

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 11, 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 November 13, 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

- **Holiday Presentation**
 - **Members of the Manasquan High School Chorus**
 - **Members of the Manasquan High School Band**

- **Recognition of Board Member Service**
- **High School Students of the Month for November**– William Walters, Senior – Abigail Storer, Junior – Casey Mulligan, Sophomore – Madeline Kline, Freshman
- **High School Teacher of the Month for November**– Jason Bryant
- **Elementary School Student of the Month for November**– Natalie Vukovich
- **Elementary School Teacher of the Month for November**– Moira Skea
- **High School Students of the Month for December**– Keaton Fortney, Senior – Emily McCarthy, Junior – Morgan Ploskonka, Sophomore – Olivia Cupo, Freshman
- **High School Teacher of the Month for December**– Ryan Basaman
- **Elementary School Teacher of the Month for December**– Eric Clark
- **Elks Elementary School Student of the Month for November**-Trent Toole
- **Elks Teenager of the Month for November**-Joseph Brennan
- **STEAM Tank Challenge Winners**
 - 1st Place – TIC Mask
 - 2nd Place – Eco-Cast
- **New Road Construction Project Update** – Presented by Robert Notley

9. Discussion Items December 11, 2018 Agenda

- **Education, Curriculum & Technology**
 - 2019-2020 School Year Calendar
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy - Agenda Items***
 - Policy for 2nd Reading***
 - P&R7510 – Use of School Facilities/Fields*
- **Finance**
 - Update of the 2017-2018 Audit
- **Buildings & Grounds/Facilities - Agenda Items***
 - Air Quality Results
 - Allison Pest Control
 - Turf Project Change Orders

10. Superintendent's Report & Information Items

- **Enrollment– Document A**
 - **Total Enrollment– 1,517**
 - **High School – 972**
 - **Elementary School – 545**

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
 - **Fire Drill Reports**
 - **High School:**
 - **November 14th – Fire Drill**
 - **November 28th – Evacuation Drill**
 - **Alternative School:**
 - **November 13th – Fire Drill**
 - **November 28th – Evacuation Drill**
 - **Elementary School:**
 - **November 19th – Fire Drill**
 - **November 27th – Table Top Security Meeting**

- **HIB Monthly Report – Document C**
 - **High School:**
 - **Five Incidents – 5 Not HIB**
 - **Elementary School:**
 - **Two Incidents – 2 Confirmed HIB**

- **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 **Dr. Richard Worth** to conduct psychiatric assessment of special education student #7025512493 at a rate of \$550 per assessment/report.
13. **Recommend** approval of the transportation contract and agreement with M-OESC and the payment of Aid in Lieu of Transportation, as per **Document 1.**
14. **Recommend** approval of the acceptance of a Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement, in the Kindergarten at Manasquan Elementary School, effective January 2, 2019 (C.T. – Student ID not provided at this time).
15. **Recommend** approval of the Scheduled Service Agreement with Trane U.S. Inc., for planned maintenance of the Manasquan Elementary School HVAC system, 6-month contract, in the amount of \$17,734.08, effective January 1, 2019 and the Trane Building Advantage Agreement, for managing and maintaining the Manasquan Elementary School HVAC system, 6-month contract, in the amount of \$9,751.04, effective January 1, 2019. (*pending board attorney approval*)
16. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):
 - CM3 Building Solutions, Inc., Manasquan Elementary School Access Controls, in the amount of \$3,927.80.
17. **Recommend** approval of the creation of a central fund account for the Warrior Athletics.

Professional Days

18. **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>
December 6, 2018	Teresa Trumpbour	Monroe	National Core Arts Standards Workshop	Yes	Registration-\$149.00
December 20, 2018	Alissa Boyne Nicole DeStefano	Belmar	PLC Meeting	No	Mileage - \$2.48
January 14, 2019	Christine Rice	Voorhees	ESL Strategies Meeting	Yes	Mileage - \$21.51 Registration - \$259.00
January 11, 2019	Alissa Boyne Nicole DeStefano	Belmar	County Director Meeting	No	Mileage -\$11.34 each
December 14, 2018 February 13, 2019 April 10, 2019 June 13, 2019	Teresa Trumpbour	Monroe	Art Education Steering Committee Meetings	Yes	None
January 11, 2019	Jenny Rostron	Ramapo College	ISTEAM	Yes	Mileage-\$26.04 Registration-\$179.00
January 11, 2019	Teresa Trumpbour	Ramapo College	ISTEAM	Yes	Registration-\$179.00
January 31-February 1, 2019	Andrea Trischitta	Atlantic City	TECHSPO 2019	Yes	Mileage-\$45.94 Registration-\$450.00 Parking-\$10.00

