

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMBINED COMMITTEE OF THE WHOLE MEETING &
REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
December 15, 2015
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

Martin Burns

Eugene Cattani

Kenneth Clayton

Linda DiPalma

Mark Furey (Belmar)

Erik Gardner (SLH)

Heather Garrett-Muly

Thomas Pellegrino

Colleen Smith

Alfred Sorino

Tedd Vitale (Brielle)

James Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

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 November 17, 2015 and the Regular Public Meeting of November 24, 2015. 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 Chorus Presentation** – Presented by “Topstick” members - Alissa Cielecki, Brendan Gillespie, Delaney Heffernan, Mary Grace Iorio, Rachael Irizarry, Rebecca Irizarry, Emily Neiberlien, Jackie Phillips and Megge Sanchez
 - “Here We Come a Caroling”
 - “Alleluia Noel”
 - “White Winter Hymnal”
- **Teenager of the Month for December** – Joseph Maimone
- **Elementary School Student of the Month for November** – Jane Antonucci
- **Elementary School Teacher of the Month for November** – Kristine Yellovich
- **Elks Elementary School Student of the Month**
 - September – Matthew Driscoll
 - October – Evan Lloyd
 - November – Carissa Librizzi
 - December – Kate Capodanno
- **2016 National Merit Scholarship Program Recipients** – Julia Hohenstein, Madeline Monaco, and Ilsa Papunen
- **Brookdale Community College NJCAA Division III Champions** – MHS Alumni: Brittney Ramsey and Aubrey Jones
- **2014-2015 School Year Audit Presentation** – Presented by Robert A. Hulsart, Jr., of Robert A. Hulsart and Company
- **PARCC Test Results 2014-2015 School Year** – Presented by Barbara Kerensky
- **Board Member Recognition** – Presented by Dr. Frank Kasyan
 - Kenneth Clayton
 - James Walsh

9. Discussion Items for December 15, 2015 Agenda

- **Education, Curriculum & Technology**
 - AP District Honor Roll
- **Personnel– Agenda Items – to be discussed in Executive Session**
- **Legal – to be discussed in Executive Session**
- **Policy – Agenda Items***
Revisions:
 - P & R 1240 Evaluation of Superintendent (M) (Revised)
 - P & R 3221 Evaluation of Teachers (M) (Revised)

- **P & R 3222** Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- **P & R 3223** Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- **P 3431.1** Family Leave (M) (Revised)
- **P 4431.1** Family Leave (M) (Revised)
- **P 5516** Use of Electronic Communication and Recording Devices (ECRD) (M) (Revised) (*Choose option on page 3 of 4*)
- **P 3322** Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised) (*Choose option 1, 2, 3, 4, or 5*)
- **P 4322** Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised) (*Choose option 1, 2, 3*)
- **P & R 5330** Administration of Medication (M) (Revised)
- **P 5339** Screening for Dyslexia (M) (Revised)
- **P 5615** Suspected Gang Activity (Revised)
- **P 8540** School Nutrition Programs (Revised)
- **P 8820** Opening Exercises/Ceremonies (Revised)

For Adoption:

Mandated:

- **P & R 3224** Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised) *

For Discussion (Optional):

- **5337** – Service Animals (New) (*This is not a mandated policy but is suggested*)
- **P 8550** Outstanding Food Service Charges (New) (*Choose option*)
- **P 5756** Transgender Students (Revised) (*Choose option*)

• **Finance– Agenda Items**

- **SJS Update**
- **Update on 2014/2015 Audit**

• **Buildings & Grounds – Agenda Items**

- **Discussion of fencing for MES Eagle Scout Project**
- **Discussion of location for MHS garden project**

10. Superintendent's Report & Information Items

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report, November – **Document C – No Report for the Month**

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. Secretary's Report

Recommend acceptance of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)**.

The Business Administrator/Board Secretary certifies that as of **November 30, 2015** 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, inclusive of debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,652,876.50** 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 **November 30, 2015** 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, 2015** per **Document D**. (The Treasurer of School Moneys Report for the month of **November 2015** 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, 2015** 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 **2015-2016 budgets** for **November** and **December** as recommended by the Superintendent of Schools, as per **Document D**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **November 30, 2015** as per **Document E**.

Purchase Orders for the month of **December 2015** be approved, as per **Document F**.

Recommend acceptance of the **Cafeteria Report** – **Document G**.

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,105,350.04** for the month of **December 2015** be approved. Records of, checks (**#37422** through **#37427**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for November 2015 at \$2,420,052.70 and checks (#37258 through #37421).

