

**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  
June 16, 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	Mark Furey (Belmar)	Colleen Smith
Eugene Cattani	Erik Gardner (SLH)	Alfred Sorino
Kenneth Clayton	Heather Garrett-Muly	Tedd Vitale (Brielle)
Linda DiPalma	Thomas Pellegrino	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 Meeting and Closed Executive Session of May 19, 2015 and the Regular Public Board of Education Meeting of May 26, 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**

**The Len Roland Award Recognition - Coach Sean Cunningham**

**Elementary Student of the Month for May – Rachel Lee Wall**

**Retirees**

- Joseph Battista
- Jo-Ann Bonaccolta
- Arthur Gordon
- Elvia Kenny
- Patricia McKenzie
- Jane Sheehan
- Lynn Walsh

**Support Staff Employee of the Year**

- Jane Sheehan (ES)
- Virginia Metz (HS)

**Six Flags Great Adventure Animal Outreach - Presentation by Mr. John Burke**

**Random Drug Testing – Presentation by Judge Apostolou**

9.

A) **Discussion Items for June 16, 2015 Agenda**

- **Education, Curriculum & Technology – Agenda Items\***
  - Referendum Update – Town Hall Meeting will be August 18, 2015 at 7:00 p.m. in the Elementary School Cafetorium
  - The project will be presented at the July 7, 2015 Planning Board Meeting
  - Poll hours for the September 29, 2015 Referendum vote \*
  - Meeting was held with Brielle Board of Education Committee regarding the Referendum
  - Tax Impact
- **Athletics/Community**
  - RFP School Physician – an adhoc committee will be formed to conduct interviews for this position, if you are interested e-mail Dr. Kasyan as soon as possible
- **Personnel**
- **Legal – to be discussed in Executive Session**
- **Policy – Agenda Items**
  - Negotiations Update
  - The new date for candidates to file nominating petitions for the November election is July 27, 2015 at 4:00 p.m.
  - Kathy Winecoff, New Jersey School Boards Association, will attend our July 28, 2015 Board meeting to present the Board Self-Evaluation

- **Finance – Agenda Items \***
  - **The final draw for the CDL loan was made on June 1, 2015 in the amount of \$290,000**
  - **The bid opening for trash collection services was June 11, 2015 at 1:30 p.m. \***
  - **Reserve Deposits \***
- **Buildings & Grounds – Agenda Items**
  - **Eagle Scout Project Update**
  - **Toolbox Tuesday – July 21, 2015, Manasquan High School**

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

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

**Recommend** approval and acceptance of the Superintendent’s Reports.

**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** approval of the Agreement with Phoenix Advisors for Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Records for the 2015-2016 school year, as per **Document D**.
- 13. Recommend** approval of the Broker Services Agreement with Brown & Brown Benefit Advisors, Inc., for the 2015-2016 school year, as per **Document E**. This agreement was reviewed and approved by the Board Attorney. The reappointment of Brown & Brown Benefits Advisors, Inc., as the Health Insurance Broker of Record at a fixed flat commission fee of \$50,000, was previously approved by the Board at the January 5, 2015 Reorganization Meeting.
- 14. Recommend** approval to solicit Requests for Proposals for the following professional services:
- 2015-2016 Sports Medicine Physician and District Medical Officer, as per **Document F**.
- 15. Recommend** approval of the amendment to the 2014-2015 NCLB Grant to transfer \$1800 from Other Purchased Services to Professional and Technical Services in Title II Part A. This transfer will be used to make payment to a presenter regarding strategy based instruction.



Rick Coppola  
Lynn Coates

Eric Wasnesky

Cheryl Bontales

As a requirement to participate in Sustainable Jersey for Schools a Green Team must be created.

