

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
January 19, 2016
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

Donna Bossone	Mark Furey (Belmar)	(Vacant)
Martin Burns	Erik Gardner (SLH)	Alfred Sorino
Eugene Cattani	Heather Garrett-Muly	Tedd Vitale (Brielle)
Linda DiPalma	Thomas Pellegrino	(Vacant)

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 Meetings and Closed Executive Session of December 15, 2015 and the Reorganization Meeting and Closed Executive Session of January 5, 2016.

7. Student Board Representative Report

8. Presentations

- **High School Students of the Month for November** – Nicholas Aromando, Senior – Caroline Carter, Junior – Cameron Carton, Sophomore – Sara Devereux, Freshman

- **High School Teacher of the Month for November**– Jill Santucci
- **High School Students of the Month for December** – Richard Condon, Senior – Jack Nolan, Junior – Noah Zawadzky, Sophomore – Jack Fabean, Freshman
- **High School Teacher of the Month for December**– Lisa Crowning
- **Teenager of the Month for January** – Matthew Hanley
- **Elementary School Student of the Month for December** – Devon Russo
- **Elementary School Teacher of the Month for December** – Michele Sayre
- **Elks Elementary School Student of the Month for January** – Jovana Casale
- **High School Boys' Varsity Cross Country Team**

9. Discussion Items for January 19, 2016 Agenda

- **Education, Curriculum & Technology**
- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy – Agenda Items ***
 - **QSAC Equivalency Application***

Policies Discussed at December 15, 2015 Board Meeting:

Revised Policies for Adoption

- **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)* - *Must select an option in 2 locations*
- **P 4431.1** Family Leave (M) (Revised)* - *Must select an option in 2 locations*
- **P 5516** Use of Electronic Communication and Recording Devices (ECRD) (M) (Revised)*
- **P 3322** Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised)*
- **P 4322** Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised) *
- **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)*

Second Reading and Adoption

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

First Reading

- **P 5337** Service Animals (New) *
- **P 8550** Outstanding Food Service Charges *
- **P 5756** Transgender Students *

- **Finance**
 - **16/17 Budget Update**
- **Buildings & Grounds**

10. Superintendent’s Report & Information Items

Recommend approval of the following resolution to designate the month of January 2016 as “School Board Recognition Month.”

WHEREAS, The New Jersey School Boards Association has declared January 2016 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Manasquan Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Manasquan Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey’s 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Education Progress (NAEP) scores and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Manasquan Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Manasquan Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children’s education.

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report, October -- **Document C**

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 **December 31, 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: 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 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 **December 31, 2015** per **Document D**. (The Treasurer of School Moneys Report for the month of **December 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 **December 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 **December** and **January** as recommended by the Superintendent of Schools, as per **Document D**.

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

Purchase Orders for the month of **January 2016** 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 **\$1,059,756.64** for the month of **January 2016** be approved. Records of checks (**#37564** through **#37569**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **December 2015** at **\$2,298,576.28** and checks (**#37422** through **#37563**).

13. **Recommend** approval of the Superintendent’s 2015-2016 Quantitative Merit Goal focused on Purpose Driven Walkthroughs.
14. **Recommend** approval to apply for the QSAC Equivalency Process for High Performing Districts as per **Document H**.
15. **Recommend approval of participation in an afternoon club for student #202920 (club hours: 2:00 pm to 3:45 pm / 1.75 hours 2 times per week), who attends the Howell Middle School North with a 1:1 paraprofessional to be paid at \$17.01 per hour for the remainder of the 2015-2016 SY, not to exceed \$863.04.**
16. **Recommend approval of Home ABA Programming, to be provided by Hybridge Learning Group, Somerset, NJ for student #202920, for the remainder of the 2015/2016 SY, to include direct therapy 6 times per week at \$65.00 per hour, supervision 2 times per month at \$135.00 per hour, and parent training 1 time per month at \$80.00 per hour, not to exceed \$9,600.00.**
17. **Recommend approval of a Neuropsychological Evaluation, to be conducted by Dr. Greco of NeuroPsychology Rehab Services/Life Span, for student #211808, not to exceed \$2,100.00.**
18. **Recommend** approval of the adoption of the following revised policies, as per **Document I**:
 - **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)
 - **P 3322** Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - **P 4322** Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - **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)

19. **Recommend** approval of the acceptance of the second reading and adoption of the following policy, as per **Document J:**

