

**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  
December 12, 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 Bosson	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 November 14, 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

- Holiday Presentation
  - Members of the Manasquan High School Chorus
  - Members of the Manasquan High School Band
- Recognition of Board Member Service
- 2017-2018 ALL-USA Preseason Basketball Team – Dara Mabrey
- High School Students of the Month for November– Jenna Stanley, Senior – Aidan Price, Junior – Noelle Johnstone, Sophomore – Joseph Battaglia, Freshman
- High School Teacher of the Month for November– Eric Wasnesky
- Elementary School Student of the Month for November– Matthew Rose
- Elementary School Teacher of the Month for November– Kimberly Ward
- Elks Elementary School Student of the Month for November- Luke Ragan
- Elks Teenager of the Month for November- Andrea D’Andrea
- Elks Teenager of the Month for December – Christopher Palangio
- STEAM Tank Challenge Winners
  - 1<sup>st</sup> Place – Eco-Track
  - 3<sup>rd</sup> Place – Exo-Controller
- Instructional Council – Presented by Claire Kozic
- 2016-2017 School Year Audit – Presented by Robert A. Hulsart, Jr. of Robert A. Hulsart and Company
- New Road Construction Project Update – Presented by Robert Notley

## 9. Discussion Items December 12, 2017 Agenda

- Education, Curriculum & Technology- Agenda Items\*
  - 2018-2019 School Year Calendar
  - Strategic Plan
  - High School Schedule 2017-2018 School Year
    - Start Time – 7:38a.m.
    - End Time – 2:30p.m.
    - Class Time – 77 Minutes per class (approximately)
    - Semester I – 91 Days
    - Semester II – 89 Days
- Personnel– To be Discussed in Executive Session- Agenda Items\*
- Policy- Agenda Items\*

- **Finance- Agenda Items\***
  - Update of the 2016-2017 Audit\*
- **Buildings & Grounds/Facilities- Agenda Items\***
  - Outcome of Alternative School Renovation Re-Bid\*

#### **10. Superintendent's Report & Information Items**

- **Enrollment– Document A**
  - **Total Enrollment – 1,527**
    - **High School – 942**
    - **Elementary School – 585**
- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
  - Fire Drill Reports**
    - **High School:**
      - **November 14<sup>th</sup> (Evacuation Drill)**
      - **November 28<sup>th</sup> (Fire Drill)**
    - **Elementary School:**
      - **November 14<sup>th</sup> (Evacuation Drill)**
      - **November 28<sup>th</sup> (Lockdown)**
- **HIB Monthly Report – Document C**
  - **High School:**
    - **Three Incidents – 2 Not HIB, 1 Confirmed HIB**
  - **Elementary School:**
    - **One Incident – 1 Not HIB**
- **District Calendar 2017-2018 SY – Revised**
  - **March 1<sup>st</sup> – Regular School Day (Changed from In-Service)**
  - **March 14<sup>th</sup> - Staff In-Service Day, Early Dismissal for Students**
- **Report of the Director of Curriculum and Instruction**
- **Report of the Director of Technology and Human Resources**
- **Report of the Director of School Counseling Services**
  - **Naviance Presentation**

**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 to accept preschool tuition student # **11282017** into the 3 year old program from Spring Lake Heights effective January 2, 2018 at a tuition rate of **\$6,959** including related services.
  
13. **Recommend** approval of Meghan Clements, an undergraduate student at the University of Rhode Island, to complete 10 hours of observations with district Occupational Therapist, Jill Wells.
  
14. **Recommend** approval of the following Practicum 1 Internship from January 2018 through May 2018:
  - Molly Brown      Monmouth University      School Counseling (A. Young/L. Kenney)
  
15. **Recommend** approval of the following student teacher placements for the Spring 2018 Semester:
  - Ali Garbolino      Georgian Court University      Elementary – ICS (Wemple)      15 Days
  
16. **Recommend** approval of the following Pay Applications (pending attorney review):
  - SLS Construction – Pay Application #003ES      \$12,386.50
  
17. **Recommend** approval of the payments of Invoice #38569589 from TRANE for HVAC work at the Manasquan Elementary School, in the amount of \$3,586.75 and Invoice #38664423 from TRANE for HVAC work in the amount of \$29,935.00.
  
18. **Recommend** approval of the use of ESEA Grant Title IV, Part A funds to cover one hundred percent of a one-year license contract for Actively Learn online learning platform in the amount of \$2,400. As per Title IV, Part A specifications, this platform "provides educators with the necessary professional learning tools, devices, content, and resources." (pending attorney review)
  
19. **Recommend** approval of the use of ESEA Grant Title I, to cover one hundred percent of a Fountas & Pinnell Benchmark conversion kits in the amount of \$700, Part A specifications, this platform "provides educators with the necessary professional learning tools, devices, content, and resources." (pending attorney review)
  
20. **Recommend** approval to accept the donation in the amount of \$1,000 from the Manasquan Elementary School PTO into the Library Budget Account.
  
21. **Recommend** approval of the creation of a central fund account for the Warriors Wardrobe.
  
