

# MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION REORGANIZATION MEETING

Manasquan Borough  
New Jersey  
January 5, 2016

Manasquan High School  
Media Center  
6:00 p.m.

## **Reorganization Agenda**

**1. Call to Order** (by Lynn Coates, School Business Administrator/Board Secretary)

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and 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**

**4. Roll Call**

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

**5. Results of Election: November 3, 2015**

A. Board of Education Candidates

(3) 3-year terms	Donna Bossone	844 votes
	Martin Burns	863 votes
	Thomas Pellegrino	864 votes

Donna Bossone, Martin Burns and Thomas Pellegrino were elected members of the Manasquan Board of Education.

**2016 Manasquan Board of Education**

**Board Members**

Donna Bossone  
Martin Burns  
Eugene Cattani  
Linda DiPalma  
Heather Garrett-Muly  
Thomas Pellegrino  
Colleen Smith  
Alfred Sorino  
(Vacant)

**Term of Office**

January 2016 – December 2018  
January 2016 – December 2018  
January 2015 – December 2017  
January 2015 – December 2017  
January 2014 – December 2016  
January 2016 – December 2018  
January 2015 – December 2017  
January 2014 – December 2016  
January 2014 – December 2016

Mr. Walsh resigned effective December 18, 2015

## **MANASQUAN MOTIONS**

6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 5, 2016 and ending at the next organization meeting of the Board of Education.
7. To nominate and elect a **Vice-President** of the Manasquan Board of Education for the period beginning January 5, 2016 and ending at the next organization meeting of the Board of Education.

### **8. 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 the community.

### **9. 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.

### **10. Public Comment on Agenda**

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 MOTIONS** [continued]

11. **Resolution:** to authorize the days, times and place of Board meetings and advertisement thereof, pursuant to the Open Public Meetings Law, C.231, P.L. 1975, in accordance with *Document A*.

12. **Resolution:** to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education.
13. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per *Document B*.
14. **Resolution:** to designate *The Coast Star* and *The Asbury Park Press* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
15. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per *Document C*.
16. **Resolution:** to appoint the following persons to positions specified for the period beginning January 5, 2016 and ending at the next organization meeting of the Manasquan Board of Education:

- Public Agency Compliance Officer (P.A.C.O): Lynn Coates
- Right to Know Officer: Lynn Coates
- District Purchasing Agent & State Contract Purchasing Agent  
Purchasing Agent – *Document F(1) & F(2)* Lynn Coates
- Custodian of Government Records & Public  
Access to Records: Tara Hudson
- Custodian of Personnel Records: Frank Kasyan Ed.D
- Treasurer of School Moneys: Joanne S. Madden - \$4,500
- AHERA Coordinator & Asbestos Management  
Officers to work with Environmental  
Connection: Lynn Coates &  
Bernard F. Bigley III
- District Vehicle Coordinator: Bernard F. Bigley III
- Indoor Air Quality designated district persons  
to work with Michael McGuinness of RK Lynn Coates &  
Bernard F. Bigley III
- Occupational & Environmental Analysis Inc.: Cheryl Bontales
- Bloodborne Pathogens designated district  
persons: Gina Melillo  
Bernard F. Bigley III
- PEOSHA designated district person: Lynn Coates
- Americans With Disabilities designated  
district person: Lynn Coates
- Child Nutrition/Wellness designated  
district person: Lynn Coates
- District Homeless Liaison: Sean McCarthy
- Compliance Officer/Committee Coordinator under  
Under P.L. 94-142 Sec. 504 NJ Rehabilitation  
Act 1973: Margaret Polak
- Basic Skills Instruction Person & Representative: Richard Kirk (MES)  
Donald Bramley (MHS)
- Affirmative Action Officer/Gender Equality Officer  
Officer/Title IX Nancy Sanders
- Affirmative Action Officer for Contracts: Lynn Coates
- Chemical Hygiene Officer: Jesse Place

- Safety & Health designated district persons: Lynn Coates & Bernard F. Bigley III
- IPM Coordinator: Bernard F. Bigley III
- SEMI Coordinator: Margaret Polak
- IDEA Coordinator: Margaret Polak
- NCLB Coordinator: Donald Bramley
- ESL Coordinator: Donald Bramley
- Anti-Bullying Coordinator: Donald Bramley
- Anti-Bullying Specialist: Amy Young (MES)
- Anti-Bullying Specialist: Leigh Busco (MHS)

**17. Resolution:** To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, an Architect, an Engineer, Attorneys, a Bond Counsel, a Financial Advisor, a Medical Waste Service, Insurance Agents, and Physical and Occupational Therapists; 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:

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2015-2016 audit)
- Jersey Shore Sports Medicine, Dr. Rice, as School Physician, \$7,500.
- Patrick Buddle, M.D., & Dr. Michael Dambeck, D.O., Athletic Team Physicians, at no charge to the district.
- Garrison Architects, Architects of Special Projects, as per fee schedule.
- Edwards Engineering, P.E., Engineers of Special Projects, as per fee schedule.
- Kenny, Gross & Kovats, LLP, School Board Attorney, \$145.00 per hour
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule.
- Phoenix Advisors, LLC, Financial Advisor, as per fee schedule.
- Sterecycle, Inc., Medical Waste Transporter, on an as needed basis.
- Boynton & Boynton, Property/Liability Insurance Agent of Record.
- Brown & Brown Benefit Advisors, Medical Benefits Agent of Record.
- Bob McCloskey Insurance/BMI Benefits, LLC, Student Accident Insurance Agent of Record.
- AA Physical Therapy at a rate of \$80.00 per hour.

