

**Board of Education**  
Borough of Manasquan

*The Reorganization Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Wednesday, January 4, 2017.*

*The Board Secretary, Lynn Coates, called the meeting to order at 6:00 p.m. and read the Opening Statement.*

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

Call to Order

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.

*Mrs. Coates requested that everyone join in the Pledge of Allegiance.*

**2. Pledge of Allegiance**

Pledge of Allegiance

*Mrs. Coates administered the Oath of Office to the newly elected board members.*

**3. Oath of Office**

Oath of Office

**4. Roll Call**

Donna Bossone	Heather Garrett-Muly	Alfred Sorino
Eugene Cattani	Joseph Loffredo	Tedd Vitale (Brielle) - absent
Linda DiPalma - absent	Anne McGarry (SLH)	Colin Warren
Mark Furey (Belmar) - absent	Thomas Pellegrino	(Vacant)

Roll Call

*Mrs. Coates referred to the November 8, 2016 election results and the 2017 Manasquan Board of Education roster and terms of office. She congratulated the newly elected board members.*

**5. Results of Election: November 8, 2016**

A. Board of Education Candidates

(3) 3-year full terms	Joseph Loffredo	1953 votes
	Alfred Sorino	1955 votes
	Colin Warren	1996 votes
(1) 1-year unexpired term	Heather Garrett-Muly	2160 votes

Results of Election

Joseph Loffredo, Alfred Sorino and Colin Warren were elected as members of the Manasquan Board of Education – Full Term and Heather Garrett-Muly was elected as a member of the Manasquan Board of Education – One Year Unexpired Term

**2017 Manasquan Board of Education**

**Board Members**

Donna Bossone  
Eugene Cattani  
Linda DiPalma  
Heather Garrett-Muly  
Joseph Loffredo  
Thomas Pellegrino  
Alfred Sorino  
Colin Warren  
Vacant Seat as of 12/12/16

**Term of Office**

January 2016 – December 2018  
January 2015 – December 2017  
January 2015 – December 2017  
January 2017 – December 2017  
January 2017 – December 2019  
January 2016 – December 2018  
January 2017 – December 2019  
January 2017 – December 2019  
January 2016 – December 2018

2017 Board Roster

## MINUTES – January 4, 2017

*Mrs. Coates moved on to the next order of business and opened the floor for nominations for the office of board president.*

Nominations  
for office of  
Board  
President

*Motion was made by Mr. Cattani to nominate Mr. Pellegrino. Mrs. Coates closed the floor hearing no additional nominations and asked for roll call.*

*Roll Call Vote: Ayes (7); Nays (0); Abstain (0); Absent (1) Mrs. DiPalma; Vacant (1)*

**MOTION CARRIED**

Election of  
Thomas  
Pellegrino as  
Board  
President

6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 4, 2017 and ending at the next organization meeting of the Board of Education.

*Mrs. Coates congratulated Mr. Pellegrino and turned the meeting over to the newly elected president.*

*Mr. Pellegrino opened the floor for nominations for the office of board vice-president. Mr. Pellegrino respectfully nominated Mr. Fred Sorino. Mr. Pellegrino said that he spoke with Mrs. DiPalma and she asked in her absence if he would nominate Mr. Sorino. She will continue to serve on the board but felt it was time for a new vice president. Mr. Pellegrino closed the floor hearing no additional nominations and asked for roll call.*

Nominations  
for office of  
Board Vice  
President

*Roll Call Vote: Ayes (6); Nays (0); Abstain (1) Mrs. Bossone; Absent (1) Mrs. DiPalma; Vacant (1)*

**MOTION CARRIED**

Election of Fred  
Sorino as  
Board Vice  
President

7. To nominate and elect a **Vice-President** of the Manasquan Board of Education for the period beginning January 4, 2017 and ending at the next organization meeting of the Board of Education.

8.

*Mr. Pellegrino congratulated Mr. Sorino.*

*Mr. Pellegrino read the Mission Statement and Statement to the Public.*

Mission  
Statement

### 9. 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.

### 10. Statement to the Public

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.

*Mr. Pellegrino opened the Public Comment on Agenda and read the following statement.*

### 11. Public Comment on Agenda

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.

Public  
Comment on  
Agenda  
(continued)

*Mr. Pellegrino continued with the Manasquan Motions seeing no public comment.*

Manasquan  
Items #11  
through #38

*Mr. Pellegrino asked for a motion to approve Manasquan Items #11 through #38.*

*Motion was made by Mrs. Bossone, seconded by Mr. Loffredo, to approve Manasquan Items #11 through #38.*

*Discussion: None*

*Roll Call Vote: Ayes (7); Nays (0); Abstain (\*1) Mrs. Garrett-Muly abstained on Kimberly Read on Document D – and Richard Read on #16 only; Absent (1) Mrs. DiPalma; Vacant (1)*

*MOTION CARRIED*

#### **MANASQUAN MOTIONS** [continued]

12. **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*.
13. **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.
14. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per *Document B*.
15. **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.
16. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per *Document C*.
17. **Resolution:** to appoint the following persons to positions specified for the period beginning January 4, 2017 and ending at the next organization meeting of the Manasquan Board of Education:

Meeting Dates  
Document A

Roberts Rules  
of Order

Agenda Cover  
Page  
Document B

Official  
Newspapers

RFP/  
Competitive  
Contracting  
Schedule  
Document C

Appointment  
to Positions

- 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: Jesse Place
- Treasurer of School Moneys: Patricia A. Christopher - \$4,500

