

BOARD OF EDUCATION

Borough of Manasquan

The Regular Open Business Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, February 26, 2013.

Mrs. LaSala called the meeting to order at 7:00 p.m. and read the Opening Statement.

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.

Call to Order

2. Pledge of Allegiance

Mrs. LaSala requested that everyone join in the Pledge of Allegiance.

Pledge of Allegiance

3. Roll Call

<i>Julia Barnes (Brielle)</i>	<i>Michele Degnan-Spang (SLH)</i>	<i>Thomas Pellegrino</i>
<i>Thomas Bauer</i>	<i>Linda DiPalma</i>	<i>Michael Shelton, Vice President</i>
<i>Jack Campbell</i>	<i>Mark Furey (Belmar)</i>	<i>Katherine Verdi</i>
<i>Kenneth Clayton</i>	<i>Michelle LaSala, President</i>	<i>Patricia T. Walsh</i>

Roll Call

Also Present: Robert Mahon, Superintendent of Schools, Margaret M. Hom, Business Administrator/Board Secretary, Mr. McOmber, Board Attorney, Katherine Boyle and Jeremy Kuper, Student Representatives

Mrs. LaSala also introduced Student Council Members: Morgan Harkness, Hannah Sisti and Emily Wall.

Mrs. LaSala read the Mission Statement and Statement to the Public.

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.

Mission Statement

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 referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it 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.

Statement to the Public

*Motion was made by Mr. Campbell, seconded by Mrs. Walsh and carried by roll call vote that the Board approve the following **Item 6.** (MEB/SDR)
Ayes (11), Nays (0), Abstain (1) Mr. Pellegrino*

Acceptance of
Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Work Session and Regular Open Business Meeting and Closed Executive Session of Tuesday, January 29, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exists.

Presentations

7. Presentations

- MHS Girls & Boys Bowling Team – Ron Kornegay

Mr. Ron Kornegay, Athletic Director, thanked the Board for recognizing the boys' and girls' bowling team this evening. He congratulated Coach Glenn and the girls' bowling teams for their accomplishments and an outstanding season. Coach Glenn presented certificates to the team members. Mr. Kornegay introduced the boys' bowling coach, Mr. Alan Abraham and congratulated the boys' team on having an outstanding season. Mr. Abraham introduced and congratulated Tyler Wolfe for his many outstanding accomplishments.

MHS Girls' &
Boys' Bowling
Teams

Mr. Coppola congratulated Mr. Glenn and Mr. Abraham and the team members for a great season. He also recognized Mr. Abraham for a great job as the high school's band director. Mr. Abraham reported that the band would be marching in the Belmar and Seaside St. Patrick's Day Parades.

Senior Picnic

- Senior Picnic – Rick Coppola

Mr. Coppola spoke on a proposal to hold a senior day picnic on June 7th. He turned the report over to Ms. Kozic and Mr. Buss who provided information and details on a senior day picnic with a cost of approximately \$50 or \$60 per student. She said that the Student Council would assist or pay for any students if cost was a factor and that the Endowment Fund was contacted and would possibly be providing funding for the picnic. She said the students would be bussed from the high school and would return at dismissal time. She also pointed out that the students are not required to attend the picnic.

Mrs. LaSala commented that the request being put before the Board is to grant the senior class permission to hold a senior day picnic with no funding incurred by the school district. Mr. Mahon said that he would be further reviewing the program but would strongly recommend this activity.

Mrs. LaSala asked for a motion to approve the following:

Approval to hold a senior day picnic on June 7, 2013 at Frogbridge Picnic Grounds the cost of which would be funded by the participants and subject to attorney review of the contract and the Superintendent's final authorization.

Approval of
Senior Picnic
Day

*Motion was made by Mr. Shelton, seconded by Mr. Campbell and carried by roll call vote that the Board approve the above request. (MEB/SDR)
Ayes (12), Nays (0)*

- Society of Prevention of Teen Suicide – request to film a video at Manasquan High School

Mr. Coppola reported on a request from the Society of Prevention of Teen Suicide to provide a site and a location for the filming of an anti-bullying video for one day during the

Society of
Prevention of
Teen Suicide
Video

first week of June. The request would involve using the building and possibly interviewing some of the students with the proper signed consent releases. Mr. Coppola commented that this is a great organization and expressed that he would really like to be a part of this project. He provided an overview of the project to the Board.

