

**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 13, 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 Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of October 16, 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**

**Oath of Office**

- Kennedy Miller

## 8. Presentations

- Elks Elementary School Student of the Month for October- Julian George
- Elks Teenager of the Month for October- Madison Lyons
- Lemelson-MIT InvenTeam Students
- High School Gymnastics Team
- Colin Flood - Cross Country Champion
- New Road Construction Project Update – Presented by Robert Notley
- Edwards Engineering Construction Project Update – Presented by Beth Kenderdine

## 9. Discussion Items November 13, 2018 Agenda

- Education, Curriculum & Technology
  - Survey – Fine and Performing Arts Academy
- Personnel– To be Discussed in Executive Session- Agenda Items\*
- Policy - Agenda Items\*
  - 2018 Board Meeting Schedule\*

### Policies for Discussion

- P7424 – Bed Bugs
- P8454 – Management of Pediculosis

### Policy for 2<sup>nd</sup> Reading\*

- P2330 - Homework and Assessments Policy\*

### Policy for 1<sup>st</sup> Reading\*

- P&R7510 – Use of School Facilities/Fields\*

- Finance
  - 2019-2020 Budget Process
  - 2017-2018 Audit
- Buildings & Grounds/Facilities - Agenda Items\*
  - Property Sale – Sea Girt Avenue
  - Ribbon Cutting Ceremony – December 11<sup>th</sup>
  - HS Guidance Area/HS Room 202
  - Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists\*

## 10. Superintendent's Report & Information Items

- Enrollment– Document A
  - **Total Enrollment– 1,514**
    - **High School – 969**
    - **Elementary School – 545**

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**  
**Fire Drill Reports**
  - **High School:**
    - **October 9<sup>th</sup> – Fire Drill**
    - **October 24<sup>th</sup> – Evacuation Drill**
  - **Elementary School:**
    - **October 11<sup>th</sup> – Lockdown**
    - **October 23<sup>rd</sup> – Fire Drill**
- **HIB Monthly Report – Document C**
  - **High School:**
    - **One Incident – 1 Not HIB**
  - **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 to amend the 2019 IDEA grant to account for carry over funds in the amount of \$20,182.00 in the Basic Grant (to be applied to outside tuitions) and \$40.00 (to be applied to supply account) in the Preschool Grant.
13. **Recommend** approval to accept a credit change order between Your Way Construction and the Board of Education in the amount of \$19,133.03. This represents contingency funds that were not utilized and will be returned to the board.

**Professional Days**

**14. 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 16, 2018	Kathleen Stonaker	Middletown	Reading Workshop	No	Mileage-\$12.71
November 27, 2018	Jessica Woytowicz	Piscataway	Math Conference	Yes	Mileage-\$26.10 Registration-\$269.00
October 18, 2018	Mark Levy	New York	STEM Pathways Summit	Yes	Train Transit-\$8.50 Mileage-17.98 Parking-\$30.00
November 2, 2018	Nancy Sanders	Tinton Falls	Lifelines Training	No	None
November 30, 2018	Nancy Sanders	Eatontown	I&RS and 504 Training	No	Mileage-\$9.98
November 27, 2018	Taylor Ames	Piscataway	Math Conference	Yes	Mileage-\$26.10 Registration-\$269.00

**Student Action**

**Field Trips**

**15. 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>
April 17, 2019	Cheryl Femenella Lauren Maslihan Jessica Woytowicz Danielle Romano	Grade 3	Jackson	Safari Tour	Yes-1 Nurse	None	2 Buses-\$774 Student Funds
May 3, 2019	Donna Mead Lauren Buss Michele Sayre Kristin Minutoli Nurse (TBD)	Grade 2	Allaire Farm	Science – Habitat Experience	Yes-1 Nurse	None	2 Buses-\$600 Student Funds
April 4, 2019	Donna Mead Lauren Buss Michele Sayre Kristin Minutoli	Grade 2	Algonquin Theatre	Language Arts Content Evaluation	No	None	Student Funds
November 20, 2018	Christine Rice	ESL	Manasquan Reservoir	Nature Walk	Yes-1	None	Bus-\$450 MESEF Grant Funds
November 15, 2018 November 16, 2018	Sandra Hill Alyse Leybovich Christine Melfi	Grade - K	Manasquan Police Dept.	Safety and Community Presentation	No	None	None
December 14, 2018	Cheryl Femenella Lauren Maslihan Jessica Woytowicz Danielle Romano	Grade-3	Algonquin Theatre	Visual and Performing Arts Presentation	No	None	Student Funds
December 10, 2018	Anthony Cinelli	Peer Leaders	First Presbyterian Church	Peer Leader Presentation to Sending Districts	No	None	None

**Placement of Students on Home Instruction**

**16. 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**

17. **Recommend** approval of the revised 2018-19 External Placement list that reflects tuition costs and transportation costs, as per **Document 1.**

**Financials**

18. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **October, 2018** as per **Document 2.**

**MANASQUAN/SENDING DISTRICTS**

**General Items**

19. **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, 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;** that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,976,500.00** 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, 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 **OCTOBER 31, 2018** per **Document D.** (The Treasurer of School Moneys Report for the month of **SEPTEMBER 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 **OCTOBER 31, 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 **2018-2019 budgets** for **OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D.**

**Purchase Orders** for the month of **NOVEMBER 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 **\$128,857.74** for the month of **NOVEMBER, 2018** be approved. Record of checks (**#43366** through **#43452**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$770.25** for the month of **NOVEMBER, 2018** be approved. Record of checks (**#1295** through **#1297**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2018** at **\$2,742,040.58** and checks (**#43156** through **#43365**) and (**Capital Expense**) for **OCTOBER, 2018** at **\$190,564.24** and checks (**#1274** through **#1294**).