**25. Recommend** authorization for the School Business Administrator to execute contracts for the 2015-2016 school year as follows, as per **Documents G(1)** and **G(2)**

- Horizon Blue Cross Blue Shield of New Jersey
  - Medical, Prescription and Dental Plans
- School Alliance Insurance Fund (SAIF)
  - Commercial Package and Errors & Omissions
- New Jersey Schools Insurance Group (NJSIG)
  - Workers Compensation and Excess Workers Compensation
- Selective
  - Bonds

Contracts will be reviewed and approved by the board solicitor prior to execution by the School Business Administrator. Please note: Competitive quotes for health, prescription and dental have been obtained by Brown & Brown. The district is entering the second year of a three year contract with SAIF and NJSIG. Proposals are on file in the office of the Business Administrator.

**26. Recommend** approval of the 2015 extended school year list as per **Document H.**

**Professional Days**

**27. 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>
June 5, 2015	Amy Young	Neptune High School	Educational Partnership Yr End Meeting	No	None
May 29, 2015	Amy Young	Monmouth University	Clinical Conference	No	None
May 29, 2015	Nancy Sanders	Monmouth University	Clinical Conference	No	None
June 12, 2015	Amy Young	Long Beach Island	Psychotherapy Training	No	None
June 12, 2015	Nancy Sanders	Long Beach Island	Psychotherapy Training	No	None
June 12, 2015	Andrea Trischitta	Oceanport, NJ	G&T Consortium	Yes	None
Sept. 2015- June 2015	Danielle Romano	Online Academy	Wilson Language Training	No	\$750.00 Registration \$906.00 Supplies IDEA Basic
Sept. 2015- June 2015	Theresa Innarella	Online Academy	Wilson Training	No	\$750.00 Registration \$906.00 Supplies IDEA Basic
July 8, 2015 – July 9, 2015	Christin Walsh	Wilson Reading Review	Annual Conference	No	Registration - \$349.00 (Title II)

**Student Action**

**Field Trips**

**28. 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>
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None at this time

**Placement of Students on Home Instruction**

29. **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**

30. **Recommend** approval of the 2015-2016 SY out of district placement list, as recommended by the Child Study Team as per **Document I.**
31. **Recommend approval of the placement of special education student # 24937 at Brookside School (July 1-August 7) for additional extended school year services in the amount of 135 hours of behavioral support via a paraprofessional (total amount not to exceed \$2,922.77). Placement to include transportation one way only from Manasquan Elementary School to Brookside.**

**Secretary's Report**

32. **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 **May 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; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,158,714.00** 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 **May 31, 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 **May 31, 2015** per **Document J.** (The Treasurer of School Moneys Report for the month of **May 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 **May 31, 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 **2014-2015 budgets** for **May and June** as recommended by the Superintendent of Schools, as per **Document J.**

**Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **May 31, 2015** as per **Document K.**

**Purchase Orders** for the month of **June 2015** be approved, as per **Document L**.

Recommend **acceptance** of the **Cafeteria Report** as per **Document M**.

**Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,188,700.65** for the month of **June 2015** be approved. Records of, checks (**#36261- #36267**) and distributions are on file in the Business Office.

**Confirmation of Bills (Current Expense)** for **May 2015** at **\$2,106,415.00** and checks (**#36113- #36260**).

## **MANASQUAN/SENDING DISTRICTS**

### **General Items**

- 33. Recommend** approval of the Food Service Management Company Addendum between the Manasquan Board of Education and Simplified Culinary Services, Inc., which shall become incorporated and part of the Contract for Food Services entered into by the above parties on the 1<sup>st</sup> day of July 2014, witnesses that Simplified Culinary Services and the Manasquan Board of Education agree as follows:

**MANASQUAN BOARD OF EDUCATION  
SCHOOL FOOD SERVICE MANAGEMENT PROGRAM  
2015-2016**

All management/administrative fees must be specifically stated in the body of the contract. Contract which provide for management fees on a cents per meal or flat fee basis are allowed. 7CFR 210.16(a).c.

This addendum begins on 7/1/2015 and ends on 6/30/2016

Simplified Culinary Services will collect a flat fee of \$21,000.00 annually.

