

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
May 8, 2018
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

Bruce Bolderman	Mark Furey (Belmar)	Thomas Pellegrino
Donna Bossone	Terence Hoverter	Alfred Sorino
Eugene Cattani	Joseph Loffredo	
Tedd Vitale (Brielle)	Stephen LaValva (Brielle)	Joseph Milancewich (Brielle)
Linda DiPalma	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 April 17, 2018 and the Regular Public Meeting and Closed Executive Session of April 24, 2018. 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

- High School Students of the Month for April – Carmen Triggiano, Senior – Casey Campbell, Junior – Shealyn Murphy, Sophomore – Jillian Spalt, Freshman
- High School Teacher of the Month for April – Harry Harvey
- Elementary School Student of the Month for April– Michael Presbrey
- Elementary School Teacher of the Month for April – Andrew Manser
- Elks Elementary School Student of the Month for April – Andrew Brennan
- Elks Teenager of the Month for April – Mary Mills
- MHS Boys Varsity Swim Team
- MHS Varsity Ice Hockey Team
- Microsoft Showcase School Recognition
- New Road Construction Project Update – Presented by Robert Notley

9. Discussion Items May 8, 2018 Agenda

- Education, Curriculum & Technology- Agenda Items*
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy- Agenda Items*
 - Policies for Revision
 - P & R 7440 – School District Security
 - P & R 7441 – Electronic Surveillance in School Buildings and on School Grounds
 - P 4437 – Military Leave
 - P 3437 – Military Leave
 - P & R 8630 – Bus Driver/Bus Aide Responsibility
 - R 5460.1 – High School Transcripts
 - P 8462 – Reporting Potentially Missing or Abused Children
 - P 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - P 5350 – Student Suicide Prevention
 - P & R 1550 – Equal Employment/Anti-Discrimination
 - P 2431 – Athletic Competition
 - P 5533 – Student Smoking
 - Policies for 1st Reading
 - P 7425 – Lead Testing of Water in Schools
 - P 9424 – Use of Electronic Signatures
 - Bylaw 0169.02 – Board Member Use of Social Networks
 - P 5516.01 – Student Tracking Devices
 - P 5535 – Passive Breath Alcohol Sensor Device
 - P 2431.8 – Varsity Letters for Interscholastic Extracurricular Activities

- **Finance- Agenda Items**
 - Outcome of Request for Proposals
 - Emergency Reserve Withdrawal Request Update
- **Buildings & Grounds/Facilities- Agenda Items***
 - Lower Turf Field Project Bid
 - Ice Rink Contract

10. Superintendent’s Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment – 1,525**
 - **High School – 938**
 - **Elementary School – 587**
- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**

Fire Drill Reports

 - **High School:**
 - **April 19th – Fire Drill**
 - **April 23rd - Test of Emergency Management Communications System**
 - **Elementary School:**
 - **April 14th – Fire Drill**
 - **April 30th – Lockdown**
- **HIB Monthly Report – Document C**
 - **High School: No Report for the Month**
 - **Elementary School: No Report for the Month**
- **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**

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 Resolution for Participation in Coordinated Transportation between the Manasquan Board of Education and Monmouth-Ocean Educational Services Commission for the five-year period of July 1, 2018 through June 30, 2023, as per **Document 1** (pending attorney review).
13. **Recommend** approval of Joan Bruno to complete an Alternative and Augmentative Communication Evaluation on Student # 282460 at a rate not to exceed \$700.00.
14. **Recommend** approval of Joan Bruno to complete an Alternative and Augmentative Communication Evaluation on Student # 283876 at a rate not to exceed \$700.00.
15. **Recommend** approval of Student # 313176 as a tuition student in the Multiply Disabled program with a 1:1 paraprofessional from Spring Lake Heights School District for the 2018-2019 School Year commencing on July 9, 2018 with Extended School Year.
16. **Recommend** approval of the Request for Obsolete Equipment Disposal, as per **Document 2**.

Professional Days

17. **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>
May 7, 2018	Teresa Trumpbour	Monroe	Art Standards Workshop	Yes	Mileage-\$21.70 Registration-\$149.00
June 8, 2018	Mark Levy	Freehold Township Schools	STEM Lab Visit	Yes	Mileage-\$9.30
June 8, 2018	Oriana Kopec	Freehold Township Schools	STEM Lab Visit	Yes	None

Student Action

Field Trips

18. **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>
June 21, 2018	Laura Wahl Kristine Pierce Marc Reid Robert Markovitch Maira Skea Kirt Wahl Andrea Trischitta Andrew Manser Jestine Jones Kim Murin Elizabeth Walling Laura Wahl Thomas Russoniello Samuel Marx Deborah Kehoe Patricia Reo	Grades 7&8	Manasquan Beach	Beach Sweep	Yes-2	None	None

May 18, 2018	Christine Rice Nancy Knitter	ESL Gr.1-7	Neptune – Aquatic Center	Water Safety	No	None	MESEF Grant Funds
June 8, 2018	Christine Rice Nancy Knitter	ESL Gr.1-7	Manasquan Beach	Ocean Safety	No	None	MESEF Grant Funds
May 24, 31, 2018 June 7, 14, 2018	Sandra Hill Suzanne Deegan Brittany DiPasquale	Kindergarten	Manasquan Public Library	Introduction to the Library	No	None	None

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 External Placement list that reflects both transportation and tuition costs for the 2017-2018 school year, as per **Document 3**.

