

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole and Regular Public Meeting of the Manasquan Board of Education was held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, March 19, 2019.

The Board President, Mr. Cattani, called the meeting to order at 6:01 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. Cattani requested that everyone join in the Pledge of Allegiance.

2. Pledge of Allegiance

Pledge of Allegiance

3. Roll Call

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar) - absent</i>	<i>Anne McGarry (SLH)</i>
<i>Donna Bossone</i>	<i>Terence Hoverter</i>	<i>Alexis Pollock</i>
<i>Martin Burns</i>	<i>Dennis Ingoglia (Brielle)</i>	<i>Alfred Sorino – arrived 6:23 p.m.</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo - absent</i>	<i>Colin Warren</i>

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabrielle Pettineo, Board Attorney; Lesley Kenney, Director of School Counseling Services; Jesse Place, Director of Technology and Human Resources; Sandi Freeman, Recording Secretary; Kennedy Miller, Student Board Representative.

**Brielle Board of Education Board Representatives Stephen LaValva and Tedd Vitale and Student Board Representatives Finn Cuozzo, Mary Mills and Casey Campbell were not in attendance.*

Quorum Reached

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

4. 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

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

Statement to the Public

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

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

Roll Call Vote: Ayes (8); Nays (0); Abstain (1) Mr. Ingoglia; Absent (3) Mr. Furey, Mr. Loffredo, Mr. Sorino
MOTION CARRIED

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and the Closed Executive Session of February 20, 2019. 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.

Mr. Cattani turned the floor over to Kennedy Miller for the Student Board Representative Report.

7. Student Board Representative Report

Kennedy Miller reported that last month the Key Club members continued to volunteer at the following monthly events: Manasquan Elks Breakfast, PTO Babysitting at the elementary school, Homework Helpers and Tutoring and also at the Manasquan Boys and Girls basketball games working the concession stands. This month they have added volunteering at the Women's Club Earth Day and Manasquan Ladies Auxiliary Lunch.

Mr. Cattani thanked Kennedy for her report and asked for a motion to accept the Student Board Representative Report.

Motion was made by Mr. Bolderman, seconded by Mrs. Pollock, to accept the Student Board Representative Report.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Furey, Mr. Loffredo, Mr. Sorino
MOTION CARRIED

Mr. Cattani turned the floor over to Dr. Kasyan for the Presentations.

8. Presentations

Dr. Kasyan, on behalf of the Manasquan Board of Education, welcomed everyone to the meeting. He thanked the Board of Education for understanding the importance of the students and staff by starting every meeting by focusing on their accomplishments. He thanked all those actively engaged in the Squan-A-Thon and said that they will be recognized at the April meeting. He commended them on raising \$151,000 for a very worthy cause in one-night's experience.

Dr. Kasyan began with the recognition of the Students of the Month, Elks Students of the Month and the Teachers of the Month. He introduced each of the students and teachers and presented them with Certificates of Appreciation and Walter Bucks.

- **High School Students of the Month for January**– Jonah Salem Caum, Senior – Elizabeth Maloney, Junior – Michael Farinacci, Sophomore – Benjamin Roy, Freshman
- **High School Students of the Month for February**– Matthias Drake, Senior – Erin Lucid, Junior – Karen Li, Sophomore – Sophie Creed, Freshman
- **High School Teacher of the Month for January** – James Fagen
- **High School Teacher of the Month for February** – Amy Edwards
- **Elementary School Student of the Month for February** – Abigail Cook
- **Elementary School Teacher of the Month for January** – Carrie Eastmond

Minutes

Student Board
Representative
Report

Presentations

Students &
Teachers of the
Month

- **Elementary School Teacher of the Month for February – Kristine Pierce**
- **Elks Elementary School Student of the Month for January – Lily Ducharme**
- **Elks Elementary School Student of the Month for February – Lindsay Sanchez-Garcia**
- **Elks Teenager of the Month for December – Jude Clark**
- **Elks Teenager of the Month for January – Evan Lloyd**
- **Elks Teenager of the Month for February – Bella Serrano**

Dr. Kasyan introduced and congratulated Julian George, Tri County Wrestling Champion and presented him with a Certificate of Appreciation.

- **Tri County Wrestling Champion – Julian George**

Dr. Kasyan introduced and congratulated the Geography Bee Champions, Jack Butler and Liam Hoverter. Dr. Kasyan had the students and audience participate in an on-line Geography Bee. The students were presented with awards, Certificates of Appreciation and Walter Bucks.

- **Geography Bee Champions – 1st Place – Jack Butler, 2nd Place – Liam Hoverter**

Dr. Kasyan recognized the Manasquan Elementary School Essay Contest Winners. The essay topic was What Makes You Proud of America. Dr. Kasyan congratulated Jack Butler, Lindsay Hickman and Parker Sass. He presented the students with awards, Certificates of Appreciation and Walter Bucks.

- **MES Essay Contest Winners – Jack Butler, Lindsay Hickman, Parker Sass**

Dr. Kasyan congratulated Brad McCabe for achieving the milestone of 1000 career points in basketball on January 24, 2019. Brad was not in attendance and will be presented with a Certificate of Appreciation and Walter Bucks.

