

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
June 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 Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of May 23, 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

- **Elementary School Student of the Month for April – Margaret Bisazza**

- **Elks Elementary School Student of the Month for April** - Shane Dery
- **Elementary School Teacher of the Month for April** – Gina DeMattia
- **Elks Elementary School Student of the Month for May** - Emma Brown
- **Elks Elementary School Student of the Month for June** - Logan Ridge
- **Elks High School Student of the Month for May** - Sunny McKiever
- **Elks High School Student of the Month for June** – Riley Veazey
- **ITANJ Contest Winners**
 - 1st Place – Barbara Borke and Joseph Brennan
 - 2nd Place – Joseph Battaglia, Daniel Hippe and Elsie Johnson
- **2017 State Gymnastics Champion, Beam** – Cassandra Seeley
- **2017 NJ Young Playwright Award** – Darren Van Pelt
- **Makerfest STEAM Tank Challenge**
 - 5th Grade Team, 1st Place Winners – Bridget Heim, Jason Larned, William Minervini, Julia Nowak
 - 6th Grade Team – Lillian Bryant, Chase Hearon, Kieran McMenaman
- **Retirees**
 - Alan Abraham
 - Bernard Bigley
 - Wendy Bigley
 - Elise Boyes
 - Marianne Caci
 - Karen Crawley
 - Dina Elms
 - Patricia Fey
- **New Road Construction Project Update** – Presented by Robert Notley

9. **Discussion Items June 13, 2017 Agenda**

- **Education, Curriculum & Technology**
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy- Agenda Items***
Policies for revisions*:
 - P & R 1240 – Evaluation of Superintendent
 - P & R 3126 – District Mentoring Program
 - P & R 3221 – Evaluation of Teachers
 - P & R 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- P & R 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P & R 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals
- P & R 3240 – Professional Development for Teachers and School Leaders
- P & R 5610 – Suspension
- P 5620 – Expulsion
- P 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods
- P 8550 – Unpaid Meal Charges/Outstanding Food Service Charges

Policies for 1st Reading*:

- P & R 7424 – Bed Bugs
- P 7461 – District Sustainability Policy

Policy for Discussion

- P 1511 – Board of Education Website Accessibility

- **Finance – Agenda Items ***
 - Reserve Deposits
- **Buildings & Grounds/Facilities- Agenda Items***
 - HS JV Softball field backstop

10. Superintendent’s Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment – 1,575**
 - **High School – 946**
 - **Elementary School – 629**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B**
 - Fire Drill Reports**
 - **High School:**
 - **May 18th (Evacuation Drill)**
 - **May 4th (Fire Drill)**
 - **Elementary School:**
 - **May 11th (Fire Drill)**
 - **May 19th (Lockdown)**
 - Bus Evacuation Drill**
 - **June 1, 2017 – Routes 6515, 6516, 6517, 6518, 6519 and 6520**
- **HIB Monthly Report – Document C**
 - **High School:**
 - **Two Incidents – 2 Not HIB**
 - **Elementary School:**
 - **Two Incidents – 2 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 **May 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; that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,783,332.00** 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 **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 **May 31, 2017** per **Document D**. (The Treasurer of School Moneys Report for the month of **May 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 **May 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 May and June** as recommended by the Superintendent of Schools, as per **Document D**.

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

Purchase Orders for the month of **June 2017 and July 2017** be approved, as per **Document F1 and F2**.

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

Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$768,711.15** for the month of **June, 2017** be approved. Record of checks (**#40381** through **#40435**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0.00** for the month of **June, 2017** be approved. Record of checks (**#1029** through **#1029**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **May, 2017** at **\$2,354,729.36** and checks (**#40229** through **#40380**) and (**Capital Expense**) for **May, 2017** at **\$305,094.19** and checks (**#1013** through **#1028**).

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

- P & R 1240 – Evaluation of Superintendent
- P & R 3126 – District Mentoring Program
- P & R 3221 – Evaluation of Teachers
- P & R 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P & R 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P & R 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals
- P & R 3240 – Professional Development for Teachers and School Leaders
- P & R 5610 – Suspension
- P 5620 – Expulsion
- P 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods
- P 8550 – Unpaid Meal Charges/Outstanding Food Service Charges

14. Recommend approval of the first reading of the following policies, as per **Document I**:

- P & R 7424 – Bed Bugs
- P 7461 – District Sustainability Policy

15. Recommend approval of the Broker Services Agreement with Brown & Brown Benefit Advisors, Inc., for the 2017-2018 school year, at a fixed flat commission fee of \$50,000, as per **Document J**. This agreement was reviewed and approved by the Board Attorney. The reappointment of Brown & Brown Benefits Advisors, Inc., as the Health Insurance Broker of Record was previously approved by the board at the January 4, 2017 Reorganization Meeting.