13. **Recommend** approval of the Superintendent’s 2015-2016 Qualitative Merit Goal focused on STEM Evaluations.
14. **Recommend** approval to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2015, as presented by Robert A. Hulsart, Jr., of Robert A. Hulsart and Company, as per **Document H.**
15. **Recommend** approval of the adoption of the Action Plan for the 2015-2016 school year goals, as per **Document I.**
16. **Recommend** approval and acceptance of the Final Eligible Costs Letter from the State of New Jersey Department of Education for State Project No. 2930-050-16-1000 Manasquan High School, as per **Document J.**
17. **Recommend** approval of the following 2015-2016 Non-Public Agreements with Middlesex Regional Educational Services for services to Hill and Dale School, a registered nonpublic school approved by the New Jersey Department of Education:
 - Nonpublic Public Law 1977 Chapters 192-193
 - Nonpublic Individuals with Disabilities Education Act – B Initiative
 - Nonpublic Technology Initiative Program
 - Nonpublic Title I Direct Services Agreement
 - Nonpublic Nursing Services Agreement
18. **Recommend** acceptance of the Sustainable Jersey for Schools Grants as follows:
 - \$2,000.00 - MES Mindfulness curriculum
 - \$10,000.00 – Replacement of 24 metal Halide light fixtures with 24 new LED light fixtures at MES
19. **Recommend** approval to amend SY 2016 IDEA Pre-School Grant to move \$6,000.00 from instructional supplies to personnel in order to fund part-time paraprofessional for newly classified pre-school disabled student.
20. **Recommend** approval of the acceptance of a Kindergarten student (ID# to be determined) at the Manasquan Elementary School, as a “Tuition Free: Child of a staff member” for the 2015-2016 school year, in accordance with the MEA Negotiated Agreement, effective January 4, 2016.
21. **Recommend** approval of the acceptance of the first reading of the following policy, as per **Document K – Being Reviewed:**
 - **3224** Evaluation of Principals, Vice Principals, and Assistant Principals
22. **Recommend approval and acceptance of a grant award from the Manasquan Elementary School Education Foundation, in the amount of \$2,500.00 for the purchase of netbooks.**

Professional Days

23. **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>
January 11, 2016	Briana Snel Cheryl Femenella Amelia Glidden	Chatham, NJ	STEM Program Observation	Yes-3	Mileage - \$ 37.20 each
January 13, 2016	Kathleen Stonaker	Freehold	CST Orientation	No	Mileage - \$10.48
January 14-18, 2016	Nancy Sanders	Florida	Intervention Development	No	None
December 15, 2015	Kali Mura Michele Sayre Jestine Jones Lauren Gawron Brianna Snel	Belmar	Coding Workshop	Yes-5	None
January 11, 2016	Laura Wahl Kirt Wahl Jestine Jones	Chatham, NJ	STEM Observation Gr. 6-8	Yes- 3	Mileage- \$36.58 each

School Business Days

24. **Recommend** approval of substitute coverage for the following to attend a school business workshop:

January 5, 2016

Sandra Hill	Alyse Leybovich	Elise Boyes
Carmen Rodriguez	Kali Mura	Cynthia Kirk
Catherine Kappy	Donna Mead	Lauren Buss
Kate Marvel	Michele Sayre	Jaimee McMullen

January 7, 2016

Kristine Sliwoski	Lauren Gawron	Heather Saake
Cheryl Femenella	Catherine Taft	Desiree Faul
Brianna Snel	Christine Melfi	Jessica Woytowicz
Amelia Gliddon	Teresa Reichey	Kathryn Collins
Brian McCann		

Student Action

Field Trips

25. **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>
January 21, 2016 (Addition – previously approved 9/22)	Kristine Sliwoski	Gifted and Talented- Gr. 5	Middletown	Middletown Arts Center	Yes-1	6 Students at \$80 each	None
January 22, 2016 (Addition – previously approved 9/22)	Kristine Sliwoski	Gifted and Talented- Gr. 5	Middletown	Middletown Arts Center	Yes-1	6 Students at \$80 each	None
January 26, 2016	Laura Wahl Lisa Marshall Carrie Eastmod Thomas Russoniello	Grade 6	Algonquin Theater	“Freedom Train” performance	Class Cover Only	None	Student Funds

January 6, 2016	Oriana Kopec	Student Council	College of NJ	Student Leadership	Yes-1	None	Student Funds
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Placement of Students on Home Instruction

26. **Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time.**

Placement of Students Out of District

27. **Recommend** approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document L.**