- **MHS Boys Basketball – Brad McCabe – 1,000 Points**

Dr. Kasyan congratulated Faith Masonius for achieving the milestone of 1000 rebounds on February 5, 2019 against Red Bank Catholic and 2000 career points on March 1, 2019 against Voorhees. He commended her on this achievement. Faith was not in attendance and will be presented with a Certificate of Appreciation and Walter Bucks.

- **MHS Girls Basketball – Faith Masonius – 1,000 Rebounds and 2,000 Points**

Dr. Kasyan asked Coach Voskian to join him for the presentation of the Manasquan High School wrestling awards. Mr. Voskian asked the wrestling coaches to join him at the podium. Dr. Kasyan thanked the coaches for all of their efforts and support of the high school wrestlers and the Manasquan High School. Coach Voskian thanked his fellow coaches for their assistance with the wrestling program. He said they are so proud of the athletes' accomplishments this year. He thanked the board for their support of the program.

Dr. Kasyan introduced Bella Serrano, the New Jersey Overall Champion and America Garay, the New Jersey 6th Place Overall winner. Bella thanked the coaches and everyone that helped make this possible. America thanked the coaches, teachers and everyone who help with the program. The students were presented with plaques, Certificates of Appreciation and Walter Bucks.

- **MHS Wrestling – Bella Serrano - NJ Overall Champion, America Garay – NJ 6th Place Overall**

Students &
Teachers of the
Month

Tri county
Wrestling
Champion

Geography Bee
Champions

MES Essay
Contest
Winners

MHS Boys
Basketball –
1,000 Points

MHS Girls
Basketball –
1,000
Rebounds &
2,000 Points

MHS Wrestling
Champions

Dr. Kasyan congratulated the Manasquan High School Varsity Ice Hockey Team for being the A Central Division Dowd Cup Champions. He introduced the members of the team and presented them with medals, Certificates of Appreciation and Walter Bucks.

MHS Ice
Hockey
Champions

- **MHS Ice Hockey – A Central Division Dowd Cup Champions**

Dr. Kasyan asked Mr. Kirk, to join him for the presentation of the Teacher and Support Staff of the Year awards for the elementary school.

Mr. Kirk congratulated Andrea Trischitta, the Manasquan Elementary School Teacher of the Year. He provided a summary of her accomplishments at the elementary school and said she was long over-due for this award. Ms. Trischitta thanked the board for the recognition and said that she loves working in the district.

Mr. Kirk continued with the recognition of the Support Staff Employee of the Year, Patricia Gallant. He complimented Ms. Gallant for her hard work and dedication at the elementary school. She has worked in the Guidance Office and currently as the Child Study Team secretary. He said that she is an invaluable resource at the school. Ms. Gallant said that she loves working in Manasquan and thanked the board for the recognition.

Dr. Kasyan asked Mr. Coppola to join him for the presentation of the Teacher and Support Staff Employee of the Year awards for the high school.

Mr. Coppola congratulated all the students being recognized this evening and thanked Ryan Basaman for her leadership with the Squan-A-Thon program. He said that the \$151,000 raised is a testament to our students and staff on exactly what this high school is all about. He thanked the board of education for their support of the event.

Mr. Coppola recognized Meredith Heeter as the Manasquan High School Teacher of the Year and complimented her on being a student-centered person. He commended the tremendous staff at both the elementary school and high school. He complimented Ms. Heeter on being a great mentor who sets an example and standard along with being an excellent teacher.

Mr. Coppola continued with the recognition of the Support Staff Employee of the Year, Cheryl Bontales, the high school nurse. He said that Ms. Bontales is a valuable addition to the staff and provides care to the students and staff and is diligent in all aspects of her job. Ms. Bontales said she looks forward to coming to work every day and thanked the administration and parents for their support. She said that putting the kids on the playing field and the court is one of the greatest joys of her life.

The Teachers of the Year and Support Staff Employees of the Year were presented with an award and Certificates of Appreciation.

- **Teacher of the Year**
 - Andrea Trischitta – Elementary School
 - Meredith Heeter – High School
- **Support Staff Employee of the Year**
 - Patricia Gallant – Elementary School
 - Cheryl Bontales – High School

Teachers of the
Year

Support Staff
Employees of
the Year

Dr. Kasyan thanked everyone for attending this evening's meeting and asked for a short break to partake in celebratory cupcakes at 6:51 p.m. The meeting reconvened at 7:00 p.m.

Dr. Kasyan introduced Robert Hulsart, the board auditor, for a report of the 2017-18 audit. He asked Mr. Hulsart if there were any audit recommendations this year. Mr. Hulsart said there were no recommendations. Dr. Kasyan complimented Mrs. Coates and her staff for once again not having any audit recommendations.