Student Action

Field Trips

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

Placement of Students on Home Instruction

20. **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

21. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year, as per **Document 2.**

Financials

22. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **November, 2018** as per **Document 3.**

MANASQUAN/SENDING DISTRICTS

General Items

23. **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, 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 **NOVEMBER 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 **NOVEMBER 30, 2018** per **Document D.** (The Treasurer of School Moneys Report for the month of **NOVEMBER 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 **NOVEMBER 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 **2018-2019 budgets** for **NOVEMBER and DECEMBER** as recommended by the Superintendent of Schools, as per **Document D.**

Purchase Orders for the month of **DECEMBER 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 **\$142,802.81** for the month of **DECEMBER, 2018** be approved. Record of checks (**#43538** through **#43615**), 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, 2018** be approved. Record of checks (**#1310** through **#1310**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **NOVEMBER, 2018** at **\$2,807,228.15** and checks (**#43366** through **#43537**) and (**Capital Expense**) for **NOVEMBER, 2018** at **\$1,207,318.34** and checks (**#1295** through **#1309**).

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

24. **Recommend** approval to submit an amendment to the FY 2019 ESEA grant to include the following carryover funds from FY 2018: Title I - \$649, Title III - \$12, Title IV - \$1,072.
25. **Recommend** approval to solicit Request for Proposals for Professional Services – District/Sports Medical Physician.
26. **Recommend** approval of the Agreement between E-rate Partners, LLC and the Manasquan School District for E-rate Services for Funding Year 2019 as follows:
 - FY2019 Category 1 services in the annual amount of \$1,200.00
 - FY2019 Category 2 services in the annual amount of \$600.00
27. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):
 - Kappa Construction Corp., Manasquan HS Addition & Renovations – Pay App #12-Revised, in the amount of \$1,188,305.65 (previously approved 11/13/18 in the amount of \$1,178,31.71) and Pay App #13, in the amount of \$417,948.25.
 - LandTek Group, Inc., Manasquan HS Lower Field Improvements – Pay App #5, in the amount of \$283,260.25
 - Shorelands Construction Inc., Manasquan HS Alternative Education Building Renovations – Pay App #3 - Revised, in the amount of \$87,944.29 (previously approved on 10/16/18 in the amount of \$73,052.63)
 - Shorelands Construction Inc., Manasquan HS Alternative Education Building Renovations - Pay App #4 –Revised (Final), in the amount of \$10,030.35 (previously approved on 10/16/18 in the amount of \$7,033.60)
28. **Recommend** approval of the following Change Orders from LandTek Group, Inc.:
 - Change Order Number: 03-1 – Drainage Chamber Credit, in the credit amount of \$15,188.50
 - Change Order Number: 04-1 – Unsuitable Material Detention Basin, in the amount of \$6,206.00
 - Change Order Number: 07-0 – Stabilize Existing Wooden Net Poles, in the amount of \$1,500.00
29. **Recommend** approval of the following Requests for Obsolete Equipment Disposal:
 - Technology Equipment, as per **Document H (1)**
 - Scoreboard, as per **Document H (2)**
30. **Recommend** approval of the second reading and adoption of the following policy, as per **Document I**:
 - P&R7510 – Use of School Facilities/Fields

31. **Recommend** approval of the creation of a central fund account for the “LGBTQ” Club.
32. **Recommend** approval of the acceptance of a Parent-Paid Tuition student, in the 10th grade at Manasquan High School, effective January 2, 2019 (A.C. – Student ID not provided at this time.)
33. **Recommend** approval of the Occupational Therapy Program Affiliation Agreement between LeMoyne College and Manasquan Public School District to participate in a Fieldwork Education Program for the College’s Occupational Therapy Students at no charge to the board (board attorney reviewed and approved).
34. **Recommend** approval to submit an application for the Advanced Computer Science Grant Program-Competitive, through the NJ Department of Education.
35. **Recommend** approval of the acceptance of the donation of an 18 ton Lennox Rooftop Unit, Model LCH018, valued at \$15,000 from D&B Engineering of New Jersey, Inc.
36. **Recommend** approval of the NJQSAC Statement of Assurance for the 2018-2019 school year, as per **Document J.**

