

BOARD OF EDUCATION

Borough of Manasquan

The Committee of the Whole 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 21, 2017.

The President, Mr. Pellegrino, called the meeting to order at 6:05 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

Mr. Pellegrino requested that everyone join in the Pledge of Allegiance.

2. Pledge of Allegiance

Pledge of Allegiance

Mr. Pellegrino asked Mrs. Coates to deliver the Oath of Office to the newest board member, Mr. Hoverter. Mrs. Coates congratulated Mr. Hoverter.

3. Oath of Office

- Terence Hoverter

*Oath of Office
T. Hoverter*

Mr. Pellegrino congratulated Mr. Hoverter and thanked Mr. Burns for his time served on the board.

4. Roll Call

Donna Bossone

Heather Garrett-Muly - absent Thomas Pellegrino

Eugene Cattani

Terence Hoverter

Alfred Sorino - absent

Linda DiPalma

Joseph Loffredo

Tedd Vitale (Brielle) - absent

Mark Furey (Belmar)

Anne McGarry (SLH)

Colin Warren

Roll Call

Also present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Dan Roberts, Board Attorney; Sandi Freeman, Recording Secretary. Student Board Representatives were absent this evening.

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

5. Mission Statement

Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with community.

Mission Statement

6. 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.

Statement to the Public

Mr. Pellegrino said the acceptance of minutes and the Student Board Representative Reports would be addressed next week at the Regular Public Meeting.

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of January 31, 2017. 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.

Minutes
(No Action)

8. Student Board Representative Report

Mr. Pellegrino turned the floor over to Dr. Kasyan for the presentations.

Student Board
Representative
(No Report)

9. Presentations

Presentations

• **High School Surf Team**

H.S. Surf Team

Dr. Kasyan began by thanking the parents for their dedication and efforts to raise funds that have allow the Surf Team to participate in the National Championships for three years in San Diego. A video was shown highlighting the team's accomplishments. Dr. Kasyan invited the Surf Team Coaches to the podium to assist with the presentation of certificates. Mr. Buss thanked the surfers and their parents for their efforts in fund raising for the team. He thanked his coaches for their assistance with the team and the team members for making his job as coach very rewarding. Certificates of Appreciation, a team picture and Wally Bucks were presented to the Surf Team members. Dr. Kasyan asked for a brief recess to enjoy the celebratory cake.

Dr. Kasyan continued the meeting and introduced Mr. Clayton, Coordinator of Security, who would be speaking on new school safety and security measures implemented in the district. He said that it was fortunate that the state chose Manasquan as one of the district to conduct a surprise audit of our lockdown procedures. He expressed pride in what is done in the district to keep the students safe and happy to see that the recommendations they gave were recommendations that could be easily accomplished.

New Security
Procedures
T. Clayton

• **Presentation of New Security Procedures – Presented by Timothy Clayton, School Safety Coordinator**

Mr. Clayton reported on the audit process and said that the recommendations made were not earth shattering. He said the recommendations were reviewed and he shared the changes that will be implemented by the district. He will look for opportunities to improve and continue to attend courses and follow best practices and national trends.

Dr. Kasyan complimented the Manasquan Chief of Police on being readily available along with everyone from the state who present a solid commitment to the school districts in New Jersey. Dr. Kasyan thanked Mr. Clayton for his report.

Mr. Pellegrino continued with the Committee of the Whole discussion items and turned the floor over to Dr. Kasyan.

C.O.W.
Discussion
Items

10. Committee of the Whole

Discussion Items for the Agenda

• **Education, Curriculum & Technology**

Dr. Kasyan referred to the final version of the lease agreement with the Manasquan First Aid that was provided to the board with a few changes highlighted and no change to the cost. He reviewed a few of the requested infrastructures items that needed to be addressed by the board. This agreement will be included on next week's agenda for board approval.

Lease
Agreement
Manasquan
First Aid
Building

• **Personnel– To be Discussed in Executive Session- Agenda Items***

Dr. Kasyan reported that personnel would be discussed in executive session.

Personnel
(Exec. Session)

- **Policy– Agenda Items ***

- Polices for second reading and adoption*:**

- P 2415.30 – Title I – Educational Stability for Children in Foster Care
 - P&R 2418 – Section 504 of the Rehabilitation Act of 1973 – Students
 - P 5330.04 – Administering an Opioid Antidote

Dr. Kasyan reviewed the policies that will be on the agenda for a 2nd reading and adoption by the board.