2017-18 Audit
Presentation

Mr. Hulsart said that the results of the audit were excellent with nothing to be brought to the board's attention in terms of correction action. He found quality compliance with state regulations along with quality financial reporting. He said his report is later in the year because of state mandated information relating to pensions that was not made available until mid-February. Once this was done he was able to finalize the audit. He said all the pertinent information was filed with the Department of Education in December with the AudSum process. He asked if there were any questions from the board. Seeing none, Dr. Kasyan thanked Mr. Hulsart for his report.

2017-18 Audit
Presentation

- **Report of the 2017/2018 Audit – Presented by Robert Hulsart**

Dr. Kasyan concluded the presentation portion of the meeting and continued with the discussion items for the March 19, 2019 agenda.

Discussion
Items

9. Discussion Items March 19, 2019 Agenda

- **Education, Curriculum & Technology- Agenda Items***

Dr. Kasyan referred to information provided to the board in the Friday Packet relating to the QSAC scores from the state and the appeal being made to correct those scores. He is waiting to hear back from their office and will advise of the outcome of their conversation.

QSAC Update

Dr. Kasyan reported that two TV's will be placed in the center entryway of the high school to provide a digital broadcast of events going on in the district and provide information necessary to share with the community and the students. Dr. Kasyan said the students are enjoying the new science labs and the teachers are actively engaged with the students. A ribbon cutting ceremony is scheduled to take place on Saturday March 30 for both the science labs and field.

TV's for Digital
Broadcasting

Ribbon Cutting
March 30th

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

Dr. Kasyan reported that Personnel will be discussed in executive session.

Personnel
(Exec. Session)

- **Policy - Agenda Items***

Dr. Kasyan reported that he is currently updating the district's policy to make them more current. He is addressing any policies that have not been revised or reviewed for more than 3 to 5 years.

Policies

Policies for Revision-1st Reading

- Bylaw 0141.2 – Board Member and Term – Receiving District
- P 2422 – Health and Physical Education
- P 2431.3 – Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
- P 2610 – Educational program Evaluation
- P 4219 – Commercial Driver's License Controlled Substance and Alcohol Use Testing
- P 5111 – Eligibility of Resident/Nonresident Students
- R 5111 – Eligibility of Resident/Nonresident Students
- P 5330.04 – Administering an Opioid Antidote
- R 5330.04 – Administering an Opioid Antidote
- P 5337 – Service Animals
- P 5756 – Transgender Students
- P 7440 – School District Security
- R 7440 – School District Security
- P 8561 – Procurement Procedures for School Nutrition Programs
- P 8860 – Memorials
- R 2610 – Educational Program Evaluation
- P 2415.06 – Unsafe School Choice Option
- R 2460.8 – Special Education – Free and Appropriate Public Education
- R 5530 – Substance Abuse

Revisions – 1st
Readings

- P 5600 – Student Discipline/Code of Conduct
- R 5600- Student Discipline/Code of Conduct
- P 5611 – Removal of Students for Firearms Offenses
- R 5611 – Removal of Students for Firearms Offenses
- P 5612 – Assaults on District Board of Education Members or Employees
- R 5612 – Assaults on District Board of Education Members or Employees
- P 5613 – Removal of Students for Assaults With Weapons Offenses
- R 5613 – Removal of Students for Assaults with Weapons Offenses
- P 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
- R 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses

Dr. Kasyan turned the floor over to Mrs. Coates for the Finance and Buildings and Grounds discussion items.

- **Finance**

- 2019-2020 School District Budget Update

Mrs. Coates reported that the board budget committee met twice in early March to discuss and have input into the tentative budget. The minutes to both meetings and Quick Facts documents have been provided to the full board and Quick Facts are posted on Canvas. The tentative budget is on tonight's agenda for approval to submit to the County Office of Education for their review. Once the review is complete the budget will be advertised in the paper and a public hearing will be held on April 30th during the regular scheduled board meeting.

Finance
2019-20 School
District Budget
Update

- **Buildings & Grounds/Facilities**

- Referendum Project

Mrs. Coates referred to the March 12th referendum and reported that she, Dr. Kasyan and Mr. Cattani will be holding a meeting on Thursday with the architects and engineer along with Rob Notley, the construction manager and high school and district personnel, to begin looking at the construction and bidding schedule. A conference call will take place later this week with Phoenix Advisors, the district's financial advisors, along with Andrea Kahn, the bond council, to discuss the financing of the project and timeline. She reported that the official reports of the referendum were posted on the board of election clerk's website and the referendum resulted in 15.9% of the registered voters in Manasquan voting and the referendum passed 421 to 350.

Buildings &
Grounds/
Facilities

Referendum
Project and
Election Results

Dr. Kasyan thanked the board and all those who helped make phone calls the night of the referendum. He especially thanked Mr. Warren for the excellent Power Point that explained the referendum.

Mrs. Coates addressed Mrs. Bossone's question on the number of absentee ballots received and reported that there were a total of 16 absentee and provisional ballots and this resulted in a gain of yes votes. Those ballots were included in the numbers she reported earlier.

