

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
January 31, 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
Eugene Cattani
Linda DiPalma

Mark Furey (Belmar)
Heather Garrett-Muly
Joseph Loffredo
Anne McGarry (SLH)

Thomas Pellegrino
Alfred Sorino
Tedd Vitale (Brielle)
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 December 20, 2016 and the Reorganization Meeting of January 4, 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

- **Manasquan Pop Warner Cheerleading Team – National Champions**

- **High School Students of the Month for December** – Jeffrey Petrulla, Senior – Avi Pelly, Junior – Madison Pringle, Sophomore – Connor Mawn, Freshman
- **High School Teacher of the Month for December** – James Fagen
- **Elementary School Student of the Month for December** – Amanda Bautista
- **Elementary School Teacher of the Month for December** – Eric Clark
- **Elks Elementary School Student of the Month for December** – Joseph Battaglia
- **Elks Teenager of the Month for December**– Tyler Hobbie
- **Donation Acceptance of Memorabilia from the Family of Richard Stoner**

9. **Discussion Items for January 31, 2017 Agenda**

- **Education, Curriculum & Technology- Agenda Items***
 - 2017-2018 School Year Calendar*
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy– Agenda Items ***
 - Policies for revision*:**
 - P&R 1510 – Americans with Disabilities Act
 - P&R 5116 – Education of Homeless Children
 - P&R 8330 – Student Records
 - Polices for first reading*:**
 - P 2415.30 – Title I – Educational Stability for Children in Foster Care
 - P&R 2418 – Section 504 of the Rehabilitation Act of 1973 – Students
 - P 5330.04 – Administering an Opioid Antidote
- **Finance**
 - 17/18 Budget Update
- **Buildings & Grounds/Facilities- Agenda Items***
 - RFP for Construction Management Services*
 - Water Testing Contract*
 - Sea Girt Army Camp

10. **Board Member Vacancy Interviews**

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

Recommend approval of the following resolution to designate the month of January 2017 as “School Board Recognition Month.”

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Manasquan Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Manasquan Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Manasquan Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2017 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Manasquan Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

- Strategic Planning Update
- Enrollment– **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – HIB Investigations, Trainings and Programs Data Collection – July 1, 2016 through December 31, 2016
- HIB Monthly Report - **Document C**

Recommend approval and acceptance of the Superintendent's Report.

12. 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

13. 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 **December 31, 2016** 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 **\$2,358,936.00** 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 **December 31, 2016** 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 **December 31, 2016** per **Document D**. (The Treasurer of School Moneys Report for the month of **December 2016** 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 **December 31, 2016** 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 **December and January** as recommended by the Superintendent of Schools, as per **Document D**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **December 31, 2016** as per **Document E**.

Purchase Orders for the month of **January 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 **\$1,432,080.30** for the month of **January 2017** be approved. Records of checks (**#39553** through **#39694**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **December 2016** at **\$2,245,920.25** and checks (**#39407** through **#39552**).

14. Recommend approval of the following student teacher placement for the Spring 2017 Semester:

- Brittany DiPasquale Georgian Court University K-3 (Buss/Saake)

15. **Recommend** approval of the payment of \$30,000 to Highlands Claim Services to cover the Board's retention limit (deductible) of \$10,000 per settlement of the following claims that were covered under the Manasquan's School Board Legal Liability policy through the School Alliance Insurance Fund: SPL001069, SPL001082 and SPL001073.
16. **Recommend** acceptance of the \$250 donation from the Manasquan Elementary School Education Foundation and the \$250 donation from the Manasquan Elementary School PTO to be used toward the deposit for the Manasquan School District therapy dog.
17. **Recommend** approval of **Bilingual Evaluations Services** provided by **Monica Peters**, to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, and **Bilingual Speech** provided by **Nilda Collazo**, to conduct a Bilingual Speech/Language Evaluation at a rate of \$575.00 for pre-school student #313322, as part of a Child Study Team Evaluation.
18. **Recommend** approval of **Inclusive Technology Solutions, LLC** provided by **Michael Marotta**, ATP to conduct technology training for the months of January and February for six (6) hours at a rate of \$110.00 per hour, with out of district student #22271, not to exceed \$660.00.
19. **Recommend** approval of **Michele Haven** for an additional eight (8) hours of home programming for student #22271 for the purposes of transitioning services to Kelly Balon, district BCBA, at a rate of \$125.00 per hour, not to exceed \$1000.00.
20. **Recommend** approval of the following revised policies, as per **Document H:**
- P&R 1510 – Americans with Disabilities Act
 - P&R 5116 – Education of Homeless Children
 - P&R 8330 – Student Records
21. **Recommend** approval of the first reading of the following policies, as per **Document I:**
- P 2415.30 – Title I – Educational Stability for Children in Foster Care
 - P&R 2418 – Section 504 of the Rehabilitation Act of 1973 – Students
 - P 5330.04 – Administering an Opioid Antidote
22. **Recommend** approval of the release of a Request for Proposal (RFP) for Construction Management Services, as per **Document J. (Pending Attorney review)**
23. **Recommend** approval of **Maureen T. Kelley, LLC**, Maureen Kelley, to work as a School Psychologist consultant, 30 hours weekly, at a rate of \$58.00 per hour from January 18, 2017 through February 16, 2017, leave of absence replacement.