Mr. Mahon asked for input from the student representatives. J.D. Kuper said that many of the students are on-board with the program and wish to be a part of the video.

Mr. McOmber suggested that a formal proposal or agreement be in place prior to the onset of the filming.

Mrs. LaSala asked for a motion to approve the following:

Approval to allow the request of the Society of Prevention of Teen Suicide in partnership with Manasquan High School for the use the high school facility for one day between June 1st and June 9th, 2013 to produce an anti-bullying film for teens pending formal approval of the agreement by the Manasquan Board of Education.

Motion was made by Mrs. Verdi, seconded by Mrs. Walsh and carried by roll call vote that the Board approve the above request. (MEB/SDR)

Ayes (12), Nays (0)

Approval for
use of MHS for
filming of video
by Society of
Prevention of
Teen Suicide

8. Reports

Kate Boyle reported on the following events that the Key Club participated in during December: the Manasquan Candy Cane Hunt, Santa's Helper and selling snacks at the girls' basketball game. She also reported that under new business the Key Club has the Squan-A-Thon on Friday, March 1st and will be volunteering at the Big Hearts to Little Hearts Gala at the Waterview Pavilion and the annual Fool's Run and conducting a bracelet sale during Purple Day for epilepsy awareness.

J.D. Kuper, provided the Student Council report and explained the Boards of Hope project participated in by many of the school's clubs. He reported on a fundraiser and door decorating contest planned for epilepsy awareness, a raffle of teacher parking spots for seniors in either April or May, a proposal and a presentation during the month of March for a gift to the school of a mural by the class of 2013.

Student
Representative
Reports

9. Superintendent's Report & Information Items

Recommend approval of the acceptance of the Superintendent's Reports as listed below:

- Enrollment Report – **Document A**
- Suspension, Bus & Fire Drill Reports – **Document B**
- HIB Report – **Document C** (nothing to report at this time)

Mr. Mahon commented on the new agenda format. He reported that there were no harassment, intimidation and bullying incidents to report in the district.

*Motion was made by Mrs. Walsh, seconded by Mr. Campbell, and carried by roll call vote that the Board approve the Superintendent's Report as listed above in **Item 9**. (MEB/SDR)*
Ayes (12), Nays (0)

Superintendent
Report
Enrollment
Document A
Suspension,
Bus, Fire Drill
Reports
Document B
HIB Report
Document C

Approval of
Superintendent
Report

10. Board Committee Reports

- Personnel – February 20, 2013
- Finance – January 29, 2013
- Community Relations – no action at this time
- Curriculum and Instruction – no action at this time
- Facility and Grounds – no action at this time
- Negotiations – closed session
- Policy and Safety and Nutrition – no action at this time

Mrs. Walsh provided a report on the Personnel Committee Meeting of February 20, 2013 (copy of minutes will be included in the formal minutes)

Mrs. Walsh brought to the attention of the Board a request made by the Superintendent to increase the hours for two cafeteria/playground aides from 2.5 hours a day to 4 hours a day because of the difficulty in hiring someone for 2.5 hours a day. Mrs. Walsh recommended that the expansion of hours be approved by the Board.

Mrs. LaSala commented that at the last Policy Meeting the committee recommended that the Personnel Committee look into a grant writer job description. Mrs. LaSala asked that this be put on the agenda for discussion.

Mrs. LaSala asked for a motion to approve the following:

Approval to increase the hours of the cafeteria/playground paraprofessionals from 2.5 to 4.0 hours per day.

*On a motion by Mrs. Walsh, seconded by Mrs. DiPalma, and carried by roll call vote that the Board approve the increase in hours as stated above. (MEB)
Ayes (9), Nays (0)*

Mr. Shelton provided a report on the Finance Committee Meeting of January 29, 2013 (copy of minutes will be included in the formal minutes)

11. 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. 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.