Mrs. Coates reported that the elementary school fields are now being used by the students. The punch list was created and as of last Wednesday, March 13th, the list of work has been completed for both ball fields. She is waiting for a letter from Your Way Construction regarding the warranty on the fields and indicating that the fact that the fields are being used will not void any warranty. She said that there is still a substantial balance due to the contractor and once it is evident that the sod is growing together and a pay application is received and reviewed by the professionals it will then be placed on an agenda for approval by the board.

Elementary
School Fields
Update

Dr. Kasyan ended the Committee of the Whole portion of the meeting. He continued with his Superintendent's Report.

10. Superintendent’s Report & Information Items

Dr. Kasyan provided the district enrollment report, as specified in Document A.

- **Enrollment– Document A**
 - **Total Enrollment– 1,519**
 - **High School – 970**
 - **Elementary School – 549**

Dr. Kasyan reported on the fire drills, emergency system tests and lockdown drills that took place in the district that satisfy the state statutes, as specified in Document B.

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
 - Fire Drill Reports**
 - **High School:**
 - **February 20th – Emergency System Test**
 - **February 22nd – Fire Drill**
 - **Alternative School:**
 - **February 20th – Emergency System Test**
 - **February 22nd – Fire Drill**
 - **Elementary School:**
 - **February 21st – Lockdown Drill**
 - **February 28th – Fire Drill**

Dr. Kasyan reported on the HIB monthly report, as specified in Document C.

- **HIB Monthly Report – Document C**
 - **High School:**
 - **Three Incidents – 1 Not HIB, 2 Confirmed HIB**
 - **Elementary School: No Reports for the Month**
 - **Four Incidents – 2 Not HIB, 2 Confirmed HIB**
- **Report of the Director of Curriculum and Instruction**

Dr. Kasyan turned the floor over to Mr. Place, Director of Technology and Human Resources.

- **Report of the Director of Technology and Human Resources**

Mr. Place referred to the digital signage that is being utilized in the district with two 75” displays now being used in the new wing at the high school. Three more will be added to the high school, two in the center hall and one in the media center by the Academic Hall of Fame. The elementary school will have two installed in different locations. The students are excited to see their pictures and projects displayed on the screens. There will be a Mammal March Madness celebrated in the new science wing using the digital signage. Mr. Place reported that one of the sending districts reached out to Dr. Kasyan on surveying students on their preparedness for the high school. He is working on developing a survey for the 9th and 10th grade students in high school and will share the outcome with the sending districts for their own students. This process will be conducted utilizing Canvas. Dr. Kasyan believes that this survey will provide important data to benefit the children. Mr. Place spoke on the importance of cybersecurity. He and a couple staff members will be attending a workshop tomorrow conducted by the State Department of Homeland Security. Mrs. Coates confirmed that we have cybersecurity insurance coverage.

Supt.’s Report

Enrollment Document A

Attendance Comparison, Fire Drill, Suspensions & Tardy Reports Document B

HIB Monthly Report Document C

Director of Technology & Human Resources Mr. Place

Dr. Kasyan turned the floor over to Ms. Kenney, Director of School Counseling Services.

- **Report of the Director of School Counseling Services**

Mrs. Kenney provided the following report from Mrs. Kerensky, in her absence, relating to the sending district articulation and meetings that have been held and are on-going in many academic areas. Representatives from the sending districts will be in attendance at these meetings. She reported that the Star Lab will be in the district and mini lessons will be conducted using the Star Lab. The sending districts were extended the invitation to attend the presentations. She reported that Mr. Fagan is working on bringing a representative from an organization called Help My MUN. It explained the rules and procedures for the Model UN. Mrs. Kenney said the honors placement tests took place for all 8th grade students interesting in taking Honors Bio and Humanities. There were 158 students participating in the testing and counselors are working diligently to make sure the assessments and scores are appropriately used with the scheduling. The Italian students visited with the 8th grade students to discuss their programs and the French classes will be doing the same thing. The elementary school completed the Read Across America program, Ms. Trischitta's Dr. Seuss' Clueless Play took place and the PTO sponsored their Science Fair. Next week parent-teacher conferences will be held for grades K through 2.

Mrs. Kenney provided the following report from the School Counseling Department and said that there has been very good feedback on the scheduling process for next year. Personal connections have taken place with every student and counselors have visited the sending districts twice. A presentation took place during the first visit explaining the new courses, academies and programs and they explained the required paperwork. The second visit took place with the students along with parents to input their courses. The one on one meetings eliminated a lot of the guesswork involved in scheduling. The current students in grades 9 through 11 have been in contact with the counselors during their English classes to review the courses and options. Next Monday the students will be taken out of the physical education classes to sit down one on one to input their courses. She said this process has been very positive. This Thursday a College Planning Night will take place and representatives from six colleges will be in attendance. The program is opened to sophomore and junior parents and students. The colleges represented will be Brookdale, Monmouth, NJIT, College of New Jersey, Stockton and Rutgers. Ms. Kenney reported that a broadcast from the state was received yesterday regarding PARRC testing saying that the 11th grade students will not have to take the test but she and Mr. Coppola are in discussion on how to address those students who have not yet passed an assessment.