- **Legal**

- Appellate Division Ruling – “Kean I” and “Kean II”

Dr. Kasyan turned the floor over to Mr. Roberts, the board attorney, to provide information on the Appellate Division Ruling that changes the process involved in the distribution of RICE Notices. Mr. Roberts explained the current requirement for issuance of a RICE Notice and how the new ruling requires that anyone who is included in the agenda for almost any reason must be provided with a RICE Notice. He said the second part of the decision pertaining to the approval of board meeting minutes does not directly impact the board since minutes are generally approved at the next board meeting. He said that the major impact of this decision is that the staff will now routinely receive notice that they are on an agenda for any matter over and above something bad. Dr. Kasyan asked if this practice was mandated at this time. Mr. Roberts said that it is not mandated to provide them with advance notice but you must advise them that they are included in the agenda and that action may be taken. Mr. Roberts said his office has provided a template notice to advise the staff that they are included in the agenda.

Dr. Kasyan said that since this a suggestion made by the board attorney we should follow through with the notification. Mr. Furey suggested sitting down with the teachers’ association and explain the process.

Mr. Roberts said that there is a possibility of an appeal to the Supreme Court of New Jersey but he suggested not to wait to implement the notification practice and start with the next meeting. He said the notices can be sent electronically in a group email. Dr. Kasyan will implement this for the next meeting in addition to meeting with the association and notifying all of the staff of the notification process.

Dr. Kasyan turned the floor over to Mrs. Coates for the Finance Items.

- **Finance – Agenda Items***

- 17-18 Budget Update

Mrs. Coates provided an update on the 17-18 budget. She said the committee remains the same as last year, including Mrs. Bossone, Mrs. Garrett-Muly, Mr. Cattani, Mr. Vitale and Mr. Pellegrino. Meetings have been scheduled from now through early March. Updates will be provided to the board through the Friday Packets. By March 10th the board will receive a packet of information regarding the tentative budget. The approval is tentatively scheduled for March 14th that will allow us to turn the tentative budget into the county office for their review and approval. The budget can be modified up until the date of the Public Hearing, which is scheduled for April 25th during the regular board meeting. Mrs. Coates said that there was consideration in moving the March 14th meeting. She asked Mr. Pellegrino to provide more information on this.

Mr. Pellegrino said that it is believed that on March 14th there will be a basketball game and in order not to compete with the game it was suggested to change the date of the board meeting. It was suggested to move it to Monday, March 13th or Wednesday, March 15th. He said it is imperative to meet this week in order to have the budget ready for submittal to the county. By general consensus of the board the meeting will be moved to Monday, March 13th. Mrs. Coates said that the change in the meeting date will be advertised accordingly.

Policy
P 2415.30
P&R 2418
P5330.04

Legal
Kean I &
Kean II

Finance
17-18 Budget
Update

Change in
Meeting Date

○ Referendum Finances*

Mrs. Coates reported that there is a resolution on tonight's agenda authorizing the issuance of \$5M in temporary notes and to make application to the local finance board for review and approval of a noncomplying maturity schedule for the referendum bonds if needed. Since the passing of the referendum she has been working with the finance professionals and bond council to secure both short and long term financing options. The board will be asked to approve the resolution as specified in Item #13 this evening. This resolution authorizes the board to move forward with the needed financing. The resolution was prepared by Andrea Kahn, who serves as the bond council and was reviewed by Mr. Gross's office.

Dr. Kasyan thanked both Mrs. Coates and Mr. Pellegrino for their due diligence in putting the questions together for the meeting with the construction management services firms. He thanked the committee for meeting today for the interviews.

- **Buildings & Grounds/Facilities**
 - RFP for Construction Management Services

Mrs. Coates said that earlier today the building committee interviewed the firms that responded to the RFP for construction management services and the outcome will be discussed in executive session.

Mr. Pellegrino said that Dr. Kasyan will provide his report next week.

11. Superintendent's Report & Information Items

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

Recommend approval and acceptance of the Superintendent's Report.

Mr. Pellegrino opened the Public Forum on Agenda Items and read the following statement.

12. 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.

Marilyn Jacobson, 59 McLean Avenue, Manasquan – Dr. Kasyan addressed her question on what happens during a lockdown and explained the process that takes place in the schools. He said that all outside doors are kept locked at all times during the school day and the teachers lock the classroom doors. Dr. Kasyan said that the staff and students perfectly handle the responsibilities expected of them during the lockdown.

Mrs. Jacobson asked if the budget meetings would be open to the public. Mr. Pellegrino said that budget preparation meetings are not opened to the public and once the budget is prepared there will be a public hearing and changes can be made up until the final submission.