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
March 30-April 2, 2017	Jill Wells	Philadelphia	AOTA Conference	No	Registration - \$451.00 (IDEA Funds)
February 2, 2017	Margaret Polak	Tinton Falls	Hot Legal Topics Workshop	No	Mileage - \$28.40 Registration - \$45.00 (IDEA Funds)
January 25, 2017	Oriana Kopec	Monroe	Reading Strategy Workshop	Yes	Mileage - \$19.46 Registration - \$149.00

January 25, 2017	Kristine Sliwoski Jessica Woytowicz Christine Melfi	Monroe	Reading Strategy Workshop	Yes -3	Mileage -\$19.46 each Registration -\$149.00 each
March 1-4, 2017	Teresa Trumbour	NYC	NAEA Convention	Yes	None
To Be Determined	Oriana Kopec	Remote Training	Reader Program	No	Registration -\$150.00
January 26, 2017	Andrea Trischitta	Atlantic City	TECHSPO	Yes	Registration- \$275.00
February 23-24, 2017	Meghan Roland	Cherry Hill	Zones of Regulation Seminar	Yes	Registration- \$225.00 Mileage-\$72.24 (IDEA Funds)
February 23-24, 2017	Kelly Ann Balon	Cherry Hill	Zones of Regulation Seminar	No	Registration- \$225.00 Mileage-\$72.12 (IDEA Funds)
February 8, 2017	Kelly Ann Balon	Langhorne, PA	Improving Executive Functions	No	\$199.00 (Group of 2) Mileage-\$34.72 (IDEA Funds)
February 8, 2017	Kate Marvel	Langhorne, PA	Improving Executive Functions	No	\$199.00 (Group of 2) Mileage-\$34.72 (IDEA Funds)

School Business Days

25. **Recommend** approval of substitute coverage (1/2 day each attendee, except as notated) for the following to attend an in district Opinion Writing Workshop on February 8, 2017:

Alyse Leybovich	Catherine Kappy	Kindle Kuriscak (Full day - no sub)
Sandra Hill	Donna Mead	Catherine Baier (No sub)
Kali Mura	Lauren Buss	
Lauren Gawron	Cheryl Femenella	

26. **Recommend** approval of substitute coverage on February 3, 2017 for **Justine Rotante** for the purpose of writing programs with district BCBA for student with disabilities.

Student Action

Field Trips

27. **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>
February 9, 2017	Ann Marie LaMorticella Tom Rusooniello	Grades 6-8	Spring Lake Heights	National Geography Bee	Yes-1	None	None
May 2, 2017	Brian McCann Elyse Wemple Amelia Gliddon Teresa Reichey Jaimee McMullen Sara DeMicco Nurse – TBD	Grade 5	Camden Aquarium	Science Ecosystem	Yes-1	None	Student Funds
May 5, 2017	Donna Mead Michele Sayre Lauren Buss Heather Saake Nurse – TBD	Grade 2	Allaire Community Farm	Science – Living Things	Yes-1	None	Student Funds
February 2, 2017 February 6, 2017	Eric Clark	Band	Brielle	Sending District Band Rehearsals	Yes	Bus \$200.00 each day	None

Placement of Students on Home Instruction

28. **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

29. **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

30. **Recommend** approval of the **2017-2018 School Year Calendar** as per **Document 1.**
31. **Recommend** approval of the Quail Ridge Golf World as a practice facility for the MHS Golf Team, as per **Document 2.**
32. **Recommend** approval of the following job descriptions as per **Document 3:**
- Public Safety Academy Coordinator
 - Academy of Health Careers Coordinator
 - Engineering Academy Coordinator
 - Academy of Finance Coordinator
33. **Recommend** acceptance of the donation received from the Manasquan High School Endowment & Alumni Fund for the installation of the Manasquan High School Gym Lighting.
- Installation – Schwier Electric LLC, in the amount of \$2,880
 - Rebate administration – Cooper Electric, in the amount of \$250
34. **Recommend** approval of the Cardiac Emergency Action Plan, as per **Document 4.**
35. **Recommend** approval of the acceptance of an anonymous donation, in the amount of \$2,353.00, to be used for the purchase of AED equipment for the Manasquan High School.
36. **Recommend** approval of the contract between the Manasquan Board of Education and PARS Environmental, Inc., for the purpose of Lead in Drinking Water Testing, at an estimated project cost of \$9,230.00. (Hunterdon County Educational Services Commission Cooperative Purchasing Consortium – Bid # HCESC-SER-16-02.) Sample collection and the cost of the certified lab completing the tests and delivering results are reimbursable by the New Jersey Department of Education. (Pending Attorney review of contract.)
37. **Recommend** approval of Change Order #4R from SLS Construction LLC, providing a 6 day extension to the contract time, bringing the end contract date to February 8, 2017, at no increase to the contract amount.
38. **Recommend** approval of the disposal of air conditioning and video equipment, as per **Document 5-1,** and technology equipment, as per **Document 5-2.** All items are obsolete beyond their useful life. Electronic items will be disposed of through the MOESC program specialist working with Vintage Tech Recyclers and all non-electronic items will be disposed of through normal district trash.
39. **Recommend approval of the creation of the central fund account of for the following:**
- **Manasquan ACE (Alternative Core Education)**

40. **Recommend** approval of the acceptance of a \$1,000.00 donation from Alexandra Rose Tozzi Memorial Foundation for the purchase of athletic supplies and equipment.

