

BOARD OF EDUCATION

Borough of Manasquan

The Regular Open Business Meeting of the Manasquan Board of Education was held in the Manasquan High School Auditorium, 167 Broad Street, Manasquan, New Jersey, on Tuesday, April 29, 2014.

The President, Mr. Pellegrino, 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

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

2. Pledge of Allegiance

Pledge of
Allegiance

3. Roll Call

Roll Call

Donna Bossone
Jack Campbell
Kenneth Clayton
Linda DiPalma

Michael Forrester (SLH)
Mark Furey (Belmar)
Heather Garrett-Muly
Thomas Pellegrino

Alfred Sorino
Tedd Vitale (Brielle)
James Walsh
Patricia Walsh

Also Present: Renae LaPrete, Interim Superintendent of Schools; Dominic V. Carrea, Interim Business Administrator/Board Secretary; Gabrielle Pettineo, Board Attorney; and Sandi Freeman, Recording Secretary. Michael Gross, Board Attorney, arrived at 7:20 p.m.

Absent: Joyce Pegler, Student Board Representative

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

4. Mission Statement

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

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.

Mr. Pellegrino asked for a motion to accept and approve the minutes.

Motion was made by Mr. Campbell, seconded by Mrs. Bossone, to accept and approve the minutes as specified in Motion #6.

Discussion: none

Roll Call Vote: Ayes (11); Nays (0); Abstain (1) – Mrs. Walsh

MOTION CARRIED

Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting of March 25, 2014 and the Special Action Meeting of March 27, 2014. 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 exist.

7. Presentations

Presentations

The Board recognized and congratulated Max Kristiansen.

- **Elementary Student of the Month for March – Max Kristiansen**

The Board recognized and congratulated Lisa Kukoda and Andrew Bilodeau for their accomplishments as the Manasquan High School Girls' and Boys' basketball coaches.

- **Basketball Coaches – Lisa Kukoda and Andrew Bilodeau**

Ms. LaPrete commended all of the district's coaches on the exemplary behavior displayed by all of the student athletes. She thanked Ms. Kukoda and Mr. Bilodeau for the passion they have for the players and the love of the sport.

Ms. LaPrete reported on the district Enrollment Report, Attendance Comparison, Fire Drill Reports and Suspensions and Tardy Reports, and the HIB Report, as specified in Document A, B and C.

Superintendent
Report

Ms. LaPrete spoke on the "Say Something about Heroin" program that will be presented at the Algonquin Theater from 7:00 to 9:30 p.m. on May 14, 2014. She said more information on the program would be included on the district's website.

Enrollment
Document A

8. Superintendent's Report & Information Items

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

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

Attendance,
Fire Drill
Reports,
Suspension &
Tardy Report
Document B

HIB Report
Document C

Motion was made by Mr. Walsh, seconded by Mr. Campbell, to accept the Superintendent's Report, as specified in Motion 8.

Discussion: None

Roll Call Vote: Ayes (12); Nays (0)

MOTION CARRIED

9. Student Board Representative Report – Joyce Pegler – No Report

Student Board
Rep. Report

Mr. Pellegrino asked the committee chairpersons to present their reports.

10. Board Committee Reports

- Discussion - Board of the Whole/Monthly Committees

Board
Committee
Reports

Mr. Campbell provided a report from the April 23, 2014 Buildings and Grounds Committee Meeting. Mr. Campbell, Mr. Walsh and Mr. Carrea addressed questions asked by Mrs. Walsh on the ROD grants.

Buildings &
Grounds

MINUTES – April 29, 2014

Mr. Pellegrino reported that the two sealed bids received for the retaining wall and drainage were opened today at 2:00 p.m. He said the bids came in higher than anticipated and were being reviewed by the engineer and a report would be provided after his review.

Mr. Walsh provided a report from the April 23, 2014 Finance Committee Meeting.

The Education, Curriculum and Technology Committee – No Report

Mrs. DiPalma provided a report on the April 24, 2014 Personnel Committee Meeting.

Mrs. DiPalma provided a report on the April 24, 2014 Athletics/Community Committee Meeting.

Copies of the minutes of the above mentioned committee meetings will be included in the formal minutes.

Ms. LaPrete reported on a meeting she had with Dr. Kasyan and Mr. Coppola on Policy and the Random Drug Testing. There were no minutes from this meeting. She said that further discussion and input would be addressed at the next policy committee meeting.

Mr. Pellegrino opened discussion by the Board on the possibility of returning to a Board of the Whole instead of the committee structure.

Mr. Walsh, Mr. Sorino, Mrs. Garrett-Muly and Mrs. Walsh commented favorably on returning to the Board of the Whole structure. Mrs. Walsh pointed out that this structure affords Board Members with better details and information in order to make an educated vote on matters. Mrs. DiPalma said more information is made available through the Board of the Whole however; she does like the committee structure because of the small group discussion. Mr. Pellegrino said that when done properly the committee structure is far more effective than Board of the Whole.

A motion was made by Mr. Walsh, seconded by Mrs. Walsh, to recommend a change to the Bylaw that now allows the Board to operate in Committee structure and approve as a "first reading" the change to Bylaw to allow the Board to operate as a Board of the Whole.