22. **Recommend** approval of **Maureen T. Kelley, LLC**, Maureen Kelley, to work as a School Psychologist consultant, 6 hours per day, three days per week, at a rate of \$30.00 per hour from December 13, 2017 through on or about March 2, 2018, leave of absence replacement.

**Professional Days**

23. **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>
January 25, 26, 2018	Andrea Trischitta	Atlantic City	TECHSPO	Yes	Mileage - \$22.63 Registration - \$425.00

December 8, 2017	Kelly Balon	Neptune	School Refusal Behavior Workshop	No	Mileage - \$4.03
December 14, 2017	Teresa Trumpbour	Voorhees	STEAM Strategies	Yes	Mileage- \$20.12 Registration - \$249.00
January 25, 2018	Oriana Kopec	Atlantic City	Educational Technology Training	Yes	Mileage - \$48.36 Registration - \$275.00
December 5, 2017	Brianna Snel	Manasquan	Language Arts	Yes	None
December 5, 2017	Taylor Ames	Spring Lake	Language Arts	Yes	None
March 23, 2018	Colleen Graziano	Neptune	Integrated Pest Management Training	No	None

**Student Action**  
**Field Trips**

24. **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 11, 2017	Nancy Sanders Amy Young	8 <sup>th</sup> Grade Peers	1 <sup>st</sup> Presbyterian	Peer Leader Training	No	None	None
May 30, 2018	Elizabeth Walling Andrea Trischitta Andrew Manser Laura Wahl Kirt Wahl Kim Ward Thomas Russoniello Kristine Yellovich Sheri Bruns Gina Melillo	Grade 7	Escape Room Monmouth Battlefield	Team Collaboration and Revolutionary War Lesson	Yes - 5	None	Student Funds
April 26, 2018	Laura Wahl Carrie Eastmond Thomas Russoniello Kristie Gola	Grade 6	Algonquin Theater	Show Performance to Support Performance Standards	Yes - 2	None	Student Funds

**Placement of Students on Home Instruction**

25. **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**

26. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2017-2018 school year, as per **Document 1**.

**Financials**

27. **Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **November 30, 2017** as per **Document 2**.

**MANASQUAN/SENDING DISTRICTS**

**General Items**

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

**Purchase Orders** for the month of **DECEMBER 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 **\$141,229.20** for the month of **DECEMBER, 2017** be approved. Record of checks (**#41471** through **#41548**), 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 **DECEMBER, 2017** be approved. Record of checks (**#1113** through **#1113**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **NOVEMBER, 2017** at **\$2,510,831.56** and checks (**#41308** through **#41470**) and (**Capital Expense**) for **NOVEMBER, 2017** at **\$532,994.01** and checks (**#1094** through **#1113**).

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

**29. Recommend approval** of the **Revised 2017-2018 School Year Calendar** as per **Document H**.

**30. Recommend approval** to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2017, as presented by Robert A. Hulsart, Jr., of Robert A. Hulsart and Company, as per **Document I**.

**31. Recommend approval** of the following Pay Applications (pending attorney review):

- SLS Construction – Pay Application #004HS \$33,725.00
- Kappa Construction Corp – Pay Application #3 \$108,295.26

- 32. Recommend** approval of the following Change Order as per **Document J.**
- # 1 from Kappa Construction, in the amount of (\$31,121.68), reducing the contract amount to \$6,905,378.32.
- 33. Recommend** approval of the Request for Obsolete Equipment Disposal, as per **Document K.** This equipment has been determined to be unusable.
- 34. Recommend** approval of up to \$90,000 to be appropriated from capital reserve by board resolution and transferred to a capital outlay major account/fund to fund preliminary planning costs related to the Lower Field Improvement Project. This appropriation is permitted under NJAC 6A:23A-14.1(h)(1) and been reviewed by the district’s bond counsel, Andrea L. Kahn, Esq., McManimon, Scotland & Baumann, LLC.
- 35. Recommend** approval of the Professional Services Agreement with Suburban Consulting Engineers, Inc., for professional engineering services in connection with the Lower Field Improvement Project and Fee Proposal form, as per **Document L.**
- 36. Recommend** approval of the Tax Services Agreement – Long Term Disability, with The Hartford, as per **Document M.** (pending attorney review) This is a voluntary disability plan.
- 37. Recommend** approval of the acceptance of an anonymous donation of \$1,280 for the purchase of Manasquan High School AED supplies and equipment.
- 38. Recommend** approval of the Superintendent’s 2017-2018 Quantitative Merit Goal focused on the administration of the NJTRAx Digital Learning assessment.
- 39. Recommend** approval of the following Practicum 1 Internship from January 2018 through May 2018:
- Jessica Yori    Kean University                      School Counseling (E. Hoffman/L. Kenney)
- 40. Recommend** approval of the revised Board of Education Organizational Chart, as per **Document N.**
- 41. Recommend** approval of the Memorandum of Agreement with Law Enforcement Officials Amendment and the Manasquan School District for the 2017-2018 School Year regarding Video Surveillance (on file at the Board of Education office).
- 42. Recommend** approval of Sea Girt Appraisal Service to conduct two property appraisals of board property, one facing Elizabeth Avenue and one facing Sea Girt Avenue, at an approximate cost of \$700. Both parcels are currently part of the High School grounds.
- 43. Recommend** approval to authorize Garrison Architects to provide a preliminary rendering to transform the Industrial Arts Building into a Strength/Conditioning Facility (1<sup>st</sup> Floor) and to add a second floor to house a Performing Arts Academy.