Ms. Kenney, in answer to Dr. Kasyan's question on biology next year, said that all freshmen will be taking biology next year. Dr. Kasyan asked if tallies could be provided to him a month earlier to help with budget development. Ms. Kenney said that it could be difficult with the sending districts but addressing the high school first may be helpful.

Dr. Kasyan referred to the 30.3% of the high school population being from Manasquan and 69 to 70% representing the sending districts. He sees populations in the sending districts trending to be lower and would like to have a minimum cap of students in a class set at 10 in order to run the class. He wants to run the AP courses and the students should be encouraged to take the classes to keep the number over 10. Ms. Kenney said they have been offering certain AP courses to younger students and this would provide for larger numbers in the classes. Dr. Kasyan said currently we have six students participating in the Brookdale program and he believed those numbers will go up.

Dr. Kasyan concluded the Superintendent's Report.

Mr. Cattani asked for a motion to approve and accept the Superintendent's Report.

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, to approve and accept the Superintendent's Report.

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (2) Mr. Furey, Mr. Loffredo

MOTION CARRIED

Director of
School
Counseling
Services
Mrs. Kenney

Approval of
Supt.'s Report

Recommend approval and acceptance of the Superintendent’s Report.

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

11. Public Forum on Agenda Items

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

Public Forum
on Agenda
Items
(no comments)

Mr. Cattani closed the public forum seeing no participation from the public.

Mr. Cattani continued with the Manasquan General Items #12 through #19 and asked if there was a need for a separate vote. Seeing none he asked for a motion to approve Items #12 through #19.

Manasquan
General Items
#12 - #19

Motion was made by Mrs. Pollock, seconded by Mr. Hoverter, to approve Manasquan General Items #12 through #19.

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (1) Mr. Loffredo **MOTION CARRIED**

MANASQUAN
General Items

- 12. Recommend** approval of the MOESC Cooperative Transportation Commencement Agreement for the 2019-2020 school year, as per **Document 1**.
- 13. Recommend** approval of **Dr. Richard Worth** to conduct psychiatric assessment of MES special education student #7377095824 at a rate of \$550 per assessment/report.
- 14. Recommend** acceptance of a Tuition Free Student of Staff Member, (H.B.), in accordance with the MEA/MBOE Negotiated Agreement, in the Kindergarten at Manasquan Elementary School, for the 2019-2020 school year.

MOESC Coop.
Transportation
Document 1

Dr. Worth –
Psychiatric
Assessment

19-20 Tuition
Free – Student
of Staff
Member

Professional Days

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

E.S.
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
May 2, 2019	Alissa Boyne	Long Branch	NJ Speech and Language Convention	No	None

**Student Action
Field Trips**

E.S. Field Trips

16. **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>
May 23, 2019	Elizabeth Walling Andrea Trischitta Colleen Graziano Justin Roach Jennifer Dyer Christine Rice Moirra Skea Thomas Russoniello Kristine Pierce Robert Markovitch Andrew Manser Nurse (TBD)	Grade – 7 ELA, History	Philadelphia	Tour about Nation's History	Yes-11	None	2 Buses - \$774.00 Total Paid by Student Funds

Placement of Students on Home Instruction

17. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: None at this time

E.S. Home Instruction
(No Report)

Placement of Students Out of District

18. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year. **No report at this time**

Out of District Placements
(No Report)

Financials

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **February, 2019 as per Document 2.**

E.S. Central Funds Report
Document 2

Mr. Cattani continued with the Manasquan/Sending District General Items #20 through #38 and asked if there was a need for a separate vote. Seeing none he asked for a motion to approve Items #20 through #38

Manasquan/Sending District General Items #20 - #38

Motion was made by Mr. Sorino, seconded by Mr. Bolderman, to approve Manasquan/Sending District General Items #20 through #38.

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (2) Mr. Furey, Mr. Loffredo

MOTION CARRIED.

MANASQUAN/SENDING DISTRICTS

General Items

20. **Secretary's Report/Financials**

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

Financial Reports

The Business Administrator/Board Secretary certifies that as of **FEBRUARY 28, 2019** 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; that the amount of district taxes, excluding debt service requirements, needed to meet the obligations of this Board for the next eight weeks is \$2,557,093.00 and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

District Taxes

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 **FEBRUARY 28, 2019** 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 **FEBRUARY 28, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **FEBRUARY 28, 2019** 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. 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 **FEBRUARY 28, 2019**, 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 **2018-2019 budgets for FEBRUARY and MARCH** as recommended by the Superintendent of Schools, as per **Document D**.

Budget Certification Document E

Purchase Orders for the month of **MARCH, 2019** be approved, as per **Document E**.

Purchase Orders Document E

Recommend acceptance of the Cafeteria Report – Document F.

Cafeteria Rept. Document F

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,699,352.96** for the month of **MARCH, 2019** be approved. Record of checks (#44098 through #44162), and distributions are on file in the Business Office.

Bills (Current Expense)

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$37,295.09** for the month of **MARCH, 2019** be approved. Record of checks (#1334 through #1339), and distributions are on file in the Business Office.