**18. Resolution:** To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor and Cooperative Bidding Services 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:

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600.00 per inspection and the cost of \$65.00 per hour for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.
- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, at a rate agreed upon before projects are undertaken for IAQ services.

- Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, at a rate agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.
- Allison Pest Control, designated Integrated Pest Management contractors, at a rate agreed upon before projects are undertaken for IPM.
- Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services.
- Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.

- 19. Resolution:** To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s school year: AXA Equitable; Mass Mutual with Wells Fargo Advisors; Lincoln Investment Planning and C & A Financial Group/Wealth Management Strategies until the next organization meeting of the Board of Education.
- 20. Resolution:** To designate Bank Depositories in accordance with *Document D* until the next organization meeting of the Board of Education.
- 21. Resolution:** To designate the persons authorized to sign checks, make transfers and make withdrawals as well as holders of petty cash funds in accordance with *Document D* until the next organization meeting of the Board of Education.
- 22. Resolution:** To re-adopt the existing By-Laws of the Board and Policies and Regulations of the Manasquan Policy Manual including all subsequent revisions to date until the next reorganization meeting of the Board of Education.
- 23. Resolution:** To approve the Standard Operating Procedure Manual/Internal Control Manual and the Purchasing Manual, as on file in the Board Office until the next organization meeting of the Board of Education.
- 24. Resolution:** To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per *Document E* until the next organization meeting of the Board of Education.
- 25. Resolution:** To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with *Document F(1)* until the next organization meeting of the Board of Education.
- 26. Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) until the next organization meeting of the Board of Education, as per *Document F(2)*.
- 27. Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
- 28. Resolution:** To authorize the Superintendent and the Business Administrator/Board Secretary to implement the budget pursuant to local and state policies until the next organization meeting of the Board of Education.
- 29. Resolution:** To authorize the Business Administrator/Board Secretary to pay bills prior to Board of Education approval until the next organization meeting of the Board of Education.

- 30. Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.
- 31. Resolution:** To appoint the Superintendent as the Board's representative to the Monmouth-Ocean Educational Services Commission Representative Assembly until the next organization meeting of the Board of Education.
- 32. Resolution:** To approve the following persons as delegates to New Jersey School Boards Association:  
Thomas Pellegrino, Delegate                      Linda DiPalma, Alternate Delegate
- 33. Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:  
Dr. Frank Kasyan, Superintendent, for all available funds  
Lynn Coates, School Business Administrator, for all available funds  
Donald Bramley, High School Assistance Principal, for NCLB Grants  
Margaret Polak, Supervisor of Special Services, for IDEA Grants  
Rick Coppola, High School Principal, for Carl D. Perkins Grant
- 34. Resolution:** To designate the Superintendent and School Business Administrator/Board Secretary as the primary contact person(s) to the Board appointed attorneys and to authorize the Superintendent and School Business Administrator as the person(s) solely responsible to give the authority to other district employees to contact the Board appointed attorneys with regard to warranted matters until the next organization meeting of the Board of Education.
- 35. Resolution:** To approve the fee schedule for Requests for Public Records be set as follows: A copy of record(s) may be purchased by any persons upon payment of the fee provided by the amended legislation effective November 9, 2010 – \$0.05 per page for letter sized pages and smaller and \$0.07 per page for legal sized pages or larger. Electronic records are provided Free of Charge (i.e. records sent via e-mail or fax; and a charge for the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education.
- 36. Resolution:** To authorize the use of district vehicles by employees in accordance with the district vehicle use policy on file in the Central Administration office until the next organization meeting of the Board of Education.
- 37. Resolution:** To approve the Manasquan School District Organization Chart, as per *Document G* until the next organization meeting of the Board of Education.
- 38. Resolution:** To approve the Manasquan School District Chart of Accounts, as per *Document H*, until the next organization meeting of the Board of Education.

**MANASQUAN/SENDING DISTRICT MOTION - For review and adoption**

- 39. Resolution:** To adopt the New Jersey School Board "Code of Ethics" for school board members, in accordance with *Document I* and conduct the required discussion and training of the ethics laws in accordance with N.J.A.C. 6A:30 and 6:3 until the next organization meeting of the Board of Education.

**The following agenda items were included on the December 15, 2015 Regular Public Meeting and unable to be approved by the board due to a lack of quorum:**

**MANASQUAN/SENDING DISTRICTS MOTIONS**

**40. Acceptance of Minutes**

**Recommend** acceptance and approval of the minutes of the Regular Public Meeting of November 24, 2015.

**General Items**

**41. 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 1A.**

**42. 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.

**43. Recommend** approval of obsolete equipment as per **Document 2A.**

**44. 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)

**45. 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.

**46. 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**

**47. 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**

**48. 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**

**49. 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**

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

**51. Recommend approval** of the **High School personnel**, as per **Document 4A**.



**The following is a new MANASQUAN/SENDING DISTRICT MOTION**

**52. Recommend** approval of the **High School** personnel, as per **Document 4B**.

**The following are new MANASQUAN MOTIONS**

**53. Recommend** approval of the **Elementary School** personnel, as per **Document A1**.

**54. Recommend** approval of **Maureen T. Kelley, LLC**, Maureen Kelley, to work as a School Psychologist consultant, 25 hours weekly at a rate of \$58.00 per hour from **on or about** November 9, 2015 through June 30, 2016, leave of absence replacement.

**55. Old Business / New Business**

**56. Public Forum**

**57. Executive Sessions**

**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 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 on 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
- ☐ 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.**

**58. Adjournment**

Motion to Adjourn