

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
November 14, 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 October 17, 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

- **Girls Elementary School Soccer Team**

- **High School Students of the Month for October** – Gillian Roberts, Senior – Jenna Harms, Junior – Jillian Moran, Sophomore – Yvonne Martinez, Freshman
- **High School Teacher of the Month for October**– Lee Weisert
- **Elementary School Student of the Month for October**– Ellie Hallman
- **Elementary School Teacher of the Month for October**– Marc Reid
- **Elks Elementary School Student of the Month for October**- Mikayla Mead
- **Elks Teenager of the Month for October**- Sara Milkowski
- **New Road Construction Project Update** – Presented by Robert Notley

9. **Discussion Items November 14, 2017 Agenda**

- **Education, Curriculum & Technology- Agenda Items***
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy- Agenda Items***
 - 2018 Board Meeting Schedule*
- **Finance- Agenda Items***
 - Ad Hoc Finance Committee Members
 - 2018-2019 Budget Process
 - 2016-2017 Audit
- **Buildings & Grounds/Facilities- Agenda Items***
 - Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists*
 - Lower Field Athletic Improvements*

10. **Superintendent’s Report & Information Items**

- Enrollment– **Document A**
 - **Total Enrollment – 1,529**
 - **High School – 944**
 - **Elementary School – 585**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
 - **Fire Drill Reports**
 - **High School:**
 - **October 5th (Fire Drill)**
 - **October 23rd (Evacuation Drill)**
 - **Elementary School:**
 - **October 4th (Fire Drill)**
 - **October 27th (Lockdown)**

- **HIB Monthly Report – Document C**
 - **High School:**
 - **One Incident – 1 Confirmed HIB**
 - **Elementary School:**
 - **One Incident – 1 Confirmed HIB**
- **Report of the Director of Curriculum and Instruction**
- **Report of the Director of Technology and Human Resources**
 - **Open House Video**
- **Report of the Director of School Counseling Services**

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 Accurate Language Services to provide Mandarin translation for CST meetings related to student # 313172 at a rate of 95.00 per hour not to exceed 4 hours for the 16-17 school year.

13. Recommend approval of Accurate Language Services to provide Mandarin translation for CST meeting meetings related to student #313172 at a rate of 95.00 per hour not to exceed 20 hours for the 17-18 School year.

14. Recommend approval of Pay Application #3, from Premier Security & Electronics, Inc., for the Manasquan Elementary School Fire Alarm System Replacement, in the amount of \$18,478.45, pending attorney review.

Professional Days

15. 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>
November 30, 2017	Amy Young	New Brunswick	Character Education	No	None
December 6, 2017	Alissa Boyne	Edison	Sign Language	No	Mileage- \$25.17 Registration - \$229.99
December 5,6,7, 2017	Deborah Kehoe	Princeton	Wilson Reading Training	Yes	Mileage - \$16.12 Registration - \$650.00 IDEA Funds
December 5,6,7, 2017	Meghan Roland	Princeton	Wilson Reading Training	Yes	Mileage - \$99.51 Registration - \$650.00 IDEA Funds
January 5, 2018	Suzanne Deegan	Piscataway	ASD Training	Yes	Mileage - \$14.57 Registration - \$249.00
November 15, 2017	Kali Mura	Sea Girt	Grade Collaboration	Yes	None
December 5,6,7, 2017	Kimberly Murin	Princeton	Wilson Reading Training	Yes	Mileage - \$16.43 Registration - \$650.00 IDEA Funds
November 16, 17, 2017	Oriana Kopec	Long Branch	NJ Association of School Library Conference	Yes	Mileage - \$27.76 Registration - \$215.00
January 23, 2018	Catherine Kappy	Brookdale CC	Science Concepts Workshop	Yes	Registration - \$149.00
January 30, 2018	Brianna Snel	Monroe	Math Assessment Workshop	Yes	Registration - \$149.00
January 30, 2018	Jessica Woytowicz	Monroe	Math Assessment Workshop	Yes	Mileage - \$20.08 Registration - \$149.00