Bills (Capital Expense)

Confirmation of **Bills (Current Expense)** for **FEBRUARY, 2019** at **\$3,108,241.37** and checks (#43935 through #44097) and **(Capital Expense)** for **FEBRUARY, 2019** at **\$9,048.75** and checks (#1330 through #1333).

Confirmation of Bills (Current & Capital Expense)

Recommend acceptance of the following High School Central Funds Report for the month ending **FEBRUARY 2019** as per **Document G**.

H.S. Central Funds Report Document G

Adoption of Tentative 2019-2020 Budget

21. **Recommend approval to submit the tentative 2019-2020 school district budget to the County Office of Education for review and approval as follows:**

2019-2020 Tentative School District Budget

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 school year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2019-2020 Total Expenditures	\$27,465,176	\$426,207	\$1,243,423	\$29,134,806
Less: Anticipated Revenues	\$11,815,767	\$426,207	\$ 136,402	\$12,378,376
Taxes to be Raised	\$15,649,409	\$ -0-	\$1,107,021	\$16,756,430

And to advertise said tentative budget in THE COAST STAR in accordance with the form required by the State Department of Education and according to law;

BE IT FURTHER RESOLVED, that a public hearing be held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, April 30, 2019 at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-2020 school year.

Capital Reserve Account Deposit

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of \$50.00. This represents anticipated interest for the 2019-2020 school year.

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of \$75,000 as follows:

- \$50,000 turf replacement
- \$25,000 sod replacement

Travel and Related Expense Reimbursement 2019-2020

WHEREAS, the Manasquan Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-state county meetings, Department or Association sponsored events or in-state professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Manasquan Board of Education established \$47,267 as the maximum travel amount for the current school year and has expended \$20,016.20 as of this date; now

THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2, to a maximum expenditure of \$47,267 for all staff and board members for the 2019-2020 school year.

BE IT FURTHER RESOLVED that the Manasquan Board of Education approved the following **2019-2020 Tuition Rates:**

Manasquan High School 9 - 12	\$15,558
Pre-School (3-year old program)	\$ 1,100
Pre-School (4-year old program)	\$ 1,700
Kindergarten	\$16,128
Grades 1 – 5	\$18,327
Grades 6 – 8	\$17,310
L/LD	\$22,885
PSH – PT	\$ 4,193
PSH – FT	\$ 8,386
MD	\$50,961
Parent Paid K-8	\$ 7,261
Parent Paid 9 – 12	\$ 7,261

22. **Recommend** approval of the following Pay Applications:
 - Pay Application #15 from Kappa Construction Corp., in the amount of \$43,496.33, for Renovations and Addition to the Manasquan High School (pending attorney review).
 - Pay Application #2 from Butler Balancing Company, Inc., in the amount of \$4,500, for Renovations and Addition to the Manasquan High School (pending attorney review).

23. **Recommend** approval of Change Order # 12-0, from The LandTek Group, Inc., for supplying and installing 100LF of additional 20’ high ball safety netting behind goal post on the lower field, in the amount of \$11,500.

24. **Recommend** approval of the withheld payment, in the amount \$49,769.30, to The LandTek Group, Inc., (Line Item #22 – Blue Synthetic Turf) – from Pay Application #5. (Previously approved on February 20, 2019 omitting contractor’s name).

25. **Recommend** approval of the acceptance of a Parent-Paid Tuition student (Q.P.) in the 9th grade at the Manasquan High School for the 2019-2020 school year, at an annual tuition rate to be determined.

26. **Recommend** approval to rescind the acceptance of a Parent-Paid Tuition student (M.N.) in the 9th grade at the Manasquan High School for the 2019-2020 school year, previously approved on January 22, 2019.

27. **Recommend** approval to solicit a Request for Proposals for the following for the 2019-2020 school year (pending attorney review):
 - School Food Service Management
 - Insurance Broker of Record for Property & Casualty, Liability, Workers Compensation and Student Accident

28. **Recommend** approval to solicit bids for the following services for the 2019-2020 school year (pending attorney review):
 - Trash Collection Services
 - Printing Services

29. **Recommend** approval of the 2020-2021 maintenance agreement with OTIS Elevator Company, for service of the OTIS elevator located in the new addition at the Manasquan High School, in the annual amount of \$6,192 (pending attorney review).

30. **Recommend** approval of the following Requests for Obsolete Equipment Disposal:
 - Science Department textbooks and equipment, as per **Document H-1**
 - Woodshop Equipment, as per **Document H-2**