Heather Garrett Muly referred to the comments made on the budget relating to security, technology and building facilities. She brought up the class sizes at the elementary school and asked that the Board take this into consideration during budget discussion. She provided examples of the growth in the class sizes and commented that class size does affect the students. She praised the teachers and asked that the Board consider the teaching staff over taking care of the bushes and fences. She asked if the budget meetings would be broadcast over Honeywell. She also questioned if committee

Board
Committee
Reports

Personnel
Committee
Report

Approval to
increase hours
of paras from
2.5 to 4.0

Finance
Committee
Report

Public
Comment on
Agenda

meetings were opened to the public. Mr. McOmber explained that they were not subject to OPMA and not opened to the public. Mrs. LaSala explained the process for the release of committee meeting minutes.

Public
Comment
(continued)

There were no additional comments from the public.

MANASQUAN

General Items:

*Motion was made by Mr. Campbell, seconded by Mrs. Verdi, and carried by roll call vote that the Board approve the following **Items: #12 – #16.** (MEB)
Ayes (9), Nays (0)*

Manasquan
Motions Items
#12 - #16

12. Recommend approval for acceptance of funds for the **2013 FY** for the **IDEA Allocation** in the amounts of **\$231,216.00** for the **Basic Grant** (\$217,834.00 Public Share and \$13,382.00 Non-Public Share) and **\$6,954.00** for the **Preschool Grant**.

2013 FY IDEA
Allocation
Acceptance

13. Recommend approval for the carry-over of non-public funds from the **FY 2011-2012 IDEA Grant** in the amount of \$1,691.16 in Preschool.

2011-12 IDEA
Carry-Over

14. Recommend approval of the **Progress Target Action Plan** for the **Manasquan Elementary School** as per **Document D**.

MES Progress
Target Action
Plan – Doc. D

15. Recommend approval to submit the **2012-2013** application for **Extraordinary Aid**.

2012-13
Extraordinary
Aid submission

16. Recommend approval to amend motion of 7/31/2013 to read as follows: Recommend approval for YCS Foundation, located in Hackensack, NJ, to provide home educational and behavioral supports for student #17272, ESY 2012 program (7/9-8/24/12), not to exceed \$29,336.66. (Not \$14,668.33 as previously indicated)

Amend of
Motion
7/31-13 – YCS
Foundation

Mrs. LaSala opened the Public Hearing and asked for questions or comments from the public.

Public Hearing
on Refunding
of Bonds

Public Hearing on the Final Adoption of Refunding Bond Ordinance and Adoption of Form and sale Resolution

No one addressed the Board.

*Motion was made by Mrs. Walsh, seconded by Mrs. Verdi, and carried by roll call vote that the Board approve **Item #17.** (MEB)
Ayes (9), Nays (0)*

Approval of
Refunding
Bond
Ordinance
Document E

17. Recommend approval of the **adoption** of the **Refunding Bond Ordinance** as per **Document E**

*Motion was made by Mrs. Verdi, seconded by Mr. Campbell, and carried by roll call vote that the Board approve **Item #18.** (MEB)
Ayes (9), Nays (0)*

Approval of
Form and Sale
Resolution
Document F

18. Recommend approval of the **adoption** of the **Form and Sale Resolution** as per **Document F**

Motion was made by Mrs. Walsh, seconded by Mrs. Verdi, and carried by roll call vote that the Board approve the following Items: #19 - #30, noting that Items #29 and #30 are not Sending District votes and should be listed under the Manasquan vote and Item #25 is a duplicate of Item #23 and will be deleted from the vote. (MEB)
Ayes (9), Nays (0)

Manasquan
Motions Items
#19 - #30

19. Recommend **approval** to advertise and solicit bids for **Elementary School Wiring** and to advertise and solicit bids or utilize State Contract for **Elementary School Security Cameras**.

Advertise &
Solicit Bids –
E.S. Wiring &
Security
Cameras

20. Recommend **approval** of the following Manasquan Elementary School Summer Programs:

E.S. PTO
Summer
Programs

P.T.O. Summer Enrichment Program (Grades K-8)

(teacher compensation to be paid by the P.T.O.)

Personnel:

21. Extension of Family/Medical Leave of Absence Without Pay

Recommend **approval** of an extension of a child care leave of absence without pay for:

Extension of
Family/Medical
Leave of
Absence

TCH.ES.ELEM.05.21 (4109), Elementary School Teacher, from September 2013 to September 2014

Stipend
Position

22. Stipend Position

Recommend **approval** of the following stipend:

Kirt Wahl Digital Storytelling \$28.50/hour

Appointment
of Para-
Professional

23. Appointment of a Paraprofessional

Recommend **approval** of the following **paraprofessional** to work **4 hours per day** beginning **February 27, 2013** through **June 25, 2013**:

**final salary to be determined when contract negotiations are finalized*

Sheri Trainor - Step 1

Unpaid Leave
of Absence

24. Unpaid Leave of Absence

Recommend **approval** of an **unpaid leave of absence** for:

TCH.ES.SPED.RR.18 (4469) to begin February 26, 2013 through March 5, 2013.