MANASQUAN/SENDING DISTRICTS

General Items

28. **Recommend** approval of the contract agreement with The Lanes at Sea Girt for the 2015-2016 Manasquan High School Boys and Girls Bowling teams, at a cost of \$2.25 per game, as per **Document 1.**
29. **Recommend** approval for 18 workshops (Teachers to be determined) of a *Teachers Teaching Teachers* program on January 25, 2016 (In-Service Day) at \$90.00 per 90-minute workshop and \$60.00 per prep period, not to exceed \$2,700.00.
30. **Recommend** approval of obsolete equipment as per **Document 2.**
31. **Recommend** approval to accept carryover funds from the 2014-2015 NCLB grant to the 2015-2016 NCLB grant. (Title I - \$22.00 Instructional Supplies, Title IIA - \$17,385.00-\$969.00 Salary and Benefits, \$16,416.00 Other Purchase Services)
32. **Recommend** approval to accept the Squan Village Historical Society donation of \$4,000.00 from the “Manasquan’s First Night” program; funds to be used for the benefit of the MHS recording studio.

33. **Recommend** approval of the following off-site facilities during the winter season, at no cost to the district:
- Allaire Gymnastics - Cheerleading practice
 - St. Denis Gymnasium –Basketball practice

Professional Days

34. **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>
January 15, 2016	Oriana Kopec	Somerdale, NJ	Microsoft Training	Yes	Mileage-\$43.41

January 28 & 29, 2016	Dr. Frank Kasyan Jesse Place	Atlantic City	NJASA Techspo	No	Registration - \$420.00 each Mileage - \$44.83 each Tolls- \$ 10.00 each Parking - \$10.00each Hotel - \$150.00 each Meals/Incidentals – \$33.00 each
January 28 & 29, 2016	Lisa Kukoda	Atlantic City	NJASA Techspo	No	Registration - \$420.00 each Mileage - \$89.65 each Tolls- \$ 20.00 each Parking - \$20.00each
January 28 & 29, 2016	Frank Scott James Egan Kyle Froehlich	Atlantic City	NJASA Techspo	No	Registration - \$420.00(shared) Mileage - \$89.65 each Tolls- \$ 20.00 each Parking - \$20.00each
January 20, 2016	Susan Lord Van Note	Millstone	Special Ed Law	No	Mileage - \$16.00
December 10, 2015	Rick Coppola	Belleville,NJ	Ocean First Grant follow- up	No	None
December 17, 2015	Dina Elms Alicia Narucki	Hoboken	Admissions Info – Stevens Institute	No	Mileage - \$35.40
January 21, 2016	Leigh Busco	Ocean County College	Relapse Prevention Workshop	No	Registration - \$25.00
March 3-5, 2016	Bailey Juska	Mohegan Sun Convention Center, Connecticut	Soccer Coaching Clinic	Yes	Registration -\$189.00 Mileage - \$120.90 Hotel - \$409.00
December 15, 2015	Andrew Bilodeau	Toms River	Basketball Seeds	Yes	None

Student Action
Field Trips

35. 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, 2015	Brian Rostron	Gr. 9-12	Inlet/Outlet	Career Readiness	No	None	None
December 18, 2015	John Driscoll	Academy of Finance	Philadelphia	U.S. Mint Tour	Yes-3	1 Bus - \$975.00	Academy of Finance
January 14, 2016 February 18, 2016 March 10, 2016 April 14, 2016	James Freda	Science	Jackson, NJ	NJ Science League	Class Cover Only	Registration- \$211.00 Bus- \$450.00 per trip	None
January 15, 2016	Jill Santucci	Peer Leaders	Wanamassa	Peer Leader Interaction	Yes-1	Bus - \$350.00	None

Placement of Students on Home Instruction

36. Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#162927	Grade 12	December 1, 2015 – January 25, 2016 (Medical)
#192605	Grade 9	December 7, 2015 – To be determined (Medical)
#182440	Grade 10	December 14, 2015 – December 23, 2015 (Medical)
#192729	Grade 9	December 14, 2015 – January 25, 2016 (Medical)

Financials

37. **Recommend** acceptance of the following **High School Central Funds Report** for the month ending **November 30, 2015** as per **Document 3.**

38. **Old Business/New Business**

39. **Public Forum**

40. **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 may 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 sixty (60) 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
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client Privilege (Pending Litigation Update)
- 8. Personnel Matters (Hiring, Leave of Absence)
- 9. Imposition of Penalties Upon an Individual

ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

Personnel - MANASQUAN

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

Personnel – MANASQUAN/SENDING DISTRICTS

42. **Recommend** approval of the High School personnel as per **Document 4.**

43. **Adjournment**

Motion to Adjourn