**Professional Days**

- 44. 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>
January 19, 2018	Lynn Coates	Metuchen H.S	Integrated Pest Management Training	No	Mileage - \$24.80
March 12,13,14, 2018	Lynn Coates	Atlantic City	2018 NJSBGA Expo	No	Parking - \$30.00
March 12, 13,14, 2018	Matthew Hudson	Atlantic City	2018 NJSBGA Expo	No	Mileage - \$128.15 Tolls - \$15.00 Parking \$30.00
June 24-27, 2018	Dr. Frank Kasyan Jesse Place Frank Scott	Chicago, IL	International Society of Technology Education Conference	No	Registration-\$550 Hotel-\$952.68 M&IE-\$259.00 Airfare-\$200.39 Airport Mileage-\$32.61 Airport Parking-\$72.00 Tolls-\$10.00 (Costs per Traveler)
January 5-8, 2018 (Previously approved on November 14, 2017)	Kevin Hyland	Boston	Eastern Athletic Training Association Conference	Yes	Mileage - \$170.50 Registration - \$150.00 <b>Hotel - \$545.93 (Revised)</b>
January 27-31, 2018	Richard Read	Carrolton, TX	National Energy Training Conference	No	Mileage - \$52.00 Tolls/Parking - \$85.00 Ground Transportation - \$70.00 Airfare - \$385.00 Registration - \$600.00 Hotel - \$620.00 Meals/Incidentals - \$256.00
December 12, 2017	Amy Edwards	Trenton	STEAM Tank Council Meeting	Yes	None

## **Student Action**

### **Field Trips**

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

### **Placement of Students on Home Instruction**

46. **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:

#203613      **Grade 10**      **November 29, 2017 - December 29, 2017 (Suspension)**

#183168      **Grade 12**      **May 26, 2017 - June 26, 2017 (Medical)**

#192748      **Grade 10**      **November 29, 2017 - December 29, 2017 (Medical)**

#213413      **Grade 9**      **December 12, 2017 – January 2, 2018 (Medical)**

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 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 Matters)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA sidebar agreement)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client (Alternative School Renovation contract)
- 8. Personnel Matters (Hiring, Resignation, Leave of Absence, Performance)
- 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**  
**Student Matter**

50. **Recommend** approval of the Elementary School HIB Incident Report #2.

**Personnel**

51. **Recommend** approval of the Elementary School personnel as per **Document 3.**

**MANASQUAN/SENDING DISTRICTS**

52. **Recommend** approval of the sidebar agreement between the Manasquan Education Association and the Board of Education, as per **Document O.**

**Renovation – Alternative Building**

53. **Recommend** approval of the following resolution:

**RESOLUTION**

**WHEREAS**, Manasquan Board of Education is committed to the completion of renovations and additions for work at the Manasquan High School Alternative Education Building (hereinafter “the Project”); and

**WHEREAS**, sealed bids for the Project were previously received on November 8, 2017; and

**WHEREAS**, by action of the Board of Education on November 14, 2017, bids were rejected because it was determined by the Board that the bids received were not reasonable as to price; and

**WHEREAS**, on December 7, 2017, a second solicitation for bids and receipt of the same by the Board occurred and, once again, the Board determined that the bids received for the Project are not reasonable as to price; and

**WHEREAS**, in accordance with N.J.S.A. 18A:18A-5, the Board makes the following finding of fact:

1. Bids have been advertised pursuant to N.J.S.A. 18A:18A-4 on two (2) occasions, and the Board of Education has rejected such bids on each occasion because it was determined they were not reasonable as to price.

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with N.J.S.A. 18A:18A-5:

a. the latest round of bids for the Project are hereby rejected; and

b. The Business Administrator on behalf of the Board of Education, together with the District's Architect and consulting engineers, are hereby authorized to negotiate a contract under the terms, conditions, restrictions and specifications set forth in the Bid Documents and Specifications presently in existence; and

c. A reasonable effort shall be made by the Business Administrator to determine that the same or equivalent goods or services at a cost which is lower than the negotiated price are not available from any agency or authority identified within N.J.S.A. 18A:18A-5(c)(3)(a); and

d. At a minimum, notification shall be given to each responsible bidder submitting bids on the second occasion of the Board's intention to negotiate, and each bidder be afforded a reasonable opportunity to negotiate such contract for the Project at a lower price than the lowest rejected bid price submitted on the second occasion by a responsible bidder; and

**BE IT FURTHER RESOLVED** that the Board of Education's Business Administrator, Board Attorney and professional staff are authorized to take any and all action necessary to effectuate the purpose of this Resolution.

**Personnel**

**54. Recommend** approval of the High School personnel as per **Document P.**

**55. Adjournment**

Motion to Adjourn