MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION COMBINED COMMITTEE OF THE WHOLE MEETING & REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough Manasquan High School Charles Raffetto Media Center October 17, 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 BossoneHeather Garrett-MulyThomas PellegrinoEugene CattaniTerence HoverterAlfred SorinoLinda DiPalmaJoseph LoffredoTedd 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 September 19, 2017 and the Regular Public Meeting and Closed Executive Session of September 26, 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

Oath of Office

• Madison Rydholm

8. Presentations

- <u>High School Students of the Month for September</u> William McCarthy, Senior Grace Beyer, Junior Allison Hamilton, Sophomore Michelle Beer, Freshman
- <u>High School Teacher of the Month for September</u>– Thomas Glenn
- Elementary School Student of the Month for September John Nowak
- Elementary School Teacher of the Month for September Alissa Boyne
- Elks Elementary School Student of the Month for September- Luis Morales
- Elks Teenager of the Month for September- Lucy Brennan
- Act of Bravery Recognition Lambros Komitas
- Academy of Engineering STEAM Tank Challenge Recognition
- PARCC Presentation Presented by Richard Kirk, Justin Roach, and Craig Murin
- New Road Construction Project Update Presented by Robert Notley

9. Discussion Items October 17, 2017 Agenda

- Education, Curriculum & Technology- Agenda Items*
 - New Jersey Healthy Communities Network grant application *
 - o Later Start Time Committee
 - o Academy Enrollment
 - Academy of Health Careers 178
 - Academy of Finance 115
 - Academy of Public Safety 48
 - Academy of Engineering 103
 - Instructional Council
 - Summer Academy 2018
 - STEM Program District Wide
- Personnel

 To be Discussed in Executive Session- Agenda Items*
- Policy- Agenda Items*

Policies for 2nd Reading

- o P & R 7102 Site Selection and Acquisition
- Finance Agenda Items*
 - o 2018-2019 Budget Plan of Action
- Buildings & Grounds/Facilities- Agenda Items*
 - o Preliminary Wetlands Investigation

10. Superintendent's Report & Information Items

- Enrollment- **Document A**
 - **➤** Total Enrollment 1,524
 - High School 945
 - Elementary School 579
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports <u>Document B</u>
 Fire Drill Reports
 - ➤ High School:
 - September 12th (Fire Drill)
 - o September 20th (Lockdown)
 - **Elementary School:**
 - o September 14th (Fire Drill)
 - September 28th (Lockdown)
- HIB Monthly Report No report for the month
- 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. Recommend** approval of the 2017-2018 transportation contracts and agreements for Manasquan resident students, as per **Document 1.**
- **13. Recommend** approval of the following change orders:
 - Change Order Request #003 \$3,586.75 TRANE Replace compressor MZ-3
 - Change Order Request #004 \$29,935.00 TRANE Replace all 61 existing circuit setters with new balancing valves, also to be commissioned.
- **14. Recommend** approval of the contract with Edwards Engineering in the estimated amount of \$1,000 to conduct a preliminary wetlands investigation on the Elementary School parcel (adjacent to Judas Creek and State Highway 71) for the purpose of investigating the feasibility of adding an additional parking lot for school district use, per **Document 2.**

15. Recommend approval of the following payment of invoices to TRANE, for the HVAC work at the Manasquan Elementary School (balance of 5% withholding from the September payment, to be released upon New Road Construction's review and approval of Asbuilt drawings):

Invoice # 38363711 \$1,333.25
Invoice #38365723 \$10,654.40
Invoice #38368740 \$5,406.85

16. Recommend approval of Bilingual Speech Plus, Nilda Colazzo to conduct bi-lingual speech and language evaluation with student # 323548 as part of a Child Study Team evaluation at the rate of \$575.00.