Simplified Culinary Services guarantees a return of \$10,000.00

Above guarantees are based upon similar operating conditions as previous school year. Service will not be interrupted as a result of fire, work stoppage, strike or school closing. In the event any of the foregoing conditions are not met during the school year, Simplified Culinary Services' guaranteed obligation shall be reduced by an amount equivalent to any increase in expenses or decrease in revenues which are attributable to the changes in such conditions

- 34. Recommend** approval of the disposal of 1200 Student Handbooks that were printed with errors and reprinted by the company at no additional cost to the board, as per **Document 1**.
- 35. Recommend** approval to authorize payment to Cenergistic Inc., for year two of a five year contract previously awarded at an annual cost of \$54,600 (\$4,550 monthly).
- 36. Recommend** approval of the contract renewal for printing services with Centurion Printing, 761 Lexington Avenue, Kenilworth, NJ, pursuant to PL 2015, Chapter 47 and in accordance with N.J.S.A. 18A:18, et. seq.. The terms and pricing of the renewal will remain the same as those of the contract awarded on June 25, 2013. (Bid of June 13, 2013)

37. **Recommend** approval of the Manasquan High School’s membership in the New Jersey State Interscholastic Athletic Associations (NJSIAA) and the payment of \$2,150.00 in dues for the 2015-2016 school year. (Chapter 172, Laws 1979-N.J.S.A. 18A:11-3, et. seq.)
38. **Recommend acceptance of bids and approval of the Resolution Awarding of Project for Trash Collection Services to Waste Management, 107 Silvia Street, Ewing, NJ, for 2015-2016 school year, in the Base Bid One-Year amount of \$16,207.80, with the option for two (2) one-year renewals, as per Document 2.**
39. **Recommend** approval of the list of cancelled checks for the General Account, E.S. Central Fund, H.S. Central Fund and Salary Account, as per Document 3.
40. **Recommend** approval of the **Technology Integration Coach** job description as per Document 4.
41. **Recommend approval to purchase instructional and administrative software titles, subscriptions and renewals as per Document 5. These purchases do not have an applicable State Contract and the purchase qualifies as exempt per 18A:18A-5(19).**

**Professional Days**

42. **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>
June 2, 2015	Jason Bryant	Trenton, NJ	Civics/History	Yes	None
July 19, 2015- July 23, 2015	Richard Read	Anaheim, CA	AOF National Conference	No	\$50.53 Mileage \$625.00 Registration \$319.50 Meals \$600.00 (Airfare est.) \$50.00 Tolls
July 19, 2015- July 23, 2015	John Driscoll	Anaheim, CA	AOF National Conference	No	\$50.53 Mileage \$625.00 Registration \$319.50 Meals \$600.00 (Airfare est.) \$50.00 Tolls
2014-2015 School Year	Pam Cosse	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	\$97.32 additional mileage for 2014-2015 SY

**Student Action**

**Field Trips**

43. **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>
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None at this time

**Placement of Students on Home Instruction**

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



#161608	Grade 11	June 9, 2015 – June 23, 2015 (Medical)
#171827	Grade 10	June 3, 2015 – June 23, 2015 (Medical)
#182259	Grade 9	June 12, 2015 – June 23, 2015 (Medical)
#2177	Grade 9	June 12, 2015 – June 23, 2015 (Disciplinary)

**Financials**

45. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **May 31, 2015** as per **Document 6**.

46. **Old Business/New Business**

47. **Public Forum**

48. **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 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 matters)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA negotiations and Administrators’ Sidebar Agreement)
- 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 (hiring, resignations)
- 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**

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

**Personnel – MANASQUAN/SENDING DISTRICTS**

50. **Recommend approval** of the High School personnel as per **Document 7**.

**51. Recommend approval of the sidebar agreement between the Board of Education and the Administrators' Association dated June 16, 2015.**

**52. Adjournment**

Motion to Adjourn