Referendum
Finances

Buildings &
Grounds/
Facilities

RFP –
Construction
Management
Services

Superintendent
Report
(No report)

Public Forum
on Agenda
Items

Mrs. Jacobson asked how many firms participated in the RFP for construction management services. Mr. Pellegrino said four firms participated and the names would not be disclosed in public at this time. She asked if the specific job of this firm is to protect the school. Mr. Pellegrino said their job is to mitigate risk.

Mr. Pellegrino closed the public forum seeing no additional public participation.

Mr. Pellegrino asked for a motion to approve Manasquan Item #13.

Motion was made by Mr. Loffredo, seconded by Mrs. Bossone, to approve Manasquan Item #13.

Discussion: None

Roll call Vote: Ayes (7); Nays (0); Abstain (0); Absent (2) Mrs. Garrett-Muly; Mr. Sorino

MOTION CARRIED

MANASQUAN

General Items

13. **Recommend approval of the resolution authorizing the issuance of \$5,000,000 temporary notes of the Board of Education of the Borough of Manasquan, as per Document A-1 and the resolution making application to the Local Finance Board for review and approval of a non-complying maturity schedule, as per Document A-2.**

Mr. Pellegrino asked the board to review Items #14 through #23 for the Manasquan Motions and Items #25 through #32 for the Manasquan/Sending District Motions.

14. Secretary's Report

Recommend acceptance of the following Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense).

The Business Administrator/Board Secretary certifies that as of **January 31, 2017** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be It Resolved: Pursuant to N.J.A.C. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **January 31, 2017** 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 January 31, 2017 per Document. (The Treasurer of School Moneys Report for the month of **January 2017** 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 **January 31, 2016** 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 **2016-2017 budgets for January and February** as recommended by the Superintendent of Schools, as per Document.

Recommend acceptance of the Elementary School Central Funds Report for the month ending January 31, 2017 as per Document.

Public Forum
on Agenda
Items
(Continued)

Manasquan
Item #13

Issuance of
\$5M
Temporary
Notes
Document A-1
Non-complying
Maturity
schedule
Document A-2
(Action Taken)

Manasquan
Items #14
through #23
(No Action)

Purchase Orders for the month of **February 2017** be approved, as per **Document**.

Recommend **acceptance** of the **Cafeteria Report** – **Document G**.

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,092,057.83** for the month of **February 2017** be approved. Records of checks (**#39741** through **#39748**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **January 2017** at **\$2,897,438.53** and checks (**#39533** through **#39740**).

15. Recommend approval of the second reading and adoption of the following policies, as per **Document** :

- P 2415.30 – Title I – Educational Stability for Children in Foster Care
- P&R 2418 – Section 504 of the Rehabilitation Act of 1973 – Students
- P 5330.04 – Administering an Opioid Antidote

16. Recommend approval of Monica Peters, Bilingual Evaluations Services, to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, Nilda Collazo, Bilingual Speech, to conduct a Bilingual Speech/Language Evaluation at a rate of \$575.00, Vivette Peacock (Peacock Consulting), to complete an Educational Evaluation at a rate of \$450.00, and Dr. Richard Worth, to conduct a Psychiatric Evaluation at a rate of \$550.00 for student #223273, as part of a Child Study Team Evaluation.

17. Recommend approval of Monica Peters, Bilingual Evaluations Services, to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, and Nilda Collazo, Bilingual Speech, to conduct a Bilingual Speech/Language Evaluation at a rate of \$575.00 for pre-school student #273507, as part of a Child Study Team Evaluation.

Personnel

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

Professional Days

19. 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>
March 29, 2017	Teresa Savage	Spring Lake	ADHD Workshop	No	Mileage - \$1.92 Registration- \$149.97
March 13, 2017	Oriana Kopeck Heather Saake	Ewing	NJASC Training	Yes-2	Mileage - \$30.00 Registration - \$60.00
March 29, 2017	Alissa Boyne	Spring Lake	ADHD Workshop	No	None

School Business Days

20. Recommend approval of substitute coverage (1/2 day each attendee) for the following to attend an in district articulation meeting on March 7, 2017:

Gina DeMattia	Jestine Jones	Kimberly Ward
Matthew Schaad	Kirt Wahl	Andrea Trischitta
Luke Akins	AnnMarie LaMorticella	Timothy Roselle
Marc Reid	Michelle McNelis	Robert Markovitch
Laura Wahl	Eric Clark	Kristine Yellovich
Thomas Russoniello		

Student Action
Field Trips

21. **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>
March 10, 2017	Laura Wahl Tom Russoniello Carrie Eastmond Christine Melfi	Grade 6	Algonquin Theatre	View a Performance	Yes-2	None	Student Funds
June 7, 2017	Laura Wahl Tom Russoniello Carrie Eastmond Christine Melfi Andrew Manser Brenan Gordon Kim Ward	Grade 6	Sandy Hook	Explore a Tidal Ecosystem	Yes-2	None	Student Funds

Placement of Students on Home Instruction

22. **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

23. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2016-2017 school year, as per **Document**.