Discussion: Mr. Furey commented that the motion should reflect a 1st reading of a bylaw change and the sending district members should not be included in the vote.

Roll Call Vote: Ayes (7) – Mrs. Bossone, Mr. Clayton, Mrs. DiPalma, Mrs. Garrett-Muly, Mr. Sorino, Mr. Walsh, Mrs. Walsh

Nays (2) – Mr. Campbell and Mr. Pellegrino MOTION CARRIED

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

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.

The following members of the public spoke on agenda items.

Committee
Reports –
(continued)

Finance

Education,
Curriculum &
Technology

Personnel

Athletics/
Community

1st Reading
Board of the
Whole Bylaw

Public
Comment on
Agenda

MINUTES – April 29, 2014

Jeannie Walsh, 356 Cedar Avenue, Manasquan, congratulated the Board on moving to the Board of the Whole structure. She thanked Mr. Pellegrino for sharing the information on the retaining wall bids and was glad the Board did not start on the project prior to receipt of the bids.

Public
Comment on
Agenda
(continued)

Jeanne Petillo, 78 Morris Avenue, Manasquan, asked for clarification of Ms. LaPrete's comments on the Random Student Drug Testing and future discussion by the Policy Committee and new Superintendent. Ms. LaPrete provided details on what steps are anticipated to be taken relating to the future direction of the program.

Dick Meincke, 36 N. McClellan, Manasquan, complimented the Board on moving back to Board of the Whole. He asked for the retaining wall bid results. Mr. Carrea provided this information. Mr. Carrea said the bids would be reviewed and a decision to accept or reject would be taken at the May meeting.

Mr. Carrea said the engineering estimate was \$361,000, which is close to the bid amounts, and the \$200,000 was budgeted with the assumption of the availability of state funding.

Ms. LaPrete confirmed that no action could be taken on the project unless funding was in place.

Dennis Roberts, 23 Lebanon Drive, Brielle, asked why time and money was wasted on bidding the retaining wall project when the actual cost estimates were higher than what was in the budget. He suggested doing the project as a whole.

Mr. Carrea clarified that he never said that the estimate was \$200,000 - \$250,000 but that the budget number all along was \$200,000. He said he believed at the time of budget development last year it was expected that state funding would be available for this project.

Mr. Pellegrino asked for a motion to approve Manasquan – Items #12 through #26.

Manasquan
Motions

Mrs. Bossone asked for a separate vote on Item #14.

Mr. Pellegrino asked for a motion to approve Manasquan – Item #14.

Item #14

Motion was made by Mrs. DiPalma, seconded by Mr. Campbell, to approve Manasquan Motion – Item #14.

Public School
Accountant
Holman/Frenia
Allison

Discussion: Mr. Walsh said that he saw no justification in paying double the price for Holman/Frenia/Allison for an audit that can be performed by a company that has history with the district. Mrs. Walsh agreed and said paying more for this firm would be irresponsible. Mr. Carrea said that it was the consensus of the Finance Committee, after interviewing both Mr. Allison and Mr. Hulsart, to place this motion on the agenda and he supports this recommendation. Mrs. DiPalma agreed with going with the recommendation of the committee. Mr. Carrea explained that the \$23,000 was for the audit service, but Mr. Allison while performing the audit would provide added value, i.e., suggestions and recommendations. Mr. Pellegrino said that it was his belief that Dr. Kasyan agreed with the appointment of Holman/Frenia/Allison. Mr. Vitale pointed out that an audit is very specific and firms follow the same procedures and programs and create essentially the same report and he believed that paying extra for the same service is irresponsible.

Roll Call Vote: Ayes (4) – Mr. Campbell, Mr. Clayton, Mrs. DiPalma, Mr. Pellegrino

Nays (5) – Mrs. Bossone, Mrs. Garrett-Muly, Mr. Sorino, Mr. Walsh, Mrs. Walsh

MOTION NOT CARRIED

- 14. Recommend** approval of the appointment of Holman/Frenia/Allison, PC, as Public School Accountant, at an annual rate of \$23,000 (2013-2014 Audit).

Mr. Pellegrino asked for a motion to approve Manasquan – Items #12, #13 and #15 through #26.

Motion was made by Mr. Campbell, seconded by Mrs. Walsh, to approve Manasquan – Items #12, #13 and #15 through #26.

Discussion: None

Roll Call Vote: Ayes (9); Nays (0)

MOTION CARRIED

Items #12, #13,
#15 - #26

General Items

12. **Recommend** to rescind approval of Dr. Sandra Fields-Kuhn, Audiologist, to conduct a CAP Evaluation for elementary school student #23946, not to exceed \$450.00 for purposes of CST evaluation.
13. **Recommend** approval of Donna Merchant, from N.J. Hearing Health Center, to conduct a Central Auditory Processing Evaluation (CAP), for elementary school student #23946, not to exceed \$600.00, for purpose of CST evaluation.
- 15 **Recommend** approval of the re-appointment of Brown & Brown Benefit Advisors, as the District's Health Insurance Broker of Record for the 2014-2015 School Year, at a fixed flat commission fee of \$50,000 for all lines of coverage.
- 16 **Recommend** approval to dispose of the 1988 Ford Pickup truck with 160K miles. The truck is in need of major repair and is un-drivable.

