-1, 1-2 and 1-3.** All items are obsolete beyond their useful life.

32. Recommend approval of the following student teacher observations with district speech therapists:

- Allison Walker University of Delaware Speech-Language Pathology
May 23, 2017 through August 4, 2017 (40 Hours)

33. Recommend approval of the acceptance of one (1) student ID #2316 at the Manasquan High School – Grade 10, as a “Tuition Free: Child of a Staff Member” for the 2016-2017 school year, effective April 1, 2017, in accordance with the MEA Negotiated Agreement.

Professional Days

34. 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>
May 18, 2017	Leigh Busco	Manchester	Opiate Awareness Program	No	Registration - \$50.00
June 1, 2017	Amy Edwards	Wall	PowerSave Meeting	Yes	None
May 31, 2017 June 1, 2017	Nancy Knitter	New Brunswick	NJTESOL Conference	Yes	Registration- \$354.00
August 7-10, 2017	James Fagen	New Brunswick	AP Human Geography Workshop	No	Mileage - \$100.45 Registration - \$1025.00
May 5, 2017	Lynn Coates	Red Bank (Location Change)	MOCSIF Insurance Meeting	No	Mileage - \$11.66
April 27, 2017	Kristen Zdanowicz	Philadelphia	Penn Track Relays	Yes	Registration - \$120.00
May 19, 2017	Alicia Narucki	Lakewood	Guidance Counselor Workshop	No	Registration - \$15.00 Mileage-\$14.88
May 5, 2017	Jamie Onorato	New Brunswick	GSSPA Conference	Yes	Registration - \$55.00 Mileage-\$12.09
June 6, 2017	Barbara Kerensky	Jamesburg	PARCC Review	No	Registration - \$150.00

Student Action

Field Trips

35. 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 12, 2017	Amy Edwards Barbara Buckley Jason Bryant Teresa Trumpbour Nurse(TBD)	Academy of Engineering	Trenton	STEAM Tank Challenge	Yes-4 1 Nurse	Bus - \$375.00	None
May 18, 2017	Jamie Onorato	Yearbook	Toms River	Design Clinic	Yes-1	Bus-\$300.00	None

Placement of Students on Home Instruction

36. **Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team:
#2096 **Grade 12** **March 31, 2017 - June 22, 2017 (Medical)**

Financials

37. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **March 31, 2017** as per **Document 2.**
38. **Old Business/New Business**
39. **Public Forum**
40. **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
- X 7. Litigation or Contract Matters or Att./Client (Bid Award and Contract)
- X 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

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

MANASQUAN/SENDING DISTRICTS

Personnel

42. **Recommend** approval of the High School personnel as per **Document 3.**

- 43. **Recommend** approval of the acceptance of bids for the Manasquan Elementary School 2017 Partial Exterior Window Replacement and Manasquan High School 2017 Stair Tower Interior Door Replacement and award of contract to _____, as per attached **Document 4**.
- 44. **Recommend** approval to authorize the School Business Administrator to execute a contract to _____, in the amount of \$_____ (pending attorney review).
- 45. **Adjournment**
Motion to Adjourn