

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
January 22, 2019
6:00 P.M.

DRAFT 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. Oath of Office

- Donna Bossone
- Dennis Ingoglia

4. Roll Call

Bruce Bolderman	Dennis Ingoglia (Brielle)	Alfred Sorino
Donna Bossone	Stephen LaValva (Brielle)	Tedd Vitale (Brielle)
Martin Burns	Joseph Loffredo	Colin Warren
Eugene Cattani	Anne McGarry (SLH)	
Terence Hoverter	Alexis Pollock	

5. 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.

6. 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.

7. 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 11, 2018 and the Reorganization Meeting and Closed Executive Session of January 3, 2019. 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.

8. Student Board Representative Report

9. Presentations

- All Shore Intermediate Band – Performance by Donovan Brown
- High School Students of the Month for December– Alexandra McWalters, Senior – Lucinda Lisko, Junior – Jake Oleszkiewicz, Sophomore – Gavin Paul, Freshman
- High School Teacher of the Month for December – Eric Wasnesky
- Elementary School Student of the Month for November – Christopher Runge
- Elementary School Student of the Month for December – Lily Ducharme
- Elementary School Teacher of the Month for December – Jenny Rostron
- Elks Elementary School Student of the Month for December - Reese Hearon
- Elks Teenager of the Month for December – Jude Clark
- New Road Construction Project Update – Presented by Robert Notley
- 2017-2018 Audit Presentation – Presented by Robert Hulsart of Robert A. Hulsart & Co.

10. Discussion Items January 22, 2019 Agenda

- Education, Curriculum & Technology- Agenda Items*
 - 2019-2020 School Year Calendar*
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy - Agenda Items*
- Finance
 - 2019-2020 Budget Update
- Buildings & Grounds/Facilities
 - Facilities Committee Report – Colin Warren, Chairperson
 - Fire in New Jersey 2015

11. Superintendent’s Report & Information Items

- Enrollment– Document A
 - **Total Enrollment– 1,519**
 - **High School – 973**
 - **Elementary School – 546**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B
 - Fire Drill Reports
 - **High School:**
 - **December 7th – Fire Drill**
 - **December 18th – Lockdown Drill**
 - **Alternative School:**
 - **December 18th – Lockdown Drill**
 - **December 20th – Fire Drill**

- **Elementary School:**
 - **December 12th – Lockdown Drill**
 - **December 20th – Fire Drill**
- **HIB Monthly Report – Document C**
 - **High School:**
 - **One Incident – 1 Confirmed HIB**
 - **Elementary School:**
 - **One Incident – 1 Not 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.

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. Recommend** approval of Change Order #2 – Your Way Construction Inc., for a credit of \$17,252.43, for requested revision to baseball infield – Elementary School Site Improvements Project.
- 14. Recommend** approval for Dr. Steven Greco of NRS Lifespan to conduct a Neurodevelopment Evaluation of student #8023954961, rate not to exceed \$2,500.00.
- 15. Recommend** approval for **Advancing Opportunities** to conduct an assistive technology evaluation of special education student #2037378553 at a rate of \$925.00 for the evaluation.
- 16. Recommend** approval of the following Change Orders for the Manasquan Elementary School HVAC project with TRANE Building Services, in the total amount of \$26,665.00 as follows: (previously approved on August 15, 2017)
 - Change Order #1 – Replacement of Two air-cooled condensing units
 - Change Order #2 – Replacement of One (1) six-ton split system cooling unit

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 30, 2019	Christine Rice	New Brunswick	NJTESOL Conference	Yes	Mileage-\$11.47 Registration - \$199.00
January 31-February 1, 2019	Andrea Trischitta	Atlantic City	TECHSPO 2019	Yes	Mileage-\$45.94 Registration-\$450.00 Parking-\$10.00
June 22-26, 2019	Oriana Kopec	Philadelphia	ISTE Conference	Yes	Mileage-169.63 Registration-\$494.00 Tolls\$20.00 Parking-\$100.00
January 28-29, 2019	Oriana Kopec	Harrison, NY	ISTE Certification	Yes	Mileage-\$94.11 Registration-\$750.00 Tolls-\$43.60

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>
May 31, 2019	Eric Clark Sarah Gordon	Music – Band/Chorus	Dorney Park	Annual Festival	Yes-6	2 Buses \$2,250 each	Student Funds
May 20-21, 2019	Richard Kirk Margaret Ciufo	Grade 8	Valley Forge Gettysburg	Tour Historical Locations	Yes-6	2 Buses \$2,525 each	Student Funds
April 15, 2019	Christine Rice Nancy Knitter Oriana Kopec	ESL	Jackson	Safari Tour	Yes-3	None	Bus-\$331 Safari - \$1,726.34 MESEF Grant Funds

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 2018-2019 school year, as per **Document** .

Financials

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

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 **DECEMBER 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, excluding debt service requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,557,093.00** 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, 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 **DECEMBER 31, 2018** per **Document D**. (The Treasurer of School Moneys Report for the month of **DECEMBER 31, 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 **DECEMBER 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 **DECEMBER** and **JANUARY** as recommended by the Superintendent of Schools, as per **Document D**.

Purchase Orders for the month of **JANUARY, 2019** 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 **\$1,189,009.94** for the month of **JANUARY, 2019** be approved. Record of checks (**#43721** through **#43861**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$4,466.00** for the month of **JANUARY, 2019** be approved. Record of checks (**#1321** through **#1323**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **DECEMBER, 2018** at **\$2,815,853.26** and checks (**#43538** through **#43720**) and (**Capital Expense**) for **DECEMBER, 2018** at **\$560,531.57** and checks (**#1310** through **#1320**).