Student Action

Field Trips

16. 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>
December 20, 2017	Cheryl Femenella Danielle Romano Lauren Maslihan Jessica Woytowicz	Grade 3	Algonquin Theater	Theatrical Performance	No	None	Student Funds
May 16, 2018	Brian McCann Elyse Wemple Amelia Gliddon Teresa Reichy Sarah King Jaimee McMullen Sandra Collins Nurse (TBD)	Grade 5	Adventure Aquarium	Science Ecosystem	Yes - 1	None	Student Funds
December 20, 2017	Brian McCann Elyse Wemple Amelia Gliddon Teresa Reichy Sarah King Jaimee McMullen	Grade 5	Algonquin Theater	Theatrical Performance	No	None	Student Funds
March 8, 2018	Cheryl Femenella Danielle Romano Lauren Maslihan Jessica Woytowicz Nurse (TBD)	Grade 3	Liberty Science Center	STEM Exhibits	Yes - 1	None	Student Funds

May 22-23, 2018	Richard Kirk Nurse (TBD) 8 Teachers (TBD)	Grade 8	Valley Forge Gettysburg Amish Country	Historical Tour	Yes-9	2 Coach Buses - \$5,000 Total	Student Funds
-----------------	---	---------	---	-----------------	-------	--	------------------

Placement of Students on Home Instruction

17. **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

18. **Recommend** approval of the Revised 2017-2018 External Placement list that reflects tuition and transportation costs, as per **Document 1**.

Financials

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **October 31, 2017** as per **Document 2**.

MANASQUAN/SENDING DISTRICTS

General Items

20. **Secretary's Report/Financials**

Recommend acceptance of the following **Financial Reports, High School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) and (Capital Expense)**.

The Business Administrator/Board Secretary certifies that as of **October 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 **October 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 **October 31, 2017** per **Document D**. (The Treasurer of School Moneys Report for the month of **October 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 **October 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 **2017-2018 budgets** for **OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D**.

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

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

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,496,313.13** for the month of **NOVEMBER, 2017** be approved. Record of checks (**#41308** through **#41313**), 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 **NOVEMBER, 2017** be approved. Record of checks (**#1093** through **#1093**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2017** at **\$2,353,537.31** and checks (**#41138** through **#41307**) and (**Capital Expense**) for **OCTOBER, 2017** at **\$156,493.45** and checks (**#1076** through **#1092**).

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

21. **Recommend** approval of the 2018 Board of Education meeting dates, as per **Document H.**
22. **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document I.**
23. **Recommend** approval of the Request for Obsolete Equipment Disposal for a metal file cabinet. This equipment has been determined to be unusable, as per **Document J.**
24. **Recommend** approval of the Agreement between the Manasquan School District and E-rate Partners, LLC for E-rate Services for Funding Year 2018 Category 1, in the amount of \$1,200.00.
25. **Recommend** approval of the following Pay Applications, pending attorney review:
 - Pay Application #2, from Kappa Construction Corp., for the Manasquan High School Addition & Renovations project, in the amount of \$288,879.50
 - Pay Application #003HS, from SLS Construction, for the Manasquan High School 2017 Stair Tower Interior Door Replacement, in the amount of \$114,000.00
26. **Recommend** approval of the use of ESEA Grant Title II funds to cover \$4,000 of the consultant fee for Steve Barkley of PLS 3rd Learning, December 5, 2017 professional development workshop.
27. **Recommend** approval of the use of ESEA Grant Title I part A funds to cover one hundred percent of the cost of Heinemann-Fountas/Bas 1 Conversion Kits 2E to #E (Quote: 5225035) in the amount of \$1,155.00.
28. **Recommend** approval of the use of ESEA Grant Title IV funds to cover one hundred percent of the stipend of Oriana Kopec as MES television studio/morning news adviser in the amount of \$2,153.
29. **Recommend** approval of the psychiatric assessment of student #172906 with Dr. Worth for the purpose of re-evaluation and CST recommendations at a rate of \$550.00.
30. **Recommend** approval of the Memorandum of Agreement with Law Enforcement Officials and the Manasquan School District for the 2017-2018 School Year (on file at the Board of Education office).