- P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals

20. **Recommend** approval of the acceptance of the first reading of the following policies, as per **Document K:**

- P 5337 Service Animals
- P 8550 Outstanding Food Service Charges
- P 5756 Transgender Students

21. **Recommend** approval of the following teachers to conduct the Middle School National Jr. Honor Society selection process, class coverage provided by substitutes:

Heather Saake	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.
Kimberly Ward	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.
Andrew Manser	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.
Carrie Eastmond	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.
Ann Marie LaMorticella	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.
Teresa Reichy	February 16, 2016 – ½ day a.m. March 15, 2016 – ½ day p.m.

Personnel

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

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>
February 26, 2016	Kathleen Stonaker	Shrewsbury,NJ	Dyslexia Workshop	No	Registration-\$40.00 Mileage-\$11.47
January 29, 2016 February 2, 2016	Eric Clark	Brielle ES	Sending District Band Rehearsal	Yes	Bus - \$200.00 each trip
March 1, 2016	Christin Walsh	Long Branch	Close Reading Strategies	Yes	Registration - \$239.00
January 25, 2016	Alissa Boyne Joan Akin	Spring Lake	Sending District Therapist Meeting	No	Mileage - \$1.67
March 9, 2016	Alissa Boyne Joan Akin	Garwood, NJ	Student Comprehension Workshop	No	None

January 22, 2016	Colleen Graziano	Freehold	G&T Coordinator Meeting	No	None
------------------	------------------	----------	-------------------------------	----	------

Student Action

Field Trips

24. **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 20, 2016	Andrea Trischitta Kristine Yellovich	Gr. 7 STEM	Manasquan Boro Hall	STEM Mock Trial	Yes-2	None	None
January 15, 2016	Andrea Trischitta Kristine Yellovich	Gr. 7 STEM	Manasquan Boro Hall	STEM Mock Trial practice	No	None	None

Placement of Students on Home Instruction

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

#251739 Grade 3 January 7, 2016 – To be Determined (Medical)

Placement of Students Out of District

26. **Recommend** approval of the revised out of district placement list, as recommended by the Child Study Team. **None at this time**

MANASQUAN/SENDING DISTRICTS

General Items

27. **Recommend** approval of the creation of Central Fund account for the following:

- Academy of Engineering
- Innovation Lab

28. **Recommend** approval to accept the donation of 50 AP Calculus textbooks from Cengage National Geographic, with estimated value of \$6,500.00

Personnel

29. **Recommend** approval of the High School personnel as per **Document 1**.

Professional Days

30. **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 26, 2016	Carol Anderson Maria Eldridge Kristin Radzinski	Hamilton Square, NJ	Teaching Strategies and Resources	Yes-3	Registration - \$495.00 Mileage-\$29.04
March 4, 2016 May 6, 2016	Lynn Coates	Pt. Pleasant Beach Tinton Falls	Insurance Meetings	No	Mileage - \$2.60 Mileage-\$8.37

May 10, 2016	Sandra Freeman	Mt. Laurel	Administrative Assistant Program	No	Mileage-\$37.37
January 28, 2016	Sandra Freeman	Tinton Falls	Administrative Assistant MCASBO	No	Mileage-\$8.37
February 1, 2016	Lisa Kukoda	Robbinsville	All-Star Game Meeting	No	None
February 25, 2016	Jesse Place Frank Scott James Egan	Iselin, NJ	Cisco VoIP Workshop	No	Mileage - \$ 24.80 Tolls - \$10.00
March 8, 2016	Jesse Place	Monroe Township, NJ	PARCC Training	No	Mileage – \$23.06

Student Action

Field Trips

31. 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 30, 2016	Martin Januario Carissa Monta AnnMarie LaMorticella	Gr. 8-12	Statue of Liberty	Tour Historic Places	No	International Club Funds	Student Funds

Placement of Students on Home Instruction

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

#182806 Grade 10 January 4, 2016 – February 5, 2016 (Medical)

Financials

33. Recommend acceptance of the following **High School Central Funds Report** for the month ending **December 31, 2015 as per Document 2.**

34. Old Business/New Business

35. Public Forum

36. 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 ___ 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
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- ___ 8. Personnel Matters
- ___ 9. Imposition of Penalties Upon an Individual

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

37. Adjournment

Motion to Adjourn