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

23. **Recommend** acceptance of a Parent-Paid Tuition student (M.N.) in the 9th grade at the Manasquan High School for the 2019-2020 school year, at an annual tuition rate to be determined.
24. **Recommend** approval of the 2019 proposal with HMC Inc. to provide identified Worker and Community Right to Know (RTK) Act and Hazard Communication Standard services at all applicable locations for the Manasquan Board of Education including the required Right to Know Survey Online due July 15, 2019, in the amount of \$3,250.00, as per **Document** ____.

25. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):
- Butler Balancing Company, Inc. – Manasquan H.S. Addition & Renovations – Pay Application #1, in the amount of \$11,160.00
 - The LandTek Group, Inc. – Manasquan H.S. Lower Field Improvements
 - Pay Application #6, in the amount of \$37,871.12
 - Pay Application #6A, in the amount of \$89,160.40
 - Pay Application #7, in the amount of \$20,744.15
 - Pay Application #7A, in the amount of \$203,057.47
 - Kappa Construction – Manasquan H.S. Additional & Renovations – Pay Application #14, in the amount of \$_____.
26. **Recommend** approval of the following Change Order #4 – Kappa Construction, for a credit of \$18,750.00 for the unsuitable soil allowance – Manasquan H.S. Addition and Renovations Project.
27. **Recommend** acceptance of the Advanced Computer Science Grant in the amount of \$20,612 from the NJ Department of Education.
28. **Recommend** approval of the Memorandum of Agreement with Law Enforcement Officials and the Manasquan School District for the 2018-2019 School Year (on file at the Board of Education office).
29. **Recommend** approval of the Superintendent’s 2018-2019 Qualitative Merit Goal #2 focused on the Lower Field Improvement Project.
30. **Recommend** approval to establish the poll hours for the March 12, 2019 referendum vote as _____ to _____.
31. **Recommend** approval of the **2019-2020 School Year Calendar** as per **Document**.

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
March 11, 12,13, 2019 (Revised from 12/11/18 agenda)	Lynn Coates	Atlantic City	2019 NJSBGA Conference/Expo	No	Parking \$90.00 Registration \$200
March 11, 12,13, 2019 (Revised from 12/11/18 agenda)	Matthew Hudson	Atlantic City	2019 NJSBGA Conference/Expo	No	Mileage \$85.44 Tolls \$15.00 Parking \$50.00 Registration \$200 Hotel \$194 M/I \$96
January 31, 2019 February 1, 2019 (Revised from 12/11/18 agenda)	Frank Kasyan Jesse Place Frank Scott Nicholas Bock	Atlantic City, NJ	NJASA Techspo	No	Registration: \$450.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 Hotel: \$100.00 M&IE: \$28.00 <i>Costs Per Traveler</i> (Revised from 12/11/18 agenda)
January 31, 2019	James Egan				Registration: \$299.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 <i>Costs Per Traveler</i>

(Revised from 12/11/18 agenda)	Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	(Revised from 12/11/18 agenda)
January 14, 2019	Nancy Knitter	Cherry Hill	ESL Strategy Workshop	Yes	Mileage-\$16.12 Registration-\$259.00
January 30, 2019	Claire Kozic	Freehold	Health Career PLC Meeting	Yes	Mileage-\$7.13
February 14, 2019	Jesse Place	Hillsborough	Genesis SchoolFI Training	No	Mileage-\$31.00
February 28, 2019	Jesse Place Lesley Kenney	Atlantic City	NJDOE NJSLA Training	No	Mileage-\$46.44
October 23, 2018	Claire Kozic	Atlantic City	STEAM Tank Competition	No	Parking - \$15.00 Mileage - \$42.28
March 12, 13, 14, 2019	Peter Cahill	Atlantic City	Athletic Administration Strategies and Techniques	No	Mileage-\$45.45 Registration-\$387.19 Hotel-\$249.39

Student Action
Field Trips

33. 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 7, 2019	Claire Kozic Eric Wasnesky Kevin Hyland	Academy of Health Careers	Rutgers University	Health Professions Career Fair	Yes-3	Bus - \$300	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 January 1, 2019 – February 1, 2019 (Medical)**
- #3913671421 Grade 10 December 17, 2018 – January 17, 2019 (Medical)**
- #5204249466 Grade 11 December 23, 2018 – January 23, 2019 (Medical)**
- #3327954286 Grade 12 December 17, 2018 – January 17, 2019 (Medical)**
- #7559464702 Grade 12 January 7, 2019 – February 7, 2019 (Medical)**
- #7872590658 Grade 10 January 7, 2019 – February 7, 2019 (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, Security Matter)
- 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 (Professional Services)
- 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

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

MANASQUAN/SENDING DISTRICTS

Personnel

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

40. **Recommend** approval to determine that there exists a need for the Professional Services of an Architect of Record, and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting, unless otherwise noted. All contracts will be reviewed by the board solicitor prior to execution.

- Regan Young England Butera, Architects of Record, as per fee schedule, when needed, as per **Document** , and

Further resolve to approve the proposal to perform services related to the Department of Education submission for HVAC and fire alarm work at the Manasquan High School for the upcoming March 12, 2019 referendum, as per **Document** _____.

41. **Adjournment**

Motion to Adjourn