

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
May 23, 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 April 11, 2017 and the Regular Public Meeting and Closed Executive Session of May 2, 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

- Random Locker Searches – Presented by Timothy Clayton
- High School Students of the Month for March– Jake Wooley, Senior – Joseph Maimone, Junior – Christopher Palangio, Sophomore –Hayley Petrosini, Freshman
- High School Students of the Month for April – Damaso Jaime, Senior – Christopher Black, Junior – Nicholas Rice, Sophomore – Olivia Morro, Freshman
- Elks High School Student of the Month for April – Victoria Vonfrolio
- High School Teacher of the Month for March – Harry Harvey
- High School Teacher of the Month for April – Brian Lee
- Manasquan High School History Club – Top Ten History Clubs in the Country
- Elks Drug Education Poster Contest Winner – Madelyn Schlatter
- 2017 State Gymnastics Champion, Beam – Cassandra Seeley
- Best Drama Award for “Dear Ada” Production – Connor Hughes, Samuel Accisano, Nicholas Katz, Steven Knight and Brendan Gillespie
- All Shore Chorus – Delaney Heffernan and Brendan Gillespie
- Instructional Council – Presented by Claire Kozić and Allyson Griffith
- New Road Construction Project Update – Presented by Robert Notley

9. Discussion Items for May 23, 2017 Agenda

- Education, Curriculum & Technology
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy
- Finance – Agenda Items *
 - Food Service Contract 2017-2018
- Buildings & Grounds/Facilities- Agenda Items*
 - Bid Award – MES Fire Alarm Replacement

10. Superintendent’s Report & Information Items

- Random Locker Searches
- HS – Fence Behind Backstop
- Enrollment– Document A
 - Total Enrollment – 1,573
 - High School – 945
 - Elementary School – 628

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports–
Document B
Fire Drill Reports**
 - **High School:**
 - April 11th (Fire Drill)
 - April 24th (Test – Emergency Communication System)
 - **Elementary School:**
 - April 11th (Fire Drill)
 - April 28th (Lockdown)
- **HIB Monthly Report – Document C**
 - **High School:**
 - One Incident – 1 Not HIB
 - **Elementary School:**
 - Two Incidents – 1 Confirmed HIB, 1 Not HIB
- **Report of the Director of Curriculum and Instruction**
- **Report of the Director of Technology and Human Resources**

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 **April 30, 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 **April 30, 2017** per **Document D**. (The Treasurer of School Moneys Report for the month of **April 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 **April 30, 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 **April and May** as recommended by the Superintendent of Schools, as per **Document D**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **April 30, 2017** as per **Document E**.

Purchase Orders for the month of **May 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 **\$1,358,584.95** for the month of **May, 2017** be approved. Record of checks (**#40229 through #40277**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$40,259.99** for the month of **May, 2017** be approved. Record of checks (**#1014 through #1020**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **April, 2017** at **\$2,137,560.04** and checks (**#40056 through #40228**) and **(Capital Expense)** for **April, 2017** at **\$115,789.01** and checks (**#1001 through #1013**).

13. **Recommend** approval of the agreement with Duff & Phelps, to provide the Manasquan Board of Education with updating of the fixed asset accounting ledger for accounting and financial reporting as of June 30, 2017, in the amount of \$1,025.00.
14. **Recommend** approval of the Tax Levy Revenue Schedule for the period July 1, 2017 through June 30, 2018, as per **Document H**.
15. **Recommend** approval of the following students as “Tuition Free Students of Staff Members” in accordance with the MEA/MBOE Negotiated Agreement for the 2017-2018 school year:
 - Student ID# 282944 – continuation of placement in the 2nd grade
 - Student ID# 4837298022 – new placement in the 6th grade
16. **Recommend** approval of the District Nursing Services Plan as per **Document I**.
17. **Recommend** approval of the acceptance of bids for the Manasquan Elementary School Fire Alarm Replacement and award of contract to Premier Security & Electronics, Inc., 253 Main Street, Matawan, NJ as per attached **Document J and J-1**.

18. Recommend approval to authorize the School Business Administrator to execute a contract to Premier Security & Electronics, Inc., 253 Main Street, Matawan, NJ, for the Manasquan Elementary School Fire Alarm Replacement in the amount of \$394,700.00 (pending attorney review).

19. Recommend approval of the Special Education Policies and Procedures and Statement of Assurance for 2016-2017, as per **Document K**.