- 31. Recommend** approval of the revised NJQSAC Statement of Assurance for the 2017-2018 school year, as per **Document K**.
- 32. Recommend** approval of the Memorandum of Understanding with the Monmouth County Police Academy and the Manasquan School District, pending attorney review, as per **Document L**.
- 33. Recommend** approval of Water and Sims, Employment Services Inc to provide SLE/Job Coaching services for student # 172906 in the amount \$954.00 in order to begin transition services needed for ESY.
- 34. Recommend** approval of Water and Sims, Employment Services Inc. to provide SLE/Job Coaching services for student # 172906 for \$2226.00 to provide specialized intensive job training/coaching for ESY June 5-August 18, 2017.
- 35. Recommend** approval of teacher or teachers to run twelve (12) remediation sessions from December 2017 until the January 2018 PARCC testing at a cost of \$1,368.00.
- 36. Recommend** approval to reject all bids received on November 8, 2017 for Renovations to the Alternative School, as per **Document M** and further approve to re-bid the project.

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
November 17, 2017	Lynn Coates	Waretown	Indoor Air Quality Training	No	None
November 30, 2017	Tiffany Jaeger	Eatontown	Co-Teaching Workshop	Yes	Registration - \$100.00
November 29, 2017	Kathleen Stonaker	Neptune	ADHD Symposium	No	Mileage - \$4.84
November 4, 2017	Rosa Russo	New Brunswick	Oral Proficiency Workshop	No	Mileage - \$15.56 Registration - \$25.00
January 5-8, 2017	Kevin Hyland	Boston	Eastern Athletic Training Association Conference	Yes	Mileage - \$170.50 Registration - \$150.00 Hotel - \$477.00
December 7, 2017	Jesse Place	Monroe	Legal One – Seniority and Tenure Workshop	No	Mileage - \$ 20.15 Registration - \$ 150.00
October 23, 2017	Claire Kozic	Scotch Plains	New Course Material Review	Yes	Mileage - \$9.92
November 2, 2017	Jill Santucci	New Brunswick	Peer Mediation Workshop	Yes	Mileage - \$10.23
December 5, 2017	Robert Kehoe	Manalapan	Self-Regulation Workshop	Yes	Mileage - \$13.14
January 25, 26, 2018	Frank Kasyan Jesse Place Frank Scott	Atlantic City, NJ	NJASA Techspo	No	Registration: \$425.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 Hotel: \$99.00 M&IE: \$64.00 <i>Costs Per Traveler</i>

January 25, 2018	James Egan Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	Registration: \$275.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 <i>Costs Per Traveler</i>
------------------	---------------------------	----------------------	---------------	----	---

Student Action

Field Trips

38. **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 8, 2018	James Fagen Jason Bryant Nurse (as necessary)	Model UN	St. Peter's University	Model UN Conference	Yes-2	Bus - \$700	Student Funds
December 11, 2017	Jill Santucci Leigh Busco Elizabeth Rudder Nurse (as necessary)	Peer Leaders	First Presbyterian Church Manasquan	Presentation for Sending Districts	Yes-1	None	None
December 1, 2017	Kevin Hyland James Freda Nurse (as necessary)	Medical	Rutgers University	Medical Lab	Yes-2	Bus - \$400	None

Placement of Students on Home Instruction

39. **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:

#182428 Grade 12 November 2, 2017 - January 26, 2018 (Medical)

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 (Student Matter)
- 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 (Special Project Engineer Contract)
- 8. Personnel Matters (Hiring, 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 3.**

MANASQUAN/SENDING DISTRICTS

Personnel

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

- 45. Recommend** approval of the conceptual plan for the Lower Field Athletic Improvements and the contract for the Special Project Engineer, as per **Document O.**

- 46. Adjournment**

Motion to Adjourn