MANASQUAN/SENDING DISTRICTS

General Items

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #24.

Motion was made by Mr. Warren, seconded by Mrs. McGarry, to approve Item #24.

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mrs. Garrett-Muly; Mr. Sorino;

Mr. Vitale

MOTION CARRIED

24. **Recommend** approval of the following student clinical observation placement for ten days beginning the week of February 20, 2017:

- Cassandra Hoover Georgian Court University Math (Manser and Battaglia)

25. **Recommend** approval of The Canine Coach, Lisa Christman, to provide dog training services for the district therapy dog during an anticipated boarding and training period of March 4-18, 2017, at a cost of \$1,000.00.

26. **Recommend** approval of the Payment Application #002 from SLS Construction LLC, in the amount of \$109,510.30, for the 2016 Exterior Window Replacement at Manasquan Elementary School and New Security Vestibule at Manasquan Elementary School and Manasquan High School.

27. **Recommend** approval of the Agreement for Use of Neptune Aquatic Center Indoor Swimming Pool for February 10, 2017 and February 13, 2017 in the amount of \$400.00.

*Manasquan
Items #14
through #23
(No Action)*

*Manasquan/
Sending
District #24*

*Clinical
Observation
Placement
C. Hoover
(Action Taken)*

*Manasquan/
Sending
District Items
#25 through
#32
(No Action)*

Personnel

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

Professional Days

29. **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>
March 17, 2017	Lynn Coates	Sicklerville	Air Quality Training	No	None
February 22, 2017	Kyle Froehlich Jesse Place Frank Scott	Piscataway, NJ	ESCNJ K-12 Roundtable	No	\$27.22 mileage each
February 23, 2017	James Egan Jesse Place Frank Scott	Edison, NJ	NJ Technology Study Council Meeting	No	\$24.18 mileage each
February 27, 2017	Jesse Place	Newark, NJ	NJ Future Ready Task Force Meeting	No	\$34.66 mileage each

Student Action**Field Trips**

30. **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>
March 14, 2017	Leigh Busco Elizabeth Rudder Nurse (TBD)	Grades 9/10	Brookdale Community College	Youth Wellness Summit	Yes-1	Bus-\$275.00	None
April 4, 2017	Claire Kozic Kevin Hyland Eric Wasnesky Lauren Duggan Nurse (TBD)	Academy of Health Careers	New York City	Ahoy Tours	Yes-4	Bus-\$400.00	Student Funds

Placement of Students on Home Instruction

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

#192796 **Grade 10** **January 31, 2017 - June 20, 2017 Extended (Medical)**
 #2111 **Grade 12** **January 24, 2017 - June 20, 2017 Extended (Medical)**

Financials

32. **Recommend** acceptance of the following **High School Central Funds Report** for the month ending **January 31, 2017** as per **Document**.

Mr. Pellegrino asked if there was any Old or New Business to come before the board.

33. Old Business/New Business

Mrs. Bossone asked for an update on the voluntary random drug testing program. Dr. Kasyan said he was going to provide to the board in the Friday Packet a letter he plans on distributing to the community.

*Manasquan/
Sending
District Items
#25 through
#32
(No Action)*

*Old Business
New Business*

Mr. Pellegrino opened the second public forum.

34. Public Forum

Mr. Pellegrino closed the public forum seeing no public participation.

Mr. Pellegrino asked for a motion to enter into Executive Session and read the following statement.

Motion was made by Mr. Loffredo, seconded by Mrs. Bossone, and agreed by voice vote of all those present in favor to enter into executive session at 7:14 p.m. MOTION CARRIED

35. 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 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 or 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 (Contract Matter – Construction Management Service)**
- ☒ 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- ☐ 9. Imposition of Penalties Upon an Individual

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

The board reconvened the meeting with no further action to be taken by the board. Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to adjourn the meeting at 7:50 p.m. MOTION CARRIED

36. Adjournment

Motion to Adjourn

Respectfully submitted,



*Lynn Coates
Board Secretary*

Public Forum

Executive Session

Adjournment