25. Appointment of a Paraprofessional (DELETED – duplicate of Item 23)

Recommend **approval** of the following **paraprofessional** to work **4 hours per day** beginning **February 27, 2013** through **June 25, 2013**

**final salary to be determined when contract negotiations are finalized*

Sheri Trainor - Step 1

DELETE –
duplicate of
Item #23

26. Professional Days

Recommend **approval** of the **attendance** of **staff members** at **conferences/workshops** indicated below:

Professional Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Board Cost</u>
March 21, 2013	Margaret Polak Colleen Graziano	Monroe	TEACHNJ	No	\$20.36 mileage/Each

Student Action:

*Student Action:
Field Trips*

27. Field Trips

Recommend **approval** of the **field trips** listed below:

<u>Date</u>	<u>Teacher/Grade</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Board Cost</u>	<u>Other Fund</u>
April 30, 2013	Mary VanWickle/Kindergarten	Algonquin Theater	To promote the arts by attending a theater production	No	None	Students

Financial Reports & Bills

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)** as noted in **A, B, C and D:**

28. as noted in A and B:

- A) Secretary's Financial & Investment Report as per **Document G**.
- B) Elementary School Central Funds Report as per **Document H**.
- C) Purchase Orders as per **Document I**.
- D) Cafeteria Report as per **Document J**.
- E) Bills and Confirmation of Bills (Current Expense)

Secretary's Certification

- A) The Business Administrator/Board Secretary certifies that as of **January 31, 2013** 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.

Acceptance of Secretary's Certification

- A) **Be It Resolved:** Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **January 31, 2013** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Secretary's Financial & Investment Report Document G

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **January 31, 2013** per **Document G**. (The Treasurer of School Moneys Report for the month of **January 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Budget Certification Document G

Pursuant to N.J.A.C. 6:20-2A.10(e), 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, 2013** 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 **2012-2013 budgets** for **January and February** as recommended by the Superintendent of Schools, as per **Document G**.

Budget
Certification
Document G

B) Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **January 31, 2013** as per **Document H**.

E.S. Central
Fund Report
Document H

C) Purchase Orders for the month of **February 2013** be approved, as per **Document I**.

Purchase
Orders – Doc. I

D) Recommend acceptance of the **Cafeteria Report** for the month ending **January 31, 2013** as per **Document J**.

Cafeteria
Report – Doc. J

E) Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,217,218.58** for the month of **February 2013** be approved. Records of, checks (**#32295 - #32360**) and distributions are on file in the Business Office.

Bills

F) Confirmation of Bills (Current Expense) for **January 2013** at **\$3,092,247.64** and checks (**# 32143- #32294**).

Confirmation
of Bills

29. Recommend approval of the **2013 – 2014 School Year Calendar** as per **Document 1**.

2013-14 School
Calendar –
Doc. 1

30. Recommend approval of the **1st reading** of **new and revised Manasquan Board of Education Bylaws and Policies** as listed below, available at the Board of Education Office:

1st Reading –
New & Revised
Bylaws &

BYLAWS

0132 Executive Authority (Revised)

POLICIES

- 2415 No Child Left Behind Programs (Revised)
- 2468 Independent Educational Evaluations (New)
- 3230 Outside Activities (Revised)
- 3281 Inappropriate Staff Conduct (Revised)
- 4230 Outside Activities (Revised)
- 4281 Inappropriate Staff Conduct (Revised)
- 6113 E-Rate (New)
- 6163 Advertising on School Property (New)
- 6480 Purchase of Food Supplies (Revised)
- 8505 School Nutrition (Revised)

In reply to Mr. Shelton's question, Mr. McOmber clarified that the sending district voting on policy was not one of the four areas in the statute that sending districts are permitted to vote on. He further explained that the sending district representatives may participate in discussion and comment on the policies.