Dr. Fields-Kuhn
Audiologist

D. Merchant
CAP Evaluation

Brown &
Brown Benefit
Advisors

Truck Purchase

Personnel

- 17 **Recommend** approval for **GULES.GUID.FL.02 (4595)**, to take a paid medical leave of absence beginning May 12, 2014 through June 5, 2014 and a Family Medical Leave of Absence beginning June 6, 2014 through November 10, 2014, returning November 11, 2014.
- 18 **Recommend** approval of the appointment of **Stacey Ramirez**, TCH.ES.SPED.FL.23, Special Education Teacher at Step 1B - \$47,500.00 to begin once approved through criminal history through June 30, 2014.
- 19 **Recommend** approval of the appointment of **Elizabeth Walling**, PARA.ES.AIDE.NA.06 as a Paraprofessional for 7 hours per day at Step 1 - \$18.23/hour beginning April 30, 2014 through June 23, 2014.
- 20 **Recommend** approval of a Child Care Leave of Absence, extension for TCH.MS.MATH.08.04 (4468), to return June 2, 2014. (Previously approved to return May 16, 2014)
- 21 **Recommend** approval for Ryan Lewis to receive a pro-rated boiler license stipend of \$450.00.
- 22 **Recommend approval** of the following salaries for staff members paid in **2013-2014 SY** as per the grants listed:

Medical Leave
of Absence

S. Ramirez
E.S. Special Ed
Teacher

E. Walling
E.S. Para-
Professional

Child Care
Leave of
Absence

R. Lewis
Boiler License

2013-14 NCLB
Grant Salaries

K. Kuriscak
L. Marshall

	Grant Title	Salary Paid by Grant	% of Salary Paid by Grant	Total Salary
Kindle Kuriscak	NCLB, Title I, Part A	\$14,250.00	27.45%	\$51,906.00
Lisa Marshall	NCLB, Title II, Part A	\$18,533.00	37.06%	\$50,000.00

23 Professional Days

No professional days at this time.

*E.S.
Professional
Days*

Student Action

24 Field Trips

Recommend approval of the field trips listed below:

E.S. Field Trips

<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>
June 18, 2014	Laura Wahl	7 th & 8 th Grade	Manasquan Beach	Community Service – Participating in beach clean-up	No	None	None
May 9, 2014	Andrea Trischitta	7 th & 8 th Grade English	Sea Girt Elementary	National Poetry Month	Yes	None	None

25 Placement of Students on Home Instruction

No placements at this time.

*E.S. Home
Instruction*

Secretary's Report

26 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:

*Financial
Reports*

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

- A) The Business Administrator/Board Secretary certifies that as of **March 31, 2014** 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.

*Secretary's
Certification*

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 **March 31, 2014** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

*Acceptance of
Secretary's
Certification*

Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending March 31, 2014 per Document D. (The Treasurer of School Moneys Report for the month of **March 2014** is on file in the Business Office and is in balance with the Secretary's Report).

*Secretary's
Financial &
Investment
Report
Document D*

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 **March 31, 2014** 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 **2013-2014 budgets** for **March and April** as recommended by the Superintendent of Schools, as per **Document D**.

*Budget
Certification
Document D*

- B) Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31, 2014** as per **Document E**.

*E. S. Central
Fund Report
Document E*

C) Purchase Orders for the month of **April 2014** be approved, as per **Document F**.

D) Recommend acceptance of the **Cafeteria Report** as per **Document G**.

E) Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,800,906.11** for the month of **April 2014** be approved. Records of, checks (**#34338- #34419**) and distributions are on file in the Business Office.

F) Confirmation of Bills (Current Expense) for **March 2014** at **\$2,397,040.78** and checks (**#34182- #34337**).

Mr. Pellegrino asked for motion to approve Manasquan/Sending District Items #27 through #44.

Motion was made by Mr. Campbell, seconded by Mrs. DiPalma, to approve Manasquan/Sending District Items #27 through #44.

Discussion: Mrs. LaPrete addressed Mr. Clayton's question and provided details on the use of the Wall track facility. She has asked Mr. Kornegay to have this placed on the agenda next year prior to the track season.

Roll Call Vote: Ayes (12); Nays (0)

MOTION CARRIED

General Items

27 Recommend approval of the revised Business Administrator/Board Secretary Job Description as per **Document 1**.

28 Resolved: that the Manasquan Board of Education recognizes the Teacher of the Year recipients, **Christin Walsh, Elementary School** and **Susan Villano, High School**, and further recommend approval to award said recipients \$250.00 each to match the \$250.00 given to each teacher from the PTO's to be spent on an additional piece of equipment or material selected by them for classroom use.

29 Recommend approval of the contract, in the amount of \$22,500, with the All Star Tennis Court Co., to repair and repaint the tennis courts at Manasquan High School. The cost of this work will be shared equally with the Borough of Manasquan. This was the lowest of three quotes solicited/received for this work.

30 Recommend approval of the following off-site facility (Wall Track Facility) to be used for practices during the 2013-2014 Spring Track season at no cost to the district.

Personnel

31 Recommend approval to accept the resignation of Kelly Jarmon, (GUI.HS.COUN.FL.04) High School Guidance Counselor, effective June 30, 2014.