Financials

21. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **April 30, 2018 as per Document 4**.

MANASQUAN/SENDING DISTRICTS

General Items

22. **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 **APRIL 30, 2018** 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 **APRIL 30, 2018** 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 **APRIL 30, 2018** per **Document D**. (The Treasurer of School Moneys Report for the month of **APRIL 2018** 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 **APRIL 30, 2018**, 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 **APRIL and MAY** as recommended by the Superintendent of Schools, as per **Document D**.

Purchase Orders for the month of **MAY 2018** 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 **\$1,355,343.18** for the month of **MAY, 2018** be approved. Record of checks (**#42199** through **#42225**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$1,376.25** for the month of **MAY, 2018** be approved. Record of checks (**#1171** through **#1171**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **APRIL, 2018** at **\$4,656,725.95** and checks (**#42053** through **#42198**) and (**Capital Expense**) for **APRIL, 2018** at **\$456,357.11** and checks (**#1163** through **#1170**).

Recommend **acceptance** of the following **High School Central Funds Report** for the month ending **APRIL 30, 2018** as per **Document G.**

23. **Recommend** approval of the Tax Levy Revenue Schedule for the period July 1, 2018 through June 30, 2019, as per **Document H.**
24. **Recommend** approval of the acceptance of Request for Proposals for Testing, Adjusting and Balancing in conjunction with the Renovations and Addition project at the Manasquan High School and the award of contract to Butler Balancing Company, Inc., in the lump sum amount of \$17,400.00 (The proposal has been reviewed by New Road Construction Management and is pending attorney review).
25. **Recommend** approval of the renewal of the contract for Trash Collection Services with Waste Management, 107 Silvia Street, Ewing, NJ, for the 2018-19 school year, in the Renewal Year-Two amount of \$17,199.85, in accordance with the 2016-2017 Trash Collection Services bid of May 20, 2016.
26. **Recommend** approval of the renewal of the Printing Services contract with Centurion Printing, 352 Market Street, Kenilworth, NJ, for the 2018-19 school year, in the estimated bid amount of \$19,438.90, in accordance with Title 18A:18A-42. (Renewal Year-Two of the initial 2016-2017 Printing Services Bid #063016 awarded on 7/19/16)
27. **Recommend** approval of the proposal from HMC, Inc., to provide identified Worker and Community Right to Know (RTK) Act and Hazard Communication Standard services at the Manasquan School District including the required Right to Know Online Survey due July 15, 2018, in the amount of \$3,250.00, at no price increase from the 2017-18 proposal.
28. **Recommend** approval of the renewal of the transportation contract #17-18Briggs with Briggs Transportation, Point Pleasant Beach, NJ, for 2018-19 Student Transportation – School Related Activities, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.51%, in the 2018-19 estimated amount of \$21,506.00.
29. **Recommend** the renewal of the transportation contract #17-18FirstStudent with First Student, Route 35 & 3rd Avenue, Neptune City, NJ, for 2018-19 Student Transportation-School Related Activities, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.51%, in the 2018-19 estimated amount of \$192,911.13.

- 30. Recommend** approval of Pay Application #7 – Kappa Construction Corp., for the Renovations and Additions to Manasquan High School project, in the amount of \$379,260.00. (pending attorney review)
- 31. Recommend** approval to operate a Summer Session, July 2018 through August 2018 for fee-based credit recovery, as recommended by the Superintendent of Schools. The summer session program will be conducted pursuant to N.J.A.C. 6A:32-10.1, 10.2, 10.3, 10.4, and 10.5. All teachers hired to work in the summer session possess valid New Jersey certificates as required.
- 32. Recommend** approval of the Superintendent’s 2018-2019 Merit Goals.
- 33. Recommend** approval of the following revised policies, as per **Document I:**
- P & R 7440 – School District Security
 - P & R 7441 – Electronic Surveillance in School Buildings and on School Grounds
 - P 4437 – Military Leave
 - P 3437 – Military Leave
 - P & R 8630 – Bus Driver/Bus Aide Responsibility
 - R 5460.1 – High School Transcripts
 - P 8462 – Reporting Potentially Missing or Abused Children
 - P 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - P 5350 – Student Suicide Prevention
 - P & R 1550 – Equal Employment/Anti-Discrimination
 - P 2431 – Athletic Competition
 - P 5533 – Student Smoking
- 34. Recommend** approval of the first reading of the following policies, as per **Document J:**
- P 7425 – Lead Testing of Water in Schools
 - P 9424 – Use of Electronic Signatures
 - Bylaw 0169.02 – Board Member Use of Social Networks
 - P 5516.01 – Student Tracking Devices
 - P 5535 – Passive Breath Alcohol Sensor Device
 - P 2431.8 – Varsity Letters for Interscholastic Extracurricular Activities
- 35. Recommend** approval of the following job description, as per **Document K:**
- School Safety Officer (Part Time)
- 36. Recommend** acceptance and approval of the Request for Proposal from Brown & Brown Benefit Advisors for Health Insurance Brokerage Services received on May 2, 2018 (pending attorney review). No additional RFP’s were received for this service.
- 37. Recommend** approval of the 2018-2019 Broker Services Agreement with Brown & Brown Benefit Advisors, at a fixed flat commission fee of \$50,000, as per agreement on file in the board office (pending attorney review).
- 38. Recommend** acceptance and approval of the Request for Proposal from Phoenix Advisors, LLC, for Financial Advisory Services received on May 8, 2018 (pending attorney review). No additional RFP’s were received for this service.
- 39. Recommend** approval of the agreement with Phoenix Advisors, LLC for 2018-19 Financial Advisory Services, as per agreement and fee schedule on file in the board office (pending attorney review).