Professional Days

41. **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 27, 2017	Kevin Hyland	Belmar	Career Day	Yes	None
May 3-4, 2017	Lynn Coates	Atlantic City	Purchasing Educational Forum	No	Registration -\$350.00 Parking - \$20.00
February 23, 2017	JoAnn Dietrick	Tinton Falls	FMLA and Employment Law Workshop	No	Mileage-\$4.96 Tolls-\$2.00
January 30, 2017	Andrew Bilodeau	Robbinsville	All Star Selection	Yes	None
February 9, 2017	Sean McCarthy Jesse Place	Whippany	NJDOE Regional PARCC Training	No	Mileage- \$41.66 Tolls-\$10.00
June 23-24, 2017	Jesse Place	San Antonio, TX	School CIO Conference	No	None <i>Paid by School CIO</i>
June 25-28, 2017	Dr. Frank Kasyan Frank Scott James Egan	San Antonio, TX	International Society of Technology Education Conference	No	Registration-\$450.00 Hotel-\$747.00 M&IE- \$224.00 Airfare- \$438.60 Mileage to/from Airport: \$50.84 Airport Parking-\$44.00 Tolls-\$20.00 <i>(Costs per traveler.)</i>
June 25-28, 2017	Jesse Place	San Antonio, TX	International Society of Technology Education Conference	No	Registration-\$450.00 Hotel- \$747.00 M&IE-\$224.00 Mileage to/from Airport: \$50.84 Airport Parking-\$44.00 Tolls-\$20.00 <i>(Airfare paid by School CIO conference.)</i>
February 21, 2017	Amy Edwards Linda Hoeler	Lakehurst	NAES Tour with Engineers	Yes-2	None

Student Action

Field Trips

42. **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 5, 2017	Alan Abraham David Buckle	Marching Band	Belmar	St. Patrick's Day Parade	No	2 Buses \$412.00 total	None
March 11, 2017	Alan Abraham David Buckle	Marching Band	Seaside Park	St. Patrick's Day Parade	No	2 Buses \$412.00 total	None
May 2017 To Be Determined	Alan Abraham David Buckle	Jazz Band	Belmar	Seafood Festival	No	None	None
May 19, 2017	Alan Abraham David Buckle	Jazz Band	Baltimore	Baltimore Concert Series	Yes-1	2 Buses \$1100.00 total	Student Funds

May 27, 2017	Alan Abraham David Buckle	Marching Band	Bradley Beach	Memorial Day Parade	No	2 Buses \$150.00 each	None
May 29, 2017	Alan Abraham David Buckle	Marching Band	Manasquan	Memorial Day Parade	No	2 Buses \$100.00 each	None
June 3, 2017	Alan Abraham David Buckle	Marching Band	Wildwood	Elk's Convention Parade	No	None	None
March 30, 2017	Linda Hoeler To Be Determined	Architecture and Construction	Brookdale CC	Educational and Career Paths	Yes-2	Bus \$330.00	None
February 6, 2017	Meredith Morris	Fashion Interior Design	Manasquan	Walking Tour of Retail Window Designs	No	None	None

Placement of Students on Home Instruction

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

- | | | |
|---------|----------|---|
| #182416 | Grade 10 | January 4, 2017 – February 20, 2017 (Medical) |
| #182325 | Grade 11 | October 3, 2016 – June 21, 2017 Extended (Medical) |
| #182252 | Grade 10 | January 25, 2017 – To Be Determined (Medical) |
| #171949 | Grade 12 | January 18, 2017 – February 10, 2017 (Medical) |
| #183168 | Grade 11 | January 24, 2017 - June 20, 2017 (Medical) |
| #203113 | Grade 9 | January 24, 2017 – February 28, 2017 Extended (Medical) |
| #171956 | Grade 12 | January 24, 2017 - June 21, 2017 Extended (Medical) |
| #182303 | Grade 11 | January 24, 2017 – To Be Determined Extended (Medical) |
| #182358 | Grade 11 | January 24, 2017 - June 20, 2017 Extended (Medical) |

Financials

44. Recommend acceptance of the following **High School Central Funds Report** for the month ending **December 31, 2016** as per **Document 6**.

45. Old Business/New Business

46. Public Forum

47. 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:

- X 1. Confidential Matters per Statute or Court Order (Board Member Vacancy Deliberation)
- _____ 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)
- ___ 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

48. Appointment - Board Member Vacancy

Personnel

- 49. Recommend** approval of the Elementary School personnel as per **Document K.**

MANASQUAN/SENDING DISTRICTS

Personnel

- 50. Recommend** approval of the High School personnel as per **Document 7.**

51. Adjournment

Motion to Adjourn