16. Recommend approval of the following Central Office Staff Member(s) to perform clerical responsibilities at Public Board of Education Meetings for the 2017-2018 school year at a stipend of \$30.00 per hour:

Sandi Freeman

Alternates: JoAnn Dietrick and Tara Hudson

- 17. Resolution:** To determine that there exists a need for Extraordinary Unspecifiable Professional Services of a Cooperative Bidding Services and a Fire Alarm Systems Maintenance/Repair/Inspection and Monitoring Services and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified for the 2017-2018 school year:
- Educational Data Services, Inc., to provide cooperative bidding services, at the annual rate of \$7,190.00
 - Systems Electronics, Inc., to provide maintenance and repair work and inspection and monitoring fire alarm systems for the 2017-2018 school year, in the amount of \$6,610.00.
- 18. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Capital Reserve at year end not to exceed \$150,000.
- 19. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Tuition Reserve at year end not to exceed \$150,000.
- 20. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Maintenance Reserve at year end not to exceed \$150,000.
- 21. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Emergency Reserve at year end not to exceed \$150,000.
- 22. Recommend** authorization for the School Business Administrator/District and School Administration to apply for grants through the Sustainable Jersey for Schools Grant Program as they arise.
- 23. Recommend** authorization for the School Business Administrator to execute contracts for the 2017-2018 school year as follows, as per **Documents K(1) and K(2)**.
- Horizon Blue Cross Blue Shield of New Jersey
 - Medical, Prescription and Dental Plans
 - School Alliance Insurance Fund (SAIF)
 - Commercial Package and Errors & Omissions
 - New Jersey Schools Insurance Group (NJSIG)
 - Workers Compensation and Excess Workers Compensation
 - Selective
 - Bonds
- Contracts will be reviewed and approved by the board solicitor prior to execution by the School Business Administrator. Please note: Competitive quotes for health, prescription and dental have been obtained by Brown & Brown. Proposals are on file in the office of the Business Administrator.
- 24. Recommend** the approval of the agreement with NJSIG for participation in the joint insurance funds to provide insurance coverage and risk management services for its members for a three year period beginning July 1, 2017 through July 1, 2020, as per **Document L**.
- 25. Recommend** approval to submit the 2016-2017 Application for Extraordinary Aid in the amount of \$198,981.00.
- 26. Recommend** approval of the following student as “Tuition Free Students of Staff Members” in accordance with the MEA/MBOE Negotiated Agreement for the 2017-2018 school year:
- Student ID# 272551 – continuation of placement in the 1st grade

27. **Recommend** approval of the continuation of placement of the following parent-paid tuition students in the Manasquan Preschool P.M. program for the 2017-2018 school year, at the yearly tuition rate of \$1,607 per student:
- Student ID# 313214 and Student ID# 313212
28. **Recommend** approval of special education student # 203543 from West Long Branch at a tuition rate of \$14,458.00 to be paid for by the school district with additional billing for ICR services once the figures are calculated after the school year ends in June 2018.
29. **Recommend** approval of special education student #302890 from Spring Lake Heights to participate in the district special education extended school year preschool program at a tuition rate of \$464.
30. **Recommend** approval of special education student # 313176 from Spring Lake Heights to participate in the district special education extended school year preschool program at a tuition rate of \$464.
31. **Recommend** approval of special education student # 292579 from Spring Lake Heights to participate in the district special education extended school year preschool program at a tuition rate of \$464.
32. **Recommend** approval of special education student # 020808 from Sea Girt to participate in the district special education extended school year Grade 3-5 program at a tuition rate of \$473 and a 1:1 paraprofessional rate of \$1,026 for a total of \$1,499.
33. **Recommend** approval to authorize the School Business Administrator to execute contracts with the following vendor for work as outlined below. Contracts to be reviewed by the board solicitor prior to execution by the School Business Administrator.