2019-2020
Tuition Rates

Kappa
Construction
Pay App. #15

Butler
Balancing Co.,
Inc.
Pay App #2

The LandTek
Group Inc. –
C.O. #12-0

The LandTek
Group Inc. –
withheld
payment

19-20 Parent
Paid Tuition
Student

19-20 Parent
Paid Tuition
Student
Rescind

RFP's
-School Food
Service Mgmt.
-Insurance
Broker of
Record

Bids
-Trash
Collection Svcs.
-Printing Svcs

OTIS Elevator
Co. – Elevator
Maintenance
Agreement

Obsolete
Equipment
Document H-1
& H-2

31. **Recommend** approval of North American Pipeline Services LLC, Freehold, NJ, to perform culvert repair work on the lower high school athletic field per the specifications outlined in the Request for Proposal, in an amount not to exceed \$29,980.07, (pending attorney review).
32. **Recommend** approval of the acceptance of a donation from Stephen Barlow and Barlow Farms in the form of greenhouse items, valued at \$400.00.
33. **Recommend** approval of the acceptance of a donation from Monmouth University in the form of a portable batting cage, valued at \$2,000.00.
34. **Recommend** approval of the Superintendent’s 2018-2019 Quantitative Merit Goal #1 focused on the District’s Strategic Plan.
35. **Recommend** approval of the first reading of the revision of the following policies, as per **Document I**:
 - Bylaw 0141.2 – Board Member and Term – Receiving District
 - P 2422 – Health and Physical Education
 - P 2431.3 – Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
 - P 2610 – Educational program Evaluation
 - P 4219 – Commercial Driver’s License Controlled Substance and Alcohol Use Testing
 - P 5111 – Eligibility of Resident/Nonresident Students
 - R 5111 – Eligibility of Resident/Nonresident Students
 - P 5330.04 – Administering an Opioid Antidote
 - R 5330.04 – Administering an Opioid Antidote
 - P 5337 – Service Animals
 - P 5756 – Transgender Students
 - P 7440 – School District Security
 - R 7440 – School District Security
 - P 8561 – Procurement Procedures for School Nutrition Programs
 - P 8860 – Memorials
 - R 2610 – Educational Program Evaluation
 - P 2415.06 – Unsafe School Choice Option
 - R 2460.8 – Special Education – Free and Appropriate Public Education
 - R 5530 – Substance Abuse
 - P 5600 – Student Discipline/Code of Conduct
 - R 5600- Student Discipline/Code of Conduct
 - P 5611 – Removal of Students for Firearms Offenses
 - R 5611 – Removal of Students for Firearms Offenses
 - P 5612 – Assaults on District Board of Education Members or Employees
 - R 5612 – Assaults on District Board of Education Members or Employees
 - P 5613 – Removal of Students for Assaults With Weapons Offenses
 - R 5613 – Removal of Students for Assaults with Weapons Offenses
 - P 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
 - R 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses

*North
American
Pipeline Svcs. –
Culvert Repair*

*Donation –
Barlow Farms*

*Donation –
Monmouth
Univ.*

*Supt’s 18-19
Quantitative
Merit Goal #1*

*Policies –
Revisions 1st
Reading*

Professional Days

H.S.
Professional
Days

36. 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 22, 2019	Claire Kozic	Freehold	Health Career PLC Collaboration	Yes	Mileage – \$2.99
March 27, 2019	Leigh Busco	Newark	Opioid Epidemic Meeting	No	None
March 22, 2019	Kevin Hyland	Freehold	Curriculum Workshop	Yes	None
April 5-6, 2019	Julian Price	New Brunswick	NJFCA Coaches Clinic	Yes	None
May 22-23, 2019	Donald Bramley	Stockton University	School Climate and Anti-Bullying Conference	No	Mileage-\$35.65 Registration-\$250.00 Hotel-\$100.00
May 22-23, 2019	Richard Read	Stockton University	School Climate and Anti-Bullying Conference	No	Mileage-\$44.08 Registration-\$250.00 Hotel-\$99.00
March 5, 2019	Lesley Kenney	Monroe	Strategic Planning Workshop	No	Mileage-\$22.94 Registration-\$169.00
March 27, 2019	Amy Edwards	Newark	AOE/NJIT Articulation Meeting	Yes	None
April 5, 2019	Louis Certo	Piscataway	Football Clinic	Yes	None
June 5, 6, 7, 2019	Lynn Coates	Atlantic City	NJASBO Workshop	No	Registration-\$275.00 Parking-\$90.00
March 29, 2019	James Egan Lisa Kukoda Jesse Place Frank Scott	Iselin	Microsoft Education Transformation	No	Mileage-\$23.99 Cost Per Traveler
April 4, 2019	Craig Murin	Ocean High School	Monmouth County Math and Science Supervisor Meeting	No	None

Student Action

Field Trips

37. Recommend approval of the field trips listed below:

H.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 12-18, 2019	Kristen Buss Joseph LaCarrubba Peter Cahill (or designee)	Surf Team	California	NSSA Surfing Competition	Yes-2	None	None
April 3, 2019	Amy Edwards Claire Kozic Nurse (TBD)	iLab Grades 9-12	Mercer	InvenTeam-Robotic Simulation Lab	Yes-3	None	1 Bus – \$400.00 (Grant Funded)