MANASQUAN/SENDING DISTRICTS

General Items:

Prior to the vote, Mr. Mahon addressed a question asked by Mr. Campbell and clarified that the volunteers in Item 35 are required to have the certification and credentials to be a volunteer. Mr. Mahon also explained the reasons for the resignations approved in Item 33.

Mr. Mahon addressed Mr. Shelton's question on Item 31 and explained that Blocks 3C and 4A were study halls. Mr. Shelton requested that the dollar amount be included along with the Steps on the personnel motions.

Mr. Mahon addressed Mrs. Verdi's question on Item 34 and confirmed that all criminal history background information was in place for these individuals.

*Motion was made by Mrs. Walsh, seconded by Mrs. Verdi, and carried by roll call vote that the Board approve the following **Items: #31 - #41.** (MEB/SDR)
Ayes (12), Nays (0)*

Personnel

31. Stipend Position

Recommend **approval** of the following **teachers** to cover **Blocks 3C and 4A** for the remainder of the **2012-2013 SY** at a stipend of **\$28.50 per day on an as needed basis: *final stipend to be determined when contract negotiations are finalized**

Kris Buss John Driscoll Kurt Fenchel Robert Waldeyer

32. Coaching Appointments

Recommend **approval** of the following **coaching assignments** for the **2012-2013 SY: *final stipend to be determined when contract negotiations are finalized**

Boys' Assistant Lacrosse Coach Thomas Russoniello Step 8
Assistant Softball Coach Katelynn Congilose Step 2

33. Coaching Resignations

Recommend **approval** of the following **resignation:**

Boys' Assistant Baseball Coach Tony White
Girl's Assistant Lacrosse Coach Allyson Jarden Longo

34. Substitutes

Recommend **approval** of the following **substitutes** for the **2012-2013 SY:**

Timothy Burke – Teacher Katelynn Congilose – Teacher
Alexander Vasilenko – Teacher Kendall Hostnik – Athletic Trainer
Patricia Weise - Teacher

35. Volunteers

Recommend **approval** of the following **non-paid volunteers** for the **2012-2013 SY:**

Assistant Boys' Basketball Coach Timothy Burke
Assistant Track Coach Kaitlin McLaughlin
Assistant Baseball Coach Tony White
Assistant Girl's Lacrosse Coach Allyson Jarden Longo

36. Student Placements/Internships

Robert Dougherty (Seton Hall) 50 hour Administrative Internship (Guidance) Spring Semester

Manasquan/
Sending
District Items
#31 - #41

Personnel

Stipend
Position

Coaching
Appointments

Coaching
Resignations

Substitutes

Volunteers

Student
Placements/
Internships

37. Professional Days

Recommend **approval** of the **attendance** of staff/BOE members at conferences/workshops indicated below:

*Professional
Days*

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
March 6, 2013	Jesse Place, Frank Scott, Jamie Egan	Eatontown	The Power of HP	No	\$8.37 each mileage
March 9, 2013	Harry Harvey James Mawn	Millville High School	AP Conference	No	\$205 each registration \$68.20 each mileage
March 18 – 21, 2013	Ron Kornegay	Atlantic City	Athletic Directors Workshop	No	\$350 registration \$43.84 mileage \$269 accom. \$244.50 m/i
March 26 – 27, 2013	Bernie Bigley	Atlantic City	Annual NJ School Buildings & Grounds Conference	No	\$100 registration \$88.46 mileage
April 10, 2013	Margaret Hom	New Brunswick	Public School Bidding	No	\$206 registration \$44.69 mileage \$10 parking
May 14, 2013	Margaret Hom	New Brunswick	Public Works Construction Bidding	No	\$133 registration \$44.69 mileage \$10 parking
March 21, 2013	Barbara Kerensky	Monroe	TEACHNJ	No	20.36 each mileage
March 16, 2013	Ken Clayton, Michele LaSala, Michael Shelton	Mercerville	NJSBA workshop on analyzing & constructing salary guides	No	\$225 each registration \$24.81 each mileage
February 28, 2013	Jesse Place Frank Scott	Piscataway	MRESC Tech Symposium	No	\$24.06 each mileage
February 28, 2013	Jesse Place Frank Scott	Piscataway	MRESC Tech Symposium	No	\$24.06 each mileage
February 21, 2013	Anthony DiFeo, Katelynn Congilose, Ryan McGrath	Colts Neck High School	Required N.J.S.I.A.A. Coaching Course	No	\$75 each registration
March 20, 2013	Kevin Hyland	Sea Girt Army Camp	To teach injury prevention/treatment to State Police	Yes	None