32 Recommend approval to increase the daily rate of pay for substitute nurses to \$150.00.

33 Recommend approval of the following home instructor providers:

Home Instructor	Student #	Subject	Rate	Time Period
Anne Shea	2071	World History	\$30.00/hour	3/24 – 6/23/2014
Anne Shea	2071	Lab Integrated Science	\$30.00/hour	3/24 – 6/23/2014
Pam Puryear	2071	Algebra Concepts	\$30.00/hour	3/24 – 6/23/2014
Jane Wassmer	151268	Spanish IV	\$30.00/hour	3/25 – 6/19/2014
Gail Condon	151268	English III	\$30.00/hour	3/25 – 6/19/2014
Paula Gilligan	151268	Algebra II	\$30.00/hour	3/25 – 6/19/2014

Purchase
Orders
Document F

Cafeteria
Report
Document G

Bills

Confirmation
of Bills

Manasquan/
Sending
District – Items
#24 - #44

Business Adm./
Bd. Secy. Job
Description
Document 1

Teacher of the
Year
Recognition

Tennis Court
Repair
All Star Tennis
Court Co.

Spring Track
Off-Site Facility
Wall H.S.

K. Jarmon
Resignation

Rate of Pay
increase – Sub
Nurses

Home
Instructors

- 34 Recommend** approval of the following teachers to teach Biology Remediation May 1 through May 19, 2014 at a stipend of \$57.00 each per day:

Lisa Crowning - Block 3

Eric Wasnesky - Block 4

*L. Crowning
E. Wasnesky
Biology
Remediation*

- 35 Recommend** approval for Tom Glenn to cover Study Hall May 1 through May 19, 2014 at a stipend of \$28.50 per day:

*T. Glenn
Study Hall
Coverage*

- 36 Recommend** approval for Bob Waldeyer to cover In School Suspension on an as needed basis at a stipend of \$28.50 per day.

*B. Waldeyer
In School
Suspension*

- 37 Recommend** approval of the following teachers to chaperone the Junior Prom, May 2, 2014 at a stipend of \$28.50/hour for 5 hours each:

Ryan Basaman

Toni Capodanno

Lisa Crowning

Kurt Fenchel

Dave Hallion

Jason Minutoli

Alicia Narucki

Matthew Voskian

Bob Waldeyer

Dana Warncke

*Junior Prom
Chaperones*

- 38 Recommend** approval to rescind the following substitute for the 2013-2014 SY effective immediately:

Todd Wagenbach

- Teacher

*T. Wagenbach
Rescind
approval*

Athletics

- 39 Recommend** approval of the attached list of coaching appointments for the 2014-2015 SY as per Document 2.

*2014-2015
Coaching
Appointments
Document 2*

40 Professional Days

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

*H.S.
Professional
Days*

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
March 29, 2014	Linda DiPalma	Plainsboro	Leadership Conference for School Board Presidents and Vice Presidents	No	\$175 registration
TBD	Dotti Gerlach	Tindall Park, Middletown	Monmouth County Boys Tennis Tournament	No	\$28.20 mileage
May 1, 2014	Rick Coppola, Jesse Place, Craig Murin, Lauren Pappa, Erin O'Connor	Hillsdale	Technology 1:1 Site Visit	Yes - 2	\$47.80 each mileage
May 2, 2014	Jesse Place Frank Scott	Piscataway	MRESC Vendor Expo 2014	No	\$26.78 each mileage
May 2, 2014	Alicia Narucki, Dina Elms, Lauren Gilbert	Sheraton, Eatontown	The Road to Naval and Marine Officer Commissioning	No	None
2013-2014 SY	Robert Kehoe	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$300.00
			To set up a mini		

MINUTES – April 29, 2014

H.S.
Professional
Days
(continued)

May 7, 2014	Rick Coppola, Claire Kozic, Kevin Hyland	Jersey Shore Medical Center	medical program/relationship with the hospital	Yes - 2	None
May 13, 2014	Jesse Place	Piscataway	DRLAP Broadband Purchasing Seminar	No	\$26.78 mileage
May 16, 2014	Claire Kozic	High School	Blood Drive	Yes	None
May 21, 22, 23, 2014	Jesse Place	Atlantic City	NJASA Spring Conference	No	\$499 registration \$218 accommodations \$44.02 mileage
May 6, 2014	Jesse Place Frank Scott James Egan	New York City	Microsoft IT Camp	No	\$50.06 each (J. Place & F. Scott) \$49.69 (J. Egan)
May 22, 2014	Claire Kozic, Kevin Hyland, Erich Hoffman	High School	Academy of Health Careers Graduation Ceremony	Yes - 2	None
June 5, 2014	Rick Coppola, Claire Kozic, Eric Wasnesky, Kevin Hyland, Lauren Gilbert	Rutgers Univ.	Rutgers Recognition Ceremony	Yes - 3	None
June 5, 2014	Margaret Polak	Piscataway	Non Public IDEA Consultation	No	\$26.47 mileage
March 2014	Craig Murin	FEA, Monroe	PARCC Workshop	No	\$149 registration *previously approved for \$140 in February 2014