April 17, 2019	Amy Edwards Nurse (TBD)	iLab Grades 9- 12	Cranbury	InvenTeam- Prototyping Engineering Assistance	Yes-2	None	1 Bus – \$400.00 (Grant Funded)
April 30, 2019	Amy Edwards Nurse (TBD)	iLab Grades 9- 12	Newark	NJIT Makerspace Tour	Yes-2	None	Train Transportation – \$500.00 (Grant Funded)
May 21, 2019	Amy Edwards Nurse (TBD)	iLab Grades 9- 12	New York	Cisco Systems – Technical Mentoring	Yes-2	None	Train Transportation – \$400.00 (Grant Funded)
May 3, 2019	Kevin Hyland Eric Wasnesky	Grade 12 Health Careers	Rutgers University	Cadaver Lab	Yes-2	None	None
May 1, 2019	Ryan Wiemken	Band	Monmouth HS or Toms River HS	All Shore Band Festival	No	1 Bus – \$450.00	None
April 2, 2019	Ryan Wiemken	Band	Sending District Schools	Introduce Band to Incoming 8 th Graders	Yes	1 Bus – \$200.00	None
April 16, 2019	Jill Santucci Leigh Busco	Peers	Oakhurst	Peer Leaders Special Project – Interactions with Disabled	Yes-1	Bus - \$350	None
April 3, 2019 (Revised)	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman	Academy of Finance	New York City	Wall Street Tour	Yes-3	1 Bus – \$1500.00 (Revised)	AOF Fund 1 Bus – \$1500.00 (Revised)
March 23, 2019	Amy Edwards	Robotics Grades 9- 12	Manalapan	Annual Maker’s Day	No	None	None
March 20, 2019	Amy Edwards Barbara Buckley Nurse (TBD)	Academy of Engineering Grades 9-12	Piscataway	Engineering Day at Rutgers University	No	1 Bus – \$400.00	None

Placement of Students on Home Instruction

38. Recommend that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

- #3913671421 Grade 10 February 18, 2019 – April 18, 2019 (Medical)**
- #1274491076 Grade 10 March 7, 2019 – April 6, 2019 (Medical)**
- #5923168046 Grade 10 March 7, 2019 – April 6, 2019 (Medical)**
- #4165868382 Grade 11 February 22, 2019 – March 22, 2019 (Medical)**
- #8961781226 Grade 12 March 1, 2019 – April 1, 2019 (Medical)**
- #7262023238 Grade 10 March 1, 2019 – April 1, 2019 (Medical)**
- #1386820128 Grade 11 March 5, 2019 – April 5, 2019 (Medical)**
- #1143883578 Grade 11 March 4, 2019 – April 4, 2019 (Medical)**
- #5127196755 Grade 10 February 2, 2019 – April 3, 2019 (Medical)**

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

39. Old Business/New Business

Old Business
New Business

Under New Business – Mr. Cattani congratulated Donna Bossone on becoming a Certificated Board Member. He commended her on the time spent attending the required classes on her own time to achieve this status.

Mr. Cattani opened the second public forum and asked if there were any questions or comments on any items on the agenda or other topics.

40. Public Forum

Public Forum
(No Comment)

Mr. Cattani closed the public forum seeing no participation from the public. He asked for a motion to enter into Executive Session and read the following statement.

Motion was made by Mr. Burns, seconded by Mrs. McGarry, and approved by voice vote of all those present in favor to enter into Executive session at 7:35 p.m. MOTION CARRIED

Executive
Session

41. 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-HIB)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA Grievance, MAA Negotiations Update)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client
- 8. Personnel Matters (Hiring, Leave of Absence, Resignation)
- 9. Imposition of Penalties Upon an Individual

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

Mr. Cattani asked for a motion to reconvene the meeting.

Motion was made by Mr. Hoverter, seconded by Mr. Warren, and approved by voice vote of all those present in favor to reconvene the meeting at 8:44 p.m. MOTION CARRIED

Meeting
Reconvened

Mr. Cattani asked for a motion to approve Manasquan Item #42.

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, to approve Manasquan Item #42 – E.S. Personnel, as per Document 3.

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (1) Mr. Loffredo MOTION CARRIED

Manasquan
Item #42 – E.S.
Personnel
Document 3

MANASQUAN

Personnel

42. **Recommend** approval of the Elementary School personnel as per **Document 3.**

Mr. Cattani asked for a motion to approve Manasquan/Sending District Items #43 and #44.

Motion was made by Mr. Hoverter, seconded by Mrs. McGarry, to approve Manasquan/Sending District Items #43 – H.S. Personnel, as specified in Document J and Item #44.

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (2) Mr. Furey, Mr. Loffredo MOTION CARRIED

Manasquan/
Sending
District Items
#43 - #44

MANASQUAN/SENDING DISTRICTS

Personnel

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

H.S. Personnel
Document J

44. **Recommend** approval of the revised determination of Harassment, Intimidation and Bullying case # 15, previously approved on February 20, 2019.

Revised HIB
Case #15

Mr. Cattani asked for a motion to adjourn.

Motion was made by Mr. Sorino, seconded by Mr. Burns, and approved by voice vote of all those present in favor to adjourn the meeting at 8:47 p.m. MOTION CARRIED

Adjournment

45. **Adjournment**

Motion to Adjourn

Respectfully submitted,



Lynn Coates
Board Secretary