Professional Days

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

<u>Date</u>	<u>Name</u>	Destination	Purpose	Sub	<u>Cost</u>
			International Dyslexia		
October 13, 2017			Association Fall		Registration - \$230.00
(Revised Date)	Linda Bradley	Somerset	Conference	Yes	Mileage - \$15.00
November 20, 2017	Colleen Graziano	Monroe Twp.	Personalized Learning	No	Mileage: \$19.84
					Registration - \$230.00
October 13, 2017	Valerie Vayas	Somerset	Dyslexia	Yes	Mileage - \$15.07
			District Grade Group		
November 15, 2017	Christine Melfi	Sea Girt	Collaborative Session	Yes	None
			Yearbook Advisory		Registration - \$10.00
October 25, 2017	Teresa Reichey	Highlands	Training	Yes	Mileage - \$ 16.43
			Across District Grade		
			Group Collaborative		
November 15, 2017	Alyse Leybovich	Sea Girt	Session	Yes	None
			Yearbook Advisory		Registration - \$10.00
October 25, 2017	Laura Wahl	Highlands	Training	Yes	Mileage - \$16.43
		New	Low Vision & Large		
October 18, 2017	Nancy LeBlanc	Brunswick	Print Pre-K Workshop	Yes	Mileage - \$12.03
November 15, 2017	Kindle Kuriscak	Sea Girt	LA/Writing	No	None
	Carmen		District Grade Group		
November 15, 2017	Rodriguez	Sea Girt	Collaborative Session	Yes	None
	Christine Rice		PARCC Strategies and	Yes –	Registration - \$199 Each
December 13, 2017	Nancy Knitter	Cranbury	Instruction	2	Mileage - \$9.00 Each
			JSUMC Psychiatry		
November 29, 2017	Teresa Savage	Neptune	Symposium	No	Mileage - \$4.84
			JSUMC Psychiatry		
November 29, 2017	Kelly Balon	Neptune	Symposium	No	Mileage - \$4.68

Student Action Field Trips

18. Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	Destination	<u>Purpose</u>	<u>Sub</u>	Other Board Costs	Other Fund
June 2018	Cathy Taft	4 th Grade	Bailey Reed	History of			
(Date TBD)	Brianna Snel	4 Grade	House	Manasquan	No	None	None
June 2018	Cathy Taft	4 th Grade	Bailey Reed	History of			
(Date TBD)	Desiree Faul	4 Grade	House	Manasquan	No	None	None
June 2018	Cathy Taft	th G	Bailey Reed	History of			
(Date TBD)	Pamela Kelly	4 th Grade	House	Manasquan	**	3.7	
	Taylor Ames			1	No	None	None

June 2018 (Date TBD)	Cathy Taft Meghan Roland		Bailey Reed	History of			None
	Gerald Brown	4th Grade	House	Manasquan	No	None	Tione
May 2018 (Date TBD)	Cathy Taft	4th Grade	St. Catharine's	Spelling Bee	Yes – 1	None	None
	Cathy Taft						
	Desiree Faul						
	Meghan Roland						
	Gerald Brown						
December 20,	Brianna Snel		Algonquin	Visual			Student
2017	Taylor Ames	4 th Grade	Theater	Performing Arts	No	None	Funds
	Cathy Taft						
	Desiree Faul						
	Gerald Brown						
	Meghan Roland						
	Brianna Snel						
	Taylor Ames		Trenton State	Government			Student
May 15, 2018	Nurse – TBD	4 th Grade	House	Buildings	No	None	Funds
	Katie Kappy						
	Cynthia Kirk			"Pete the Cat".			
	Kali Mura			Presentation on			
	Carmen Rodriguez		Algonquin	children's book			
May 22, 2018	Nurse (TBD)	1st Grade	Theater	series	No	None	None
	Katie Kappy						
	Cynthia Kirk			"C. F. M			
	Kali Mura		DI	"Stars From My			
M 10 2010	Carmen Rodriguez	1st C 1	Planetarium –	Backyard"	37 1	NT	NT
May 18, 2018	Nurse (TBD) Heather Saake	1st Grade	OCC	Earth Science	Yes – 1	None	None
	Margaret Polak Teresa Savage			Tour kitchen &			
October 26,	Kathleen Stonaker			experience			
2017	Kathleen Stollaker Kelly Balon	Pre-School	Squan Tavern	working	No	None	None
2017	Keny Daion	110-3011001	Squaii Taveiii	Choral	140	None	TVOIC
December 6,			Algonquin	Performance			
2017	Marie Lauffer	Chorus	Theater	Observation	No	None	None
2017	Donna Mead	Chorus		Observation	110	rvone	Tione
	Lauren Buss						
	Michelle Sayre		Allaire	Science – Living			
	Lauren Kelly		Community	Things, Animal			Student
May 4, 2018	Nurse (TBD)	2 nd Grade	Farm	Habitats	Yes – 1	None	Funds
., , , , , , , , , , , , , , , , , , ,	Donna Mead		**				
	Lauren Buss						
	Michelle Sayre		Algonquin				Student
May 22, 2018	Lauren Kelly	2 nd Grade	Theater	Language Arts	No	None	Funds

Placement of Students on Home Instruction

19. Recommend that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: **None at this time**

Placement of Students Out of District

20. Recommend approval of the Revised 2017-2018 External Placement list that reflects tuition costs, as per **Document 3**.