Professional Days

20. 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>
To Be Determined	Kindle Kuriscak	Online Training	DIBELS Workshop	Yes	Registration - \$129.00 each
2017-2018 SY	Kindle Kuriscak	Online Training	Wilson Training	No	Registration - \$2150.00
May 31, 2017	Desiree Faul	Sea Girt Elementary	Writing Workshop	Yes	None
May 31, 2017	Elyse Wemple	Sea Girt Elementary	Writing Workshop	Yes	None
May 31, 2017	Amelia Gliddon	Sea Girt Elementary	Writing Workshop	Yes	None
May 26, 2017 June 27-28, 2017	Kindle Kuriscak	Online and Oxford, MA	FUNdations	No	Registration-\$400.00 Mileage-\$74.09

Student Action

Field Trips

21. 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 30, 2017 June 6, 13, 2017	Sandra Hill Gerald Brown Nancy LeBlanc Teresa Innarella	Kindergarten	Manasquan Library	Library Tour	No	None	None
June 5-9, 2017	Nancy Sanders Amy Young	Grades K-5	Mac's Pond	Peer Leader Picnics	No	None	None
May 2017 June 2017 Bi-weekly	Jennifer Dyer Margaret Polak Kelley Katona Sarah DeMicco	Special Education	Acme	Lifeskills Lessons	No	None	Grant Funds
June 2, 2017	Jennifer Dyer	Special Education	Curtis Park	ESY Work Study Program	No	None	None
June 6, 2017	Jennifer Dyer	Special Education	Green Planet	ESY Work Study Program	No	None	None
June 13, 2017	Jennifer Dyer	Special Education	Manasquan Library	ESY Work Study Program	No	None	None
June 20, 2017	Jennifer Dyer Kelley Katona Sarah DeMicco	Special Education	Mac's Pond	Ecosystem Study	No	None	None

Placement of Students on Home Instruction

22. **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

23. **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

24. **Recommend** approval to authorize soliciting bids for the Referendum Project – Package #3: Package #3 includes the Manasquan High School Additions and Renovations with an anticipated substantial completion date of December 21, 2018. The front end of the specifications have been reviewed by the board solicitor. The bid specifications/plans will be reviewed by New Road Construction prior to release. The bid opening will occur on July 13, 2017.
25. **Recommend** approval of the School Food Authority/Food Service Management Company renewal addendum between the Manasquan Board of Education and Simplified Culinary Services, Inc., which shall become incorporated and part of the Contract for Food Services entered into by the above parties on the 1st day of July 2014, witnesses that Simplified Culinary Services and the Manasquan Board of Education agree as follows:

**MANASQUAN BOARD OF EDUCATION
SCHOOL FOOD SERVICE MANAGEMENT PROGRAM
2017-2018**

All management/administrative fees must be specifically stated in the body of the contract. Contract which provide for management fees on a cents per meal or flat fee basis are allowed. 7CFR 210.16(a).c.

This addendum begins on 7/1/2017 and ends on 6/30/2018

Simplified Culinary Services will collect a flat fee of \$21,000.00 annually.

Simplified Culinary Services guarantees a return of \$10,000.00

Above guarantees are based upon similar operating conditions as previous school year. Service will not be interrupted as a result of fire, work stoppage, strike or school closing. In the event any of the foregoing conditions are not met during the school year, Simplified Culinary Services' guaranteed obligation shall be reduced by an amount equivalent to any increase in expenses or decrease in revenues which are attributable to the changes in such conditions.

26. **Recommend** approval of the renewal of the contract for Trash Collection Services with Waste Management, 107 Silvia Street, Ewing, NJ, for the 2017-2018 school year, in the Renewal Year-One amount of \$16,862.60, in accordance with the 2016-2017 Trash Collection Services bid of May 20, 2016.
27. **Recommend** approval of the renewal of the Printing Services contract with Centurion Printing, 352 Market Street, Kenilworth, NJ, for the 2017-2018 school year, in the estimated bid amount of \$19,438.90. (Initial contract based on 2016-2017 Printing Services – Bid No. 063016 awarded on 7/19/16).

- 28. Recommend** approval of the proposal from HMC Inc., to provide Identified Worker and Community Right to Know Act and Hazard Communication Standard services at the Manasquan School District including the required Right to Know Online Survey due July 15, 2017, in the amount of \$3,250.00
- 29. Recommend** approval of the following Payment Applications from SLS Construction LLC, for the 2016 Exterior Window Replacement at Manasquan Elementary School and New Security Vestibule at Manasquan Elementary School and Manasquan High School (pending attorney review).
- Application #004 \$90,261.40
- 30. Recommend** approval of Audrey Lowenstein, Stockton University to complete her speech and language practicum under district speech therapists from September 5, 2017 until December 22, 2017.
- 31. Recommend** approval of Emma Stark to complete volunteer hours of social work/counseling, under district LCSW Elizabeth Rudder, as part of her educational program at Rowan University from May 25, 2017 to August 11, 2017.
- 32. Recommend** approval of Sal Scandura, Georgian Court University to complete a 600 hour Internship activities with district guidance counselors beginning Spring 2017 through May 2018.
- 33. Recommend** approval to solicit bid for 2017-2018 Athletics and Co-Curricular Transportation.
- 34. Recommend** approval to purchase instructional and administrative software titles, subscriptions and renewals as listed below. These purchases do not have an applicable State Contract and the purchase qualifies as exempt per 18A:18A-5(19).