Professional Days

37. **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>
December 12, 2018	Susan Lord	Lakewood	CST Transition Training	No	Mileage-\$7.10
December 12, 2018	Pamela Cosse	Lakewood	CST Transition Training	No	None
December 6, 2018	Lauren Saliski	Monroe	National Core Arts Standards Workshop	No	Mileage-\$19.22 Registration-\$149.00
May 30, 2019	Nancy Knitter	TESOL Conference for ELL Teachers	New Brunswick	Yes	Mileage - \$37.00 Registration - \$199.00
June 24-27, 2018	Kevin Hyland	NATA Clinical Symposia and Expo	Las Vegas	No	Airfare/Baggage-\$494.43 Parking-\$108.00 Mileage-\$31.00 Registration - \$325.00 Hotel-\$300.00
November 30, 2018	Lesley Kenney	Eatontown	504 Plan Workshop	No	None
December 18, 2018	Jesse Place	Pennington	NJ Association of School Personnel Administrators Meeting	No	Mileage-\$30.81
January 25, 26, 2019	Frank Kasyan Jesse Place Frank Scott Nicolas Bock	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>
					Registration: \$275.00 Mileage: \$45.94 Tolls: \$10.00

January 25, 2019	James Egan Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	Parking: \$20.00 <i>Costs Per Traveler</i>
December 11, 12,13, 2018	Lynn Coates	Atlantic City, NJ	NJSBGA Conference/Expo	No	Parking - \$90.00
December 11, 12,13, 2018	Matthew Hudson	Atlantic City, NJ	NJSBGA Conference/Expo	No	Mileage-\$128.15 Tolls-\$15.00 Parking - \$90.00
December 13, 2018	Nicholas Bock James Egan	Iselin, NJ	Microsoft Intune for Education	No	Mileage - \$23.99 <i>Cost 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>
December 17, 2018	Rosa Russo Pamela Puryear Barbara Kerensky	Italian Classes	Pizzeria Restaurant	Live Demonstration/ History Lesson	Yes-2	Bus- \$276.00	None
December 13, 2018	Allyson Griffith Christopher Craig Tiffany Jaeger Marisa Marco	Spanish -4H	New York City	UN Guided Tour/Museum of Modern Art	Yes-4	Bus-\$660	Student Funds
December 27-28, 2018	Lisa Kukoda Ryan McGrath Sierra Sabin	Girls Basketball	Wildwood	Holiday Tournament	No	None	Bus- \$350 (Basket ball Club Fund)

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:

- #5127196755 Grade 10 December 1, 2018 – January 1, 2019 (Medical)
 #3913671421 Grade 10 November 16, 2018 – December 16, 2018 (Medical)
 #5204249466 Grade 11 November 22, 2018 – December 22, 2018 (Medical)
 #1274491076 Grade 10 December 6, 2018 – January 6, 2019 (Medical)
 #2410649380 Grade 12 December 10, 2018 – January 10, 2019 (Pending Placement)
 #7872590658 Grade 10 December 7, 2018 – January 7, 2019 (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 Matters)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA Negotiations Update)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures (Emergency Management Operations Plan)
- 7. Litigation or Contract Matters or Att./Client (Potential Litigation)
- 8. Personnel Matters (Hiring, Resignation, 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

Personnel

- 43. Recommend** approval of the Elementary School personnel as per **Document 4.**

MANASQUAN/SENDING DISTRICTS

Personnel

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

- 45. Recommend** approval to ratify Addendum #2 and Addendum #3 to the Memorandum of Agreement between the Manasquan Board of Education and the Manasquan Education Association as per **Document L-1** and ratify the following salary guides: Teachers (as revised 10/16/18), Custodians (as revised 10/16/18), Paraprofessionals (as revised 10/16/18), Secretaries (as revised 10/16/18), High School Sports (as revised 11/27/18), High School Clubs (as revised 11/20/18), Elementary Sports (11/20/18), Elementary Clubs (11/20/18) as per **Document L-2.**

- 46. Recommend** approval of the Emergency Management Operations Plan updated as of November 26, 2018.

47. Adjournment

Motion to Adjourn