Financials

21. Recommend acceptance of the following Elementary School Central Funds Report for the month ending September 30, 2017 as per <u>Document 4.</u>

MANASQUAN/SENDING DISTRICTS

General Items

22. 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 **September 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; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **§2,449,782.00** 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 **September 30, 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 **September 30, 2017** per <u>Document C</u>. (The Treasurer of School Moneys Report for the month of **September 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 **September 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 **2017-2018 budgets** for **SEPTEMBER and OCTOBER** as recommended by the Superintendent of Schools, as per **Document C.**

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

Recommend acceptance of the Cafeteria Report – <u>Document E.</u>

(C) Be it Resolved: that the Bills (Current Expense) in the amount of \$1,287,886.31 for the month of OCTOBER, 2017 be approved. Record of checks (#41138 through #41236), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0** for the month of **OCTOBER, 2017** be approved. Record of checks (#1076 through #1076), and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for SEPTEMBER, 2017 at \$2,463,573.46 and checks (#40918 through #41137) and (Capital Expense) for SEPTEMBER, 2017 at \$785,482.10 and checks (#1059 through #1075).

23. Recommend approval of the acceptance of a 2017-2018 Parent-Paid Tuition Student in Grade 11 at the Manasquan High School, at the yearly tuition amount of \$7,000 (pro-rated), effective on or about Monday, October 23, 2017.

- **24. Recommend** approval of the Request for Obsolete Equipment Disposal for a mobile science lab table. This equipment has been determined to be unusable, as per **Document F**.
- **25. Recommend** approval of the Plan of Action for the 2018-2019 School District Budget, as per **Document G.**
- **26. Recommend** approval of the NJQSAC Statement of Assurance for the 2017-2018 school year, as per **Document H.**
- **27. Recommend** approval of the acceptance of the Proposal for Construction Testing and Inspection Services for the Addition and Renovations to Manasquan High School from Underwood Engineering, in the estimated amount of \$74,500. (pending attorney review)
- **28. Recommend** approval of Inclusive Technology Solutions,LLC to provide 4 hours of assistive technology support to student # 22271 at a rate of \$110.00 per hour. (not to exceed \$440.00).
- **29. Recommend** approval of the Facility Rental Agreement with the Atlantic Club for the 2017-2018 Manasquan High School Swim Team practices and swim meets, in the amount of \$15,710, as per **Document I.**
- 30. Recommend approval of the Curriculum list for the 2017-2018 School Year as per Document J.
- **31. Recommend** approval of the New Jersey Healthy Communities Network grant application.
- **32. Recommend** approval of the Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Applications as per **Document K.**
- **33. Recommend** approval for Francis Peters, an Occupational Therapy Assistant from Thomas Jefferson University, to work under district Occupational Therapist for a Level I fieldwork experience for a total of 36 hours from November 11, 2017 to January 19, 2018.
- **34. Recommend** approval to officially recognize the Manasquan Surf program as a team sport, and to establish a 2018-2019 school budget to supplement the existing surf program. The board agrees to fund the following:
 - Coaches (as per negotiated agreement)
 - Lifeguards
 - Jerseys
 - NSSA Membership
 - State Championship Entry Fee
 - Judges
 - Buses for Meets
- **35. Recommend** approval of the second reading and adoption of the following policies, as per **Document L.**
 - o P & R 7102 Site Selection and Acquisition

