

**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  
February 20, 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. 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	

**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 January 22, 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.

**7. Student Board Representative Report**

**8. Presentations**

- **High School Students of the Month for January**– Jonah Salem Caum, Senior – Elizabeth Maloney, Junior – Michael Farinacci, Sophomore – Benjamin Roy, Freshman
- **High School Teacher of the Month for January** – James Fagen
- **Elementary School Student of the Month for January** – Shane Devine
- **Elementary School Teacher of the Month for January** – Carrie Eastmond
- **Elks Elementary School Student of the Month for January** – Lily Ducharme
- **Elks Teenager of the Month for January** – Evan Lloyd
- **Elks Teenager of the Month for December** – Jude Clark
- **Tri County Wrestling Champion** – Julian George
- **MHS Boys Basketball** – Brad McCabe – 1,000 Points
- **Report of the 2017/2018 Audit** – Presented by Robert Hulsart

**9. Discussion Items February 20, 2019 Agenda**

- **Education, Curriculum & Technology- Agenda Items\***
- **Personnel– To be Discussed in Executive Session- Agenda Items\***
- **Policy - Agenda Items\***
- **Finance**
  - 2019-2020 Budget Process
- **Buildings & Grounds/Facilities**

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

- **Enrollment– Document A**
  - **Total Enrollment– 1,517**
    - **High School – 970**
    - **Elementary School – 547**
- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**  
**Fire Drill Reports**
  - **High School:**
    - **January 7<sup>th</sup> – Fire Drill**
    - **January 12<sup>th</sup> – Shelter in Place**
  - **Alternative School:**
    - **January 7<sup>th</sup> – Fire Drill**
    - **January 24<sup>th</sup> – Shelter in Place**
  - **Elementary School:**
    - **January 7<sup>th</sup> – Lockdown Drill**
    - **January 17<sup>th</sup> – Shelter in Place**

➤ **Bus Evacuations, February 1, 2019 – Routes: Preschool**

- **HIB Monthly Report – Document C**
  - **High School:**
    - **Six Incidents – 5 Not HIB, 1 Confirmed HIB**
  - **Elementary School: No Reports 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** acceptance of a Tuition Free Student of Staff Member, (C.G.), in accordance with the MEA/MBOE Negotiated Agreement, in the Kindergarten at Manasquan Elementary School, for the 2019-2020 school year.
- 13. Recommend** approval to amend the 2019 IDEA basic grant.
- 14. Recommend** approval of the Application for Dual Use of Educational Space – 2018-2019SY, as per **Document**\_\_\_\_\_.

**Professional Days**

- 15. 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>
February 7-8, 2019	Nancy Sanders	Florida	Counseling Technique Workshop	No	None
March 8, 2019	Colleen Graziano	Brick	Social Media and Cyberbullying Workshop	No	None

March 1, 2019	Colleen Graziano	Freehold	County Association Meeting	No	None
March 13-18, 2019	Teresa Trumpbour	Boston, MA	NAEA Convention	Yes	None
March 14, 2019	Jaimee McMullen	Monroe	Math Curriculum Workshop	Yes	Registration - \$149.00 Mileage-\$9.92
April 8, 2019	Kelly Balon	Linden	Safety Care Trainer Recertification	No	Registration-\$425.00 Mileage-\$37.20
March 14, 2019	Jessica Woytowicz	Monroe	Math Curriculum Workshop	Yes	Registration - \$149.00 Mileage-\$20.02
March 14, 2019	Desiree Faul	Monroe	Math Curriculum Workshop	Yes	Registration - \$149.00 Mileage-\$9.92
March 14, 2019	Donna Mead	Monroe	Math Curriculum Workshop	Yes	Registration - \$149.00 Mileage-\$8.68
April 18, 2019 May 17, 2019	Justin Roach	Monroe	Supervising Math Instruction Workshop	No	Registration-\$149.00

**Student Action**  
**Field Trips**

16. **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 12, 2019	Christine Rice Nancy Knitter Oriana Kopec Suzanne Deegan	ESL	Manasquan Reservoir	Reservoir and Animal Habitat Tour	Yes-3	Bus - \$331	Remaining Bus Cost - \$169 MESEF Funds
February 20, 2019	Andrew Manser Carrie Eastmond	Math League	Neptune City	Math League Competition	No	None	None

**Placement of Students on Home Instruction**

17. **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:

**#7230405810      Grade 3      February 7, 2019 – March 7, 2019 20 days (Medical)**

**Placement of Students Out of District**

18. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year. **No report at this time**

**Financials**

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **January, 2019** as per **Document .**

**MANASQUAN/SENDING DISTRICTS**

**General Items**

20. **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 **JANUARY 31, 2019** 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 **JANUARY 31, 2019** 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 **JANUARY 31, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **JANUARY 31, 2019** 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 **JANUARY 31, 2019**, 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 **JANUARY and FEBRUARY** as recommended by the Superintendent of Schools, as per **Document D**.