Student Action:Student Action:
Field Trips**38. Field Trips**

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Teacher/Grade</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Board Cost</u>	<u>Other Fund</u>
February 28 & March 1, 2013	Jill Santucci/ Peer Leaders	Spring Lake Heights Elementary School	Group discussions and activities with SLH students	No	None	None
April 11 & April 18, 2013	Lisa Crowning/ Academic Team	Allentown High School	To participate in Academic Bowl	No	Transportation \$300 each trip	None

39. Placement of Students on Home InstructionRecommend that the following student be approved for Home Instruction, as recommended by the Child Study Team:Placement of
Students on
Home
Instruction

#2084	Manasquan	Grade 7	Beginning 2/6/2013	(Medical)
#13425	Spring Lake	Grade 12	Beginning 2/7/2013	(Medical)
#211761	Manasquan	Grade 4	Beginning 2/8/2013	(Medical)
#161640	Belmar	Grade 9	Beginning 2/19/2013	(Medical)
#1683	Manasquan	Grade 10	Beginning 2/20/2013	(Medical)
#1937	Manasquan	Grade 9	Beginning 2/25/2013	(Medical)
#2121	Manasquan	Grade 8	Beginning 3/4/2013	(Medical)

Out of District
Placements**40. Placement of Students Out of District**

No placements to approve at this time.

41. Financial'sRecommend acceptance of the **High School Central Funds Report** for month ending **January 31, 2013** as per **Document 2**.Financial
Report – H.S.
Central Funds
Report – Doc. 2**42. Old Business/New Business***Mrs. LaSala shared a request from New Jersey School Boards Association to use the documents prepared by the Board for the committees' guidelines and parameters as part of their best practices to be distributed to other school districts that are looking into similar transitions.*Old Business/
New Business**43. Public Forum***No one addressed the Board.*

Public Forum

Mrs. LaSala read the Sunshine Law Resolution.

44. Sunshine Law Resolutions

The Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows for the exclusion of the public from that portion of a public meeting when certain matters which might endanger the public interest or risk the deprivation of individual rights are discussed; and

Sunshine Law
Resolution

The Board of Education wishes to discuss the following matters in a non-public closed meeting with the resulting discussion being made public when proper conclusion has been reached and there is no longer a need for confidentiality:

- ☐ 1. Matters rendered expressly confidential by state or federal law or a rule of court.
- ☐ 2. Matters in which the release of information would impair a right to receive funds from the United States Government
- ☐ 3. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting
- ☒ 4. Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA Association. (10 minutes)
- ☐ 5. Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
- ☐ 6. Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
- ☐ 7. Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.
- ☐ 8. Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting.
- ☐ 9. Any deliberations that may result in the imposition of a civil penalty or suspension.
- ☐ 10. Any appointment of a public official.

NOW, THEREFORE, BE IT RESOLVED, the Manasquan Board of Education will hold a closed executive session immediately. It is anticipated that the closed session will not last longer than 10 minutes.[Action may be taken during the public portion of the meeting following the recess of the executive session] or [the Board of Education will not be returning to public session after the closed session].

Adjournment

45. Adjournment – 8:00 p.m.

There being no further action to be taken by the Board, motion was made by Mr. Campbell, seconded by Mrs. Verdi, and carried by voice vote that the Board enter into closed session at 8:00 p.m.

Ayes (12), Nays (0)

Respectfully submitted,

*Margaret M. Hom
Business Administrator/Board Secretary*

MANASQUAN BOARD OF EDUCATION

REPORT OF BOARD COMMITTEE

NAME OF THE COMMITTEE: Personnel

NAME OF THE CHAIRPERSON: Pat Walsh

DATE/HOUR OF MEETING: February 20, 2013 at 8:00 a.m.