Product/Title	Vendor	Amount (Not to Exceed)
Systems 3000 Accounting, Payroll, HR, & Employee Portal	Systems 3000	\$27,000.00
Genesis Student Information System and Staff Management	Genesis Educational Services	\$19,191.00
Frontline IEP	Frontline Education	\$11,951.33
Naviance	Hobsons	\$10,506.25
Canvas LMS	Instructure	\$9,170.00
SchoolWires Web Hosting/Software Subscription	Blackboard	\$8,884.47
Frontline Absence Management	Frontline Education	\$8,500.00

35. Recommend approval to authorize the School Business Administrator to execute The Cooperative Purchasing Membership (TCPN) Agreement the Interlocal Agreement (Region 4 Education Service Center) for the purpose of making purchases through The Cooperative Purchasing Network (TCPN) which is a national purchasing cooperative, per **Document 1**.

Professional Days

36. 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>
July 24-27, 2017	Julian Price	Rutgers University	AP Summer Institute	No	Registration - \$1025.00 Mileage - \$91.76

Student Action

Field Trips

37. 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 27, 2017 (Revised ~ \$850 Compensation paid to MHS)	David Buckle	Marching Band	Bradley Beach	Memorial Day Parade	No	2 Buses \$150.00 each	None
May 19, 2017 (Revised ~ \$900 Compensation paid to MHS)	David Buckle	Jazz Band	Belmar	Seafood Festival	No	None	None
June 7, 2017	Jill Santucci Alicia Narucki Nancy Sanders Jeffrey Demuro Cheryl Bontales Leigh Busco Brian Lee Amy Young	Peer Leaders	Shark River Park	Team Building and Transition	Yes-3	2 Buses \$375.00 each	None
June 2, 2017	Jason Bryant Amy Edwards James Fagen Nurse (As applicable)	Academy of Engineering	Historic Allaire Village	STEM applications	Yes-4	None	None
June 2, 2017	Meghan Hillman Lisa Crowning	Grade 12	The Atlantic Club	Senior Class Trip	Yes-2+	2 Buses \$225.00 each	Student Funds
May 31, 2017	John Driscoll Robert Waldeyer	Academy of Finance	Lakewood Blue Claws	Business Operations	Yes-2	Bus - \$300.00	None
June 1, 2017	John Driscoll Linda Hoeler	Academy of Finance	Make-A-Wish Foundation	Business Operations	Yes-2	Bus - \$300.00	None
June 13, 2017	Claire Kozic Eric Wasnesky	Academy of Health Careers	Orchard Park	End of Year Picnic	Yes-2	None	None

Placement of Students on Home Instruction

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

- | | | |
|---------|----------|--|
| #2176 | Grade 10 | May 15, 2017 - June 22, 2017 (Medical) |
| #192578 | Grade 9 | May 15, 2017 – June 23, 2017 (Medical) |

Financials

39. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **April 30, 2017 as per Document 2.**

40. **Old Business/New Business**

41. **Public Forum**

42. **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 sixty (60) 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 (Central Fund Account Audit Contract)
- X 8. Personnel Matters (Hiring, Leave of Absence, Resignation, Retirements, Donaldson Hearing, Superintendent Contract)
- ___ 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

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

MANASQUAN/SENDING DISTRICTS

Personnel

44. **Recommend** approval of the High School personnel as per **Document 3**.
45. **Recommend** approval to rescind the letter of resignation from Dr. Frank Kasyan, Superintendent of Schools, previously approved on March 13, 2017.
46. **Recommend** approval to rescind the current contract, effective September 1, 2015 through June 30, 2020, for Dr. Frank Kasyan, Superintendent of Schools.
47. **Recommend** approval to adopt a new contract, effective June 30, 2017 through June 30, 2021, for Dr. Frank Kasyan, Superintendent of Schools.
48. **Recommend** approval of the Superintendent's 2017-2018 Merit Goals.
49. **Adjournment**
Motion to Adjourn