**Purchase Orders** for the month of **FEBRUARY, 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 **\$1,485,031.57** for the month of **FEBRUARY, 2019** be approved. Record of checks (**#43935** through **#43941**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$0.00** for the month of **FEBRUARY, 2019** be approved. Record of checks (**#** through **#**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **JANUARY, 2019** at **\$3,060,790.42** and checks (**#43721** through **#43934**) and **(Capital Expense)** for **JANUARY, 2019** at **\$338,861.20** and checks (**#1321** through **#1329**).

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **JANUARY 2019** as per **Document G**.

21. **Recommend** acceptance of the Preliminary Eligible Cost Letter from the State of New Jersey Department of Education for State Project #2930-050-19-1000 – Manasquan High School HVAC and Fire Alarm Replacement, as per **Document** \_\_\_\_.
22. **Recommend** acceptance of the Final Eligible Cost Letter from the State of New Jersey Department of Education for State Project #2930-050-19-1000 – Manasquan High School HVAC and Fire Alarm Replacement, as per **Document** \_\_\_\_.

23. **Recommend** approval of the Resolution providing for a Special School District Election to be held on March 12, 2019 for consideration of a bond proposal by the legally qualified voters of the Manasquan School District, as per **Document**\_\_\_\_\_, with poll hours of 12:00 noon to 8:00 p.m.
24. **Recommend** approval to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2018, as presented by Robert A. Hulsart, Jr., of Robert A. Hulsart and Company, as per **Document** \_\_\_\_\_.
25. **Recommend** approval of the resolution authorizing Regan Young England Butera, PC to submit to the Department of Education the necessary documentation for a “School Facilities Project”, Level One – Upgrades to essential building systems, as per **Document**\_\_\_\_\_.
26. **Recommend** approval of the resolution authorizing Regan Young England Butera, PC to amend the district’s Long Range Facilities Plan to include Partial HVAC and fire alarm replacement at the Manasquan High School, as per **Document**\_\_\_\_\_.
27. **Recommend** approval of the acceptance of a Parent-Paid Tuition student (B.D) in the 9<sup>th</sup> grade at the Manasquan High School for the 2019-2020 school year, at an annual tuition rate to be determined.
28. **Recommend** approval of the following Requests for Obsolete Equipment Disposal:
- Portable 1500 Portable Household Power Packs (Portable power boxes that the marching band would carry during an event – No longer work and have been replaced) as per **Document**\_\_\_\_\_(1)
  - Colorguard Uniforms – 20 pieces (Old uniforms have been replaced and no longer in use), as per **Document**\_\_\_\_\_(2)
  - Guidance Fax Machine (no longer used by Guidance/CST office – replaced with shared fax/copier/printer), as per **Document**\_\_\_\_\_(3)
  - P.S. Mailer – Item #BRISM 00001205 (obsolete and no longer used in the business office), as per **Document**\_\_\_\_\_(4)
  - Technology Equipment, as per **Document**\_\_\_\_\_(5).
29. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):
- The LandTek Group, Inc. – Manasquan H.S. Lower Field Improvements
    - Pay Application #8, in the amount of \$7,154.00
    - Pay Application #8A, amount of \$127,352.96.
  - Kappa Construction – Manasquan H.S. Additional & Renovations – Pay Application #\_\_\_\_, in the amount of \$\_\_\_\_\_.
30. **Recommend** approval of payment of the withheld item (Line Item #22 – Blue Synthetic Turf) from Pay Application #5, previously approved on 12/13/18, in the amount of \$49,769.30.
31. **Recommend** approval of the following Change Order #5 – Kappa Construction, for a credit of \$14,424.84, which was generated from unused allowance funds – Manasquan H.S. Addition and Renovations Project.
32. **Recommend** approval of the following Change Order from The Landtek Group, Inc., for a credit of \$12,000, which was generated from the removal of Item #31 – Culvert Repair from the contract – Manasquan High School Lower Field Improvements.
33. **Recommend** approval to determine that there exists a need for the Professional Services of a Construction Manager 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. *Contracts will be reviewed by the board solicitor prior to execution.*

- New Road Construction Management, Construction Manager of Record, as per fee schedule, when needed, as per **Document**

**34. Recommend** approval to accept the donation of weight room equipment in the amount of \$9,990.00, received from the Manasquan High School Alumni Foundation.