- 40. Recommend** approval to authorize soliciting bids for the Lower Turf Field Project. The specifications will be reviewed by the board solicitor prior to release.
- 41. Recommend** approval to rescind the acceptance of the following Parent Paid Tuition Student for the 2018-19 school year at Manasquan High School: R.O. – Grade 9 (*Previously approved on April 24, 2018*).
- 42. Recommend** approval of the creation of the following central fund account:
- Academy of Engineering
- 43. Recommend** approval of Master License Agreement with Jersey Shore Ice Arena, in the estimated rental fee of \$18,000.00, as per **Document L** (pending attorney review).

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>
October 22, 23, 24, 25, 2018	Board Members District Administration	Atlantic City	NJSBA Workshop	No	Group Registration \$1500.00
June 22-23, 2018	Jesse Place	Chicago ,IL	Tech and Learning Leaderships Summits	No	None
July 30, 2018 – August 2, 2018	Brent Shibla	Somerset	AP Economics	No	Mileage-\$15.50 Registration-\$1,025.00
June 19-23, 2018	Amy Edwards	Cambridge, MA	Inven Team Showcase	Yes	None
June 4, 2018	Lisa Crowning	New Brunswick	Science Teacher Workshop	Yes	Mileage-\$25.42 Registration-\$200.00
June 8, 2018	Lisa Kukoda	Freehold Township Schools	STEM Lab Visit	No	Mileage-\$9.30
June 5, 2018	Richard Read	Mt. Laurel	Progressive Discipline Workshop	No	Mileage-\$37.01

Student Action

Field Trips

- 45. 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>
May 26, 2018 (\$600 Compensation paid to MHS)	Ryan Wiemken Michael Kaminsky	Band	Bradley Beach	Memorial Day Parade	No	2 Buses - \$450 each	None
May 31, 2018	John Driscoll Linda Hoeler	Academy of Finance – Grade 9	Monroe	Tour Facility	Yes-2	Bus - \$300	None
June 5, 2018	Jill Santucci Lauren Saliski Leigh Busco Amy Young Nancy Sanders Eric Wasnesky Jeffrey Demuro	Peers and Transition Leaders	Neptune	Leadership Team Building Activities	Yes- 3	2 Buses - \$350 each	None

May 24, 2018	Jamie Onorato	Yearbook Grades 11/12	Toms River	Yearbook Design Meeting	Yes – 1	Bus - \$300	None
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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:

- #3279967372 Grade 10 April 17, 2018 - May 17, 2018 (Medical)
- #8425622990 Grade 11 April 20, 2018 - May 20, 2018 (Medical)
- #8224030737 Grade 9 May 1, 2018 – June 1, 2018 (Medical)
- #1219322036 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #9725725536 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #1099344515 Grade 11 May 1, 2018 – June 1, 2018 (Medical)
- #5409151594 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #7431192605 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #2518626151 Grade 10 May 1, 2018 – June 1, 2018 (Medical)
- #5127196755 Grade 9 May 1, 2018 – June 1, 2018 (Medical)
- #9788904979 Grade 9 May 1, 2018 – June 1, 2018 (Medical)
- #5732375803 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #5250914678 Grade 11 May 1, 2018 – June 1, 2018 (Medical)
- #2950329088 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #4906648268 Grade 9 May 1, 2018 – June 1, 2018 (Medical)
- #2009959971 Grade 12 May 1, 2018 – June 1, 2018 (Medical)
- #5204249466 Grade 10 May 1, 2018 – June 1, 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:

- X 1. Confidential Matters per Statute or Court Order (Pending Litigation)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- X 4. Collective Bargaining (MEA Grievance, Update on MEA Negotiations)
- 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, Resignation, Leave of Absence, Employee 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

Personnel

50. **Recommend** approval of the Elementary School personnel as per **Document 5.**

MANASQUAN/SENDING DISTRICTS

Personnel

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

52. **Adjournment**

Motion to Adjourn