Vendor	Work to be performed/purchased	Estimated Contract Amount	Consortium # if applicable:
TRANE	Mechanical System Repairs - \$108,137 Tracer SC Upgrade (System Controls) - \$213,088 Service Agreement - \$30,950 Building Advantage (BAS) Agreement - \$15,840	\$368,015	U.S. Communities – Govt. Purchasing Alliance – Contract #15-JLP-023

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
2017-2018 SY	Kali Mura	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$610 Title II Funds

2017-2018 SY	Carmen Rodriguez	Manasquan Elementary School	Wilson Level II Training	No	Registration - \$2,150 Title II Funds
July 26,27,28, 2017	Kindle Kuriscak Carmen Rodriguez	Saddle Brook	WRS Level II Workshop	No	Mileage-\$20.80 Registration - \$589 each Title II Funds
2017-2018 SY	Alyse Leybovich	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$1,950 Title II Funds
2017-2018 SY	Kali Mura	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$1,950 Title II Funds
2017-2018 SY	Brianna Snel	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$1,950 Title II Funds
2017-2018 SY	Brianna Snel	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$610 Title II Funds
2017-2018 SY	Cheryl Femenella	Manasquan Elementary School	Wilson Level I Training	No	Registration - \$2,560 Title II Funds

Student Action

Field Trips

35. **Recommend** approval of the field trips listed below: **None at this time**

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: **None at this time**

Placement of Students Out of District

37. **Recommend** approval of the 2017-2018 External Placement list and 2017-2018 ESY Placement list that reflects tuition costs (Transportation costs to be determined once routes are established), as per **Document M.**

MANASQUAN/SENDING DISTRICTS

General Items

38. **Recommend** approval of the following Requests for Obsolete Equipment Disposal, as per **Document 1:**
- High School Media Center Furniture
 - 45 High School AP Biology Textbooks
39. **Recommend** approval of the professional service appointment of Ford-Scott & Associates, LLC, Certified Public Accountants, for the purpose of conducting an audit of the Central Fund Accounts for the years 2010-2011 through 2016-2017, in an amount not to exceed \$21,500, as per **Document 2.**
40. **Recommend** approval of the purchase of a backstop for the high school JV softball field, from Taylor Fence Company, Inc., in the amount of \$4,385.00.
41. **Recommend** approval of the Manasquan High School's membership in the New Jersey State Interscholastic Athletic Associations (NJSIAA) and the payment of \$2,150.00 in dues for the 2017-2018 school year. (Chapter 172, Laws 1979-N.J.S.A. 18A:11-3, et. seq.)

42. **Recommend** approval to authorize the School Business Administrator to execute contracts with the following vendors for work as outlined below. Contracts to be reviewed by the board solicitor prior to execution by the School Business Administrator.

Vendor	Work to be performed/purchased	Estimated Contract Amount	Consortium # if applicable:
JSI	H.S. Media Center Furniture	\$ 75,964.34 including installation	NJ State Contact #A81718
DeMoulin Bros. & Co.	H.S. Band Uniforms	\$ 47,976.20	TCPN Contract #140801
Robert Miller Flooring Co.	H.S. Track Resurfacing	\$141,680.00	TCPN Contract #R5224
Manasquan Lighting	H.S. Media Center LED Lights	\$ 12,852.30	Quotes Obtained
Feigus Office Furniture	Retrofit Room 570 – Emergency Shower Fume Hood Instructor’s Desk	\$ 21,870.00	Quotes Obtained

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
June 14-20, 2017	Margaret Polak	California	Surf Team Competition	No	Airfare - \$980.40
August 7-10, 2017	Thomas Glenn	Ocean County College	AP Chemistry Conference	No	Mileage - \$21.12 Registration - \$999.00
July 31-August 3, 2017	Eric Wasnesky	Middlesex County College	AP Summer Institute	No	Mileage - \$94.98 Registration - \$900.00
August 7-10, 2017	Scott Savaiano	New Brunswick	Language and Culture Workshop	No	Registration - \$1025.00

Student Action

Field Trips

44. **Recommend** approval of the field trips listed below: **None at this time**

Placement of Students on Home Instruction

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

#203070 **Grade 9** **June 12, 2017 - June 20, 2017 (Suspension)**

Financials

46. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **May 31, 2017 as per Document 3.**

47. Old Business/New Business

48. Public Forum

49. 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
- ___ 7. Litigation or Contract Matters or Att./Client
- X 8. Personnel Matters (Hiring, Leave of Absence, Resignation, Superintendent’s Evaluation)
- ___ 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

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

MANASQUAN/SENDING DISTRICTS

Personnel

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

52. Adjournment

Motion to Adjourn