LENGTH OF THE MEETING: 1 hour in the Manasquan Board Office

BOARD MEMBERS ATTENDING: Pat Walsh, Katherine Verdi, Michelle LaSala

ADMINISTRATORS ATTENDING: Robert Mahon-Superintendent, Barbara Kerensky

SUBJECTS DISCUSSED:

1. Teacher Evaluation Process/ Charlotte Danielson
2. Extended time off - child rearing
3. Shortage of cafeteria aides/playground aides at MES
4. Discussion of staffing to meet inclusion requirements

CONCLUSIONS REACHED:

1. Extended time-off: The committee recommends the creation of a board policy by the policy committee to address limited family leave per occurrence plus no more than one additional school year.
2. The committee agreed the current staffing for inclusion is appropriate.
3. The committee agrees with the administration's recommendation to offer positions for two aides to address the shortage in the elementary school. Two aides at 2.5 hours per day are in the current budget. Currently, these positions are being filled by substitutes. The previous staff filling these positions left when hours were reduced. This recommendation would add 2 hours per day to the time the aid works. That 2 hours per day is not currently in the budget. The Superintendent believes the hourly increase will make it easier to attract potential employees for these positions. The committee agrees the monetary increase will not have any significant impact to the budget.

RECOMMENDATIONS:

1. Have the policy committee draft a policy for adoption that limits extended family leave to no more than one school year following occurrence.
2. The committee recommends the board grant permission to the Superintendent/ administration to advertise for two 4 hour aide positions in MES.

DATE/TIME/PLACE OF NEXT MEETING:

March 20, 2013 at 8:00 a.m. in the Manasquan Board Office

POSSIBLE TOPICS TO BE DISCUSSED:

Hiring practice/procedures

Report prepared by Pat Walsh-Personnel Committee Chair

Finance Committee – January 29, 2013 Meeting – 5:30 PM MHS Media Center

Agenda & Minutes

Attendees: Bauer, Clayton, Furey, Hom, LaSala, Mahon, Shelton

Agenda Items:

1. Overview of prior provided financial reports:

a) discuss what reports are available to us and how we want to receive them, in what format and on what dates (electronic vs hard copy).

Comments: Committee wants to continue receiving purchase order, check register, investment and current financial position reports at each meeting.

2. Budget process & timeline

a) what is current status? (Bob & Peg)

Comments: Administration directed to provide budgeting scenarios in the following formats: flat, +2, -2, -4 and possibly -6. Discussed estimates received for sending district enrollment and possibility of not increasing SD tuition, and option of reducing it, if possible.

Discussed priority items in the budget should include curriculum-related initiatives, security & student safety measures, technological initiatives and facilities related repairs and upgrades, including those for athletic fields.

b) adopt a budget calendar – timeline posted website

Comments: Mrs. Hom provided a tentative budget calendar and discussed initial adoption for March 5. Initial proposed 2013-14 budget calendar attached.

3. Future meetings – set dates / times on calendar for Q1 – we are currently planning to meet each month an hour or so before the BOE action meetings and coordinate our schedule with Buildings & Grounds.

Comments: Discussed establishing in-between dates as necessary.

Old / New Business:

- 1. FEMA / Insurance claims.** *Mrs. Hom to report back on any outstanding / unpaid submissions. Mrs. Hom confirmed she did receive proceeds to repair the MHS Cupola. Numerous items on the purchase order report(s) related to Hurricane Sandy damages. Mrs. Hom confirmed that approx. \$8,000 was paid to custodial / maintenance personnel for overtime during the storm which was mostly reimbursed by FEMA or insurance. A discussion ensued*

about why the grounds crew did not assist in the snow removal from the football field as part of these overtime payments.

2. **Status of health care costs & options**
 - a. **Information to State BCBC Rep – Chris Lowry** – *Mrs. Hom confirmed she has provided information requested. Mr. Shelton provided further census data requested.*
 - b. **Information to McOmber for Predale** – *this information was sent.*
 - c. **Agreement that all insurance policies should be looked at.**
3. **Where do we stand on levy / capital expenditure (prior) discussion** – *this conversation was tabled due to time constraints to begin our regular monthly meeting at 7 P.M. and until more budget planning discussions are held.*
4. **NEW** - Discussion of Mr. Bigley's notes regarding Jan. 15 District Security Walkthrough with MPD & Howell Police Departments and which items, if any, could be implemented with little to no cost.
5. **NEW** - Discussion of "open" charge accounts and prior problem(s) with unauthorized employee purchases.