Student Action

41 Field Trips

H.S. Field Trips

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>
TBD – after April 29, 2014	Toni Capodanno	ESL	Jenkinson's Aquarium	To reinforce science curriculum	Yes	\$250 transportation	Field Trip Acct.
May 1, 2014	Jamie Onorato	Yearbook	Monsignor Donovan	To meet with Herff Jones representatives	Yes	\$350 transportation	School Acct.
May 2, 2014	Jill Santucci	Service Project	Neptune High School	Service project with incoming freshman from our sending districts	Yes	None	None
June 9, 2014	Jill Santucci	Peer Leaders	Shark River Park, Neptune	Teambuilding	Yes - 2	\$700 transportation	None
April 26, 2014	Alan Abraham	Marching Band	Manasquan Beach	To perform for a Wounded Warrior Trip	No	\$400 transportation	None

42 Placement of Students on Home Instruction

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

H.S. Home
Instruction

#2071 Grade 9

March 24, 2014 – June 23, 2014

#151268 Grade 11

March 25, 2014 – June 19, 2014

43 Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#252126	3/17/2014	Rugby School, Wall	\$21,788.65 (prorated) Manasquan responsible for tuition
#151177 (change in placement)	2/10/2014	from VISIONS – Middletown H.S. to Collier High School	\$51,332.40 (prorated) SLH responsible for tuition
#121197	3/5/2014	East Mountain School	\$56,734.20 (prorated)

Manasquan responsible for tuition

44 Financials

Recommend acceptance of the following High School Central Funds Report for the month ending March 31, 2014 as per Document 3.

Mr. Pellegrino opened the Public Forum. – No comments

45 Public Forum

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

46 Old Business/New Business

Under Old Business: Mr. Walsh cautioned the Board in moving forward with the field project. He pointed out that a 6-lane track would not be beneficial to the athletic program. He believed that the community would support rehabilitating the field and having maximum field utilization to keep as many teams here as possible.

Under New Business: Mrs. Garrett-Muly reported on a very positive experience she and the 4th grade students had during the class trip to the State House today.

Mr. Pellegrino spoke of the outstanding time he had with his daughter at the elementary school's Sweetheart Dance last Friday night. He thanked the elementary school staff and administration for a fantastic job.

Mr. Pellegrino reported that the Board would be entering Executive Session and read the following statement.

47 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 at 8:15 p.m., 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 on Court Order

H.S. Out of
District
Placements

H.S. Central
Funds Report
Document 3

Public Forum

Old Business

New Business

Executive
Session

- ___ 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
- X 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.**

Motion was made by Mr. Walsh, seconded by Mr. Clayton, and approved by voice vote of all those present in favor to enter into Executive Session. **MOTION CARRIED**

Mr. Pellegrino reconvened the Open Business Meeting at 9:50 p.m.

Meeting
Reconvened

Roll Call

<i>Donna Bossone</i>	<i>Michael Forrester (SLH)</i>	<i>Alfred Sorino</i>
<i>Jack Campbell</i>	<i>Mark Furey (Belmar)</i>	<i>Tedd Vitale (Brielle)</i>
<i>Kenneth Clayton</i>	<i>Heather Garrett-Muly</i>	<i>James Walsh</i>
<i>Linda DiPalma</i>	<i>Thomas Pellegrino</i>	<i>Patricia Walsh</i>

Roll Call

Also Present: Renae LaPrete, Interim Superintendent of Schools; Dominic V. Carrea, Interim Business Administrator/Board Secretary; Michael Gross, Board Attorney; and Sandi Freeman, Recording Secretary.

Mr. Gross asked for a motion to approve the following Manasquan/Sending District motion:

Manasquan/
Sending
District -
Item #1

1. *Motion was made by Mr. Pellegrino, seconded by Mr. Campbell to approve the suspension of employee #4354, CUS.HS.CUST.NA.13, for a period of 10 work days (2 weeks) without pay, effective April 30, 2014, with a return to work date of May 14, 2014.*
Discussion: None
Roll Call Vote: Ayes (12); Nays (0) **MOTION CARRIED**

Suspension of
Employee

Mr. Gross asked for a motion to approve the following Manasquan motions:

Manasquan –
Items #2 & #3

2. *Motion was made by Mrs. Walsh, seconded by Mr. Walsh, to approve the appointment of Lynn Coates, ADM.BO.SBA.NA.01, as School Business Administrator/Board Secretary for a contract period beginning July 1, 2014 through June 30, 2015 at an annual salary of \$145,000.00, contingent upon the approval of Joseph Passiment, Executive County Superintendent of Schools as to the contract terms.*
Discussion: None
Roll Call Vote: Ayes (9); Nays (0) **MOTION CARRIED**
3. *Motion was made by Mr. Walsh, seconded by Mrs. Bossone, to approve the appointment of Robert Hulsart and Company, as Public School Accountant, at an annual rate of \$12,500.00 (2013-2014 Audit).*
Discussion: None
Roll Call Vote: Ayes (7) – Mrs. Bossone, Mr. Campbell, Mrs. DiPalma, Mrs. Garrett-Muly, Mr. Sorino, Mr. Walsh, Mrs. Walsh
Nays (2) – Mr. Clayton, Mr. Pellegrino

Lynn Coates
School Business
Adm./Bd. Secy.
Appointment

Public School
Accountant
Robert Hulsart
& Company

MOTION CARRIED

MINUTES – April 29, 2014

Mr. Pellegrino asked for a motion to adjourn.