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
2000	1 (60110	2 USUMANION	1 41 5 650	<u> </u>	Mileage - \$42.42
					Tolls - \$25.00
					Parking - \$20.00
					Hotel - \$194.00
			NJSBA		Meals/Incidentals -
October 22, 24, 2017	Jesse Place	Atlantia City		No	\$96.00
October 23, 24, 2017	Jesse Flace	Atlantic City	Workshop NJ GMIS	NO	\$90.00
	r Di				
N 1 2 2017	Jesse Place	TT .	Cybersecurity	N.T.	T 1 021 25 E 1
November 2, 2017	Frank Scott	Union	Awareness	No	Travel - \$31.25 Each
		M G	G Th		
0 1 7 2017	D 4 C 1 1	Mercer County	State Tennis	N.T.	T 1 000.56
October 7, 2017	Dorothy Gerlach	Park	Tournament	No	Travel - \$23.56
			State Tennis		- I dee de
October 8, 2017	Dorothy Gerlach	Hamilton	Tournament	No	Travel - \$22.63
			Tool Kit for		B
			Supervisors of		Registration - \$149.00
November 3, 2017	Margaret Polak	Monroeville	Special Ed.	No	Mileage - \$22.01
			STEAM TANK		
October 25, 2017	Barbara Kerensky	Atlantic City	Competition	No	None
	Jesse Place		Genesis User		
December 11, 2017	Maria Attilio	Hillsborough	Group Mtg.	No	Mileage - \$36.39 Each
	Susan Lord		Self-Regulation		
December 5, 2017		Manalapan	Workshop (CST)	No	Mileage - \$6.60
November 16, 2017	Susan Lord	Mountainside	Facility Tour	No	Mileage - \$16.18
			Substance Use		
October 25, 2017	Leigh Busco	Eatontown	Disorders	No	None
		Ocean	Supervisors		
October 3, 2017	Craig Murin	Township	Meeting	No	Mileage - \$9.30
	Claire Kozic				
	Eric Wasnesky				
	Kevin Hyland		Advisor/Teacher		
December 7, 2017	Rick Coppola	Scotch Plains	Meeting	Yes - 3	Mileage: \$28.52 Each
			NJAAP School		D
October 18, 2017	Cheryl Bontales	Company	Health Conference	Yes	Registration - \$195.00
October 18, 2017	Cheryi Bontales	Somerset		ies	Mileage - \$30.31
			Defining, Designing &		
			Delivering &		
November 20, 2017	Barbara Kerensky	Jamesburg	Personalized Inst.	No	None
October 21, 2017			M.C. Tennis	0	- · · · · · · · · · · · · · · · · · · ·
October 22, 2017	Dorothy Gerlach	Middletown	Tournament	No	Mileage - \$29.14
·			NJ Council for		
			History		Registration - \$80.00
December 1, 2017	Jason Bryant	Princeton	Education	Yes	Mileage - \$12.09
			Monmouth		
			County Tech		
November 1, 2017	Jesse Place	Freehold	Council	No	Mileage - \$10.91
			AMTNJ		Registration - \$265.00
October 27, 28, 2017	Craig Murin	East Windsor	Conference	No	Mileage- \$ 19.22

Student Action Field Trips

37. Recommend approval of the field trips listed below:

<u>Date</u>	Name	Subject	Destination	Purpose	Sub	Other Board Costs	Other Fund
October 27, 2017	James Fagen Harry Harvey Jason Bryant Nurse - TBD	History	Brookdale Community College	Speaker on Historical Lesson	Yes - 3	None	Student Funds
October 2017 (date TBD)	James Fagen Jason Bryant	History	NYC	Tour Little Italy & China town	Yes – 2	Bus - \$560	None
October 30, 2017	Jamie Onorato Jamie Mawn Nurse - TBD	Yearbook/ Journalism	Rutgers University	Fall Student Press Day Conference	Yes – 2	Bus - \$375	None
November 3, 2017	Kevin Hyland	ECC/Rutgers	Hawkswood School	Training on SE Curriculum	Yes – 1	Bus - \$375	None
October 20, 2017 November 13, 20, 2017 December 9, 2017 January 9,16, 2018				Academic			
February 24, 2018 March 8, 15,22,		Academic	Various	Academic Team		Bus - \$375	
2018	Lisa Crowning	Team	Locations	Competition	Yes - 1	Each Date	None

Placement of Students on Home Instruction

38. Recommend that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

#183615	Grade 12	September 26, 2017 - October 26, 2017 (Medical)
#182261	Grade 12	September 27, 2017 - October 27, 2017 (Medical)
#2334	Grade 10	October 16, 2017 - December 22, 2017 (Medical)

Financials

39. Recommend acceptance of the following **High School Central Funds Report** for the month ending **September 30, 2017 as per <u>Document M.</u>**

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 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
<u>X</u>	4. Collective Bargaining (Grievance Hearing)
	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)
	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 5**.

MANASQUAN/SENDING DISTRICTS

Personnel

- **44.** Recommend approval of the High School personnel as per **Document N**.
- 45. Adjournment

Motion to Adjourn