- AHERA Coordinator & Asbestos Management Officers to work with Environmental Connection: Lynn Coates or designee
- District Vehicle Coordinator: Lynn Coates or designee
- Indoor Air Quality designated district persons to work with Michael McGuiness of RK Occupational & Environmental Analysis Inc. Lynn Coates or designee
- Bloodborne Pathogens designated district persons: Cheryl Bontales  
Gina Melillo  
Lynn Coates or designee
- PEOSHA designated district person: Lynn Coates
- Americans With Disabilities designated district person: Lynn Coates
- Child Nutrition/Wellness designated district person: District Level: Lynn Coates  
Building Level: Rich Coppola or designee – MHS  
Colleen Graziano or designee – MES
- District Homeless Liaison: Sean McCarthy
- Compliance Officer/Committee Coordinator under Under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973: Rick Coppola – MHS  
Colleen Graziano – MES
- 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: Craig Murin
- Safety & Health designated district persons: Lynn Coates or designee
- IPM Coordinator: Matthew Hudson
- 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: Richard Read – MHS

**18. 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. All contracts will be reviewed by the board solicitor prior to execution.

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2016-2017 audit)
- Jersey Shore Sports Medicine, Dr. Rice, as School Physician, \$7,500.
- Garrison Architects, Architects of Special Projects, as per fee schedule, when needed.
- Edwards Engineering, P.E., Engineers of Special Projects, as per fee schedule, when needed.
- 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, when needed.
- 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.
- AA Physical Therapy at a rate of \$80.00 per hour.

*Professional  
Services  
(continued)*

**19. 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:

*Extraordinary  
Unspecifiable  
Professional  
Services*

- 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.

**20. Resolution:** To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s: 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.

*Tax Shelter  
Annuity  
Companies*

**21. Resolution:** To designate Bank Depositories in accordance with **Document D** until the next organization meeting of the Board of Education.

*Bank  
Depositories  
Document D*

**22. 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.

*Signators/  
Transfers,  
Petty Cash  
Holders  
Document D*

**23. 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.

*District  
By-Laws*

**24. 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.

*Standard  
Operating  
Procedure  
Manual &  
Purchasing  
Manual*

- 25. 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.
- 26. 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.
- 27. Resolution:** To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) and purchasing consortiums (e.g. Ed Data, MRESC, HRESC) until the next organization meeting of the Board of Education, as per *Document F(2)*.
- 28. Resolution:** To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.
- 29. 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.
- 30. 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.
- 31. Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.
- 32. 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.
- 33. Resolution:** To approve the following persons as delegates to New Jersey School Boards Association:
- Thomas Pellegrino, Delegate                      Linda DiPalma, Alternate Delegate
- 34. 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
- 35. 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.
- 36. 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

*Doctrine of  
Necessity  
Document E*

*Purchasing  
Agent  
Authorization  
Document F(1)*

*Procurement –  
State Contracts  
Document F(2)*

*School Funds  
Investor*

*Implement of  
Budget by  
Supt. & SBA*

*Payment of  
Bills by SBA*

*Authorization  
of Line Item  
Transfers*

*M-OESC  
Representative*

*NJSBA  
Delegate &  
Alternate  
Delegate*

*Grant  
Application  
Authorization*

*Attorney  
Contact  
Authorization*

*Public Records  
Request – Fee  
Schedule*

MINUTES – January 4, 2017

in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education.

- 37. 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.

- 38. Resolution:** To approve the Manasquan School District Organization Chart, as per **Document G** until the next organization meeting of the Board of Education.

- 39. Resolution:** To approve the Manasquan School District Chart of Accounts, as per **Document H**, until the next organization meeting of the Board of Education.

*Mr. Pellegrino continued with Item #39 and asked the board to review the Code of Ethics prior to the motion to adopt Manasquan/Sending District Item #39.*

*Motion was made by Mr. Warren, seconded by Mrs. Bossone, to approve the adoption of Item #39 – New Jersey School Board “Code of Ethics”.*

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (3) Mrs. DiPalma, Mr. Furey, Mr. Vitale; Vacant (1)*

**MOTION CARRIED**

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

- 40. 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.

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #40.*

*Motion was made by Mr. Sorino, seconded by Mr. Warren, to approve Manasquan/Sending District Item #40.*

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (3) Mrs. DiPalma, Mr. Furey, Mr. Vitale; Vacant (1)*

**MOTION CARRIED**

- 41. Recommend** approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.

*Mr. Pellegrino asked if there was any old or new business to come before the board. Seeing none he moved on to the second public forum.*

**42. Old Business / New Business**

*Mr. Pellegrino opened the second public forum to address any item agenda or otherwise. Seeing no comments he closed the public forum.*

**43. Public Forum**

*Mr. Pellegrino said there was no Executive Session scheduled for this evening.*

Public Records  
Request – Fee  
Schedule

Employee Use  
of District  
Vehicles

Organization  
Chart  
Document G

Chart of  
Accounts  
Document H

Manasquan/  
Sending  
District Item  
#40 & #41

“Code of  
Ethics” & Ethics  
Training  
Document 1

Superintendent  
Authorization  
to Hire in  
between BOE  
Meetings

Old Business /  
New Business

Public Forum

#### 44. Executive Sessions

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.**

*Mr. Pellegrino asked for a motion to adjourn.*

*Motion was made by Mr. Cattani, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to adjourn the Reorganization Meeting at 6:13 p.m.*

*Discussion: None*

*MOTION CARRIED*

Adjournment

#### 45. Adjournment

Motion to Adjourn

*Respectfully submitted,*



*Lynn Coates*

*Board Secretary*