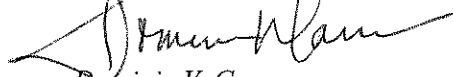
Adjournment

Motion was made by Mrs. DiPalma, seconded by Mr. Campbell, and approved by voice vote of all those present to adjourn the Regular Open Public Meeting at 9:55 p.m. MOTION CARRIED

48 Adjournment

Motion to Adjourn

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dominic V. Carrea". The signature is fluid and cursive, with a large initial "D".

Dominic V. Carrea

Interim Business Administrator/Board Secretary

MINUTES

BUILDINGS AND GROUNDS COMMITTEE MEETING

Wednesday, April 23, 2014 @ 7:45-8:45 pm

Board Members Present: Jack Campbell-Chair, Jim Walsh-Co-Chair, Donna Bossone,

Administrators Present: Renae LaPrete, Dominic Carrea, Bernie Bigley

Old Business:

1. Tree Removal, Re-grading and Fencing Costs

- a. With the decision not to take the tree down by the Board Office alternative solutions to the flooding issue need to be developed. Monies have been budgeted in the 2014-15 school year for this purpose.

2. Tennis Courts:

- a. The courts were power washed this year. Resurfacing and repainting of the courts will be scheduled in June with All Star Tennis Court Co. at a cost of \$22,500.

Recommendation for approval of this contract will be placed on the agenda for the April 29, 2014 Board Meeting. The cost of this project will be shared equally with the Borough of Manasquan. Mr. Carrea informed the Committee that he spoke to Joseph Delorio , Borough Administrator today about the project. Mr. Carrea distributed a follow-up memo dated 3.23.14 from Mr. Delorio stating that the Council already approved an ordinance authorizing funding for this project. Joe attached a copy of Ordinance #2140-13 with his memo.

3. MES Fencing/Installation -

- a. The fence by the garden plots will be replaced and funded by the PTO.

4. The New Jersey Cares-

- a. **Work completed**- On Saturday October 12, 2013 they painted the Elementary Vice Principal's Office and Teachers Room. On January 20, 2014 new playground equipment was installed by New Jersey Cares.
- b. **Work to be done at MES** -Installation of a fence to block off the protected stream that runs under the school building. Deliver and assemble chairs for faculty room, furnish and installation of the fence described above in 8b, painting game lines on the blacktop, including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girls locker room. Painting designs will be pre-approved by the District prior to any work being done.

5. Matrix New World Contract- second amendment to contract regarding HS Athletic Field Complex not approved to date: \$21,000 (Bid phase-\$4000., Limited construction support services-\$14,500, Estimated Direct expenses-\$2500)

Approval of this amendment is on hold until project approval is received from the State.

6. **RFP School Food Service Management**-The Deadline for the RFP's is Wednesday, April 30, 2014- Mr. Carrea informed the Committee that four companies have picked up RFP Specifications The Mandatory Walkthrough was today.
7. **Bid 13-01- Manasquan Retaining Wall and Drainage** – Bids are due on Tuesday, April 29 2014. A pre-bid meeting was held on April 9, 2014. Attached Addendum #1 was issued to prospective bidders on April 10, 2014. Mr. Carrea informed the Committee that to date ten (10) companies have picked bid specification/plans. The Committee also discussed a quote from the Nickerson Corporation to remove the bleachers and quotes for renting temporary ones.

New Business:

1. **ROD Grant Offer Packages and review of approved/unapproved ROD Grants**- Mr. Carrea briefly reviewed with the Committee the 11 ROD grants that were submitted and either approved (8) or unapproved (3) by the State. He recommended that the Committee consider funding a couple of them with funds available in this year's Capital Outlay Budget before the end of the school year. No recommendation will be made until after the receipt/disposition of the Bids for the Retaining Wall Project.
2. **Surplus Equipment-1988 Ford Pickup**- The Committee agreed to placing a resolution on 4.29.14 Board agenda recommending approval to dispose of this old vehicle.
3. **2014-2015 Budget Update**- Mr. Carrea led a further discussion of the 2014-2015 B&G and Capital Outlay Budgets. He explained any significant increases.
4. **Other Matters pertaining to this Committee**- None

PROPOSED RESOLUTIONS for April 29, 2014 AGENDA

1. Recommend approval to dispose of a 1988 Ford Pickup truck with 160K miles. Truck is in need of major repairs and un-drivable.
2. Recommend approval of a contract in the amount of \$22,500 with All Star Tennis Court Co. to repair and repaint the tennis courts at MHS. The cost of this work will be shared equally with the Borough of Manasquan. This quote was the lowest of 3 quotes solicited /received for this work.