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

20. **Recommend** approval of the Superintendent’s 2018-2019 Quantitative Merit Goal #2 focused on the development of a Fine and Performing Arts Academy.
21. **Recommend** approval of the District Nursing Services Plan as per **Document H.**
22. **Recommend** approval of the 2019 Board of Education meeting dates, as per **Document I.**
23. **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document J.**
24. **Recommend** approval of the Request for Obsolete Equipment Disposal for band instruments. This equipment has been determined to be unusable, as per **Document K.**
25. **Recommend** approval of the request for acceptance of the following student at the Manasquan High School as a “Tuition Free: Child of a Staff Member” for the 2019-2020 school year, in accordance with the MEA Negotiated Agreement:
  - Grade 9 (S.C.) – Student ID# to be determined
26. **Recommend** approval of the following pay applications (*pending attorney review*):
  - Kappa Construction Corp. – Manasquan High School Addition & Renovations
    - Pay Application #12 – in the amount of \$1,178,314.71
27. **Recommend** approval of the creation of a Central Fund account for “Class of 2022”.
28. **Recommend** approval of combining the individual Central Funds for the Spanish Club and French Club into the Central Fund account of the International Club.
29. **Recommend** approval of the second reading and adoption of the following policy, as per **Document L:**
  - P2330 - Homework and Assessments Policy
30. **Recommend** approval of the first reading of the following policies, as per **Document M:**
  - P&R7510 – Use of School Facilities/Fields
31. **Recommend** approval of the Horizon High Deductible Plan Monthly Rates effective January 1, 2019, as follows:

<b><u>Rates</u></b>	<b><u>Medical/Rx</u></b>
Single	\$817.49
Two Adults	\$1,783.05
Family	\$2,084.21
Parent and Child(ren)	\$1,192.75

**Professional Days**

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

<b>Date</b>	<b>Name</b>	<b>Destination</b>	<b>Purpose</b>	<b>Sub</b>	<b>Cost</b>
November 30, 2018	Lauren Saliski	Eatontown	504 Plan Workshop	No	Mileage-\$4.62
2018-2019 SY	Kevin Hyland	On line course	EBP Credit Professional Development Course	No	Registration-\$269.00
November 16, 2018	Leigh Busco	Neptune	CIACC County Meeting	No	None
November 9, 2018	Kristen Zdanowicz	Colts Neck	AP Calculus Training	No	Mileage-\$13.64 Registration-\$235.00
November 28, 2018	Claire Kozic	Somerset	Health Culture Workshop	Yes	Mileage-\$10.57 Registration-\$95.00
November 2, 2018	Leigh Busco	Tinton Falls	Lifelines Training	No	None
November 30, 2018 December 7, 2018	Jacqueline Szenzenstein	Neptune	Pediatric Nursing Workshop	Yes	Mileage-\$2.07 Registration-\$350.00
October 24, 2018	Lauren Duggan	Lakewood	Financial Aid Workshop	No	Mileage-\$6.82
October 24, 2018	Melanie DiTommaso	Lakewood	Financial Aid Workshop	No	Mileage-\$6.82
December 10, 2018	Matthew Hudson	Sayreville	Using Schools as a Shelter Training	No	None
December 5, 2018	Nicholas Bock James Egan Lisa Kukoda Jesse Place	Iselin, NJ	Microsoft K-12 Education Transformation	No	Mileage - \$23.99 Cost Per Traveler
May 7-10, 2019 <b>(Revised - previously approved October 16, 2018)</b>	Margaret Polak	San Diego, CA	2019 General and Special Education Conference	No	Airfare-\$396.40 Registration-\$499.00 Hotel-\$753.52 Meals/Incidentals-\$355.00 <b>Parking-\$50.00</b>
November 16, 2018	Jill Santucci	Neptune	AHA BLS Instructor Course	Yes	Mileage-\$5.58 Registration-\$325.00
November 14, 2018	Amy Edwards	Newark	AOE – NJIT Articulation Day	Yes	None
November 17, 2018	Donna Bossone	West Windsor	NJSBA Delegate Assembly	No	Mileage-\$25.11

**Student Action**

**Field Trips**

33. Recommend approval of the field trips listed below:

<b>Date</b>	<b>Name</b>	<b>Subject</b>	<b>Destination</b>	<b>Purpose</b>	<b>Sub</b>	<b>Other Board Costs</b>	<b>Other Fund</b>
November 30, 2018	Kevin Hyland	Sports Injury	Eatontown	Facility Tour	Yes-1	None	None
December 10, 2018	Jill Santucci Leigh Busco Elizabeth Rudder	Peer Leaders	First Presbyterian Church	Peer Leader Presentation to Sending Districts	Yes-1	None	None

**Placement of Students on Home Instruction**

34. **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:

#5127196755	Grade 10	November 1, 2018 – December 1, 2018 (Medical)
#6393163643	Grade 11	November 1, 2018 – December 1, 2018 (Medical)
#4491790746	Grade 11	November 1, 2018 – December 1, 2018 (Medical)
#8543442409	Grade 11	November 17, 2018 – December 17, 2018 (Medical)
#7598387636	Grade 12	September 17, 2018 – October 19, 2018 (Pending Placement)
#3913671421	Grade 10	October 15, 2018 – November 15, 2018 (Medical)
#5204249466	Grade 11	October 22, 2018 – November 22, 2018 (Medical)
#7488741955	Grade 10	November 5, 2018 – December 15, 2018 (Medical)
#3279967372	Grade 11	November 1, 2018 – December 1, 2018 (Medical)

35. **Old Business/New Business**

36. **Public Forum**

37. **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 (MEA and MAA Negotiations Update)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client (Professional Services)
- 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**

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

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

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

40. **Adjournment**

Motion to Adjourn