**35. Recommend** approval of the Affiliation Agreement between Monmouth University Athletic Training Association and Manasquan High School, as per **Document**. (*Pending Board Attorney review*)

**36. Recommend** approval of the following personnel evaluation rubrics for the 2018-2019 school year as per **Document**.

- Manasquan Teacher Rubric
- Manasquan Educational Services Personnel Rubric
- Multidimensional Principal Performance Rubric
- Multidimensional Leadership Performance Rubric (for school leaders other than principals)
- Manasquan Non-Certificated Personnel Evaluation

**37. Recommend** approval of the following mileage reimbursement for the 2018-2019 school year:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to Exceed</u>
Susan Steinberg	2018-2019	.31 cents/mile	\$300.00

### **Professional Days**

**38. 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>
March 22, 2019	James Fagen	Holmdel	Vietnam Veterans' Memorial	Yes	Registration-\$65.00 Mileage-\$13.64
February 5, 2019	Jill Santucci	Neptune	CPR Instructor Training	Yes	None
March 22, 2019	Eric Wasnesky	Freehold	Rutgers University Health Careers PLC	Yes	Mileage-\$14.82
March 20, 2019	James Egan Jesse Place Frank Scott	Freehold	NJCCIC Cybersecurity Symposium	No	Mileage: \$10.66 Cost Per Traveler
June 23 – 26, 2019	Dr. Frank Kasyan Jesse Place Frank Scott	Philadelphia, PA	International Society of Technology Education Conference	No	Registration: \$550.00 Hotel: \$627.75 M&IE: \$213.50 Mileage: \$43.71 Tolls: \$20.00 Parking: \$128.00 Cost Per Traveler
June 25-26, 2019	Lisa Kukoda	Philadelphia, PA	International Society of Technology Education Conference	No	Registration: \$550.00 Hotel: \$209.25 M&IE: \$91.50 Mileage: \$43.71 Tolls: \$20.00 Parking: \$64.00
June 24-25 2019	James Egan	Philadelphia, PA	International Society of Technology Education Conference	No	Registration: \$550.00 Mileage: \$43.71 Tolls: \$20.00 Parking: \$64.00



**Student Action**

**Field Trips**

**39. 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 9, 2019	Christina Virok Lauren Thieme Rosa Russo	Grades 8-12	New York City	Metropolitan Museum of Art and French Restaurant	Yes-3 Nurse-1	Bus- \$675.00	None
May 21, 2019	Leigh Busco Elizabeth Rudder	SAC	Brookdale College	Youth Wellness Summit	No	Bus- \$265.00	None
March 3, 2019 (Compensation to MHS)	Ryan Wiemken Michael Kaminski	Band	Belmar	St. Patrick's Day Parade	No	2 Buses - \$600.00	None
April 10, 2019	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman	Academy of Finance	New York City	Wall Street Tour	Yes-3	1 Bus – \$750.00	AOF Fund 1 Bus – \$750.00
May 22, 2019	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman	Academy of Finance	Jackson	Business and Marketing Education Day	Yes-3	2 Buses – \$700.00	None
May 6, 2019	Chryseis McHugh Craig Murin	Grade 11-12	InfoAge Space Center	Lab Activities	Yes-1	Bus - \$331.00	None

**Placement of Students on Home Instruction**

**40. 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:

- #3913671421 Grade 10 January 17, 2018 – February 17, 2019 (Medical)**
- #7559464702 Grade 12 January 7, 2019 – January 29, 2019 (Medical)**
- #1274491076 Grade 10 February 7, 2019 – March 6, 2019 (Medical)**
- #5923168046 Grade 10 January 15, 2019 – March 6, 2019 (Medical)**
- #4165868382 Grade 11 January 22, 2019 – February 22, 2019 (Medical)**
- #8961781226 Grade 12 January 29, 2019 – February 28, 2019 (Medical)**
- #7262023238 Grade 10 January 29, 2019 – February 28, 2019 (Medical)**
- #1386820128 Grade 11 February 5, 2019 – March 5, 2019 (Medical)**
- #4402542117 Grade 9 February 1, 2019 – March 1, 2019 (Medical)**

**41. Old Business/New Business**

**42. Public Forum**

**43. 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
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA sidebar agreement)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client
- 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**

**Personnel**

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

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

45. **Recommend** approval of sidebar agreement #01 between the Manasquan Education Association and the Board of Education, as per **Document .**
46. **Recommend** approval of the High School personnel as per **Document .**
47. **Adjournment**  
Motion to Adjourn