MINUTES
FINANCE COMMITTEE MEETING
Wednesday, April 23, 2014 @ 6:00-7:45 pm

Board members Present: Jim Walsh-Chair, Ken Clayton, Tedd Vitale, Jack Campbell
Administrators: Renae LaPrete, Dominic Carrea

Old Business:

1. **RFP for Health Insurance Broker** –A resolution for approval to solicit Requests for a Health Benefits Broker was approved by the Board on August 22, 2013. **Mr. Carrea presented the attached alternative fixed fee proposal dated 4.10.14 that he requested and received from Brown and Brown, the District's current Health Insurance Broker of Record.. After some discussion the Committee agreed to recommend to the full Board that Brown and Brown be re-appointed as the Health Insurance Broker of Record for the 2014-2015 School Year at a fixed annual fee of \$50,000 for all lines of coverage.**
2. **The New Jersey Cares Update** –
 - a. Work completed-On Saturday, October 12, 2013 they painted the Elementary Vice principal's Office and Teachers' Room. On January 20, 2014 new playground equipment was installed by New Jersey Cares at MES
 - b. Work to be done- Installation of a fence to block off the protected stream that runs under the building. Deliver and assemble chairs for the faculty room, furnish and install fence in front of the culvert, painting game lines on the blacktop including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girl's locker room. Painting designs will be pre-approved by the District prior to any work being done.
3. **Second amendment to the MATRIXNEWORLD contract** – regarding the Athletic Complex Project has not been approved to date: \$21,000.00 (Bid Phase \$4,000.00, Limited Construction Support Services \$14,500.00, Estimated Direct Expenses \$2,500.00)- Approval of this project is on hold until project approval is received from the State
4. **Auditing Services-** Discussion of resolution tabled by the Board at the January 9, 2014 Organization Meeting to appoint Holman/Frenia/Allison, PC as the Public School Account for the 2013-2014 school year at a fee of \$23,000. **At the April 1, 2013 Special Finance Committee Meeting it was the consensus of the Finance Committee to recommend to the full Board the appointment of Holman et al and Robert Hulsart and Co. as School Auditors. Mr. Carrea distributed an updated proposal from Holman et al in which they hold their audit service fee for three (3) years.**
5. **FEMA Community Disaster Loan (CDL) Funds Update-** the District applied for and received reimbursement in the amount of **\$ 828,132** of the \$1,376,474 CDL approved for Manasquan the 2013-14 school year for expenses incurred to date.
6. **RFP- School Food Service Management-** The deadline for the submission of RFP's is Wednesday, April 30, 2014. Mr. Carrea informed the Committee that four (4) companies have picked RFP specifications. The Mandatory Walkthrough was today.

7. **Bid No. 13-01 Manasquan Warrior Athletic Complex Retaining Wall & Drainage** – The due date for the submission of bids is Tuesday April 29, 2014- A Pre-Bid meeting was held on April 9, 2014. Addendum #1 was issued to prospective bidders on April 10, 2014. Mr. Carrea informed the Committee that to date ten (10) companies have picked up bid specifications/plans. The Committee also discussed a quote from Nickerson Corporation to remove the bleachers and quotes for renting temporary ones.

New Business

1. **School Business Administrator /Board Secretary Vacancy-** The Committee interviewed Lynn Coates for the position. Ms. Coates is the Business Administrator /Board Secretary for the Little Egg Harbor Board of Education. After the interview it was the consensus of the Committee to recommend that she be brought back and interviewed by the full Board of Education in Executive Session at the April 29, 2014 Regular Board Meeting.
2. **Tentative 2014-15 School Budget** –The following items were discussed:
 - a. Mr. Carrea distributed a copy of advertised 2014-2015 budget. The User Friendly Budget will be posted on the District's Website on Wednesday May 7, 2014.
 - b. Mr. Carrea informed the Committee that County approval of the District's Tentative 2014-2015 School Budget was received on April 22, 2014 and that the scheduled advertisement of the Budget will appear in in the Coast Star on Thursday April 24, 2014.
 - c. A Special Public Meeting scheduled for Tuesday May 6, 2014 will also be advertised in the Coast Star on April 24, 2014 for the purposes of conducting a Public Hearing on the 2014-2015 Budget as well as any other Board Business.
 - d. Mr. Carrea presented a draft PowerPoint Presentation of the proposed 2014-2015 School Budget which will be given at the May 6, Special Public Meeting. The Committee approved the PowerPoint Presentation with no changes.
3. **Fair School Funding Act-** E-mail dated 3.31.14 from the Berkeley Township Board of Education – No Board action recommended at this time.
4. **Monthly reports** – The Check Register, Purchase Order Report, Board Secretary and March Transfer reports were distributed to Committee Members for their review.
5. **Other items for discussion pertaining to this Committee**
 - a. Upon Mrs. LaPrete's recommendation the Committee approved the procurement of buses to transport High School students to the Army Camp (7days) to take the AP tests.

PROPOSED RESOLUTIONS FOR APRIL 29, 2014 AGENDA (Regular Meeting)

1. Recommend the appointment of Holman/Frenia/Allison, PC as Public School Accountant at an annual rate of \$23,000 (2013-2014 Audit)
2. Recommend re-appointment of Brown & Brown as the District's Health Insurance Broker of Record for the 2014-2015 School year at a fixed flat commission fee of \$50,000 for all lines of coverage.
3. Recommend the appointment of _____ as School Business Administrator/Board Secretary for the 2014/2015 School Year effective July 1, 2014 at a salary of \$_____. (Appointment to take place after the Executive Session)
4. Recommend approval of a contract in the amount of \$22,500 with the All Star Tennis Court Co. to repair and repaint the tennis courts at MHS. The cost of this work will be shared equally with the Borough of Manasquan.
5. Recommend approval to dispose of 1988 Ford Pickup truck with 160K miles. Truck is in need of major repair and is un-drivable.

PROPOSED RESOLUTIONS for the May 6, 2014 Agenda (Special Public Meeting)

1. Recommend Adoption of Final 2014-15 Budget Resolutions

PERSONNEL COMMITTEE MEETING

APRIL 24, 2014

6:00 PM

MINUTES

Attendance:

1. OLD BUSINESS

- **Maternity Leaves-** Last month, Miss LaPrete explained to the committee that our district does not have any consistent procedure regarding the amount of time an employee is approved for maternity leave. The recommendation is to extend a maternity leave to the employee for no more than two years (the year the employee is pregnant followed by the next school year). Many employees do not want or need this amount of time but should they ask for an extension, it would be up to two years. A recommendation was to give only **one calendar year**. We will discuss this with Mr. Gross on Tuesday.
- **Substitute Nursing Services-** Miss LaPrete reviewed rates for substitute nurses in surrounding school districts. The daily range is from \$85.00- \$125.00 per day. The recommendation is to increase our rate from \$100.00 daily to **\$150.00 daily**. We reached out to MOESC and the Interim Health Care Provider. Their rates are \$50.00 per hr. and \$52.00 per hour respectively. The committee approved the request to increase our rate to \$150.00. It will be placed on the board agenda for board approval.

NEW BUSINESS

2. **Sick Day Bank –** The President of the union asked if the board would consider approving the Association to have a sick bank for one of their employees who has depleted all of their sick days to date. The committee was amenable to the request but we need to discuss this matter with Mr. Gross. We need to set up a procedure so the board office will be able to accurately record the sick days donated by each employee.
3. **Leave of Absence-**
 - Erin Saponara has requested a leave of absence from May 12, 2014 through November 5, 2014. She is our middle school guidance counselor. This is on the board agenda for board approval.

4. **Resignation** – We have received a letter of resignation from Kelly Jarmon, high school guidance counselor who is currently on a leave of absence. She is tenured and has decided not to return to her position. Once the board accepts Kelly's resignation, we will post for this position.
5. **Rescind substitute employee position**- Miss LaPrete notified the committee that she received a letter from the State Department of Education informing us that one of our substitutes (ice hockey coach) was arrested on April 8, 2014. No further details were given. We will be rescinding his substitute certificate at the April 29, 2014 board meeting.
6. **Personnel Appointments 2015-2016**- All certified staff members are being recommended for renewal next year. All names will appear on the board agenda which will be sent to the board on Monday, April 29, 2014. The board will not have the names of these employees on the Friday draft agenda. My secretary is out and she will confirm the list of employees when she returns on Monday, April 29, 2014.
7. **RICE NOTICE**: A RICE notice was personally delivered to one of our custodians on Tuesday, April 22, 2014. Miss LaPrete discussed the situation with the committee. The full board will be updated in closed session on Tuesday evening.
8. **Stipends**- The following stipends are being recommended for board approval:
 - Ryan Lewis- custodian- received his boiler license- \$450.00 (pro-rated) stipend
 - Biology Remediation- Block 3 and Block 4: 2 teachers from May 1 through May 19, 2014
 - Study Hall Coverage- Blocks 3C and 4A: May 1 through May 19, 2014
 - In School Suspension coverage as needed: January 23 through June 23, 2014.
9. **Paraprofessional Recommendation**: We are recommending Elizabeth Walling as a Paraprofessional for the elementary school. This is needed due to a recently classified student with behavioral disabilities. Elizabeth has worked in our elementary school and is familiar with the procedures of the school as well as our staff and students. Her paperwork, including her criminal history background check information is all on file. Once board approved, Elizabeth can begin Wednesday, April 30, 2014.

ATHLETICS/COMMUNITY COMMITTEE MEETING

APRIL 24, 2014

5:00PM

MINUTES

Attendance: Linda DiPalma (Chairperson), Fred Sorino (Co-Chair), Tom Pellegrino
Rena LaPrete, Ron Kornegay

1. **OLD BUSINESS**- coaching positions for the 2014-2015 school year were posted since our last meeting. Mr. Kornegay will update the committee under new business.
2. **NEW BUSINESS**
 - Request for 1-2 buses for track team dual meets: due to the large number of student athletes participating in track, there is a need to add additional buses for our athletes. The committee approved request. The money is in our athletic transportation account so we do not have to have this board approved again.
 - Request approval for off-site facility to be used for practices during the 2013-2014 Spring track season at no cost to the district- Wall Track Facility. We will place this on the agenda for approval.
 - Approve annual Co-op agreement with Pt. Pleasant Beach for boys and girls bowling and swimming, gymnastics and ice hockey for the 2014-2015 school year.
 - Update on 2014-2015 coaching positions: We will have the majority of coaching personnel completed for board approval on Tuesday. The list of coaches will be provided in the updated board agenda which will be sent to you on Monday, April 29, 2014.
 - Golf Spring Meadows Off-Site facility: Mr. Kornegay explained that this facility is used 2-3 times per season but is needed when the existing facility we use is being occupied by other teams contracted.